Step1: Adding Application Items

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

		To Elect	troni	ic Docun	nent Apply	📲 Cancel application (l	ogout
pe	r Document A	pplication Overview(list)					
) A	dd an item 🧲) Delete an item 🛛 🔶 next					
	Student ID	Application item		Price	Unit	SubTot	
			~	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					

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

		To El	ectronic Docur	ment Apply	Cancel application (logout)
Pape	er Document A	pplication Overview(list)			
0	Add an item 🛛 🤤) Delete an item 🛛 🔶 next			
	Student ID	Application item	Price	Unit	SubTot
		Chinese Cumulative Transcript	10	리 😂	20
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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.



- To apply for a diploma, applicants should email a <u>photocopy of the</u> <u>front and back side of their ID</u> to the relevant Office of Academic Affairs contact window where the application will be reviewed.
 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)

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)

Vec	Number of		
V ICS	Number of	-	~
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2 Enter Seal Details page, then click on "Add".
3 Click on student ID No.
4 Choose items to be sealed (from dropdown menu).

Seal	led	doc	um	ents	Ov	ervi	ew
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ealed documents	OverviewSealed List			
Student ID	Item	No.	Quantit	y SubTot
	English Degree Conferral Statement	20	1	20
	Cumulative Ranking Certificate (undergraduates only)	10	1	10
	English Cumulative Transcript (Grade)	10	1	10
	Chinese Cumulative Transcript	10	2	20
O Add \ominus Delete	e 📫 Next 📲 Cancel and logout			
Add 🗇 Delete Student ID	e 🔹 Next 📲 Cancel and logout	No.		Quantity
Add Delete Student ID	e 🔷 Next 📲 Cancel and logout Item	No. Seal I	No.1	Quantity 1
Sealed List	 Next I Cancel and logout Item English Degree Conferral Statement 	No. Seal I	No.1	Quantity 1
Sealed List	 Next I Cancel and logout Item English Degree Conferral Statement Cumulative Ranking Certificate (undergraduates 	No. Seal I	No.1	Quantity 1
Sealed List	 Next I Cancel and logout Item English Degree Conferral Statement Cumulative Ranking Certificate (undergraduates only) 	No. Seal I	Vo.1	Quantity 1
Sealed List	 Next I Cancel and logout Item English Degree Conferral Statement Cumulative Ranking Certificate (undergraduates only) English Cumulative Transcript (Grade) 	No. Seal I	No.1	Quantity 1



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

	Student ID	Item	No.	Quantity	SubTot		
		English Degree Conferral Statement	20	1	20		
		Cumulative Ranking Certificate (undergraduates only)	10	1	10		
		English Cumulative Transcript (Grade)	10	1	10		
		Chinese Cumulative Transcript	10	2	20		
ieal	led List						
0	Add 🤤 Delete	🔶 Next 🛛 🚛 Cancel and logout				🛆 Order	From Seal No. 🗸 To leal No.2 🗸
	Student ID	Item	No.	Q	Quantity		
					and a second sec		

Step 3 : Fill in Mailing Address & Contact Information

Paper Document Mailing and Contact Information

ii.,		
	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:	
	Next 🚽 Cancel order (logout)	

- 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

Student ID *	Order Item	Price	Quanti	Subtotal	
Order Deta	il 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	

Pickup in person (postage 0)

Applicant Contact Information

Name: English Name

Contact number (day/night):

*Cell phone *E-mail:

👿 eminder

Note:

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

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

Thong 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)

t, please use the tra

Please confirm your mailing address is correct, as NTNU is not respon incorrect mailing information. 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".

you are applying for Chinese-English Degree Certificate/ English Degree Conferral Statement/ English Degree Confe	rral Certificate, a
opy of your passport is required to be mailed or electronically submitted to the Registry Division/Graduate Studies Di	vision/Gongguan
ranch Academic Affairs Division.	

🔹 Submit the order 🏾 🌄 Edit order details 🛛 🙀 cancel order (logaut)

	1	Paper I	Document	Application	confirmation
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- Order Detail below				
Pisitage/USA/Care	da 5 orders)	171	1	171
Chinese Cumulativ	e Transcript	10	2	20
English Cumulative	Transcript (Grade)	10	L	10
Cumulative Rankin (undergraduates d	ç Ostificate rily)	10	E	10
English Degree Co	nferral Statement	20	1	20
				You've onterest a total of 5 documents, subtotal NT\$231
Mailing Information				
T Pickup in person (postage 0)				
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