

Ming Chuan University Guidelines for Alumni Entrusted Certificate Application Service

Passed at the Regulation Committee Meeting on September 7, 2016
Passed at the 314th Administrative Council Meeting on September 12, 2016

1. Ming Chuan University (herewith called the university) established Ming Chuan University Guidelines for Alumni Entrusted Certificate Application Service to efficiently assist alumni in certificate application, to ensure the certificates are delivered in a timely manner, to promote service quality and to protect alumni's rights.
2. The entrusted services are as following:
 - (1) Copy of Chinese (English) Certificate of Degree Conferral
 - (2) English Certificate of Degree Conferral (Junior College)
 - (3) Chinese (English) Cumulative Transcript
 - (4) Chinese (English) Certificate of Matriculation (Junior College)
 - (5) Other relevant certificates or documents approved by the Alumni Relations Section
3. In order to promote the efficiency of Alumni Entrusted Certificate Application Service, alumni who apply for this service are responsible to pay the application fee, postage and entrusted service fee.
4. In order to ensure the safety of the mail process, all certificates will be mailed by registered mail for tracking purpose.
5. The standard fee for each certificate is set in accordance with the institutional regulations; any revisions will be announced on MCU website.
6. Alumni must submit a Letter of Entrustment and the relevant document for certificate applications, as well as the application fee for each certificate and the number of copies, and the postage in accordance with the postal service standards. In order to promote service quality, an entrusted service fee is also required according to the standard in the appendix.
7. Alumni can pay the fee for entrusted certificate application by cash, postal money order, wire transfer or other payment method approved by the institution. There is no refund for overpayment; any overpayment will be donated to MCU Alumni Service Fund for serving all alumni.
8. The information collected is only for the purposes of alumni entrusted certificate application in accordance with these guidelines. Information is processed according to Ming Chuan University (MCU) information maintenance and security

management regulations and shall not be disclosed or provided to any third party without prior consent, nor transferred for any other uses. (For more details on personal information management, please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw>.)

9. Upon being passed by the Administrative Council and approved by the president, these procedures were implemented. Any revision must follow the same procedure. These guidelines are implemented from 2016-17 AY.

【Appendix】

MCU Certificate Fees

Certificate	Fee
Copy of Chinese Certificate of Degree Conferral	NTD 30
Copy of English Certificate of Degree Conferral	NTD 100
Chinese Certificate of Degree Conferral	NTD 30
English Certificate of Degree Conferral	NTD 30
Chinese Cumulative Transcript	NTD 30
English Cumulative Transcript	NTD 30
Chinese Certificate of Matriculation	NTD 5
English Certificate of Matriculation	NTD 30

Postage and Entrusted Service Fee

Mail Address	Fee (per mailing)
⊙ Domestic Mail – less than 100g (Prompt Registered Mail)	NTD200
⊙ International Mail – less than 250g (International Express Mail)	
○ Asia (including Hong Kong and Macau)	USD15

○ United States, Canada, England, France, Germany, Singapore, Mainland China and Europe	USD20
○ New Zealand, Australia and Oceania	USD25
○ Central and South America, and Africa	USD25
<p>Notes:</p> <ol style="list-style-type: none"> 1. If additional postage is required due to envelope weight, the charge will be in accordance with the standard fee as announced by the postal service. 2. Alumni who come to campus in person to apply for and pick up a certificate(s) will be not charged entrusted service fee. For entrusted certificate application which requires documents to be delivered by mail, alumni must pay for the postage, certificate application fee, along with the entrusted service fee of NTD 50 for domestic mail and NTD 100 for international mail. 3. The standard fees of each certificate are set in accordance with the institutional regulations; any revision will be announced on MCU website. 	

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****