

華語文能力測驗成績單、證書補發注意事項 (臺灣考區適用)

請詳閱下列 1~6 點，並請詳填下方表格內的資料：

1. 若是成績單／證書遺失、成績單／證書資料有誤或是需要加發成績單／證書正本，考生得以向華測會申請成績單／證書補發。
2. 申請期限：**原報考測驗日後兩年內，超過期限恕不受理申請。**
3. 申請方式：
 - (1) 請上華測會網站下載「下載成績單加發申請表」。
 - (2) 申請表格填妥後，請到**郵局填寫劃撥單並完成匯款。**
收款帳號：19811726
收款戶名：國立臺灣師範大學
通訊欄：請務必寫上 TOCFL 成績單/證書加發
 - (3) 請把匯款收據黏貼在表格上，**傳真至華測會 FAX：02-2601-4181。**
 - (4) 傳真後請電洽華測會考試推廣組 **02-7714-8205** 確認傳真是否成功。
 - (5) **以上步驟皆無缺漏才算完成申請手續。**
4. 加發作業時間：
確定收到傳真表後，印製作業時間為受理日下一工作天起第 5 個工作天完成（不含例假日）。
5. 申請費用：
 - (1) 成績單加發每份**新台幣 250 元。**
 - (2) 證書加發每份**新台幣 350 元。**
6. 寄件方式：
 - (1) 親自到華測會辦公室領取，不需另付郵資。
 - (2) 國內郵局掛號寄送，不需另付郵資。
 - (3) **海外國際快捷寄送，要加收郵資**（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**新台幣 300 元。**
 - B. 中南美洲、非洲加收**新台幣 500 元。**

Important Points about TOCFL Score Forms and Certificate Reissues (Valid in Taiwan)

Please go over points 1–6 below and carefully fill out the following form:

1. If you lose your score form/certificate, the information on your score form/certificate is incorrect, or you need another copy of the score form/certificate, you may apply for a reprint of the score form/certificate at the TOCFL office.
2. Application deadline: **within two years of your test date**. We apologize that applications made after that time are not accepted.
3. Application method:
 - (1) Please go to the TOCFL website and download the "Download Score Form Reprint Application"
 - (2) After completing the application form, **please go to the post office and fill out an account transfer from and complete the transaction**.
Recipient account number: 19811726.
Recipient Account name: National Taiwan Normal University.
Communication column: Please write TOCFL Score Form/Certificate reprint.
 - (3) Please paste the transaction receipt to the application form and fax it to the TOCFL office (FAX: 02-2601-4181)
 - (4) After sending the fax/E-mail, please contact the Test Extension Division at **02-7714-8205** to make sure your fax/E-mail was received.
 - (5) **Follow all of the steps above to complete the application procedure.**
4. Reprint processing period:
After confirming the receipt of your fax, the reprinting process will be completed within five working days (not including holidays).
5. Application fees:
 - (1) Each Score Form reprint costs NT\$250.
 - (2) Each Certificate reprint costs NT\$350.
6. Delivery Method:
 - (1) Personally visit the TOCFL offices for pick up
 - (2) Send through registered mail (In Taiwan)
 - (3) **International Express Mail Service, Postage:**
 - A. Asia, Europe or the United States: NT\$ 300.
 - B. Latin American or Africa: NT\$ 500.

華語文能力測驗成績單、證書補發申請表 (臺灣考區適用)

TOCFL Score Form / Certificate Reprint Application Form (Valid in Taiwan)

中文姓名 Chinese Name		英文姓名 English Name	
聯絡電話 Contact Telephone		護照號碼 Passport Number	
申請項目 及費用 Fee Payment	成績單 Score Report	測驗日期 Test Date : _____ 年 Year _____ 月 Month _____ 日 Day 測驗等級 Test Level : <input type="checkbox"/> 入門基礎級 (Band A) <input type="checkbox"/> 進階高階級 (Band B) <input type="checkbox"/> 流利精通級 (Band C) <input type="checkbox"/> 電腦化適性測驗 (CAT) 申請份數 No. of Copies Requested : _____ 份 copies × NT\$250 = NT\$ _____	
	證書 Certificate	測驗日期 Test Date : _____ 年 Year _____ 月 Month _____ 日 Day 測驗等級 Test Level : <input type="checkbox"/> 入門基礎級 (Band A) <input type="checkbox"/> 進階高階級 (Band B) <input type="checkbox"/> 流利精通級 (Band C) <input type="checkbox"/> 電腦化適性測驗 (CAT) 申請份數 No. of Copies Requested : _____ 份 copies × NT\$350 = NT\$ _____	
領取方式 Delivery Method	國內 Taiwan	<input type="checkbox"/> 親自到華測會辦公室領取 Personally visit the TOCFL offices for pick up <input type="checkbox"/> 郵局掛號寄送 Send through registered mail 寄件地址 Recipient address : □□□-□□	
	海外 Overseas	國際快捷，郵資 International Express Mail Service, Postage: <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 Recipient address : _____	
費用總計 Total Fee	NT\$ _____		
備註 Remarks column	若要修改原證書/成績單上的資訊 (例如中文姓名、英文姓名、國籍或生日)，請寫在這裡。		

請在此處黏貼郵政劃撥匯款收據影本

Please paste the receipt of postal remittance here.

國家華語測驗推動工作委員會(SC-TOP)

TEL : 02-7734-5638 FAX : 02-2601-4181