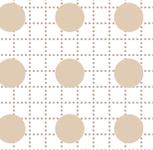


Step 1 : Adding Application Items



- 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

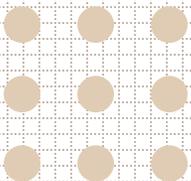
[To Paper Document Apply](#) [Cancel application \(logout\)](#)

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 titled 'Electronic Document Application Overview(list)'. The table has columns for 'Student ID', 'Application item', 'Price', 'Unit', and 'SubTot'. A single row is visible with a checked checkbox in the 'Student ID' column, 'Cumulative Ranking Certificate (undergraduates only)' in the 'Application item' column, and '1' in the 'Unit' column. A dialog box titled 'Ranked choice' is open in the foreground, containing three checked options: 'Department rank', 'Class Rank', and 'Group Rank'. An 'OK' button is at the bottom right of the dialog box.

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

Ranked choice

Department rank

Class Rank

Group Rank

OK

♣ 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 alert text 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.' An 'OK' button is 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			