

# 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"/>	Chinese Cumulative Transcript	10	2	20

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)**

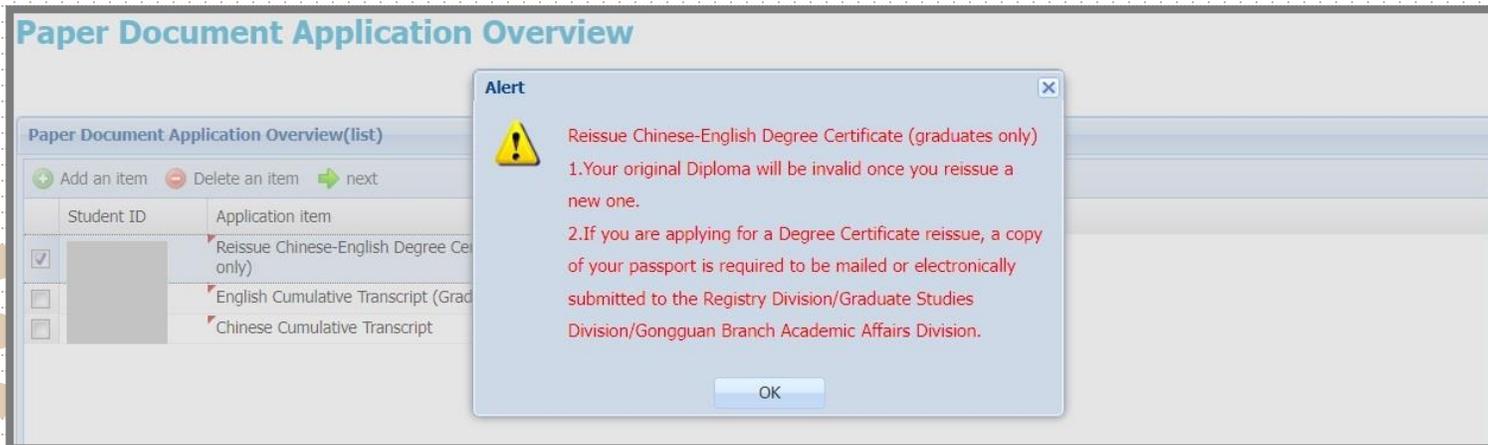
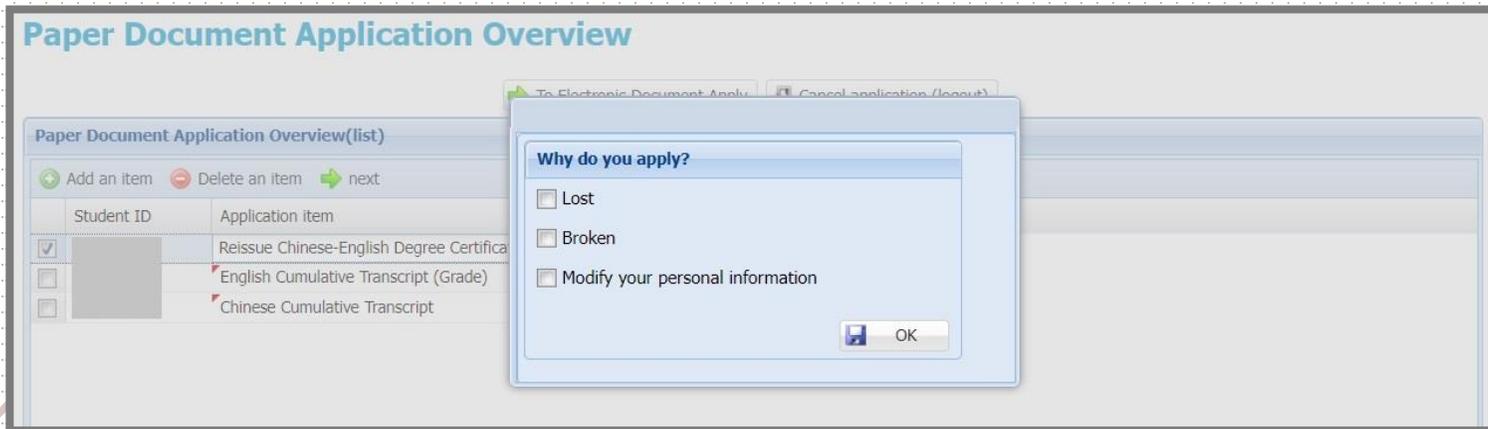
Add an item Delete an item next

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

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

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

Order From Seal No. To Seal No.2

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
<b>Order Detail below</b>				
	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
<b>Order Detail below</b>				
	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			