

# Online Transcript Application System Guide

Step 1 : Log in. Input student ID number, password, and captcha code.



國立台灣師範大學  
National Taiwan Normal University

NTNU  
founded in 1946

Online Transcript Application System

Log in

Student ID number:

Password  
(default: ARC number):

Captcha code:

b s a b Refresh captcha

Apply  Track and Verify

login Forgot student ID

(1) If you are unable to apply due to incomplete or missing documentation, please click "forgot student ID" and fill in the relevant information. A staff member will later contact you, or you can contact the following people:  
undergraduates please contact Division of Registry, tel: 7749-1077,  
M.A. and Ph.D students please contact Division of Graduate Studies, tel: 7749-1107

(2) Students who have graduated and whose ARC numbers haven't existed in the system,  
undergraduates please contact Division of Registry: lusiale@ntnu.edu.tw  
M.A. and Ph.D students please contact Division of Graduate Studies: cindywings@ntnu.edu.tw

[Chinese-English Transcript Application Form](#)  
[Degree Certificate Application Form](#)

(3) Applying on the applicant's behalf without authorization or consent of the parties involved is criminal behavior and will be punished according to the law.

[Manual](#)

If you had forgotten the student ID number, you can click the button of "Forgot student ID".



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Student ID number:

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Apply  Track and Verify

login **Forgot student ID**

(1) If you are unable to apply due to incomplete or missing documentation, please click "forgot student ID" and fill in the relevant information. A staff member will later contact you, or you can contact the following people:  
undergraduates please contact Division of Registry, tel: 7749-1077,

Step 2 : After reading service guidelines, click the button of “Agree, continue to apply” .



## Service Guidelines

Welcome to the NTNU Online Transcript Application System. The system works as follows:

### Individual documentation:

1. The system is set to automatically log you out if you do not finish the application process within 20 minutes, to protect applicants from unauthorized or insecure internet activities.
2. In order to successfully complete an application, please ensure that the information you enter is correct. If you are unable to complete the application form, please contact the relevant offices below.
3. Please note, those who apply on the behalf of applicants without authorization or consent of the parties involved will be punished according to criminal law.

### Online application guide:

1. Available document types: Chinese or English Cumulative Transcripts, Ranking Certificate (limited to undergraduates), Degree Certificate Reissues (limited to graduates).
2. Application method: Every application will be mailed to one address, limited to 20 documents per application. If more than 20 copies are required, please start a new application.
3. Payment method: After application submission, please use a credit card or LINE PAY to submit payment. Applications are not considered complete until payment is finalized.

### Relevant contact information:

#### [Division of Registry](#)

(02)7749-1077

FAX : (02)2369-4985

#### [Division of Graduate Studies](#)

(02)7749-1107

FAX : (02)2363-5695

#### [Gongguan Academic Affairs Office](#)

(02)7749-6550

FAX : (02)2932-6391

If you cannot log in, please call or email us during our normal working hours from 8:30 AM to 5:00 PM.

 Agree, continue to apply  Cancel, abandon application(sign o

Step 3 : Confirm the information.

Session timeout: 1197 seconds

## Student information confirmation

學士班

Student ID: 41070001H

Chinese name: 陳美雯

Department: 電機系

Student status: 在校生

Information has errors, please contact the academic affairs office(log

Step 4 : Click the button of "Add an item".

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## Online Transcript Application System

Session timeout: 1042 seconds

### Application Overview

Application Overview(list)

Student ID	Application item	Price	Quantity	Subtotal
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Seal or not? ( NT\$5 handling fee per seal, maximum of 5 documents per seal )

No

Yes

Number of seal:

Session timeout: 989 seconds

## Application Overview

Application Overview(list)

Add an item Delete an item next Cancel application (log out)

Student ID	Application item	Price	Quantity	Subtotal
<input checked="" type="checkbox"/> 41070001H	<div style="border: 1px solid gray; padding: 2px;">Chinese Cumulative Transcript English Cumulative Transcript ( Score ) ( For the enrollment before 103 Academic Year only ) English Cumulative Transcript ( Grade ) Cumulative Ranking Certificate (undergraduates only) Current Semester Ranking Certificate (undergraduates only) Reissue Chinese-English Degree Certificate (graduates only) English Degree Conferral Certificate Chinese Current Semester Transcript (current students only)</div>	0	1	0

Seal or not? ( NT\$5 handling fee per seal, maximum of 5 documents per seal )

No

Yes      Number of seal:

Step 5 : Input the data.

Session timeout: 887 seconds

## Mailing and Contact Information

**Mailing**

Domestic (mainland Taiwan, Penghu, Kinmen and Matsu) (ordinary registered mail)

USA/Canada (Via registered air mail, please contact us for the shipping fee.)

Hong Kong/Macao (Via registered air mail, please contact us for the shipping fee.)

Asia (including China)/Oceania (Via registered air mail, please contact us for the shipping fee.)

Europe/Africa/Central South America (Via registered air mail, please contact us for the shipping fee.)

Recipient:  To appropriately display the webpage content, please use the traditional Chinese and / or English input systems.

Recipient's phone Number:

Postal code:

Address:

Please confirm your mailing address is correct, as NTNU is not responsible if the applications cannot be mailed due to incorrect mailing information.

**Contact Method**

Contact number (day/night):

Cell phone:

E-mail:

English Name:

An English name is required when ordering English Transcripts or English Diploma; we recommend using the one on your passport.

Note:

If you need to send by FedEx, please indicate the requirement in the note column and contact us (E-mail : [roychen@ntnu.edu.tw](mailto:roychen@ntnu.edu.tw)) for the shipping fee.

In response to the increase in shipping prices caused by the COVID-19 epidemic, the Chunghwa Post announced that an emergency surcharge will be added to international mail from February 1, 2022. Please refer to [Chunghwa Post website/download area/other downloads](#).

next cancel order (log out)

## Step 6 : Application confirmation

Session timeout: 713 seconds

### Application confirmation (The application process is not considered complete until the payment process is complete).

**Order Detail(list)**

Student ID ^	Order Item	Price	Quantity	Subtotal
Order Details below				
	Postage(Domestic 1 orders)	36	1	36
41070001H	Chinese Cumulative Transcript	10	1	10
				You've ordered a total of 1 documents, subtotal NT\$46

**Mailing**

Domestic (mainland Taiwan, Penghu, Kinmen and Matsu) (ordinary registered mail)

USA/Canada (Via registered air mail, please contact us for the shipping fee.)

Hong Kong/Macao (Via registered air mail, please contact us for the shipping fee.)

Asia (including China)/Oceania (Via registered air mail, please contact us for the shipping fee.)

Europe/Africa/Central South America (Via registered air mail, please contact us for the shipping fee.)

Recipient:

Recipient's phone Number:

Postal code:

Address:

Please confirm your mailing address is correct, as NTNU is not responsible if the applications cannot be mailed due to incorrect mailing information.

**Contact Method**

Contact number (day/night):

Cell phone:

E-mail:

English Name:

An English name is required when ordering English Transcripts or English Diploma; we recommend using the one on your passport. note:

Session timeout: 690 seconds

### Application confirmation (The application process is not considered complete until the payment process is complete).

**Order Detail(list)**

Student ID ^	Order Item	Price	Quantity	Subtotal
Order Details below				
	Postage(Domestic 1 orders)	36	1	36
41070001H	Chinese Cumulative Transcript	10	1	10
				You've ordered a total of 1 documents, subtotal NT\$46

**Mailing**

Domestic (mainland Taiwan, Penghu, Kinmen and Matsu) (ordinary registered mail)

USA/Canada (Via registered air mail, please contact us for the shipping fee.)

Hong Kong/Macao (Via registered air mail, please contact us for the shipping fee.)

Asia (including China)/Oceania (Via registered air mail, please contact us for the shipping fee.)

Europe/Africa/Central South America (Via registered air mail, please contact us for the shipping fee.)

Recipient:

Recipient's phone Number:

Postal code:

Address:

Please confirm your mailing address is correct, as NTNU is not responsible if the applications cannot be mailed due to incorrect mailing information.

**Application confirmation** ✕

Please confirm there are no mistakes, and click Yes to submit.  
If you need to edit order info, click No.

Please note!! You can pay multiple application requests at once, but applications are not considered complete until payment is complete.

**Contact Method**

**Application Confirmation page (Applications are only complete once payment is finalized)**

Via registered air mail, please contact us for the shipping fee: In response to the increase in shipping prices caused by the COVID-19 epidemic, the Chunghwa Post announced that an emergency surcharge will be added to international mail from February 1, 2022. Please refer to [Chunghwa Post website/download area/other downloads](#).

**Order(list)**

Select all unpaid applications  Next, payment  Delete unpaid application request  Continue another application  Log out

If you want to look up an application's details, please double click on the application.

<input type="checkbox"/>	Application numb	Application	Number of document	Total price	Seal or no	Number of seal	Processing status	Tracking nu
<input type="checkbox"/>	202211252201	20221125	1	46	No	0	Application submitted	

**Reminder:**

1. After payment, the application progress will change to "Application paid", and applications are considered completed.

**2. If you are applying for a Degree Certificate reissue, a copy of your passport is required to be mailed or electronically submitted to Division of Registry or Division of Graduate Studies. After submission, please call the relevant office to confirm receipt.**

**Mailing Address:**

No.162, Sec. 1, Heping E. Rd., Taipei City, 106, Taiwan (R.O.C.)

National Taiwan Normal University

Academic Affairs Office, first floor service counter

Please include your application number

**Fax numbers:**

Division of Registry: 02-23694985

Division of Graduate Studies: 02-23635695

Gongguan Academic Affairs Office: 02-29326391

3. Special circumstances aside, applications are typically processed and mailed within 3-5 business days after payment is received.

[Postage table](#)

[Fee Calculation](#)