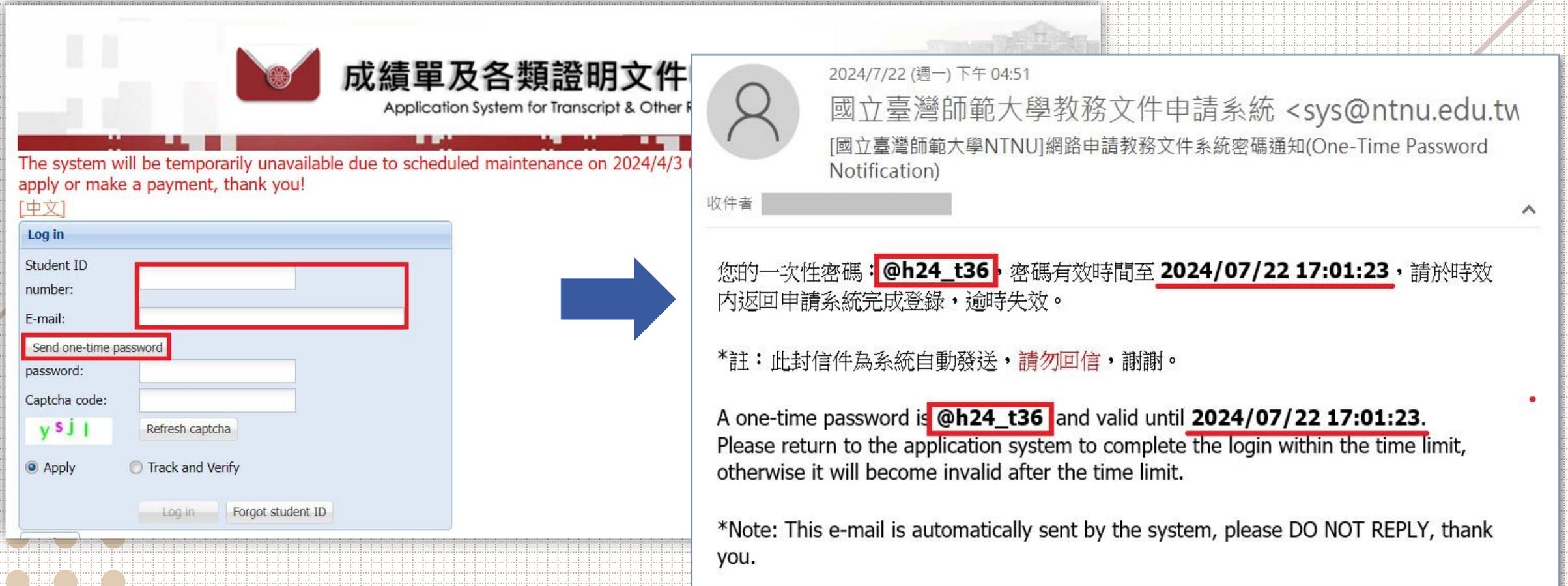


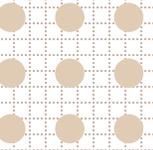
# Step 1 : Log In

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, a screenshot of the '成績單及各類證明文件' (Transcript and Other Documents) application system login page. The page has a red header with a logo and the title. Below the header, there is a red banner with a maintenance notice: 'The system will be temporarily unavailable due to scheduled maintenance on 2024/4/3 (apply or make a payment, thank you!)'. A link for '[中文]' is visible. The login form includes fields for 'Student ID number', 'E-mail', 'password', and 'Captcha code'. A 'Send one-time password' button is highlighted with a red box. Below the form are radio buttons for 'Apply' (selected) and 'Track and Verify', and 'Log in' and 'Forgot student ID' buttons. A large blue arrow points from this form to the right. On the right, a screenshot of an email notification. The email is dated '2024/7/22 (週一) 下午 04:51' and is from '國立臺灣師範大學教務文件申請系統 <sys@ntnu.edu.tw>'. 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 recipient is redacted. The main body of the email 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。' At the bottom, it says: '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.' A final note at the bottom reads: '\*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. On the right, the Chinese version of the system is shown. The header includes the university logo and the title “成績單及各類證明文件申請系統”. A red banner contains a system maintenance notice in Chinese. Below the banner is a “登入” (Login) form with fields for 學號 (Student ID), E-mail, 密碼 (Password), and 驗證碼 (Captcha). There are also radio buttons for “進入申請” (Enter Application) and “查詢進度” (Check Progress), and buttons for “登入” (Login) and “忘記學號” (Forgot Student ID). At the bottom, there is a “注意事項” (Notice) section with three points in Chinese.

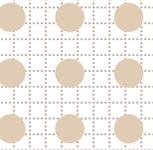
系統預計於2024/4/3 08:00~2024/4/5 12:00進行系統架構調整，請避開此時段申請和繳費，謝謝!

**注意事項**

- (1)或與下列相關單位聯絡：學士班請洽註冊組，電話：77491077、研究生請洽研教組，電話：7749-1107
- (2)早期畢業之校友因系統無身分證字號，得以通訊方式申請。
- (3)申請人未經當事人授權或同意而代為申請者，須自負相關法律刑責。

[系統操作手冊](#)

# ◆ 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

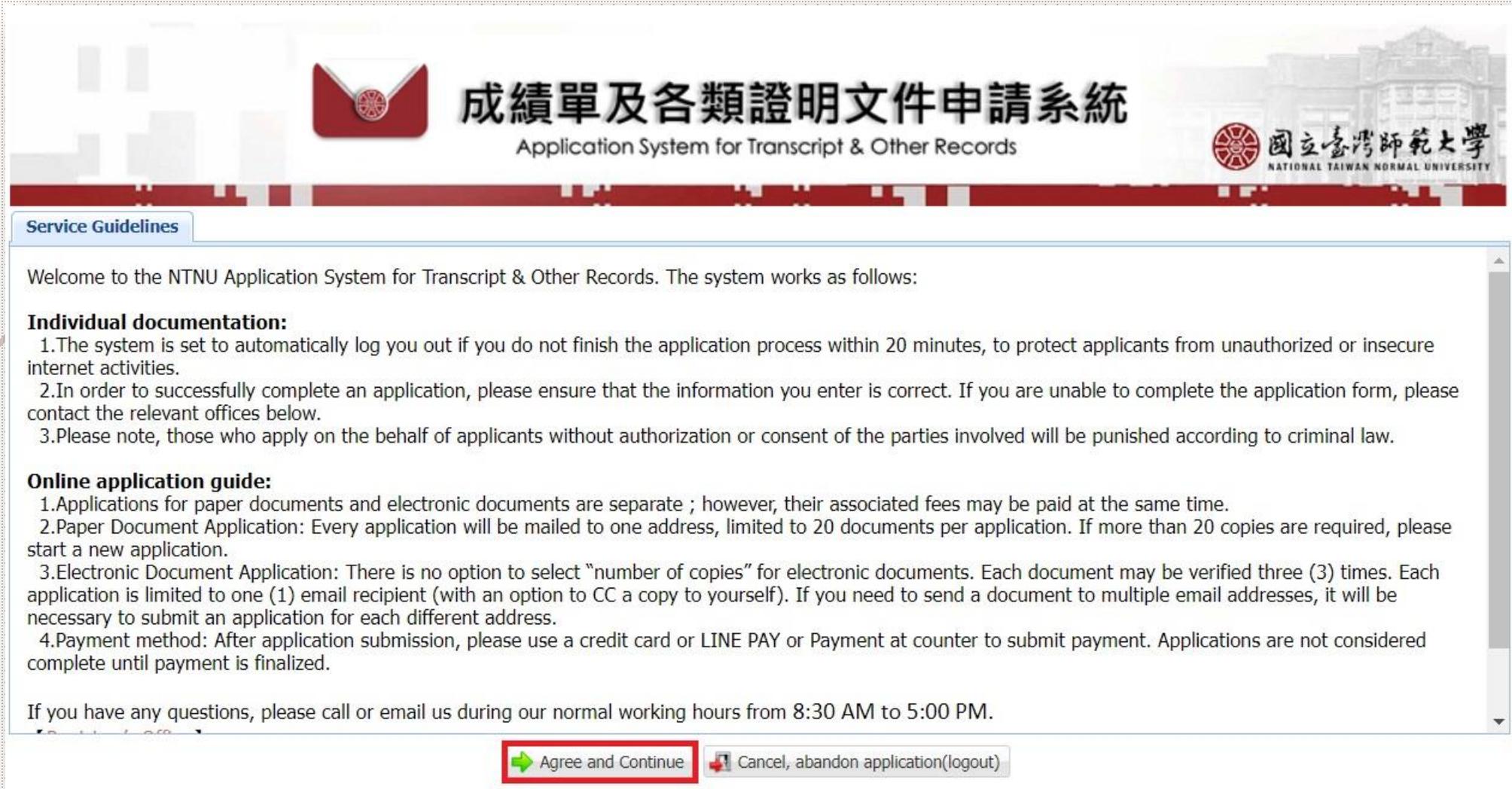
(2) Students who have graduated and whose ARC numbers haven't existed in the system,  
undergraduates please contact Division of Registry: lusiale@ntnu.edu.tw  
M.A. and Ph.D students please contact Division of Graduate Studies: cindywings@ntnu.edu.tw

(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:**

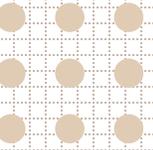
- 1.The system is set to automatically log you out if you do not finish the application process within 20 minutes, to protect applicants from unauthorized or insecure internet activities.
- 2.In order to successfully complete an application, please ensure that the information you enter is correct. If 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: [Redacted]

Chinese name: [Redacted]

English name: [Redacted]

Department: [Redacted]

Student status: [Redacted]

Next(Paper Doc Apply)   Next(Electronic Doc Apply)

Track and Verify   Student information is incorrect, please contact OAA (log out)

- 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.

