



# 華語文能力測驗

## 成績單、證書加（補）發注意事項（臺灣考區適用）

如果是原報考測驗日後 2 年內的成績單/證書遺失、有誤，或是需要加（補）發成績單/證書正本，考生得向華測會申請成績單/證書加（補）發。

一、申請期限：請於**原報考測驗日後 2 年內**提出申請，逾期恕不受理。

二、申請費用：

- 成績單加（補）發每份**新臺幣 250 元**。
- 證書加（補）發每份**新臺幣 350 元**。
- 寄件費用
  - 國內寄送：採郵局掛號寄送，需加收郵資新臺幣 50 元。（以次計，如一次申請多份，僅收單次郵資）
  - 海外寄送：採郵局之國際快捷。（以次計，如一次申請多份，僅收單次郵資）
  - 海外地區寄送郵資如下表：

地區	亞洲	大洋洲	歐洲	北美洲	中南美洲、非洲
郵資	新臺幣410元	新臺幣485元	新臺幣550元	新臺幣850元	新臺幣650元

三、電郵申請：

- 填妥「華語文能力測驗成績單、證書加（補）發申請表（臺灣考區適用）」。
- 如果需更正成績單/證書上的個人資料，請於電郵附上護照或居留證影本，並以掛號寄回舊證書。掛號收件資訊：244014 新北市林口區仁愛路一段 2 號資訊與教學大樓 B 棟 7 樓。
- 匯款資訊：

【國內匯款資訊】	【海外匯款資訊】
受款銀行：中國信託商業銀行忠孝分行 受款戶名：國立臺灣師範大學 401 專戶 受款帳號：185350001030	受款銀行：中國信託商業銀行忠孝分行 受款戶名：國立臺灣師範大學 402 美金帳戶 受款帳號：185331000005 商業識別碼：CTCBTWTP

- 請把**匯款證明、申請表**、有正確資訊的護照或居留證（更改資訊才需檢附），掃描或拍照並電郵至華測會服務信箱 [service@sc-top.org.tw](mailto:service@sc-top.org.tw)。
  - 以上步驟皆無缺漏，才算完成申請手續。
- 四、加（補）發作業時間：本會收到申請表，受理日下一工作天起第 5 個工作天完成（不含例假日）。



#### 五、退費方式：

1. 匯款後如因人為因素取消申請，將扣除手續費用 30 元後辦理退費。
2. 本會以「郵政匯票」退費並掛號郵寄至指定地址。

#### 六、寄件方式：

1. 親自到華測會辦公室領取，如果無法親自領取，可事先通知本會，請受託人到華測會辦公室領取。受託人需攜帶委託書（如附件）、申請人護照或居留證影本、受託人身分證件正本。
  - 華測會林口辦公室：新北市林口區仁愛路一段 2 號資訊與教學大樓 B 棟 7 樓
  - 華測會臺北辦公室：臺北市和平東路一段 162 號（臺師大校本部）普通大樓 315 室
2. 國內以郵局掛號寄送，需加收郵資。
3. 海外以國際快捷寄送，需加收郵資。

#### 七、注意事項：

1. 已核發之成績單/證書，恕不修改考生照片、中文姓名用字及英文拼音，且無法提供中、英文以外之外文修改。
2. 若為正式改名，需提供新、舊證件影本佐證。
3. 若本會判定個資修改幅度過大、無法確認是否為考生本人，有權拒絕修改及補發，並且不退費。



# Information on Additional and Replacement Copies of TOCFL Score Reports or Certificates (For Test-Takers in Taiwan)

Test-takers who have taken a test can apply to SC-TOP for additional copies or replacement copies (for example if their originals contain incorrect details) of their TOCFL score report(s) and certificate(s).

I. Application Deadline : **Within 2 years of the original test date.** No requests will be accepted after the deadline.

II. Application Fees :

1. Each additional/replacement copy of the score report: **NT\$250**

2. Each additional/replacement copy of the certificate: **NT\$350**

3. Shipping Rates :

- Domestic shipping: Deliveries are handled by registered mail via Chunghwa Post. The postage rate is NT\$50 per item. (Only a single postage fee will be charged when shipping multiple documents together.)

- Overseas shipping: Deliveries are handled by International Express Mail Service via Chunghwa Post. (Only a single postage fee will be charged when shipping multiple documents together.)

- Postage Rates for Overseas Areas :

Continent	Asia	Oceania	Europe	North America	Central and South America, and Africa
Postage Rate	NT\$410	NT\$485	NT\$550	NT\$850	NT\$650

III. E-mail Application Procedure :

1. Please complete the “Additional and Replacement Copies of TOCFL Score Reports or Certificates Application Form (for Test-Takers in Taiwan)”.

2. If you need to correct the personal information printed on the score report or certificate, please attach a copy of your valid passport or ARC to your e-mail. Please also return your original certificate to SC-TOP via a registered mail. The address of SC-TOP is as follows: 7F, Building B, Information and Academic Building, No.2, Sec. 1, Ren-ai Rd., Linkou Dist., New Taipei City 244014.

3. Payment Information :

Domestic Remittance	Overseas Remittance
Bank: CHINA TRUST COMMERCIAL BANK JHONG-SIAO BRANCH Recipient: National Taiwan Normal University 401 Account	Bank: CHINA TRUST COMMERCIAL BANK JHONG-SIAO BRANCH Recipient: National Taiwan Normal University 402U Account



Account Number: 185350001030	Account Number: 185331000005 SWIFT Code: CTCBTWTP
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4. Please attach a scanned or photographed copy of **the remittance receipt** and **application form** to your e-mail, and send it to SC-TOP ([service@sc-top.org.tw](mailto:service@sc-top.org.tw)). If you need to correct your personal information, please attach a copy of your valid passport or ARC to your e-mail.
  5. The steps outlined above must all be undertaken in order to complete the application procedure.
- IV. Processing time for additional/replacement copies : Processing will be completed within 5 working days starting from the day after the application is received.
- V. Refund Application :
1. If for whatever reason you need to cancel your application after making the payment, SC-TOP will charge a NT\$30 handling fee, then refund the remainder of the application fee.
  2. SC-TOP provides refunds by postal order mailed to designated addresses by registered mail via Chunghwa Post.
- VI. Shipping Method :
1. Test-takers can collect their documents in person. If test-takers cannot collect the documents in person themselves, they can also inform SC-TOP in advance that they have authorized a representative to collect their documents. The authorized representative should bring an authorization letter to collect the document (as attached), a copy of the test-taker's passport or ARC, and the authorized representative's original ID document.
    - Linkou Office: 7F, Building B, Information and Academic Building, No.2, Sec. 1, Ren-ai Rd., Linkou Dist., New Taipei City
    - Taipei Office: (NTNU main campus) Room 315 Normal Building No. 162, Section 1, Heping E. Road, Daan District, Taipei City
  2. Domestic deliveries and shipping rates are handled by registered mail via Chunghwa Post.
  3. International deliveries and shipping rates are handled by International Express Mail Service via Chunghwa Post.
- VII. Important Notices :
1. Applications to modify the headshot, characters of the Chinese name, or pinyin spelling of the English name on the published score report and certificate will be denied by SC-TOP. Additionally, SC-TOP is unable to provide name changes in languages other than Chinese or English.
  2. If you have legally changed your name, please provide copies of both your previous and current identity documents.
  3. If the modifications of personal information are deemed too extensive and SC-TOP is unable to verify the test-taker's identity, SC-TOP has the right to reject the test-taker's information change request. The registration fee will not be refunded in such an instance.



# 華語文能力測驗

## 成績單、證書加(補)發申請表(臺灣考區適用)

### Additional and Replacement Copies of TOCFL Score Reports or Certificates Application Form (for Test-Takers in Taiwan)

申請日期 Application Date : 年 Year 月 Month 日 Day

中文姓名 Chinese Name		英文姓名 English Name			
護照號碼 Passport No.		聯絡電話 Phone Number			
測驗日期 Test Date	年(Y)	月(M)	日(D)		
測驗類型和等級 Test Type & Level					
<input type="checkbox"/> 聽讀測驗 Listening and Reading Test : <input type="checkbox"/> Novice <input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C <input type="checkbox"/> CAT					
<input type="checkbox"/> 聽力測驗 Listening Test : <input type="checkbox"/> Novice <input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C					
<input type="checkbox"/> 口語測驗 Speaking Test : <input type="checkbox"/> Novice <input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C					
<input type="checkbox"/> 寫作測驗 Writing Test : <input type="checkbox"/> Novice <input type="checkbox"/> Band A <input type="checkbox"/> Band B <input type="checkbox"/> Band C					
申請項目及費用 Application Item & Fee	<input type="checkbox"/> 成績單 Score Report _____ 份 copies×NT\$250 = NT\$ _____				
	<input type="checkbox"/> 證書 Certificate _____ 份 copies×NT\$350 = NT\$ _____				
領取方式 Collection Method	<input type="checkbox"/> 林口辦公室 Linkou Office		<input type="checkbox"/> 臺北辦公室 Taipei Office		
	<input type="checkbox"/> 國內掛號 Domestic Registered Mail		<input type="checkbox"/> 海外郵件 International Express Mail		
	寄件地址 Shipping Address : □□□-□□□				
寄件費用 Shipping Rates	<input type="checkbox"/> 國內郵局掛號 Registered Mail via Chunghwa Post +NT\$50				
	<input type="checkbox"/> 亞洲 EMS via Chunghwa Post in Asia +NT\$410				
	<input type="checkbox"/> 大洋洲 EMS via Chunghwa Post in Oceania +NT\$485				
	<input type="checkbox"/> 歐洲 EMS via Chunghwa Post in Europe +NT\$550				
	<input type="checkbox"/> 北美洲 EMS via Chunghwa Post in North America +NT\$850				
	<input type="checkbox"/> 中南美洲、非洲 EMS via Chunghwa Post in Central and South America, and Africa +NT\$650				
費用總計 Total Fee	NT\$ _____				
資訊修改 Modified Information	中文姓名 Chinese Name				
	英文姓名 English Name				
	國籍 Nationality				
	生日 Date of Birth				
	※請填寫正確的資訊，並在申請郵件中檢附您的護照或居留證及寄回有錯誤資訊的證書 Please fill in the correct information, attach your passport or ARC to your application e-mail, and send back the certificate with the incorrect information.				
備註 Remarks					
檢查欄(請勿勾選) Check Column (Do not mark)	證件 ID Documents	證書 Certificate	已匯款 After Remitting	需退費 Refunds	寄出結案 Case Termination



## 華語文能力測驗代領成績單、證書委託書

### Authorization Letter to Collect TOCFL Score Report or Certificate

本人\_\_\_\_\_無法親自領取華語文能力測驗 成績單 證書，  
特委託

\_\_\_\_\_（先生／小姐）代表本人前往領取。完成簽領程序後，文件  
如果有破損或遺失，本人不會向華測會追究責任。

I, \_\_\_\_\_, am unable to collect my TOCFL Score Report(s)  
Certificate(s) in person, and I therefore hereby authorize \_\_\_\_\_ to  
collect my document(s) from the SC-TOP office on my behalf. I will not hold SC-TOP  
responsible for any associated damage or loss of my TOCFL document(s) after the  
authorized representative has collected my TOCFL document(s).

此致國家華語測驗推動工作委員會

To Steering Committee for the Test Of Proficiency-Huayu

委託人簽章 Test-taker's signature : \_\_\_\_\_

委託人證件字號 Test-taker's passport number or ARC number : \_\_\_\_\_

委託人電話 Test-taker's phone number : \_\_\_\_\_

受託人簽章 Representative's signature : \_\_\_\_\_

受託人證件字號 Representative's passport number, ARC number, or other ID : \_\_\_\_\_

受託人電話 Representative's phone number : \_\_\_\_\_

\_\_\_\_\_年 Year \_\_\_\_\_月 Month \_\_\_\_\_日 Day