

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，受理日下一工作天起第 5 個工作天完成（不含例假日）。

五、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（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:
 1. Each Score Report: NT\$250.
 2. 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)

申請日期 Application Date : 年(Y) 月(M) 日(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	
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	<input type="checkbox"/> 準備級 Novice <input type="checkbox"/> 流利精通級 Band C <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 電腦化適性測驗 (CAT) <input type="checkbox"/> 進階高階級 Band B	
		成績單 Score Report _____ 份 copies × NT\$250 = NT\$ _____	
		證書 Certificate _____ 份 copies × NT\$350 = NT\$ _____	
	口語測驗 Speaking	<input type="checkbox"/> 準備級 Novice <input type="checkbox"/> 進階高階級 Band B <input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 流利精通級 Band C	
		成績單 Score Report _____ 份 copies × NT\$250 = NT\$ _____	
		證書 Certificate _____ 份 copies × NT\$350 = NT\$ _____	
	寫作測驗 Writing	<input type="checkbox"/> 入門基礎級 Band A <input type="checkbox"/> 流利精通級 Band C <input type="checkbox"/> 進階高階級 Band B	
		成績單 Score Report _____ 份 copies × NT\$250 = NT\$ _____	
		證書 Certificate _____ 份 copies × NT\$350 = NT\$ _____	
領取方式 Delivery	1. 親自到 <input type="checkbox"/> 林口 <input type="checkbox"/> 臺北 辦公室領取 Pick up from: <input type="checkbox"/> SC-TOP Linkou Office <input type="checkbox"/> 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): <input type="checkbox"/> 國內郵局掛號 Registered mail in Taiwan – no fee <input type="checkbox"/> 亞洲、歐美地區/300 元 Asia, Europe or the United States: NT\$ 300. <input type="checkbox"/> 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。

此致國家華語測驗推動工作委員會

委託人簽章：_____

委託人證件字號：_____

委託人電話：_____

受託人簽章：_____

受託人證件字號：_____

受託人電話：_____

_____ 年 _____ 月 _____ 日

Authorization to Pick Up TOCFL Score Report/Certificate

I, _____, am unable to pick up my TOCFL

Score Report(s) Certificate(s) in person, 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 signed for and picked up.

Signature of Test-taker: _____

Passport/ARC No.: _____

Phone No.: _____

Signature of Authorized Agent: _____

Passport/ARC No.: _____

Phone No.: _____

Date: _____