



Transcript Request Form

Name: _____ E-mail: _____

Date of Birth: _____ (date) _____ (month) _____ (year) Telephone number: _____

Dates of Enrollment: _____ (month) _____ (year) to _____ (month) _____ (year), for _____ (number) quarter(s)

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Date: _____ Signature: _____

Notes:

1. Fee: 1-20 copies: US\$5 or NT\$150 per copy
 21 copies and above: US\$10 per copy
2. How to Request a Transcript:
 - (A) Please complete this form and email it to iclp@ntu.edu.tw or fax it to +886 2 2362 6926
 - (B) The fee may be paid in person at the ICLP office or mailed to: **ICLP, National Taiwan University, Office 420, 170 Xinhai Road, Section 2, Taipei 10663, Taiwan.** The transcript will be issued upon receipt of the fee. Cash only.
 - (C) If the transcript needs to be mailed via express courier, an additional US\$12 will be required per copy. The recipient's telephone number is required.