

## Q&A

### ✧ **How to keep using your ISU email address after graduation?**

The following message is forwarded from ISU > Computer Center > E-Mail setting

Student E-mail setting: (Common format)

username@stmail.isu.edu.tw

SMTP : smtpgw.isu.edu.tw(SMTP server needs verification)

POP3 : stmail.isu.edu.tw

Alumni's email address remains the same: username@stmail.isu.edu.tw

Default passwords: ID number (10 digits including English letter) :

For those who graduated before June 2004, if you would like to keep using your ISU email address, please mail a photocopy of your diploma and ID (both sides) to the Computer Center.

### ✧ **How do I borrow books from school library?**

To borrow books from school library, alumni need to provide the following items:

- A NT\$1,000 down payment, and a procession fee of NT\$50.
- A one-inch head photo.
- A photocopy of diploma.

✕For more information, see :

(一) ISU library visitor's usage notice [[Details](#)]

Alumni need to apply for a library card and pay NT\$1,000 down payment before borrowing books. Non-Alumni Association members need to pay an extra NT\$ 50 procession fee. Each time you may check out 5 books in a 31-day period (not renewable).

Note:

1. Joining ISU Alumni Association
2. Benefits for ISU Alumni Association members

(二) Numbers and duration of library books checkout [[Details](#)]

## ✧ How do I apply for certificates and transcripts?

There are two ways to apply for transcripts:

(Source: ISU > Office of Academic Affairs > Registration Section > Application forms  
(Alumni)

### 1. On-site Application

(一) Fill in the application forms at Counter 6 of the Registration Section (1F, Administration Building), or download application forms online.

(二) Key in application items at the computer by the entrance of Administration Building.

Download Application Forms: [Application Forms \(Alumni\)](#)

(三) Pay fees at the Cashier Section and receive your receipt.

(四) Hand in the application forms at Counter 6 of the Registration Section.

(五) Pick up your transcripts at Counter 6 one hour later.

### 2. Apply by mail

(一) Download and fill in application forms, and mail them with application fee and an A4 size stamped addressed envelope to the Registration Section.

Download Application Forms: [Application Forms \(Alumni\)](#)

Mailing address: No.1, Sec. 1, Syuecheng Rd., Dashu District, Kaohsiung City  
84001, Taiwan, R.O.C.

To: Registration Section (Office of Academic Affairs)

(二) Application fee can be paid with stamps or money order of equal value.

(三) The applicant should include sufficient postage for stamped addressed envelope.

(四) Postage for the stamped addressed envelope:

Approximate NT\$30 for one copy.

Approximate NT\$ 35 for 2~6 copies.

Approximate NT\$45 for 7~20 copies.

NT\$100 for over 20 copies.

(五) Extra postages will be returned with your return mail.

✧ In case there are any changes in the future, please refer to the Registration Section's announcements.