

華語文能力測驗

成績單、證書加發注意事項(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,或是需要補(加)發成績單/ 證書正本,考生得向華測會申請成績單/證書補(加)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:
 - 1. 成績單補(加)發每份新臺幣 250 元。
 - 2. 證書補(加)發每份新臺幣 350 元。
- 三、申請方式:電郵申請
 - 1. 填妥「華語文能力測驗成績單、證書加發申請表(臺灣考區適用)」。
 - 2. 臺灣匯款方式:請依據以下資訊進行匯款。

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

通訊欄:請務必寫上 TOCFL 成績單/證書補(加)發

3. 跨國匯款方式:請依據以下資訊進行國際匯款。

受款戶名:國立臺灣師範大學 402 美金帳戶

受款帳號:185331000005

受款銀行:中國信託商業銀行忠孝分行

商業識別碼:CTCBTWTP

通訊欄:請務必寫上 TOCFL 成績單/證書補(加)發

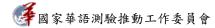
- 4. 請把**匯款收據**附在申請表上,掃描或拍照並電郵至華測會服務信箱 service@sc-top.org.tw。
- 5. 以上步驟皆無缺漏,才算完成申請手續。
- 四、補(加)發作業時間:本會收到申請表,<u>受理日下一工作天起第5個工作天完成(不含例假日)</u>。

五、寄件方式:

 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(附錄五)、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:台北市和平東路一段162號(臺師大校本部)普通大樓315室

- 2. 國內郵局掛號寄送,不需另付郵資。
- 3. 海外國際快捷寄送,需加收郵資(以次計,如一次申請多份,僅收單次郵資)。
 - A. 亞洲、歐美地區加收新臺幣 300 元。
 - B. 中南美洲、非洲加收新臺幣 500 元。



Remarks on

Additional/Replacement Copies of TOCFL Score Reports or Certificates (For Use in Taiwan)

Test-takers who have done a test in Taiwan can apply to SCTOP for additional copies or replacement copies (for example if your original contains incorrect details) of your TOCFL score report(s) and certificate(s).

I. Application Deadline: within 2 years of the test date. No applications will be accepted after the deadline.

II. Application fees:

Each Score Report: NT\$250.
 Each Certificate: NT\$350.

III. Email application procedure:

1. Fill in the Additional/Replacement Copies of TOCFL Score Reports/Certificates Application Form

2. Applicants in Taiwan: Pay using a fund transfer with the following details

Recipient: National Taiwan Normal University 401 Account

Account number: 185350001030

Bank: CHINA TRUST COMMERCIAL BANK JHONG-SIAO BRANCH

Remarks: Please write "Additional/Replacement Copies of TOCFL Score

Reports/Certificates".

3. Applicants overseas: Pay using an international funds transfer with the following details:

Recipient: National Taiwan Normal University 402U account

Account Number: 185331000005

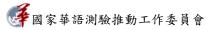
Bank: CHINA TRUST COMMERCIAL BANK JHONG-SIAO BRANCH

Swift Code: CTCBTWTP

Remarks: Please write "Additional/Replacement Copies of TOCFL Score

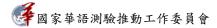
Reports/Certificates".

- 4. Insert an electronic image of the official payment record (such as a bank transfer receipt or confirmation) to your application form and email it to SC-TOP (service@sc-top.org.tw).
- 5. The steps outlined above must all be undertaken to complete the application procedure.
- IV. Application processing time: The process will be completed within 5 working days after an application is received.
- V. Delivery:
 - 1. Pick up personally from an SC-TOP office. An applicant may authorize another person as their agent to pick up their additional or replacement copies by giving prior notice to SC-TOP. Their agent may pick up the documents on behalf of the applicant by presenting: a completed authorization form (at Appendix 5) that has been signed by the applicant, a photocopy of the applicant's passport or ARC, and their own passport or ARC. SC-TOP will not be liable for any



damage to and/or loss of the applicant's document(s) after the applicant's authorized agent has received the document(s).

- Linkou office: 7F, Information and Academic Building, No. 2, Section 1, Ren-ai Road, Linkou District, New Taipei City
- Taipei office: (NTNU main campus) Room 315 Normal Building No. 162, Sec. 1, Heping E. Rd., Da'an Dist., Taipei City
- 2. Delivery in Taiwan by registered mail (No fee required).
- 3. International Express Mail Service fees:
- Asia, Europe, or the United States: NT\$300
- Latin America or Africa: NT\$500



華語文能力測驗

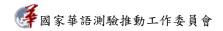
成績單、證書補 (加)發申請表 (臺灣考區適用)

Additional/Replacement Copies of TOCFL Score Reports/Certificates Application Form (for Use in Taiwan)

			1 明日初 7 1	ilcation bate .	<u> 十(リ カ(พ)</u>	H (D)
中文姓名 Chinese Name			英文姓名 English Name			
護照號碼 Passport No.			聯絡電話 Contact Telephone	2		
測驗日期 Test Date	年(Y)		月(M)	日 (D)		
申請項目 及費用 Test Type & Fee	聽讀測驗 Listening &Reading	□準備級 No□入門基礎□進階高階		□流利精通級□電腦化適性	Band C 測驗(CAT)	
		成績單 Score	Report	份 copies×NT\$250	0=NT\$	
		證書 Certificate				
	口語測驗 Speaking	□準備級 No	ovice	□進階高階級	Band B	
		□入門基礎	級 Band A	□流利精通級	Band C	
		成績單 Score Report				
		證書 Certifica	te份(copies×NT\$350=N	T\$	
	寫作測驗 Writing	□入門基礎	級 Band A	□流利精通級	Band C	
		□進階高階級 Band B				
		成績單 Score	Report	份 copies×NT\$250	0=NT\$	
		證書 Certifica	te份(copies×NT\$350=N	T\$	
領取方式 Delivery		1. 親自到 □林口 □臺北 辦公室領取 Pick up from: □ SC-TOP Linkou Office □ SC-TOP Taipei Office 2. 郵寄方式(請填寫中或英文地址) Mail (Give address in Chinese or English): □國內郵局掛號 Registered mail in Taiwan – no fee □亞洲、歐美地區/300 元 Asia, Europe or the United States: NT\$ 300. □中南美洲、非洲/500 元 Latin American or Africa: NT\$ 500. 寄件地址 Mail address: 郵遞區號 Postal code()				
費用總計 Total Fee		NT\$				
備註 Remarks		要修改原證書/成績單上的資訊(姓名、國籍、生日),請寫在這裡。 Please indicate any details on your certificate that you would like revised (e.g. name, nationality. birthdate) and please explain why:				

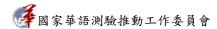
請在此處附上匯款收據影本

Please insert an electronic image of the remittance receipt here.



華語文能力測驗 代領成績單、證書委託書

本人	_無法親自領取華	語文能力測驗
□成績單 □證書,特委言	£	(先生/小姐)
代表本人前往領取。完成簽領和	呈序後,文件如果	·有破損或遺失,本人不
會向華測會追究責任。		
此致國家華語測驗推動	工作委員會	
委託人簽立	字:	
委託	人證件字號:	
委託	人電話:	
受託人簽立	学: 	
受託ノ	人證件字號:	
受託ノ	人電話:	
	,	
	年	月 日



Authorization to Pick Up TOCFL Score Report/Certificate

I,, am	unable to pick up my TOCFL		
\square Score Report(s) \square Certificate(s) in position	erson, and I therefore hereby		
authorize	_to pick up my document(s) from an		
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 they have been	en signed for and picked up.		
Signature of Test-taker:			
Passport/ARC No.:			
Phone No.:			
Signature of Authorized	d Agent:		
Phone No.:			
-	Data		