財團法人高等教育評鑑中心基金會
Higher Education Evaluation and Accreditation Council of Taiwan

Operating Rules for Diploma Recognition Certificate Applications

Approved at the 421st Executive Meeting on September 9, 2026

1. The Higher Education Evaluation and Accreditation Council of Taiwan (hereinafter "the Council") hereby establishes these Operating Rules to govern applications for and issuance of Diploma Recognition Certificates (hereinafter "Certificates").

2. The Certificate provides a statement solely of the accreditation status, during the applicant's period of enrollment, of the department, graduate institute, or degree program attended by the applicant. It does not verify the authenticity of a degree or diploma, recognize academic credentials obtained outside Taiwan, or determine any other qualifications.

3. Eligibility
   (1) Applicants must have been awarded the degree for which a Certificate is sought. Applications from individuals who have not completed the degree will not be accepted.
   (2) The department, graduate institute, or degree program attended by the applicant must have undergone accreditation conducted by the Council, and the accreditation validity period must cover the applicant's period of enrollment.

4. Application Procedure and Required Documents
   (1) Applicants shall complete the application form published by the Council (see appendix) and email electronic copies of the completed form, their diploma in English, and supporting documents to the email address designated by the Council.
   (2) If application materials are incomplete or require clarification, the Council may notify the applicant to submit corrections or supplementary materials within a specified period.
   (3) If a designated recipient is specified, it shall be an organization that conducts the verification of academic credentials or qualifications.

5. Applicants requesting delivery of a paper copy of the Certificates by mail shall provide a complete mailing address.

6. Fees and Issuance
   (1) For the application that meets the criteria upon preliminary review, the Council will notify the applicant to pay the fee. The processing fee is NT$600 per application. Additional postage will be charged for delivery of a paper copy by mail.
   (2) Once the applicant completes the payment and verifies the contents of the Certificate, the Council will, in principle, issue the electronic Certificate within seven to ten working days.
   (3) For applicants requesting a paper copy of the Certificate, delivery time will depend on postal operations and the destination.

7. Authenticity of Application Materials and Personal Data Protection
   (1) If application information or documents are found to be false, altered, fraudulently used, or otherwise untrue, the Council may decline to issue a Certificate; if such Certificate has already been issued, the Council may revoke or cancel it.
   (2) Personal data and related documents collected, processed, or used by the Council in implementing these Operating Rules shall be handled in accordance with the Personal Data Protection Act and the Council’s records management and information security rules.

8. These Operating Rules shall take effect upon approval at the Executive Meeting of the Council.

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附件 Appendix

學歷認證證明申請表

Application Form for Diploma Recognition Certificate

本頁由申請人填寫 This page is to be completed by the applicant.

一、申請人資料 Applicant Information

姓名（同護照） Full name (as shown on passport)	
中文姓名（如有） Chinese name (if any)	
出生日期 Date of birth (YYYY/MM/DD)	
國籍 Nationality	
電子郵件（證明文件將以電子檔寄送至此信箱） Email (the certificate will be sent to this address)	
聯絡電話 Phone number (with country code)	

二、學歷資料 Educational Background

畢業學校 Name of institution	
畢業科、系、所／學位學程 Department / Graduate Institute/ Degree Program	
學位 Degree obtained	☐副學士學位 Associate ☐ 學士 Bachelor's ☐ 碩士 Master's ☐ 博士 Doctoral
就讀期間 Period of study (from / to, YYYY/MM)	_____ 至 to _____
畢業年月 Date of graduation (YYYY/MM)	

三、受文單位 Recipient

受文單位名稱（須為機構或單位，不得為個人） Recipient organization (an institution or organization, not an individual)	
受文單位地址 Recipient organization's address	
證明領取方式 Certificate delivery	☐ 電子檔 Electronic copy (PDF by email) ☐ 電子檔及紙本郵寄 Electronic & hard copy by post
紙本郵寄地址（勾選紙本郵寄者必填） Mailing address (required if hard copy is selected)	

四、檢附文件 Required Documents

☐ 畢業證書影本（電子檔）Copy of diploma

五、申請人聲明 Declaration

本人聲明以上所填資料及檢附文件均屬實，並同意財團法人高等教育評鑑中心基金會為開立學歷認證證明之目的，蒐集、處理及利用本表所載個人資料。

I hereby declare that the information provided above and the attached documents are true and correct, and I consent to the collection, processing, and use of my personal data by HEEACT for the purpose of issuing the certificate.

申請人簽名 Signature：_____ 日期 Date：_____

注意事項 Notes：

1. 本表由申請人自行下載填寫，連同檢附文件以電子郵件寄至本會承辦人信箱：**edwardwu@heeact.edu.tw**。Please download and complete this form, and submit it with the required documents by email to **edwardwu@heeact.edu.tw**.
2. 工本費及繳費方式將於本會初審通過後另以電子郵件通知，請於接獲通知後再行繳費。The processing fee and payment instructions will be provided by email after the preliminary review. Please do not remit any payment before being notified.
3. 本證明僅就申請人畢業科、系、所或學位學程於其就讀期間是否經本會評鑑通過出具說明；申請人須為畢業（非肄業）。This certificate only attests to the accreditation status of the applicant's department/graduate institute/degree program during the period of study. Applicants must have graduated from the program.

以下由本會填寫　FOR OFFICE USE ONLY

收件日期：_____

六、承辦單位檢核

檢核項目	檢核結果
1. 畢業證書電子檔齊全，且與本表填載相符	☐ 是
2. 受文單位為機構或單位（非個人）	☐ 是
3. 申請人就讀科、系、所期間之評鑑係由本會辦理	☐ 是
4. 評鑑效期：自_____年至_____年，且涵蓋申請人就讀期間	☐ 是
承辦人核章／日期：	

七、出納對帳

應收金額：工本費新臺幣_____元 ＋郵資新臺幣_____元（無紙本郵寄者免） ＝合計新臺幣_____元 已入帳：☐ 是（入帳日期：_____）	出納核章／日期：

八、主管核章

承辦單位主管	決行

備註：本表奉核後應列印影本 2 份，1 份送出納憑辦收帳及開立收據，1 份作為用印申請憑據，正本歸檔備查。