

### 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 <u>service@sc-top.org.tw</u>。
- 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)。



### 國家華語測驗推動工作委員會

#### 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:

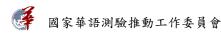
1. 親自到華測會辦公室領取,如果無法親自領取,可事先通知本會,請受託人到華測會 辦公室領取。受託人需攜帶委託書(如附件)、申請人護照或居留證影本、受託人身 分證件正本。

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。
- 海外以國際快捷寄送, 需加收郵資。 3.

#### 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.

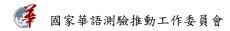
- I. Application Deadline: Within 2 years of the original test date. No requests will be accepted after the deadline.
- II. Application Fees:
  - 1. Each additional/reissue copy of the score report: NT\$250
  - 2. Each additional/reissue copy of the certificate: NT\$350
  - 3. Shipping Rates:
    - Domestic 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 Central ar America America, a	
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	Bank: CHINA TRUST COMMERCIAL BANK		
	JHONG-SIAO BRANCH		
JHONG-SIAO BRANCH	Recipient: National Taiwan Normal University		
Recipient: National Taiwan Normal University	402U Account		
401 Account	Account Number: 185331000005		
Account Number: 185350001030	SWIFT Code: CTCBTWTP		



- 4. Please scan or take photos of **the remittance proof and application form**, and email them to SC-TOP (<a href="mailto:service@sc-top.org.tw">service@sc-top.org.tw</a>). 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: <u>Processing will be completed within 5 working</u> days starting from the day after the application is received.

#### V. Refund Application:

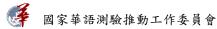
- 1. If for whatever reason you need to cancel your application after making the payment, SC-TOP will charge a NT\$30 handling fee, then refund the remainder of the application fee.
- SC-TOP provides refunds by postal order mailed to designated addresses by registered mail via Chunghwa Post.

#### VI. Shipping Method:

- 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:

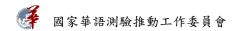
- Additional Issuance: The original personal information on the transcript and certificate must remain unchanged.
- 2. Reissuance: Only requests for name corrections due to an official name change on a passport or ARC (either Chinese or English name) will be accepted. Please provide copies of your passport 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)

		申請日其	月 Application Date	e :	年 Year	月 Month	日 Day
中文姓名			英文姓名				
Chinese Name			English Name				
護照號碼			聯絡電話				
Passport No.		F	hone Number				
測驗日期	年()	<b>(</b> )	月(M)	日 (D	)		
Test Date	-			<u> </u>			
			級 Test Type & Le				
│□聽讀測驗 Listenin		<del></del>	Band A	Band B	Banc	d C CAT	
│□聽力測驗 Listenin	_	<del></del>		Band C			
│□口語測驗 Speakin	<u> </u>			Band C			
□寫作測驗 Writing	Test: Novice	Band A	Band B	Band C			
申請項目及費用	□成績單 Score I	Report	份	copies×	NT\$250=	■NT\$	
Application Item & Fee	□證 書 Certif	icate	份	copies×	NT\$350=	NT\$	
	□ 辨公室自取	Pick up at the	office		-		
	□ 國內掛號 Domestic Registered Mail □ 海外郵件 International Express Mail						
領取方式 Collection	寄件地址 Shipp		_		•	•	
Method							
		J					
	□ 國內郵島掛號 R	egistered Mail vi	a Chunghwa Post	+NT\$50			
	──國內郵局掛號 Registered Mail via Chunghwa Post +NT\$50  □ 亞洲 EMS via Chunghwa Post in Asia +NT\$410						
寄件費用	□大洋洲 EMS via Chunghwa Post in Oceania +NT\$485						
可作具内 Shipping Rates	■ 欧洲 EMS via Chunghwa Post in Oceania +NT\$483						
Simpping naces	□北美洲 EMS via Chunghwa Post in North America +NT\$850						
	□中南美洲、非洲 EMS via Chunghwa Post in Central and South America, and Africa +NT\$650						
 費用總計					1117030		
Total Fee		NT\$_					
	一中文姓名 Chine	ese Name					
		ese rame					
	□英文姓名 Engli	sh Name					
資訊修改		在终处的上山	会	十,血壮	<u></u>		 近
Modified Information	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 confir	m it is the same	person, we rese		•	_	•
	request and no re	fund will be iss	ued.				
備註 Remarks							
	·	- 松圭	口压却		<b>承</b> 混 弗	床	2. 山 4 安
檢查欄(請勿勾選) Check Column (Do not mark)	證件 ID Documents	證書 Certificate	已匯款 After Remittir	ng	需退費 Refunds		子出結案 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。
l,	, am unable to collect my TOCFL □Score Report(s)
□Certificate(s) in pe	erson, and I therefore hereby authorize to
collect my documen	t(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 represent	cative 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-ta	sker's passport number or ARC number:
委託人電話 Test-taker's	phone number:
受託人簽章 Representa	tive' signature:
受託人證件字號 Repre	sentative's passport number, ARC number, or other ID:
受託人電話 Representa	tive's phone number:
	年 Year 月 Month 月 Day