

NTNU i-Portal / APP 免費下載電子文件說明 (限在校生)

Instructions for NTNU i-Portal / APP Free Download e-Document
(Current students only)

免費下載項目

Free Download Items

① 中文單學期成績單

Chinese Transcript for Single Semester

② 學士班單學期名次證明

Ranking Certificate for Single Semester (limited to
undergraduates)

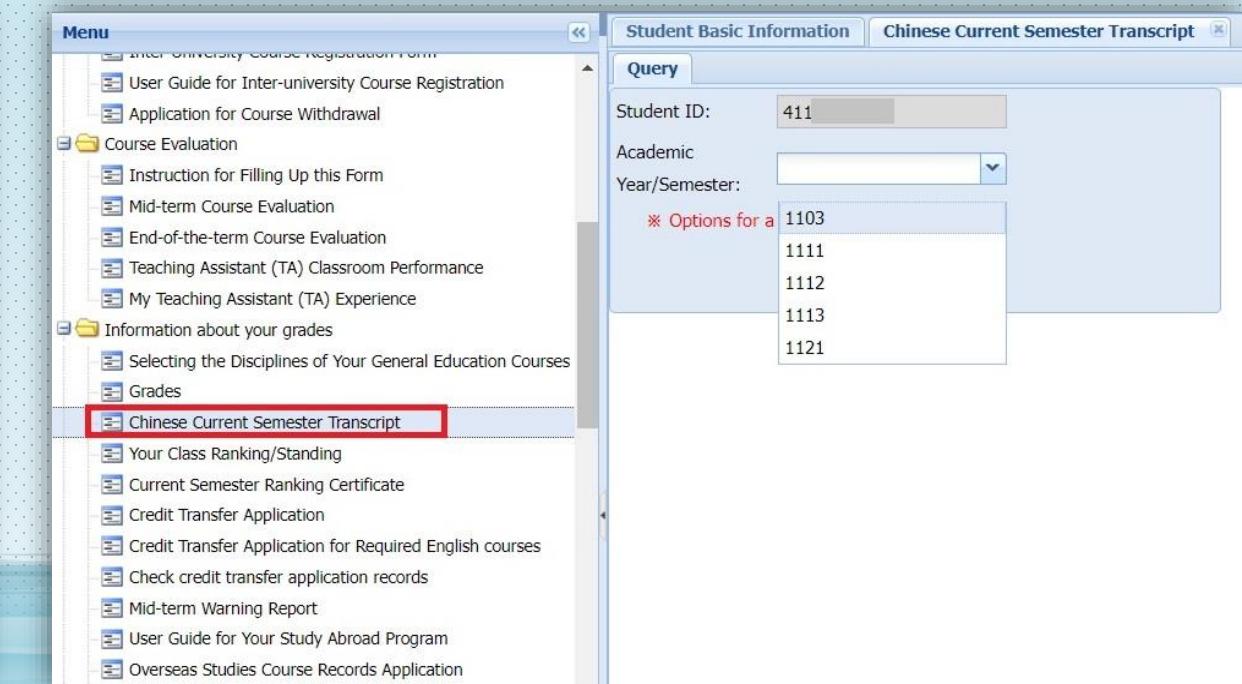
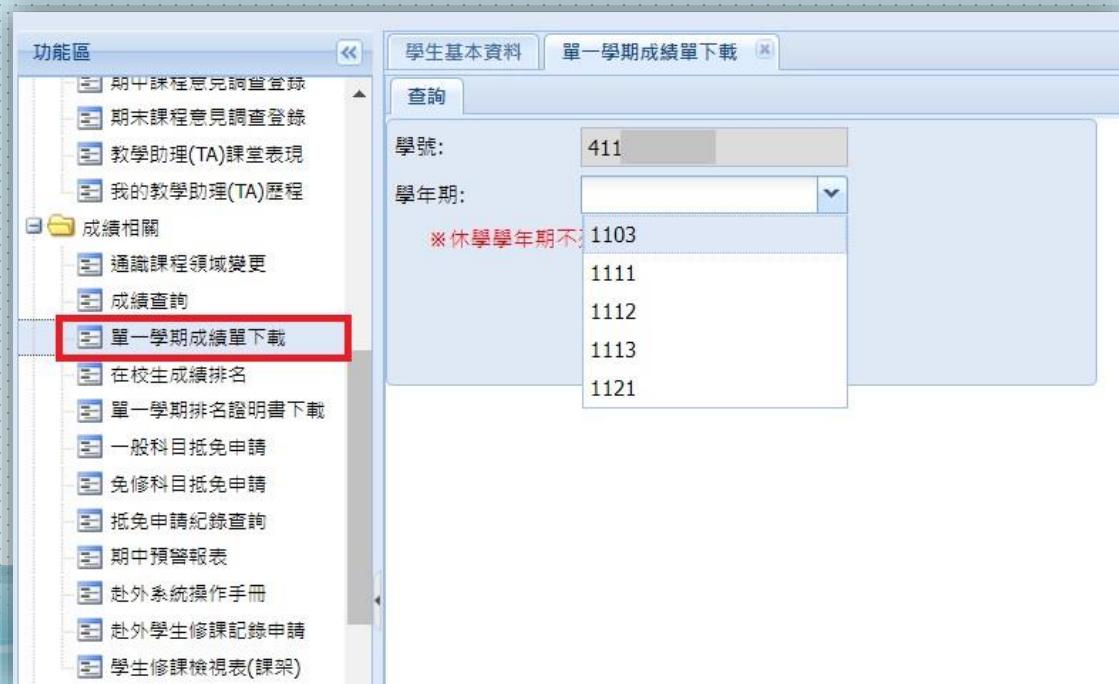
③ 當學期在學證明

Enrollment Certificate for current semester

中文單學期成績單

Chinese Transcript for Single Semester

- 可下載任一學期中文成績單PDF檔(休學學年期不列出)
Students can download a PDF file of their transcript in Chinese for any semester (semester with a leave of absence will not be included).
 - 當學期所修科目若有成績未登，不提供下載，請先至「成績查詢」確認成績都到齊後再下載。
If any grades for courses taken in the current semester are missing, the transcript download will not be available. Please check the "Grades" to ensure all grades are posted before downloading.
- 電腦i-Portal 路徑
【登入教務系統→成績相關→單一學期成績單下載】
【Log onto the NTNU i-Portal → Educational administration related system → Academic Information System for students → Information about your grades → Chinese Current Semester Transcript】



學士班單學期名次證明

Ranking Certificate for Single Semester (limited to undergraduates)

- ◆ 學生可下載任一學期排名證明書PDF檔，並自行選擇是否同時呈現系排名、班排名(或組排名)。無分班/分組之系所，僅提供系排名。
Students can also download a PDF file of their rank certificate for any semester. They can choose to display both department and class ranking (or group ranking, if applicable). For departments without class/group divisions, only the department ranking will be shown.
- ◆ 在校生當學期休學或修課學分少於9學分者，不提供該學期名次證明。
Students who are on leave of absence or have taken less than 9 credits in the current semester will not be provided with a ranking certificate for that semester.
- 電腦i-Portal 路徑：
【登入教務系統→成績相關→單一學期排名證明書下載】
【Log onto the NTNU i-Portal → Educational administration related system → Academic Information System for students → Information about your grades → Current Semester Ranking Certificate】

This screenshot shows the 'Single Semester Ranking Certificate Download' section of the NTNU i-Portal. The left sidebar includes links for course withdrawal, TA performance, grade history, and general education course selection. The main panel has fields for Student ID (411), Academic Year (1111), and checkboxes for Grade Rank, Class Rank, and Group Rank. A note at the bottom states: '※休學學年期不列出。※當學期修習總學分數小於9學分，不提供排名。' (Leave of absence years are not listed. If the total number of credits taken in the semester is less than 9, rankings will not be provided.) A 'Download' button is at the bottom right.

This screenshot shows the 'Current Semester Ranking Certificate' section of the NTNU i-Portal. The left sidebar lists various academic services. The main panel displays student basic information (Student ID: 411, Academic Year: 1111), checkboxes for Grade, Class, and Group ranks, and a note about leave of absence. A red box highlights the 'Current Semester Ranking Certificate' link in the sidebar. A 'download' button is located at the bottom right.

This screenshot shows the 'Chinese Current Semester Transcript' section of the NTNU i-Portal. The left sidebar lists various academic services. The main panel displays student basic information (Student ID: 411, Academic Year: 1111), checkboxes for Grade, Class, and Group ranks, and a note about leave of absence. A red box highlights the 'Current Semester Ranking Certificate' link in the sidebar. A 'download' button is located at the bottom right.

當學期在學證明

Enrollment Certificate for current semester

當學期在學證明需繳清當學期第一階段學雜費後方可下載（繳費後因應收款作業，系統非即時入帳，需等候1-3個工作日），請同學預留處理時間。

The Enrollment Certificate for current semester can only be downloaded after the payment for the first stage of tuition and miscellaneous fees (after payment, the accounts receivable operating system is not credited immediately, and it will take 1 to 3 working days), so please allow time for processing.



- 電腦i-Portal 路徑：
登入教務系統→學籍相關相關→在學證明。

Log in to the academic administration system → Student status related → Certificate of enrollment to download the certificate of enrollment for the current semester.

NTNU APP



The three detailed screens show the process of downloading academic documents:

- 單一學期成績單下載 (Download Grade Report for One Semester):** Shows fields for 學號 (Student ID: 410) and 學年期 (Academic Year Period), with a "Download" button.
- 免費下載電子文件 (限在校生) (Free Download of Electronic Files (Only for On-campus Students)):** Shows three download options: 在學證明 (Proof of Enrollment), 單一學期成績單... (Grade Report for One Semester...), and 單一學期排名證... (Ranking Certificate for One Semester...).
- 單一學期排名證明書下載 (Download Proof of Ranking for One Semester):** Shows fields for 學號 (Student ID: 410) and 學年期 (Academic Year Period), with checkboxes for 2年級系排名 (2nd Year Department Ranking), 班級排名 (Class Ranking), and 組別排名 (Group Ranking), and a "Download" button.

其他注意事項

Other Points to Note

- ① 本校電子教務文件PDF檔係方便在校學生下載使用，系統產生的文件已套有章戳，教務處不再核章。畢業離校後配合本校校務行政入口關閉權限，請另至本校「成績單及各類證明文件申請系統」申請。
The PDF files of electronic documents are provided for the convenience of current students to download and use. The documents generated by the system already have a stamp applied, and the Office of Academic Affairs will no longer provide additional stamping. After graduation, the access of NTNU i-Portal system will be closed. Please go to the "Application System for Transcript & Other Records" to apply for the documents.
- ② 電子教務文件限學生本人或本人授權後方得使用、下載或列印，並不得編修及造假原始文件，如違反以上經查證屬實，將依校規移送校方處置，並須自負相關法律責任。
Electronic documents may only be used, downloaded or printed by students themselves or with their authorization. The original documents shall not be edited or falsified. If any violations of the above are verified to be true, it will be referred to the school for disposal in accordance with school regulations, and the person will be held liable for the relevant legal responsibilities.
- ③ 透過本校iPortal / APP 免費下載之電子文件，無法使用本校「數位文件驗證系統」進行驗證；若有電子驗證需求，請聯繫教務處註冊組/研教組/公館教務組辦理。
Electronic documents downloaded for free through the NTNU i-Portal /APP cannot be verified using the school's "Electronic Document Verification System"; if you need electronic verification, please contact the Registrar' s Office / Graduate Studies Division / Gongguan Branch Academic Affairs Division of the Academic Affairs Office.