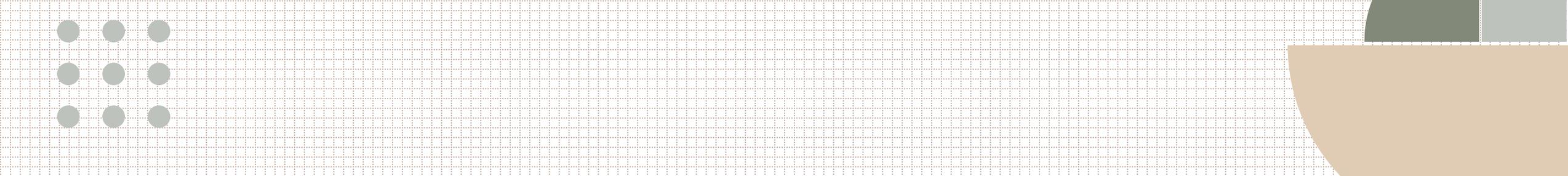
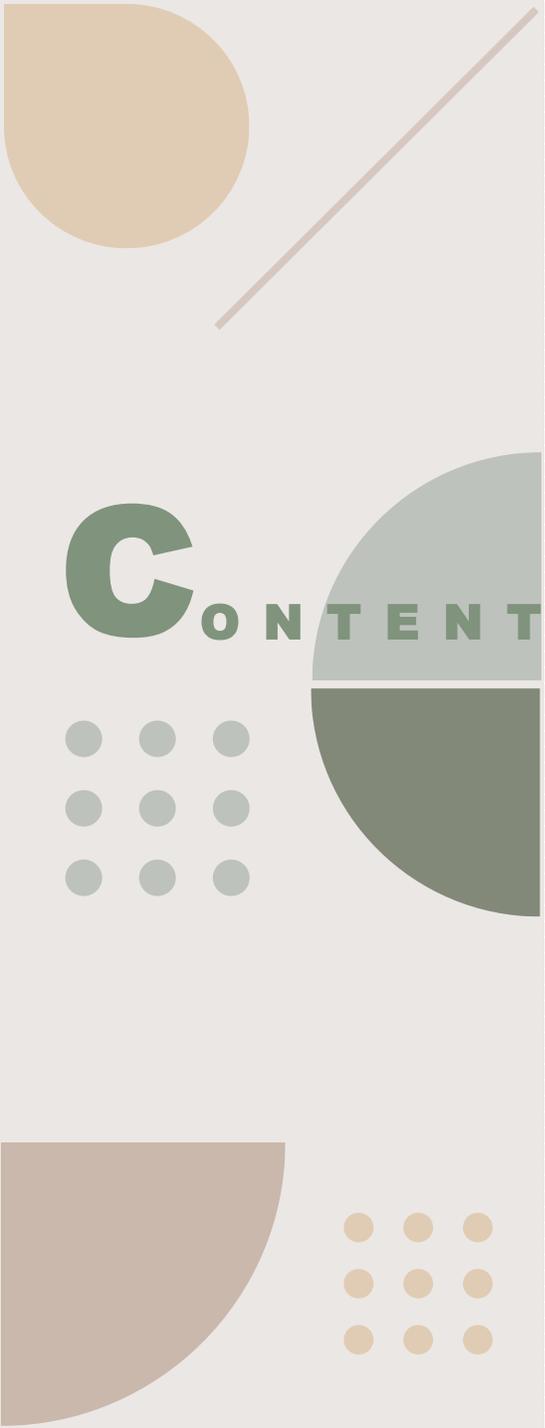


# Instructions for NTNU's Application System for Transcript & Other Records



Office of Academic Affairs  
National Taiwan Normal University (NTNU)





# C O N T E N T

**1** Logging into the System

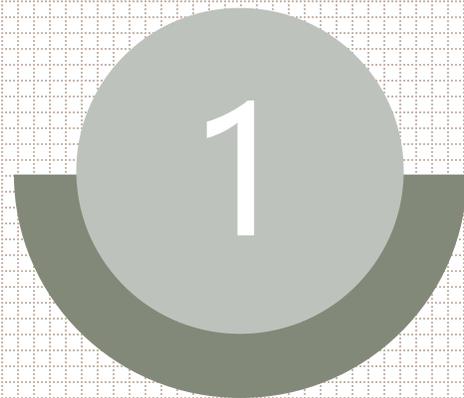
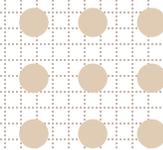
**2** Paper Document Application

**3** Electronic Document Application

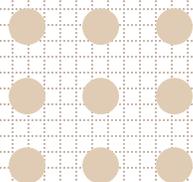
**4** Payment

**5** Electronic Document Verification



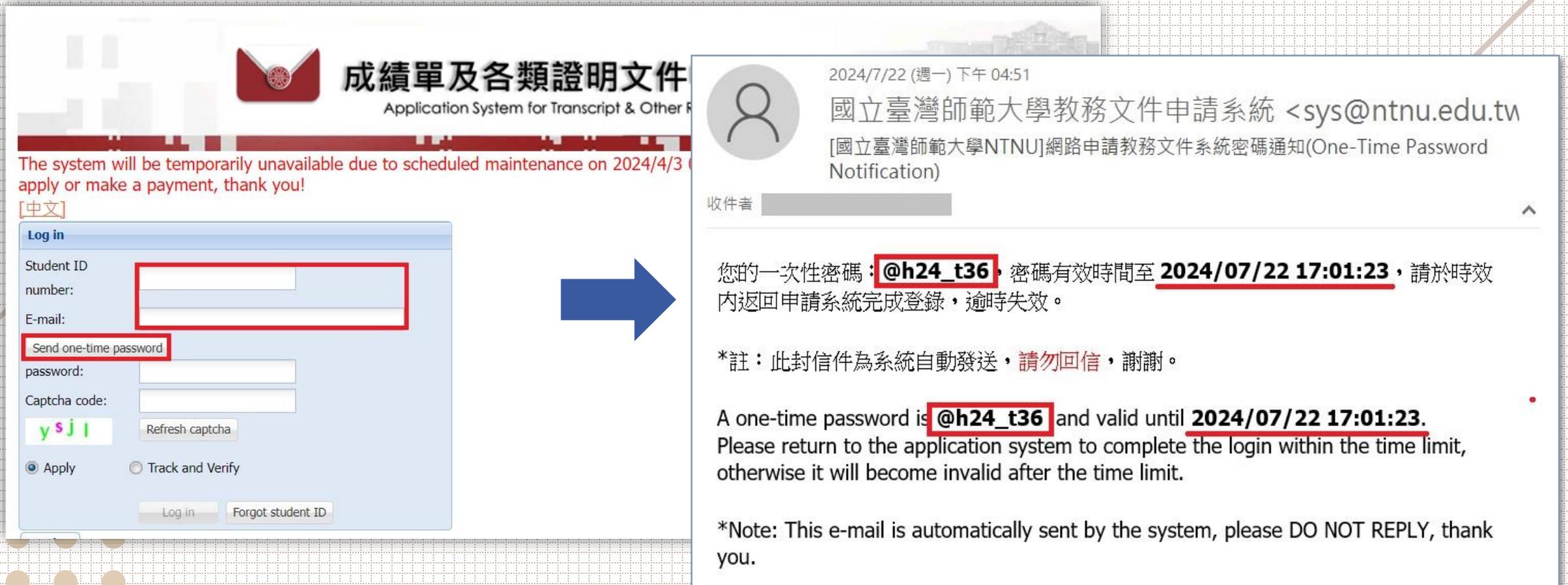


# Logging into the System



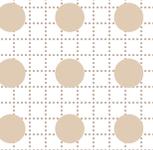
# Step 1 : Log In

After entering your student ID and email, click the “[Send one-time password](#)” button. The system will proceed to send a one-time use password to the email address you have entered (password is valid for 10 minutes and will become invalid after you log in). Use this password and the captcha code to log in.



The image shows a two-step process. On the left is a screenshot of the '成績單及各類證明文件' (Transcript and Other Documents) application system login page. The page title is '成績單及各類證明文件' and the subtitle is 'Application System for Transcript & Other Documents'. A red banner at the top states: 'The system will be temporarily unavailable due to scheduled maintenance on 2024/4/3 (apply or make a payment, thank you!)'. Below this is a language selector with '[中文]' highlighted. The login form includes fields for 'Student ID number:' and 'E-mail:', both highlighted with red boxes. A 'Send one-time password' button is also highlighted with a red box. Below these are fields for 'password:' and 'Captcha code:', a 'Refresh captcha' button, and radio buttons for 'Apply' (selected) and 'Track and Verify'. At the bottom are 'Log in' and 'Forgot student ID' buttons. A large blue arrow points from the 'Send one-time password' button to the right. On the right is a screenshot of an email notification. The sender is '國立臺灣師範大學教務文件申請系統 <sys@ntnu.edu.tw>' and the subject is '[國立臺灣師範大學NTNU]網路申請教務文件系統密碼通知(One-Time Password Notification)'. The email content states: '您的一次性密碼：**@h24\_t36**，密碼有效時間至 **2024/07/22 17:01:23**，請於時效內返回申請系統完成登錄，逾時失效。' Below this is a note: '\*註：此封信件為系統自動發送，請勿回信，謝謝。' and another note: 'A one-time password is **@h24\_t36** and valid until **2024/07/22 17:01:23**. Please return to the application system to complete the login within the time limit, otherwise it will become invalid after the time limit.' At the bottom is a final note: '\*Note: This e-mail is automatically sent by the system, please DO NOT REPLY, thank you.'

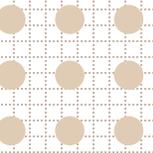
# Switching to Chinese Version



Click the “中文” button located in the top left corner of the page. The system will now be displayed in Chinese.

The image shows a transition from an English interface to a Chinese interface. On the left, a blue box contains the English login form with fields for Student ID, E-mail, password, and captcha. A blue circle highlights the “中文” button in the top left corner. A large blue arrow points from this button to the right, where the Chinese version of the system is displayed. The Chinese interface features the title “成績單及各類證明文件申請系統” (Application System for Transcript & Other Records) and the National Taiwan Normal University logo. It includes a system maintenance notice in Chinese, a “登入” (Login) form with fields for 學號 (Student ID), E-mail, 密碼 (Password), and 驗證碼 (Captcha), and radio buttons for “進入申請” (Enter Application) and “查詢進度” (Check Progress). Below the form are buttons for “登入” (Login) and “忘記學號” (Forgot Student ID). A “注意事項” (Notice) section at the bottom provides contact information and application instructions.

# ◆ Forgot student ID number



If you have forgotten your student ID number, click “Forgot Student ID ” Fill in the required fields and hit “Submit” . The Office of Academic Affairs will send the student ID number to the email address you have given (requests will be processed M-F).

[中文]

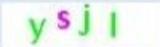
Log in

Student ID number:

E-mail:

password:

Captcha code:



Apply  Track and Verify



 成績單及各類證明文件申請系統  
Application System for Transcript & Other Records

[Back to Login Page\]](#)

Forgot Student ID

Reason:

\*Program:

\*Name:

Student ID:

\*Date of birth:

\*email:

\*Contact number:

Notice

If you forgot your student ID, please fill in the relevant information. A staff member will later contact you via email, or you can contact the following people:  
undergraduates please contact Division of Registry, tel: 7749-1077  
M.A. and Ph.D students please contact the Division of Graduate Studies, tel: 7749-1107

# Step 2 : ID Card No./ARC No. Verification

Enter your ID number/ARC number as part of the identify verification step. Overseas students should fill in their ARC number that NTNU has on file. If you have forgotten your ARC number, click “Forgot ARC No.” and the Office of Academic Affairs will send the ARC number to the email address you have given (requests will be processed M-F).



**成績單及各類證明文件申請系統**  
Application System for Transcript & Other Records

國立臺灣師範大學  
NATIONAL TAIWAN NORMAL UNIVERSITY

**Check Idno**

Student ID:

**ID/ARC number:**

**Notice**

(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

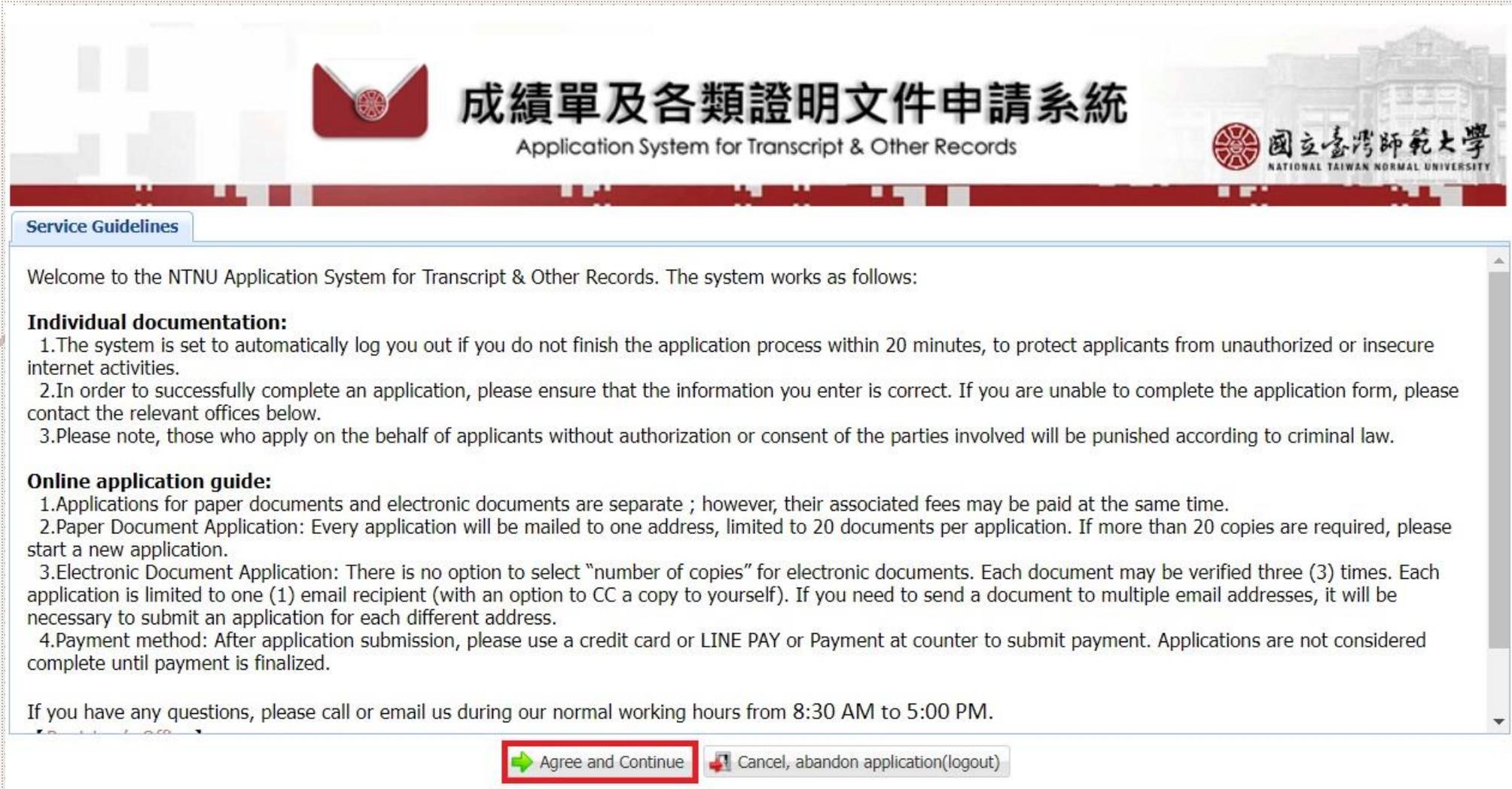
(2) Students who have graduated and whose ARC numbers haven't existed in the system,  
undergraduates please contact Division of Registry: lusiale@ntnu.edu.tw  
M.A. and Ph.D students please contact Division of Graduate Studies: cindywings@ntnu.edu.tw

(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.

[User's Manual](#)

# Step 3 : Service Guidelines

After reading service guidelines please click “Agree and Continue” .



The screenshot displays the NTNU Application System for Transcript & Other Records. The header features a red envelope icon, the system title in Chinese and English, and the NTNU logo. A blue tab labeled "Service Guidelines" is active. The main content area contains a welcome message and two sections of guidelines: "Individual documentation" and "Online application guide". At the bottom, there are two buttons: "Agree and Continue" (highlighted with a red box) and "Cancel, abandon application(logout)".

**Service Guidelines**

Welcome to the NTNU Application System for Transcript & Other Records. The system works as follows:

**Individual documentation:**

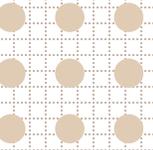
- 1.The system is set to automatically log you out if you do not finish the application process within 20 minutes, to protect applicants from unauthorized or insecure internet activities.
- 2.In order to successfully complete an application, please ensure that the information you enter is correct. If 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.Applications for paper documents and electronic documents are separate ; however, their associated fees may be paid at the same time.
- 2.Paper Document Application: 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.Electronic Document Application: There is no option to select “number of copies” for electronic documents. Each document may be verified three (3) times. Each application is limited to one (1) email recipient (with an option to CC a copy to yourself). If you need to send a document to multiple email addresses, it will be necessary to submit an application for each different address.
- 4.Payment method: After application submission, please use a credit card or LINE PAY or Payment at counter to submit payment. Applications are not considered complete until payment is finalized.

If you have any questions, please call or email us during our normal working hours from 8:30 AM to 5:00 PM.

# Step 4 : Confirm Student Information



Session timeout: 1195 seconds

學士班

Student ID:

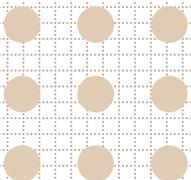
Chinese name:

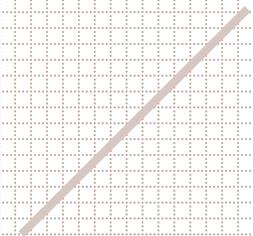
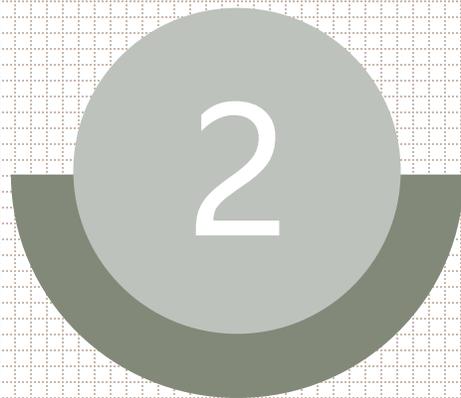
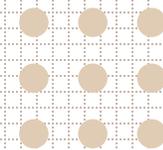
English name:

Department:

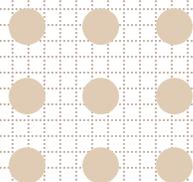
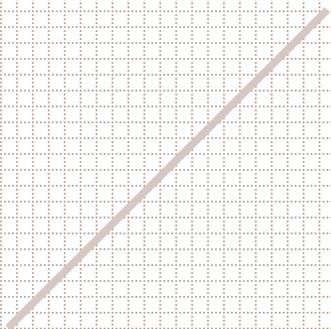
Student status:

- If the student information on file is correct, click “Next (Paper Doc Apply)” or “Next (Electronic Doc Apply)” or “Track and Verify” .
- If there are inaccuracies with the student information on file, click **“Student Information is Incorrect, please contact OAA (log out)”** and contact the Office of Academic Affairs.





# Paper Document Application



# Step 1 : Adding Application Items

- ① Enter Application Details page, then click on "Add an item"
- ② Choose application items (from dropdown menu)

- ③ Choose number of copies (use arrows to increase/decrease no. of copies)

**Paper Document Application Overview**

[To Electronic Document Apply](#) [Cancel application \(logout\)](#)

**Paper Document Application Overview(list)**

[Add an item](#) [Delete an item](#) [next](#)

Student ID	Application item	Price	Unit	SubTot
<input checked="" type="checkbox"/>		0	1	0
	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)			
	English Degree Conferral Statement			

**Paper Document Application Overview**

[To Electronic Document Apply](#) [Cancel application \(logout\)](#)

**Paper Document Application Overview(list)**

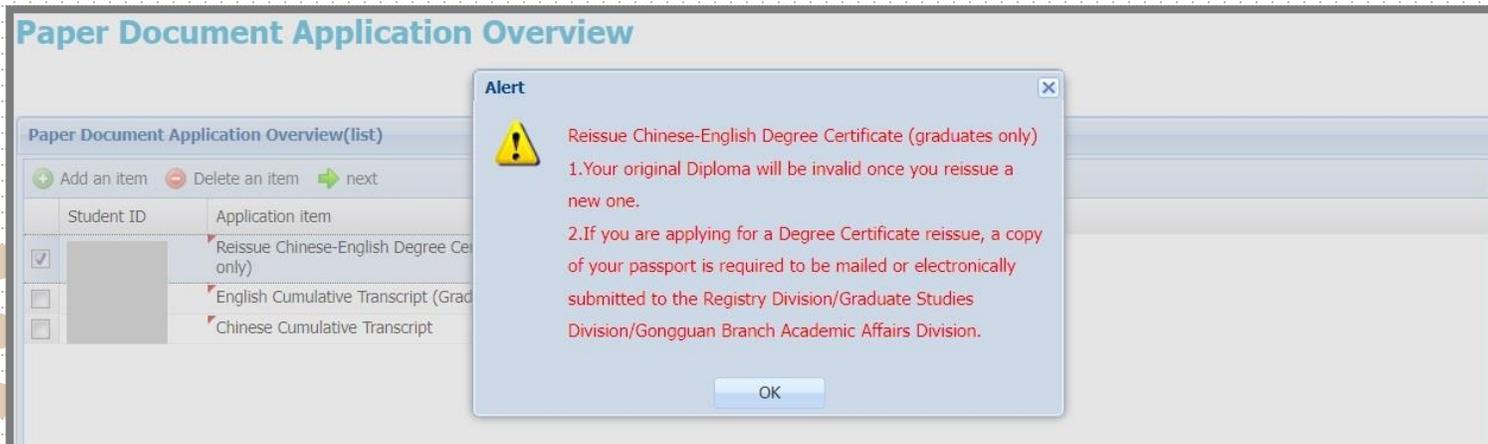
[Add an item](#) [Delete an item](#) [next](#)

Student ID	Application item	Price	Unit	SubTot
<input checked="" type="checkbox"/>	Chinese Cumulative Transcript	10	2	20

♣ **Please note:**  
the paper document application interface can be switched to that for electronic document applications.

# ♠ Reissue Chinese/English diploma (limited to paper document)

1. The reissue of a Chinese/English diploma is limited to NTNU graduates. Please select your reason for the reissue. Once the diploma has been reissued, the previous diploma will be invalid.
2. English Diploma: “The English Degree Conferral Certificate” may only be applied for by those who graduated prior to the 2008 academic year. Limited to one (1) copy. “The English Degree Conferral Statement” does not fall under the above restrictions.



3. To apply for a diploma, applicants should email a **photocopy of the front and back side of their ID** to the relevant Office of Academic Affairs contact window where the application will be reviewed.
4. For those applying for English transcripts and English diplomas:
  - ① Confirm that the Pinyin version of your Chinese name is identical to that found in your passport (upper and lowercase letters will be used in accordance with NTNU's official style guidelines).
  - ② If your English name is not already in the system, please enter it in the “Note” field.
  - ③ If you find that your English name in the system is incorrect, please submit your passport photo to the Academic Affairs Office for correction.

# Step 2 : University seal (sending documents under the name of NTNU)

- ① If your document does not need to be officially sealed, check the “No” box and go directly to the next step of filling in mailing address and contact information. If a seal is necessary, check the “Yes” box and choose the number of copies necessary before clicking the “Next” button.  
(Diplomas cannot be sealed and only one (1) copy given)

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

No

Yes Number of seal:

### Sealed documents Overview

Sealed documents Overview Sealed List

Student ID	Item	No.	Quantity	SubTot
<input type="checkbox"/>	English Degree Conferral Statement	20	1	20
<input type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)	10	1	10
<input type="checkbox"/>	English Cumulative Transcript (Grade)	10	1	10
<input type="checkbox"/>	Chinese Cumulative Transcript	10	2	20

Sealed List

Add  Delete  Next  Cancel and logout

Student ID	Item	No.	Quantity
<input checked="" type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)	1	1

Seal No.1  
Seal No.2

- ② Enter Seal Details page, then click on “Add” .
- ③ Click on student ID No.
- ④ Choose items to be sealed (from dropdown menu).

### Sealed documents Overview

Sealed documents Overview Sealed List

Student ID	Item	No.	Quantity	SubTot
<input type="checkbox"/>	English Degree Conferral Statement	20	1	20
<input type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)	10	1	10
<input type="checkbox"/>	English Cumulative Transcript (Grade)	10	1	10
<input type="checkbox"/>	Chinese Cumulative Transcript	10	2	20

Sealed List

Add  Delete  Next  Cancel and logout

Student ID	Item	No.	Quantity
<input checked="" type="checkbox"/>	Seal No.1	1	1

English Degree Conferral Statement  
Cumulative Ranking Certificate (undergraduates only)  
English Cumulative Transcript (Grade)  
Chinese Cumulative Transcript

- ⑤ If the contents of the following document to be sealed is the same as the previous document, you can choose “from Document { } to Document { }” and then click on “Copy” .
- If applying for a large number of sealed documents, you can sort them for easier viewing by clicking on “Order” .
- After checking that the details of your sealed documents are correct, please click “Next” .

### Sealed documents Overview

Sealed documents Overview Sealed List

Student ID	Item	No.	Quantity	SubTot
<input type="checkbox"/>	English Degree Conferral Statement	20	1	20
<input type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)	10	1	10
<input type="checkbox"/>	English Cumulative Transcript (Grade)	10	1	10
<input type="checkbox"/>	Chinese Cumulative Transcript	10	2	20

Sealed List

Add  Delete  Next  Cancel and logout

Order From Seal No. To Seal No.2  Copy

Student ID	Item	No.	Quantity
<input checked="" type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)	Seal No.1	1

# Step 3 : Fill in Mailing Address & Contact Information

**Paper Document Mailing and Contact Information**

**Mailing**

Pickup in person (postage 0)

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

USA/Canada (Via FedEx, please contact us for the shipping fee.)

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

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

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

Campus to pickup:

\*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 Information**

Name:

English Name:

Contact number (day/night):

\*Cell phone:

\*E-mail:

Note:

1. Fill in the necessary information in each field, then click "Next".
  2. For addresses outside of Taiwan:
    - 1) For registered airmail (the default selection), you can pay directly on the system. Please check the post office website for estimated arrival time.
    - 2) For letters to be sent with **FedEx** (estimated delivery time in 3 days), please note your choice in the "Note" field. Do not pay directly on the system. Please call or write to the Office of Academic Affairs contact person to modify the shipping fee first, after which your payment can be made.
- **Note: FedEx shipping fees fluctuates monthly and is calculated based on the destination and weight of the letter. Shipping fees are generally more than NT\$1,000. Please first confirm you are willing to pay a fee of approximately this amount, before contacting the Office of Academic Affairs.**
  - **Office of Academic Affairs Contact Person:**
    - 【Registrar' s Office】**
    - 【Graduate Studies Division】**
    - 【Gongguan Branch Academic Affairs Division】**

# Step 4 : Confirm and Submit Application

### Paper Document Application confirmation

Paper Document Order Detail(list)

Student ID	Order Item	Price	Quant	Subtotal
Order Detail below				
	Postage(USA/Canada 5 orders)	171	1	171
	Chinese Cumulative Transcript	10	2	20
	English Cumulative Transcript (Grade)	10	1	10
	Cumulative Ranking Certificate (undergraduates only)	10	1	10
	English Degree Conferral Statement	20	1	20
				You've ordered a total of 5 documents, subtotal NT\$231

**Mailing Information**

Pickup in person (postage 0)

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

USA/Canada (Via FedEx, please contact us for the shipping fee.)

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

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

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

Campus to pickup:

Recipient:

To appropriately display the webpage content, please use the traditional Chinese.

Recipient's phone Number:

Postal code:

Address:

Please confirm your mailing address is correct, as NTNU is not responsible for incorrect mailing information.

**Applicant Contact Information**

Name:

English Name:

Contact number (day/night):

\*Cell phone:

\*E-mail:

Note:

**Reminder:**  
If you are applying for Chinese-English Degree Certificate/ English Degree Conferral Statement/ English Degree Conferral Certificate, a copy of your passport is required to be mailed or electronically submitted to the Registry Division/Graduate Studies Division/Gongguan Branch Academic Affairs Division.

① If your information is correct, click "Submit the order". If you need to modify your information, click "Edit order details" to go back to the information page. At the bottom of the page, check the box next to "Reminder".



### Paper Document Application confirmation

Paper Document Order Detail(list)

Student ID	Order Item	Price	Quant	Subtotal
Order Detail below				
	Postage(USA/Canada 5 orders)	171	1	171
	Chinese Cumulative Transcript	10	2	20
	English Cumulative Transcript (Grade)	10	1	10
	Cumulative Ranking Certificate (undergraduates only)	10	1	10
	English Degree Conferral Statement	20	1	20
				You've ordered a total of 5 documents, subtotal NT\$231

**Mailing Information**

Pickup in person (postage 0)

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

USA/Canada (Via FedEx, please contact us for the shipping fee.)

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

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

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

Campus to pickup:

Recipient:

To appropriately display the webpage content, please use the traditional Chinese.

Recipient's phone Number:

Postal code:

Address:

Please confirm your mailing address is correct, as NTNU is not responsible for incorrect mailing information.

**Applicant Contact Information**

Name:

English Name:

Contact number (day/night):

\*Cell phone:

\*E-mail:

Note:

**Reminder:**  
If you are applying for Chinese-English Degree Certificate/ English Degree Conferral Statement/ English Degree Conferral Certificate, a copy of your passport is required to be mailed or electronically submitted to the Registry Division/Graduate Studies Division/Gongguan Branch Academic Affairs Division.

**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.

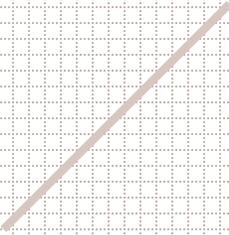
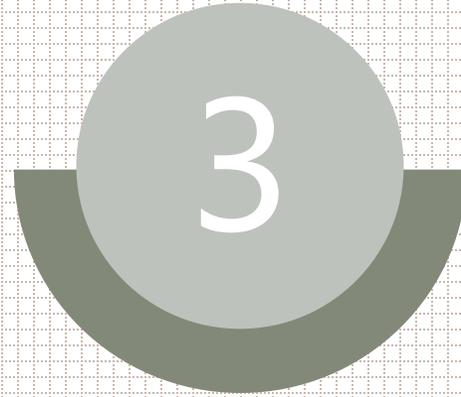
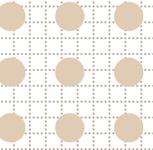
② Confirm and submit application.

③ The page will show that your application orders have been successfully completed. Next step is payment.

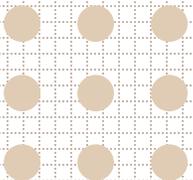
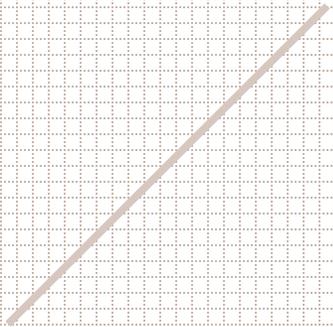
**Order(list)**

Select unpaid orders

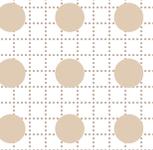
Order Type	Order No.	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
<input type="checkbox"/> Paper			5	231	No	0	Application submitted			



# Electronic Document Application



# Step 1 : Adding Application Items



- ① Enter Application Details page, then click “Add an Item” .
  - ② Choose application items (from dropdown menu).
  - ③ There is no option to select “number of copies” for electronic documents. Each document may be verified three (3) times.
- ♣ Please note: the electronic document application interface can be switched to that for paper document applications.

**Electronic Document Application Overview**

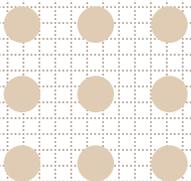
[To Paper Document Apply](#) [Cancel application \(logout\)](#)

Electronic Document Application Overview(list)

[Add an item](#) [Delete an item](#) [next](#)

Student ID	Application item	Price	Unit	SubTot
<input checked="" type="checkbox"/>	<input type="text" value=""/>		1	

- Chinese Cumulative Transcript
- English Cumulative Transcript (Score) ( For the enrollment before 103 Academic Year only)
- English Cumulative Transcript (Grade)
- Cumulative Ranking Certificate (undergraduates only)
- English Degree Conferral Statement



# ♣ Certificate of ranking application (limited to undergraduates)

1. Each application is limited to one (1) certificate of ranking.
  - (1) The system-generated rankings are defaulted to show both department ranking and class ranking (group ranking). For departments that lack classes or groups, only the department ranking will be shown.
  - (2) You cannot apply for department ranking, class ranking (or group ranking) separately in the same application.
2. A certificate of graduate ranking in current academic year shall include all students who graduated in either the Fall or Spring semesters of the current academic year. **Two weeks following the beginning of the next academic year (in September), the rankings will be announced and can be applied for.** If you have any further questions, please visit the Register's Office or the Gongguan Branch Academic Affairs Division.

The screenshot displays the 'Electronic Document Application Overview' interface. At the top, there are buttons for 'To Paper Document Apply' and 'Cancel application (logout)'. Below this is a table with the following data:

Student ID	Application item	Price	Unit	SubTot
<input checked="" type="checkbox"/>	Cumulative Ranking Certificate (undergraduates only)		1	

A 'Ranked choice' dialog box is open in the foreground, containing the following options:

- Department rank
- Class Rank
- Group Rank

An 'OK' button is located at the bottom right of the dialog box.

# ♣ English Diploma Application

1. To apply for a diploma, applicants should email a photocopy of the front and back side of their ID to the relevant Office of Academic Affairs contact person where the application will be reviewed.
2. For those applying for English transcripts and English diplomas:
  - ① Confirm that the Pinyin version of your Chinese name is identical to that found in your passport (upper and lowercase letters will be used in accordance with NTNU' s official style guidelines).
  - ② If your English name is not already in the system, please enter it in the "Note" field.
  - ③ If you find that your English name in the system is incorrect, please submit your passport photo to the Academic Affairs Office for correction.

The screenshot displays the 'Electronic Document Application Overview' interface. At the top, there are buttons for 'To Paper Document Apply' and 'Cancel application (logout)'. Below this is a table with the following columns: Student ID, Application item, Price, Unit, and SubTot. The table contains two rows: one for 'English Degree Conferral Statement' and one for 'Chinese Cumulative Transcript'. An alert dialog box is overlaid on the interface, titled 'Alert', with a yellow warning icon. The text in the alert reads: 'English Degree Conferral Statement. If you are applying for a Degree Conferral Statement, a copy of your passport is required to be mailed or electronically submitted to the Registry Division/Graduate Studies Division/Gongguan Branch Academic Affairs Division.' There is an 'OK' button at the bottom of the alert dialog.

Student ID	Application item	Price	Unit	SubTot
<input checked="" type="checkbox"/>	English Degree Conferral Statement		1	
<input type="checkbox"/>	Chinese Cumulative Transcript		1	

**Alert**

English Degree Conferral Statement

If you are applying for a Degree Conferral Statement, a copy of your passport is required to be mailed or electronically submitted to the Registry Division/Graduate Studies Division/Gongguan Branch Academic Affairs Division.

OK

# Step 2: Fill in Mailing Address and Contact Information

- ◆ Each application is limited to one (1) email recipient (with an option to CC a copy to yourself). If you need to send a document to multiple email addresses, it will be necessary to submit an application for each different address.
- ◆ **Note:** If you are sending your documents to a **World Education Services (WES)** certification body, since the WES does not accept documents over email, in the “Email to” field, please enter the email address of your contact person at the Registrar’ s Office/Graduate Studies Division/Gongguan Branch Academic Affairs Division for your particular department/graduate institute. The contact person will then upload your document to the designated WES body using a Secure File Transfer Protocol (SFTP). When filling out your application, please remember to include the reference number (7 digits or PTTC+7 digits, such as 6123456, PTTC2001009) in the field “Notes to Recipient” .

Department (graduate institute) contact window email: **[Registrar’ s Office] / [Graduate Studies Division] / [Gongguan Branch Academic Affairs Division]**

**Electronic Document Mailing and Contact Information**

**Mailing Information**

Name:

English Name:

\*Email to:  **Recipient Email: Ex: email address of overseas university or a third-party verification body.**

Carbon copy to:  **CC: Optional. Applicant email address can go here.**

The notes for recipient:  **Notes to Recipient: Optional. Application serial number or overseas university serial number can go here.)**

**Applicant Contact Information**

Contact number (day/night):

\*Cell phone:

\*E-mail:

Note:

# Step 3: Confirm and Submit Application

- 1 If your information is correct, click "Submit the order" . If you need to modify your information, click "Edit order details" to go back to the information page.

- 2 Confirm and submit application.

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

Electronic Document Order Detail(list)

Student ID	Order Item	Price	Quand	Subtotal
	Chinese Cumulative Transcript		1	
	English Degree Conferral Statement		1	

You've ordered a total of 2 documents, subtotal

Mailing Information

Name: [input]  
English Name: [input]  
\*Email to: [input]@ntnu.edu.tw  
Carbon copy to: [input]  
The notes for recipient: WES Reference number 6000000

Applicant Contact Information

Contact number (day/night): [input]  
\*Cell phone: [input]  
\*E-mail: [input]  
Note: [input]

Submit the order Edit order details cancel order (logout)

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

Electronic Document Order Detail(list)

Student ID	Order Item	Price	Quand	Subtotal
	Chinese Cumulative Transcript		1	
	English Degree Conferral Statement		1	

You've ordered a total of 2 documents, subtotal

Mailing Information

Name: [input]  
English Name: [input]  
\*Email to: [input]@ntnu.edu.tw  
Carbon copy to: [input]  
The notes for recipient: WES Reference

Applicant Contact Information

Contact number (day/night): [input]  
\*Cell phone: [input]  
\*E-mail: [input]  
Note: [input]

Submit the order Edit order details cancel order (logout)

**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.

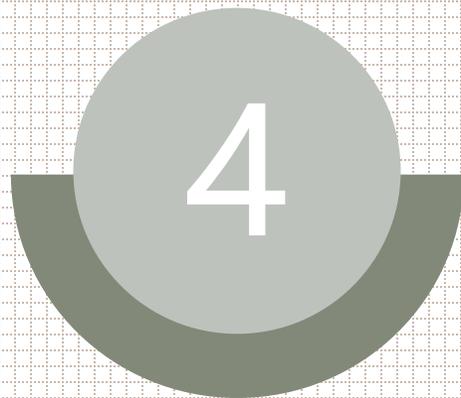
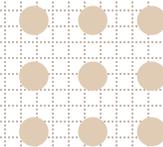
Yes No

- 3 This page will show that your application order has been submitted. The next step is payment.

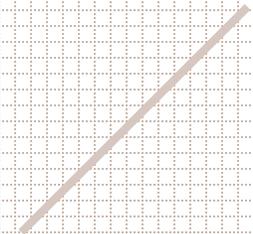
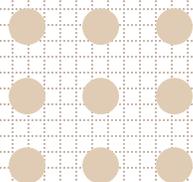
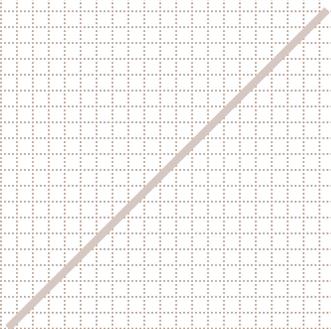
Order(list)

Select unpaid orders Next, payment Delete unpaid orders Continue to apply Logout

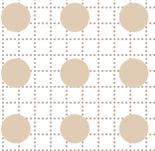
Order Type	Order No.	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
Electronic			2			0	Application submitted			



**Payment**



# Step 1: Select Your Order for Payment



- ❶ If you have multiple orders and want to pay for them together, click “Select Unpaid Orders” to select all unpaid orders at once.
- ❷ Applications for paper documents and electronic documents are separate ; however, their associated fees may be paid at the same time.
- ❸ Click “Next, payment” .

<input checked="" type="checkbox"/>	Order Type	Order No. +	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			

Order(list)

Select unpaid orders  Next, payment  Delete unpaid orders  Continue to apply  Logout

<input checked="" type="checkbox"/>	Order Type	Order No. +	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			

To look up the detail, please double click the order.

Notice

\* Via registered air mail, please contact us for the shipping fee. \* After payment, the application progress will change to [Application paid], and applications are considered completed.  
\* If you are applying for a Degree Certificate reissue, please call the relevant office to confirm receipt.  
Mailing Address:  
No.162, Sec. 1, Heping E. Rd., Taipei City, 106, Taiwan  
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  
Special circumstances aside, applications are ty  
Outage table

**Alert**

Payment methods: (1) WebATM, Must prepare a debit card and card reader (2) Over-the-counter payment (including online banking transfer) (3) Credit card (4) Line Pay. The system has not received the actual payment record within 3 days, the payment will be considered failed.

OK

Order(list)

Select unpaid orders  Next, payment  Delete unpaid orders  Continue to apply  Logout

<input checked="" type="checkbox"/>	Order Type	Order No. +	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			
<input checked="" type="checkbox"/>	Electronic			2			0	Application submitted			

To look up the detail, please double click the order.

Notice

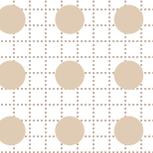
\* Via registered air mail, please contact us for the shipping fee. \* After payment, the application progress will change to [Application paid], and applications are considered completed.  
\* If you are applying for a Degree Certificate reissue, a copy of your passport is required to be submitted to 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

**Payment Confirm**

Confirm to pay?

Yes No

# Step 2: Enter the Online Payment System and Select Payment Method



國立臺灣師範大學  
NATIONAL TAIWAN NORMAL UNIVERSITY

線上金流系統  
NTNU Online Payment

步驟 Steps: 選擇繳款方式 Payment Options (selected), 線上付款 Checkout Online

繳費說明 Payment Information

繳費單位 Payment Receiver	教務處
繳費名稱 Payment Detail	教務文件申請用
繳費金額 Payment Amount	685 元 NT Dollars

選擇繳費方式  
Payment Options

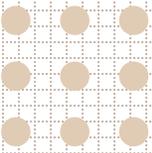
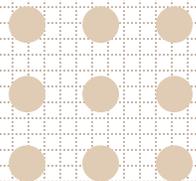
- 信用卡  
Credit Card (Logos: VISA, MasterCard, JCB)
- WebATM即時付  
Web ATM
- 臨櫃繳費單  
Pay at Bank Counter
- ONLINE Pay LINE Pay

確定繳費 Proceed to Checkout

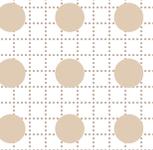
Payment Method:

- ① Credit Card
- ② LINE PAY
- ③ Payment at counter (if you wish to use an online bank transfer, please select this option for routing number)
- ④ WebATM (Requires both an ATM card and a card reader)

# ♠ Payment Method ①: Credit Card

# ♣ Payment Method ② - LINE PAY



starap.ntnu.edu.tw 顯示  
您確定要使用 LINE Pay 繳費 Payment Method: LINE Pay!!!

確定 取消

繳款方式 Options 線上付款 Checkout Online

Information

繳費單位 Payment Receiver	教務處
繳費名稱 Payment Detail	線上成績單費用
繳費金額 Payment Amount	46 元 NT Dollars

選擇繳費方式  
Payment Options

信用卡  Credit Card

WebATM即時付  
Web ATM

LINE Pay   
LINE Pay

確定繳費 Proceed to Checkout

國立臺灣師範大學\_行動支付



行動條碼掃描



取消交易 Cancel



# ♥ Payment Method ③ - Payment at counter



## 國立臺灣師範大學

NATIONAL TAIWAN NORMAL UNIVERSITY

### 線上金流系統

NTNU Online Payment

步驟 Steps
選擇繳款方式 Payment Options
繳費說明 Payment Information

**交易資訊**  
Transaction Information

交易日期 Transaction Date : 2024/07/23  
 繳費帳號 Account Number : 49734012400722  
 繳費單位 Payable to : 教務處  
 繳費名稱 Payment Item : 教務文件申請用  
 繳費金額 Amount Due : 685 元  
 付款方式 Payment Methods : 中國信託 CTBC Bank、郵局 post offices、跨行匯款 interbank transfer  
 繳費期限 Payment Deadline : 2024/07/24

**繳費說明**  
Payment Information

English | 正體中文

- 使用繳費單櫃檯繳款**  
金融機構：請攜本繳費單至全省中國信託商業銀行及郵局櫃檯繳款。  
 • 使用郵局方式繳費者，每筆手續費15元須自行負擔。  
 • 繳費單收據請自行妥善保存。
- 使用跨行匯款**  
銀行：中國信託商業銀行城中分行  
 戶名：國立臺灣師範大學校務基金專戶  
 帳號：49734012400722 共14碼(每份繳費單有專屬繳款帳號，請依此帳號繳納)  
 • 使用跨行匯款方式繳費者，手續費須自行負擔，依各銀行收費標準。  
 • 匯款收據請自行妥善保存。

列印繳費單 Print

國立臺灣師範大學  
線上金流繳費單

繳費帳號： [ ] 繳款人：202407231089 2024072

繳款明細		繳費期限：2024年07月24日	第一聯 收執聯
教務文件申請用	685 元	收款行蓋章	
合計：685 元			

繳費注意事項  
 1.請於繳費期限前至中國信託商業銀行、郵局或跨行櫃檯繳費。  
 2.使用郵局方式繳費者，須自行負擔手續費15元。  
 3.使用跨行匯款付款方式說明：  
 匯款銀行：中國信託商業銀行城中分行(8220107)、戶名：國立臺灣師範大學校務基金專戶、帳號：【49734012400722】、繳款金額【685】，依各銀行收費標準自行負擔手續費。  
 4.如有其他繳費問題請洽承辦單位詢問。  
 5.繳費單經收費單位加蓋收訖戳記視同「收據」，請妥善保存。

---

國立臺灣師範大學  
線上金流繳費單

繳費帳號： [ ] 繳款人：202407231089 2024072

繳款明細		繳費期限：2024年07月24日	第二聯 證明聯
教務文件申請用	685 元	收款行蓋章	
合計：685 元			

---

第三聯 代收聯

中國信託商業銀行/郵局劃撥

傳真 號

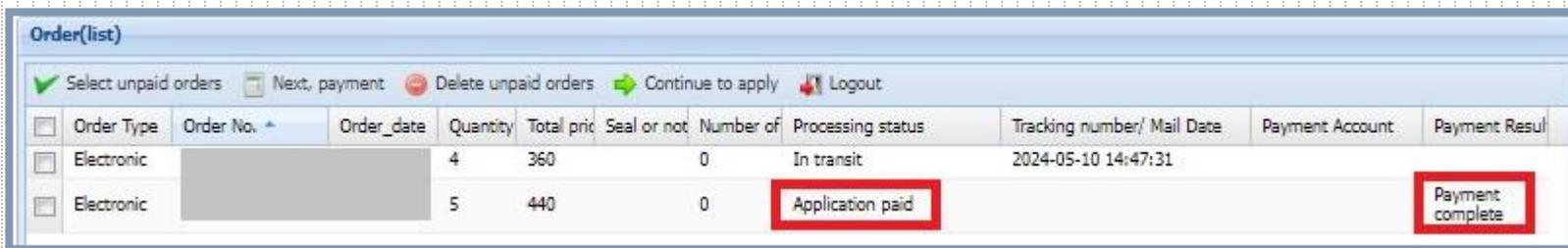
戶名	國立臺灣師範大學校務基金專戶	收款專戶：中國信託商業銀行股份有限公司	核章
帳號	[ ]	 繳款金額：700	
繳款金額	陸佰捌拾伍元整	 帳單編號： [ ]	會計
繳費期限	2024年07月24日	 繳款金額：700	經辦
收訖戳記		全行代收專戶，批次代收7交易  繳款帳號： [ ] 繳款金額：685	
郵局 認建機			

※對方科目： \_\_\_\_\_

列印

# Step 3: Track and Verify

- ① After confirming submission of payment, please do not refresh the page so to avoid the chance of repeated payments. Once the payment has gone through, the progress column will show your order as “Application paid” . This marks the end of the application process.
- ② If payment was successfully received, but your payment status has not changed or transaction results are not displayed, please contact the appropriate contact person (please do not delete the order yourself).



Order(list)

✓ Select unpaid orders   Next, payment   Delete unpaid orders   Continue to apply   Logout

<input type="checkbox"/>	Order Type	Order No.	Order_date	Quantity	Total price	Seal or not	Number of	Processing status	Tracking number/ Mail Date	Payment Account	Payment Result
<input type="checkbox"/>	Electronic			4	360		0	In transit	2024-05-10 14:47:31		
<input type="checkbox"/>	Electronic			5	440		0	Application paid			Payment complete



成績單及各類證明文件申請系統  
Application System for Transcript & Other Records

國立臺灣師範大學  
NATIONAL TAIWAN NORMAL UNIVERSITY

The system will be temporarily unavailable due to scheduled maintenance on 2024/4/3 08:00~2024/4/5 12:00, please avoid this period to apply or make a payment, thank you!

[中文]

Log in

Student ID number:

E-mail:

Send one-time password

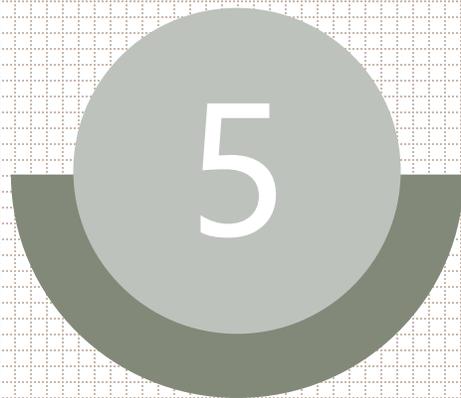
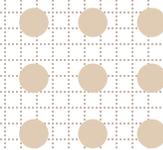
password:

Captcha code:  Refresh captcha

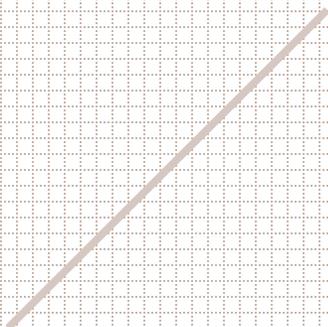
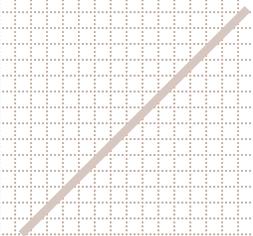
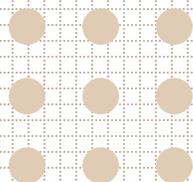
Apply    Track and Verify

Log in   Forgot student ID / ARC number

If you want to check progress of your previous orders after logging out, on the system's homepage, log in again and then select the “Track and Verify” button.



# Electronic Document Verification



# Step 1: Recipient receives email (Chinese/English version)

- 1) Once payment has been submitted, the documents will be sent out by the Office of Academic Affairs in 1-3 working days. If the applicant has written his/her email in the “Carbon Copy” Email field, they will receive a copy of the documents at the same time.
- 2) The recipient should follow the instructions in the letter or PDF electronic document and go to the NTNU official verification website for verification.  
<https://ap.itc.ntnu.edu.tw/DocuCertWeb/verify?l=en>

- **Note: The PDF document is available for electronic viewing only. It may not be printed or otherwise converted into a physical copy (printing functionality will be locked).**

寄件者: 國立臺灣師範大學教務文件申請系統  
收件者: [REDACTED]  
主旨: 【國立臺灣師範大學NTNU】- [REDACTED] 之電子證明文件 Electronic document for LIAO, [REDACTED]  
日期: 2024年8月29日 下午 02:06:47  
附件: T02.png  
EnglishTranscript(Score).pdf  
RankingCertificate.pdf  
EnglishDegreeConferralStatement.pdf PDF document

---

 國立臺灣師範大學  
NATIONAL TAIWAN NORMAL UNIVERSITY

此為系統寄發之信件,請勿直接回信  
This is an automated message, please do not reply to this email.

敬啟者您好:  
這是國立臺灣師範大學系統寄發之 [REDACTED] 的電子證明文件,請查收附件。  
若要驗證此文件之真偽,請前往國立臺灣師範大學官方網站進行查證:  
<https://apxtest.itc.ntnu.edu.tw/DocuCertWeb/verify> Official verification website  
如有任何關於文件內容的疑問,請聯繫國立臺灣師範大學教務處  
學士班請洽【註冊組】;研究生請洽【研教組】

備註事項:test Notes to Recipient

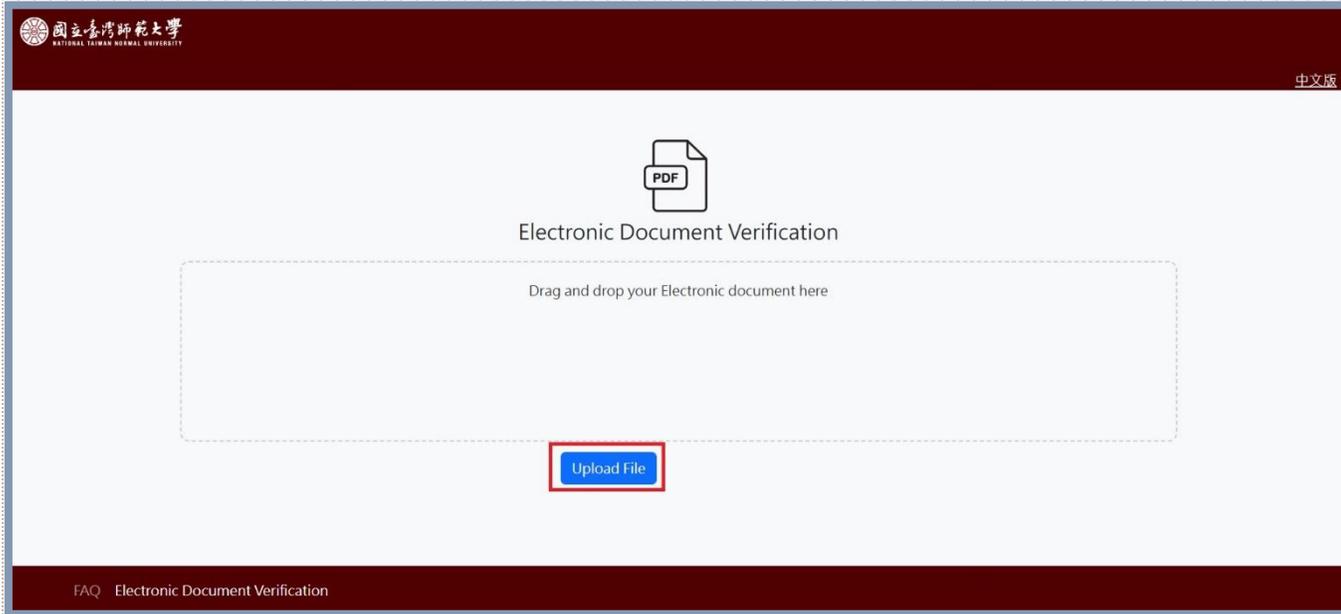
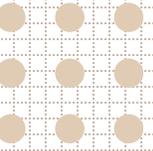
To whom it may concern,  
Attached is the electronic document issued by the National Taiwan Normal University System for LIAO, [REDACTED].

To verify the authenticity of the document, please go to the official NTNU website at <https://apxtest.itc.ntnu.edu.tw/DocuCertWeb/verify?l=en> Official verification website

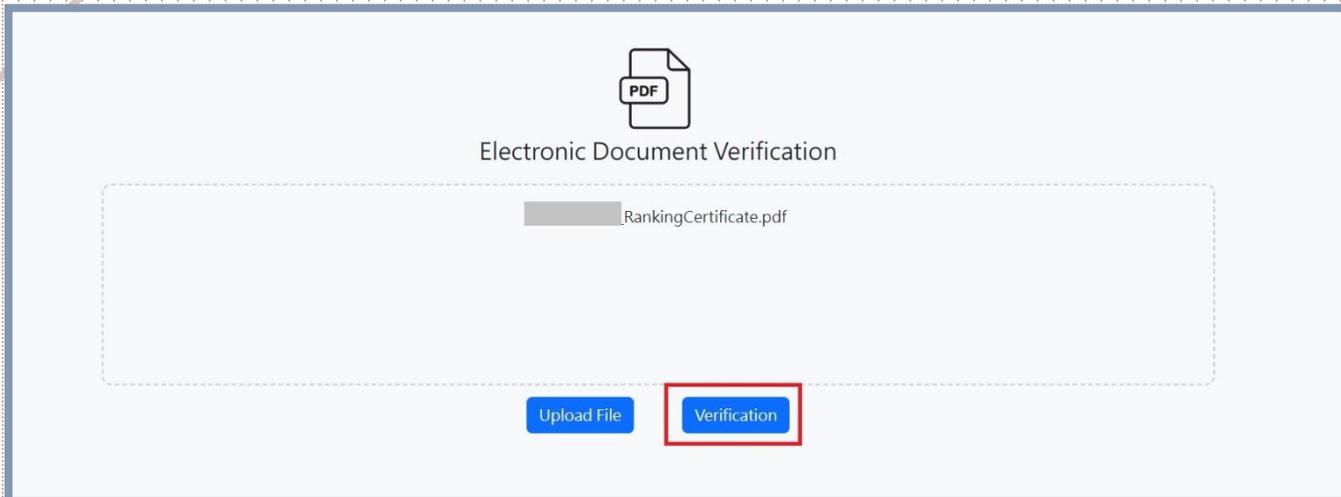
If you have further questions regarding the document, please direct inquires to the Office of Academic Affairs at National Taiwan Normal University.  
For undergraduates, please contact the 【Registrar's Office】.  
For graduate students, please contact the 【Graduate Studies Division】.

Note:test Notes to Recipient

# Step 2: Electronic Document Verification



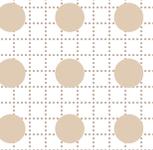
1) Log into the NTNU verification webpage. Click “Upload File” to select the document to be verified or drag the electronic document into the dotted line box.



2) After selecting the file, click “Verification” to view verification results.

3) Each electronic file can be verified for a total of three (3) times. If more verification is needed, a new application will be required.

# Step 3: Verification Results

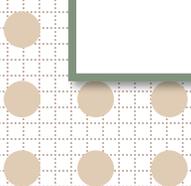
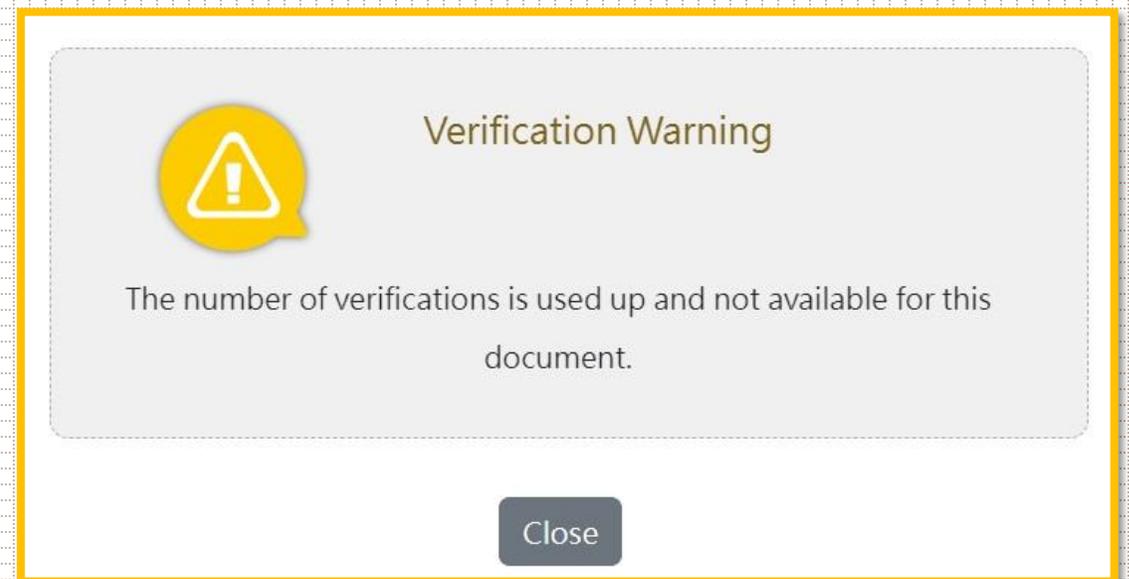
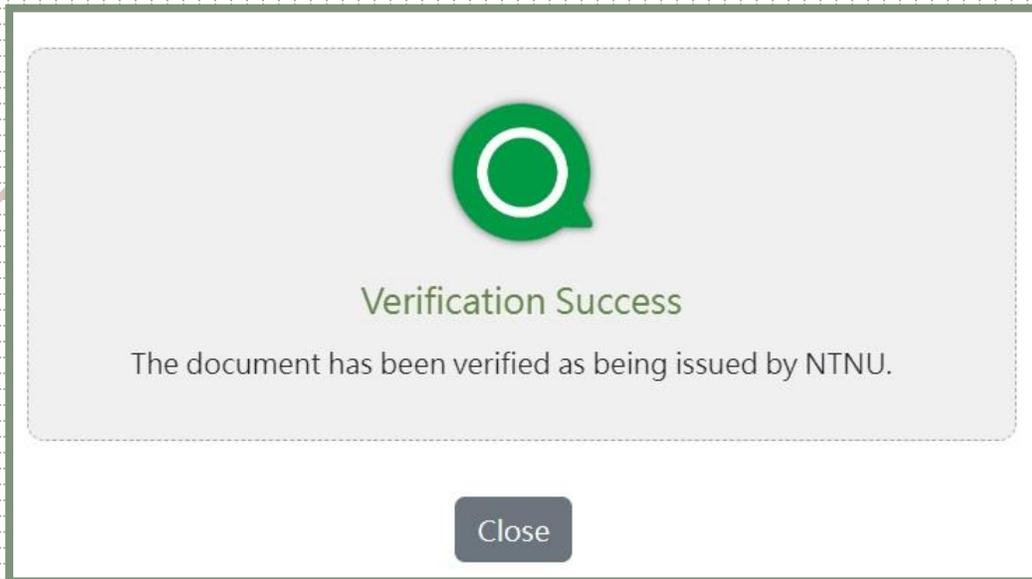


## Verification Success:

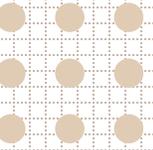
Upload the correct file and the verification times have not been used up.

## Verification Warning:

means that you have already used up the number of verifications available to you for this specific document. For more verifications, please reapply.



# Step 3: Verification Results



## Verification Failed:

Non-valid files were uploaded  
(e.g. non-PDF files or compressed files)

## Verification Failed:

Possible reasons for failure are:

- ① The electronic documents were not those issued or verified by NTNU.
- ② The electronic documents were modified by others.
- ③ The documents were invalidated (e.g. student status or diploma was revoked).

