



Notarize and Authenticate  
Your Degree

## 2-Step Procedure

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1. Go to District Court to notarize



2. Go to Bureau of Consular Affairs (BOCA) to authenticate

## Step 1

Go to District Court to notarize

# Step 1 Go to District Court to notarize

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## 1. Required Documents

Passport, ARC,  
Original Degree/Transcript  
(you must apply for verification  
in person)

## 2. Cost for notarizing a document

TWD 750 for document in English  
(you may get up to 5 copies max. for each  
document)

TWD 500 for document in Chinese  
(you may get up to 5 copies max. for each  
document)

# Location of District Court

## Taiwan Hsinchu District Court

### 1. Opening Hours

AM 8:00-12:00, PM 1:00-5:30

### 2. Contact Information

#### Address:

265, Sec. 2, Xinglong Rd., Zhubei City,  
Hsinchu County 30274

#### Tel(exchange)

(03)6586123

(you can take 182 from NTHU  
to Wenxing Jiaxing Rd. Intersection and walk for 10  
mins)



## Step 2

Go to Bureau of Consular  
Affairs (BOCA) to Authenticate

# Step 2 Go to Bureau of Consular Affairs (BOCA) to Authenticate

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## 1. Required documents

Passport, ARC,  
notarized documents

## 2. Cost for Authentication

TWD 400 per document (one copy only)

- [BOCA Authentication](#)
- [Application Form of Document Authentication \(For use in the ROC only\)](#)
- [Application Guidelines](#)



# Location of Bureau of Consular Affairs (BOCA)

## 1. Service Hours

Monday ~ Friday 08:30 ~ 17:00

## 2. Contact Information

Address :

3-5 Fl, No. 2-2, Section 1, Jinan Rd, Taipei  
City, Taiwan(R.O.C)

台北市濟南路一段 2-2 號 3-5 樓

Tel : (02) 2343-2888

Web : <http://www.boca.gov.tw>

## 3. Travel Directions to BOCA

- It takes about 10 minutes to walk from No. 2 exit of **National Taiwan University (NTU) Hospital MRT station** to the Bureau of Consular Affairs.
- It takes about 10 minutes to walk from the No. 2 exit of **Shandao Temple MRT station** to the Bureau of Consular Affairs.

