

# Guidelines on Issuing Student Service Certificate

History of Amendment and Approval:  
Extracurricular Activities Division meeting on 07.03.2003  
Extracurricular Activities Division meeting on 11.10.2017

1. The NSYSU hereby stipulates the Regulations in order to encourage students to participate in public service and self-governing and provide certification to club officers.
2. Suitable applicants for the certificate are officers of formal clubs and probation clubs counseled by the Student Life and Career Development Division, officers, members or Committee members of self-governed groups (including NSYSU Student Association, Student Club Evaluation Committee, Student Club Funding Subsidy Review Committee), and other students with service experience as recognized by the Student Life and Career Development Division.
3. The deadline for application is one workday prior to the final exam week of each semester. Applicants must fill out a NSYSU Student Service Certificate Application Form (Appendix 1) and file for application at the Student Life and Career Development Division. Certification will not be issued for terms under one year in length; probation club officers are exempt from the limitation.
4. The regulation is approved in the Student Life and Career Development Division Meeting and implemented upon approval by the Vice President for Student Affairs. The same procedure applies in cases of amendments.