Taiwan Degree Authentication Guide



1 University → 2 Notary Public → 3 MOFA → 4 Representative Office

1 Obtain Academic Documents from the University

Obtain your degree certificate and official transcript from **Office of Academic Affairs**:

- Chinese and/or English Degree Certificate
- Official Academic Transcript

It is recommended to prepare 3–5 copies in advance.

2 Notarization

Have the documents notarized by a district court notary office or a licensed notary public in Taiwan.

Required Documents

- Original degree certificate
- Original transcript
- Passport
- ARC (Alien Resident Certificate)

Recommended Notary Offices in Kaohsiung

The Trinity Notary Public Office (Near Houyi MRT Station Exit 2)
Tel: (07) 313-1234
Email: whatislaw@gmail.com
Office Hours: Monday–Friday, 9:00 AM–5:00 PM

The Huang Chi-rong Notary Public Office
Tel: (07) 398-6525
Mobile: 0975-507-213
Email: gyrohw79@gmail.com

3 MOFA Authentication

Submit the notarized documents to the Ministry of Foreign Affairs (MOFA) for authentication.

Southern Taiwan Office, Ministry of Foreign Affairs 3F
Tel: (+886) 7-715-6600 Email: bocakhh@boca.gov.tw
Office Hours: Monday–Friday, 8:30 AM–5:00 PM (Closed on weekends and national holidays)

4 Authentication by the representative office of the destination country in Taiwan

Important Notes

- KMU official transcripts are available in paper form only and must be requested from the Office of Academic Affairs.
- Notarization fees are typically around NTD 750 per document.
- Prepare sufficient copies in advance to avoid repeating the process later.
- The entire authentication process may take two weeks or longer. Please plan accordingly.