

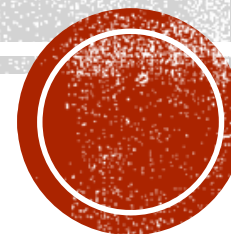
NATIONAL TAIWAN NORMAL UNIVERSITY

EXPLANATION ON THE USE OF DIGITAL DIPLOMA

(INCLUDING Q&A)

(UNDERGRADUATE VERSION)

2022/01



ISSUING OF DIGITAL DIPLOMAS

- Starting in academic year 2021, NTNU will be issuing graduating students a digital diploma after they pick up their paper diploma.

Students Procedures

Log onto the **Administrative Portal** to confirm graduation information. (major, double major, minor, and personal information)

Complete all school-leaving procedures (including confirming e-mail address to which digital diploma shall be sent) and pick up paper diploma.

The digital diploma may be sent to a student's mailbox or be downloaded for free from NTNU's digital degree platform

Students can provide their own digital files, as well as the website of the Digital Diploma Verification System of the Ministry of Education to outside institutions for degree verification.

Administrative Procedures

Individual digital diplomas will be temporarily saved in the system (to confirm certificate content)

Within 3 working days, the Office of Academic Affairs will send a digital diploma to the student's university e-mail using the Ministry of Education's distribution platform.

Finish

GRADUATION AND SCHOOL-LEAVING PROCEDURES

1

Confirm personal graduation information

Log onto the 【NTNU Administrative Portal】 to ensure all information is correct.

2

Pick up paper diploma

Log onto the 【Graduating Student Information Portal】 to complete school-leaving procedures. Bring your student ID Card to the NTNU Registry Division/Gongguan Branch Academic Affairs Division to pick up your diploma.

3

NTNU mails digital diploma

After picking up your paper diploma, a digital diploma will be mailed to your university email (Student ID Number@ntnu.edu.tw) within 3 working days.



GRADUATION AND SCHOOL-LEAVING PROCEDURES

① HOW TO CONFIRM GRADUATION INFORMATION?

- Log onto the NTNU Administrative Portal / Academic Affairs System / Graduation Affairs / Confirm Department (Graduate Institute) Graduation Information
- Confirm Chinese and English names, major, double major, minor and other academic information. After confirming, please click "Information Confirmed." If there are mistakes, please write an explanation, afterwards clicking "Information is Incorrect."

功能區

- 學生修課檢視表(課表)
- 輔系、雙主修、輔系相關
 - 操作手冊
 - 申請資訊查詢
 - 志願申請
 - 分發結果
- 雙軌相關
 - 學生請假紀錄表
 - 提前畢業申請作業
 - 提前畢業申請作業
- 學分學程相關
 - 操作手冊
 - 招生資訊查詢
 - 志願申請
 - 修習資格查詢
- 碩士先修相關
 - 操作手冊
 - 招生資訊查詢
 - 志願申請
 - 修習資格查詢
- 技能檢定相關
 - 外語聽力檢定記錄
- 畢業相關
 - 畢業系所資料確認

功能說明區

- 「學生證展延說明」
- 「共同必修科目一覽表」

學生基本資料 | 畢業系所資料確認

畢業系所資料確認

開放時間: 2021-12-02 09:44:00.0~2021-12-03 00:00:00.0
資料有誤請輸入說明, 並按「資料有誤」按鈕, 系統會將資訊傳給教務處承辦人處理並做後續通知。

學號: [input]
畢業學年: 110
畢業學期: 1
學生中文姓名: [input]
學生英文姓名: [input]
學院中文: 教育學院
學院英文: College of Education
系所中文: 社會教育學系
系所英文: Department of Adult and Continuing Education
組別中文: [input]
組別英文: [input]
雙主修學院中文: 教育學院
雙主修學院英文: College of Education
雙主修系所中文: 特殊教育學系
雙主修系所英文: Department of Special Education
雙主修組別中文: [input]
雙主修組別英文: [input]
輔系1系組中文: 生命科學系
輔系1系組英文: Department of Life Science
輔系2系組中文: [input]
輔系2系組英文: [input]
資料確認時間: [input]
資料有誤說明: [input]

資料確認 資料有誤



GRADUATION AND SCHOOL-LEAVING PROCEDURES

② HOW TO PICK UP PAPER DIPLOMA

- **Please ensure the following graduation procedures have been completed**

1. Return the graduation gown
2. Return all library books and settle all fines.
3. Pay off all tuition and miscellaneous fees.
4. Ensure that all grades have all been submitted.

(Students studying overseas for the semester should first register their overseas credits and/or apply for credit transfer.)

5. Complete course surveys.
6. Complete the alumni information form.
7. Overseas Chinese and international students should complete information in the international student database.

- **Pick up Locations**

NTNU
Registry
Division

162, Sec. 1, Heping E. Rd., Taipei
106308, Taiwan (02)7749-1077

College of Education, College of Music, College of Management, College of Arts, College of Technology and Engineering, College of Liberal Arts, College of International Studies and Social Science

Department of Computer Science and Information Engineering,
Department of Physical Education and Sport Sciences,
Department of Mathematics,
Department of Life Science,
Undergraduate Program of Electro-Optical Engineering

Gongguan
Branch
Academic
Affairs
Division

88, Ting-chou Rd., Sec. 4, Taipei 11677,
Taiwan(02)7749-6547

Department of Physics, Department of Chemistry,
Department of Earth Sciences, Department of Athletic Performance

- **Bring Student ID Card to pick up diploma.**

For further questions please link https://www.aa.ntnu.edu.tw/graduation/super_pages.php?ID=0graduation1



GRADUATION AND SCHOOL-LEAVING PROCEDURES

③ HOW TO PICK UP YOUR DIGITAL DIPLOMA?

- After picking up your paper diploma, your digital diploma will be sent to your university email within 3 working days, or you may download it for free from NTNU's digital diploma download platform.

① NTNU email address (EX:40700000E@ntnu.edu.tw)
<https://webmail.ntnu.edu.tw/v2/index.php>

② NTNU Chinese/English Digital Diploma Download Platform
<https://courseap.itc.ntnu.edu.tw/DctDownload/>



登入網路信箱

帳號:

密碼:

[忘記密碼](#)

提醒: 不用時請登出, 避免被盜用

大師
師大



臺灣師範大學 數位中英文學位證(明)書下載平台

登入

學號:

密碼(身分證字號):

驗證碼:

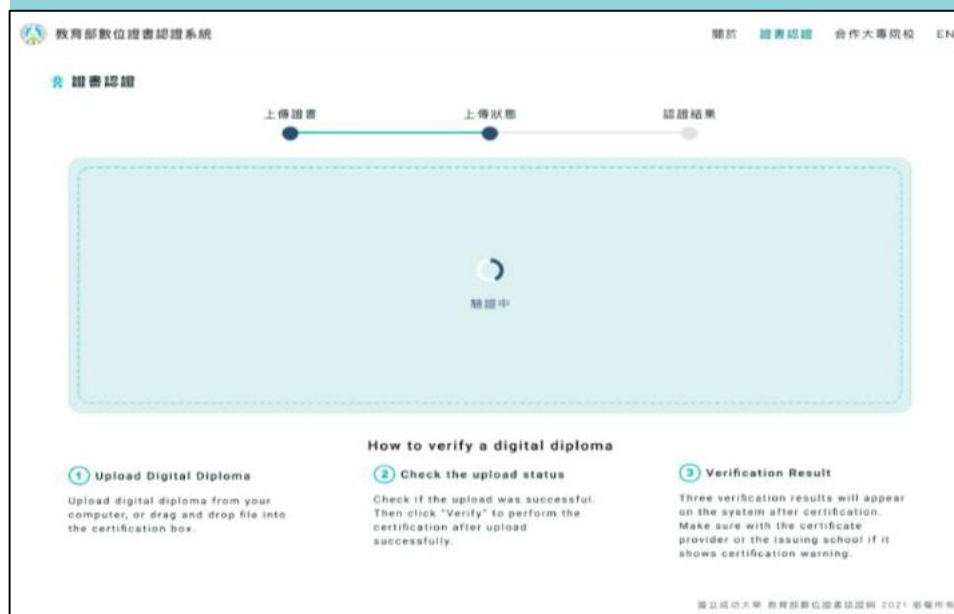
j d i k



HOW TO VERIFY A DIGITAL DIPLOMA?

Digital Diploma Verification System of the Ministry of Education

<https://dcert.moe.gov.tw/upload>



Students can provide their own digital files, as well as the website of the Digital Diploma Verification System of the Ministry of Education to outside institutions for degree verification.



Verification Successful

This digital diploma has been verified by the MOE and your university



Verification Unsuccessful

This digital diploma has not been successfully verified by your university



Warning

This digital diploma is not the newest version, please check and confirm with the issuing institution



Q&A

- **Q1 What is a digital diploma?**

Starting in academic year 2021, in addition to a paper diploma, graduating students will be also issued a digital diploma. The content and efficacy of the paper and digital diplomas are identical.

- **Q2 What is the purpose of a digital diploma?**

Following increasing digitization and similar trends due in part to the pandemic, the Digital Diploma Verification System of the Ministry of Education aims to offer graduating students with a digital diploma that can be used in areas of graduation, the continuation of studies, employment, employee verification and studies abroad. A digital diploma allows student to quickly provide any institution with an easy way to verify their degree.

- **Q3 Where can I get my digital diploma?**

Your digital diploma will be sent to your university email (...@ntu.edu.tw). Or you may download your Chinese/English digital diploma from the university's digital diploma download platform. After picking up your paper diploma, if you have not received your digital diploma within three working days, please contact the Registrar's Office.



Q&A

- Q4 If I discover that my paper and digital diplomas are not identical, what should I do?

Contact the Registry Division as soon as possible to confirm and make the necessary corrections.

- Q5 How much does it cost to get a digital diploma?

NTNU has partnered with the Ministry of Education in promoting these digital diplomas. Therefore, like a paper diploma, no fee is charged for the issuing of a digital diploma.

- Q6 If I need a new diploma due to name changes or the loss of a diploma, how do I apply for a new diploma?

For those whose names no longer match that on their diploma, please contact the Registry Division to fill out a name change application. Afterwards, go to this university's system for the application for grade transcripts to apply for a new copy. When you pick up (or are mailed) your new paper diploma, NTNU will also issue you a new digital diploma.

- For further questions, please contact NTNU Registry Division at 02-77491077.

