

User Guide: Online Application for Official E-Transcript

E-Transcripts are strictly limited to Bachelor's, Master's, and Doctoral students who enrolled in or after September 1997 (i.e., Class of 1997 onwards).

Please log in to the Online Document Application System (the Application System) at <https://sysca1.nccu.edu.tw/docpnt/index.jsp> to submit your request.

Students who have not yet registered must complete the registration process first.

(1) How to Apply for a E-Transcript : Select Document Type: Click on "E-Transcript" (電子成績單) to enter the application screen.

💡 Note: The system will automatically retrieve your student ID, enrollment history, and degree details upon logging in.

使用者 [] 您好 [] [登出 Log out] 申請 網路申請文件系統

系統首頁 System homepage 填寫文件項目 fill in document items 文件寄送資訊 document mailing information 訂單成立 order confirmed

請選擇文件 Please select a document

登入後,系統自動判斷申請學生學號/學制等資料

在校同學請直接至註冊組外投幣機繳費申請,無須網路申請。
中文成績單、中文排名證明可當場列印,其餘文件繳費後直接持收據直接至註冊組櫃台領取。(Students in university applying for documents, please go to the payment machine outside the registration section, do not select "pick-up in person")

申請種類	申請學號	系所及學位	文件別	單價(元)	數量	小計	備註
		Departments and degree	Document type	Unit price (NT)	Quantity	Sub-total	Remarks
☒ 紙本 ☐ 電子成績單	☒ 110003 (於2021/09入學,目前學籍為傳院博班 博士 註冊) ☐ 103012 (於2014/09入學,目前學籍為心理系 碩士 畢業) ☐ 992011 (於2010/09入學,目前學籍為心理系 學士 畢業) ☐ 自行填入 [] 查無學籍資料,您可自行填入,由承辦人員查驗。	傳院博班 [] 系(所) ☐ 學士 Bachelor's ☐ 碩士 MA ☒ 博士 Ph.D	中文成績單 Academic transcript in Chinese	10	[] 份	0	
			中文成績單 (役期折抵專用) Academic transcript in Chinese (only for deduction of ROC military service period)	10	[] 份	0	(折抵役期專用限申請乙份)
			中文成績排名證明書 Academic ranking certificate in Chinese	10	0 [] 份	0	(限學士申請)
			中文學位證明 Degree certificate in Chinese (碩博班101學年起畢業須完成離校手續始得申請)	10	[] 份	0	(限畢業校友申請)

1. Selecting your Student ID will automatically populate the Department and Academic Program fields. Please note that E-Transcripts are limited to one copy per application.

使用者 [] 您好 Dear [] [退出 Log out] **申請** 網路申請文件系統

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請選擇文件 Please select a document

在校同學請直接至註冊組外投幣機繳費申請，無須網路申請。
中文成績單、中文排名證明可當場列印，其餘文件繳費後直接持收據直接至註冊組櫃台領取。(Students in university applying for documents, please go to the payment machine outside the registration section, do not select "pick-up in person")

申請種類 ☐ 紙本 ☒ 電子成績單
電子成績單僅開放民國86年(西元1997年)9月以後入學學生(學號86級之後)申請

申請學號
點選學號下方自動連動帶入學系學制
☐ 1111111113 (於2021/09入學，目前學籍為傳院博班 博士 註冊)
☒ 1111111112 (於2014/09入學，目前學籍為心理系 碩士 畢業)
☐ 9111111111 (於2010/09入學，目前學籍為心理系 學士 畢業)
☐ 自行填入 [] ☐ 已確定申請學號為民國86年(西元1997年)9月以後入學學生(學號86級之後)
查無學籍資料，您可自行填入，由承辦人員查驗。
電子成績單一張訂單限相同學號，若欲申請不同學號，請另建新訂單

系所及學位 Departments and degree
心理系 [] 系(所) ☐ 學士 Bachelor's ☒ 碩士 MA ☐ 博士 Ph.D

文件別 Document type	單價(元) Unit price (NT)	數量 Quantity	小計 Sub-total	備註 Remarks
(e-Item A) 中文成績單 (e-Item A) Academic transcript in Chinese	200	1 份	200	(電子成績單限申請一份)
(e-Item B) 英文成績單 (e-Item B) English transcript	200	[] 份	0	(電子成績單限申請一份)

管制申請份數

上一步 Back 取消，回首頁 Cancel and return to homepage 增添文件至申請清單 Add to application list

💡 Note: System Restrictions (For older records): If you enrolled prior to September 1997 (Class of 1997), your account will be restricted by the system, and you will not be able to apply for a E-Transcript.

使用者 您好 Dear [登出 Log out]

申請 網路申請文件系統

系統首頁
System homepage

填寫文件項目
fill in document items

文件寄送資訊
document mailing information

訂單成立
order confirmed

請選擇文件 Please select a document

在校同學請直接至註冊組外投幣機繳費申請，無須網路申請。
中文成績單、中文排名證明可當場列印，其餘文件繳費後直接持收據直接至註冊組櫃台領取。(Students in university applying for documents, please go to the payment machine outside the registration section, do not select "pick-up in person")

申請種類	☐ 紙本 ☒ 電子成績單 電子成績單僅開放民國86年(西元1997年)9月以後入學學生(學號86級之後)申請			
申請學號	☒ 102 (於2013/09入學，目前學籍為傳院專班 碩士 畢業) ☒ X 83 (於1994/10入學，目前學籍為廣告系 學士 畢業) 電子成績單一張訂單限相同學號，若欲申請不同學號，請另建新訂單			
系所及學位 Departments and degree	傳院專班 系(所) ☐ 學士 Bachelor's ☒ 碩士 MA ☐ 博士 Ph.D			
文件別 Document type	單價(元) Unit price (NT)	數量 Quantity	小計 Sub-total	備註 Remarks
中文電子成績單 Chinese Electronic Transcript	200	份	0	(電子成績單限申請一份)
英文電子成績單 English Electronic Transcript	200	份	0	(電子成績單限申請一份)

上一步 Back

取消，回首頁 Cancel and return to homepage

增添文件至申請清單 Add to application list

86級以前會
管制,無法申
請電子成績
單

- Email Settings & Fees: Enter the recipient email address(es) for the E-Transcript. The first two email addresses are free of charge; a fee of NT\$20 will be charged for each additional email address starting from the third.

使用者 [] 您好 Dear [], [登出 Log out] 申請 網路申請文件系統

系統首頁 System homepage 填寫文件項目 fill in document items 文件寄送資訊 document mailing information 訂單成立 order confirmed

請選擇文件 Please select a document

上傳英文證件圖檔(檔案限制600kb上限), 請選擇檔案 Upload image file of English ID (file limit 600kb), please prepare the file [] 選擇檔案

如上傳電子檔發生異常, 請將圖檔寄信至 tr63279@nccu.edu.tw, 造成不便尚請見諒。If you unable to upload file, please email file to tr63279@nccu.edu.tw. Thank you.

* 您所申請的英文文件, 將以學籍資料英文名(YANG,JI-WEI)製作; 如要變更英文名, 請上傳護照印有姓名面電子檔。若因此致製作文件錯誤, 本校不負擔該次申請費用。 The English document you applied for will be prepared based on the English name YANG,JI-WEI from student records. To change your English name, please upload an image file of your passport (the page with your name). The application fee cannot be refunded if documents are prepared incorrectly due to errors associated with your name.

目前申請清單 Current Application List :

文件別 Document	學號/系所/學位 Department/ Degree	單價(元) Unit price (NT)	數量(份) Quantity (copies)	小計(元) Sub-total (NT)	功能 Function
(e-Item A) 中文成績單 (e-Item A) Academic transcript in Chinese	99 [] 心理系 (學士 Bachelor's)	200	1	200	刪除 Delete
(e-Item B) 英文成績單 (e-Item B) English transcript	99 [] 心理系 (學士 Bachelor's)	200	1	200	刪除 Delete
文件費用 Document fee			2	400	

繼續申請其他文件 Apply for another document

申請人姓名
Applicant's name []

申請方式 申請電子成績單

E-mail* [] 作為系統通知郵件, 請務必正確填寫

寄發電子成績單之E-mail*
兩封郵件免收取處理費。第三封起, 每一封郵件收取新台幣20元。
james []@nccu.edu.tw 123@nccu.edu
456@nccu.edu

預覽郵件

連絡電話*
Phone No. []

取件方式
Pickup method 電子郵件寄送

E-mail處理費 NT [20] 元

備註: 上述*星號為必填欄位, 完成才能繼續下一步操作。
Remark: * indicates a required field, please complete these fields before continuing

申請者可預覽寄送時公版信

下一步 Continue 回首頁 Return to homepage

3. You can preview the standard notification email template within the system before finalizing.

國立政治大學成績單寄送通知

信件附檔為本校學生 / 畢業校友 姓名: [REDACTED] 學號: [REDACTED] 個人的中文/英文電子成績單資料。
此檔案由國立政治大學教務處註冊組發送
您可下載PDF檔後，以adobe reader軟體開啟，並進行驗證。
本校電子成績單驗證說明，請參考以下連結:
https://aca.nccu.edu.tw/db/upload/NCCU_E-Transcript_Explanation.pdf
本通知為系統自動寄發，請勿直接回覆。如有問題，請連絡tr63279@nccu.edu.tw信箱
政治大學教務處註冊組

Transcript Delivery Notification from National Chengchi University

To whom it may concern,
The attached file contains the Chinese/English electronic transcript of our student/alumnus:
Name: [REDACTED]
Student ID: [REDACTED]
This file is issued by the Registration Section, Office of Academic Affairs, National Chengchi University.
You may download the PDF file and open it using Adobe Reader to verify its contents.
For instructions on how to verify the electronic transcript issued by our university, please refer to the following link:
https://aca.nccu.edu.tw/db/upload/NCCU_E-Transcript_Explanation.pdf
This is an automated notification. Please do not reply to this email. If you have any questions, please contact tr63279@nccu.edu.tw.
Sincerely,
Registration Section
Office of Academic Affairs
National Chengchi University

4. Proceed to Payment: Once you confirm your application details, the system will direct you to the payment page.

申請人 Applicant [] [登出 Log out] 查詢

網路申請文件系統

系統首頁 System homepage 填寫文件項目 fill in document items 文件寄送資訊 document mailing information 訂單成立 order confirmed

本件申請單號為202601213726，文件清單 The application number is 202601213726, list of documents :

文件別 Document	學號/系所/學位 Department/Degree	單價(元) Unit Price (NT)	數量(份) Quantity (copies)	小計 Sub-total
(e-Item A) 中文成績單 (e-Item A) Academic transcript in Chinese	99-01 心理系 (學士 Bachelor's)	200	1	200
(e-Item B) 英文成績單 (e-Item B) English transcript	99-01 心理系 (學士 Bachelor's)	200	1	200
文件費用 Document fee				400

申請人姓名 Applicant's name	[]
E-mail	jam-@.tw
連絡電話 Contact number	123456789
寄發電子成績單之E-mail	jame-@.tw 123@nccu.edu 456@nccu.edu
取件方式 Delivery method	電子郵件
郵件處理費 Shipping and handling charges	NT 20元
總計費用 Total fee	NT 420元

繳費資訊
Payment information

申請單號202601213726尚未繳費，請選擇繳費方式 Payment for application number 202601213726 has not been completed. Please select payment method :

進行信用卡繳費 Payment by credit card

海外申請者限用信用卡繳費。 Overseas applicants pay by credit card only.

線上金融卡繳費 Online payment by debit card

至實體ATM繳費 Make payment at an ATM

(2) Application Status Tracking

You can monitor the progress of your application through the "Document Inquiry" (文件查詢) section. The statuses change as follows:

Document Sent (Waiting for Payment): Your application has been registered and is pending payment.



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如對文件申請或系統有任何問題，請寫信至 tr63279@nccu.edu.tw 或撥 02-29393091 (校外直撥) 或 校內分機：63279

If you have any questions regarding document application or the application system, please contact us by email (tr63279@nccu.edu.tw) or by phone (02-29393091 if away from campus/ 63279 if calling from campus)

Payment Complete (payment has been made at): Payment has been received, and your E-Transcript is being prepared.

申請人 Applicant : [\[登出 Log out\]](#) 查詢

網路申請文件系統

僅顯示近半年申請之文件紀錄 Show document application records within the past six months only

申請編號 Application serial number	申請時間 time of application	金額 dollars	申請狀態 application status	功能 functions
202601223731	2026/01/22	220	文件送出(待付款) Document Sent (waiting for payment)	檢視 View 取消訂單 cancel the order
202601223732	2026/01/22	200	已繳費 (付款, 送件中) Payment complete, payment has been made at .	檢視 View
202601223730	2026/01/22	400	已繳費 (付款, 送件中) Payment complete, payment has been made at .	檢視 View

回系統主畫面 Back

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If you have any questions regarding document application or the application system, please contact us by email (tr63279@nccu.edu.tw) or by phone (02-29393091 if away from campus/ 63279 if calling from campus)

Document Mailed: Transcript successfully sent to your designated email(s).

申請人 Applicant : [\[登出 Log out\]](#) 查詢

網路申請文件系統

僅顯示近半年申請之文件紀錄 Show document application records within the past six months only

申請編號 Application serial number	申請時間 time of application	金額 dollars	申請狀態 application status	功能 functions
202601223731	2026/01/22	220	文件送出(待付款) Document Sent (waiting for payment)	檢視 View 取消訂單 cancel the order
202601223732	2026/01/22	200	已繳費 (付款, 送件中) Payment complete, payment has been made at .	檢視 View
202601223730	2026/01/22	400	已寄發 document mailed	檢視 View

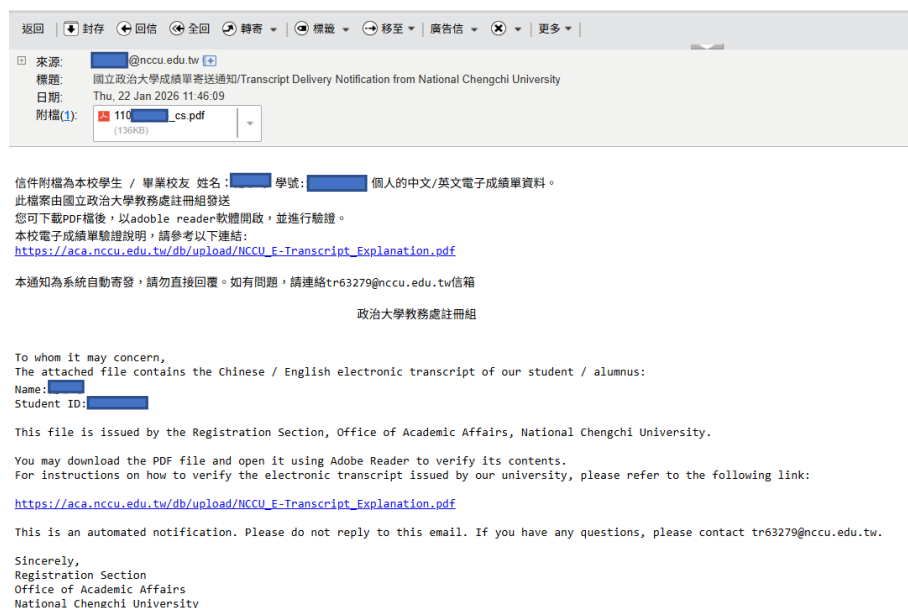
回系統主畫面 Back

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If you have any questions regarding document application or the application system, please contact us by email (tr63279@nccu.edu.tw) or by phone (02-29393091 if away from campus/ 63279 if calling from campus)

1. Email Notifications

You will receive an automated email with your E-Transcript attached. Please note that if you requested both Chinese and English E-Transcripts, they will be sent in two separate emails.



2. Document Features & Verification

To ensure authenticity, please open the PDF file using Adobe Acrobat Reader. The verification features include:

Digital Signature: A blue digital signature ribbon will appear in the Signature Panel at the top of the document.

Official Stamps & Signatures: The Chinese E-Transcript features the official seal of the Registration Section, Office of Academic Affairs. The English E-Transcript features the official digital signature of the Chief of the Registration Section active at the time of issuance.

Interactive QR Code: Scan the QR code on the E-Transcript (or click it directly within the PDF) to view the university's official grading system explanations and guidelines.

