



## 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）

測驗日起二年內，考生可申請加發成績單/證書正本；或因護照或居留證之正式變更姓名，可申請補發。

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：

1. 成績單加（補）發每份**新臺幣 250 元**。
2. 證書加（補）發每份**新臺幣 350 元**。
3. 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：

1. 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）」。
2. 如果需更改成績單/證書上的姓名，請以掛號寄回舊證書。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。
3. 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

4. 請把**匯款證明、申請表**，和新、舊護照或居留證（正式改名才需檢附），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)。
5. 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。

地址：新北市林口區仁愛路一段 2 號資訊與教學大樓 B 棟 7 樓

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. 加發：須維持成績單證書上之原有個人資料。
2. 補發：僅受理因護照或居留證已正式變更姓名，中文姓名或英文姓名的修改。請提供改名前後、含有個人照片的護照或居留證影本佐證。如果本會認為新舊證件照片中臉部特徵差異太大，無法確認是同一人，有權拒絕修改申請，並且不退費。



# Application Guidelines for Additional/Reissued TOCFL Score Reports or Certificates (For Test-Takers in Taiwan)

Within two years from the test date, Test-takers may apply for additional copies of their original score report/certificate. A reissue may also be requested due to an official name change on a passport or ARC.

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/reissue copy of the score report: **NT\$250**

2. Each additional/reissue 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/Reissued TOCFL Score Reports or Certificates Application Form (for Test-Takers in Taiwan)”.
2. If you need to correct the name printed on the score report and certificate, please 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 Account Number: 185350001030	Bank: CHINA TRUST COMMERCIAL BANK JHONG-SIAO BRANCH Recipient: National Taiwan Normal University 402U Account Account Number: 185331000005 SWIFT Code: CTCBTWTP



4. Please scan or take photos of **the remittance proof and application form**, and email them to SC-TOP ([service@sc-top.org.tw](mailto:service@sc-top.org.tw)). If you need to correct your name due to a legal name change, please attach copies of both your new and old passport or ARC.
  5. The steps outlined above must all be undertaken in order to complete the application procedure.
- IV. Processing time for additional/reissue 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.  
Office address: 7F, Building B, Information and Academic Building, No.2, Sec. 1, Ren-ai Rd., Linkou Dist., New 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. Additional Issuance: The original personal information on the transcript and certificate must remain unchanged.
  2. Reissuance: Only requests for name corrections due to an official name change on a passport or ARC (either Chinese or English name) will be accepted. Please provide copies of your passport or ARC, showing both the old and new names along with the personal photo for verification. If SC-TOP determines that the facial features in the old and new photos differ significantly and cannot confirm it is the same person, we reserve the right to reject the modification request and no refund will be issued.



# 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/Reissued 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"/> 辦公室自取 Pick up at the 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	<input type="checkbox"/> 中文姓名 Chinese Name _____ <input type="checkbox"/> 英文姓名 English Name _____ 如果本會認為新舊證件照片中臉部特徵差異太大，無法確認是同一人，有權拒絕修改申請，並且不退費。 If SC-TOP determines that the facial features in the old and new photos differ significantly and cannot confirm it is the same person, we reserve the right to reject the modification request and no refund will be issued.				
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