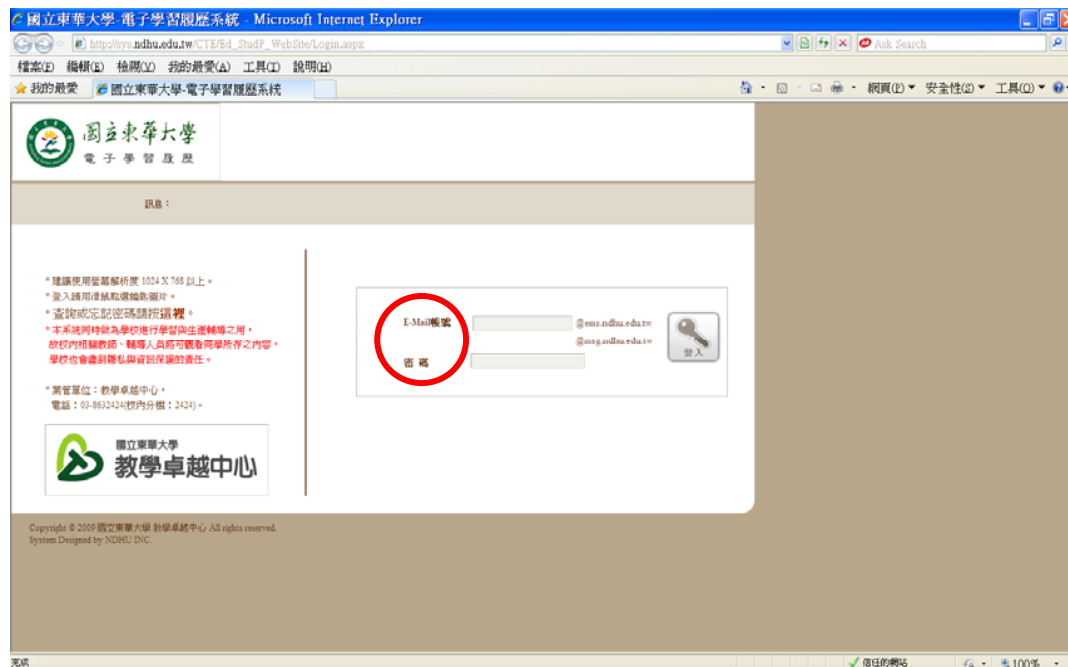


電子學習履歷系統列印在學(休學)證明流程(109.4.7更新)

一、到東華大學首頁\在校生\學生個人資訊\下方的電子學習履歷系統



二、輸入 E-MAIL 帳密



三、當學期的繳費或就學貸款+網路註冊+**新生繳交資料(109.4.1 新增)**均已完成者，才能列印在學證明(若有一項沒完成者不可以列印在學證明)，點選系統左方的在學證明&休學證明書及所需要的學期數列印在學證明(可選擇最近三個學期)

中文版字自 109.4.1 起當學期需完成繳費(或就學貸款) +繳交新生資料+完成網路註冊者方可列印在當學期學證明

建議同學使用 Chrome 來操作系統比較穩定

■ 註冊資訊 (最近3學期之註冊狀況資訊)：

當學期需完成繳費(或就學貸款)+繳交新生資料+完成網路註冊者，方可列印當學期在學證明。
※目前學籍狀態：[在學](#)

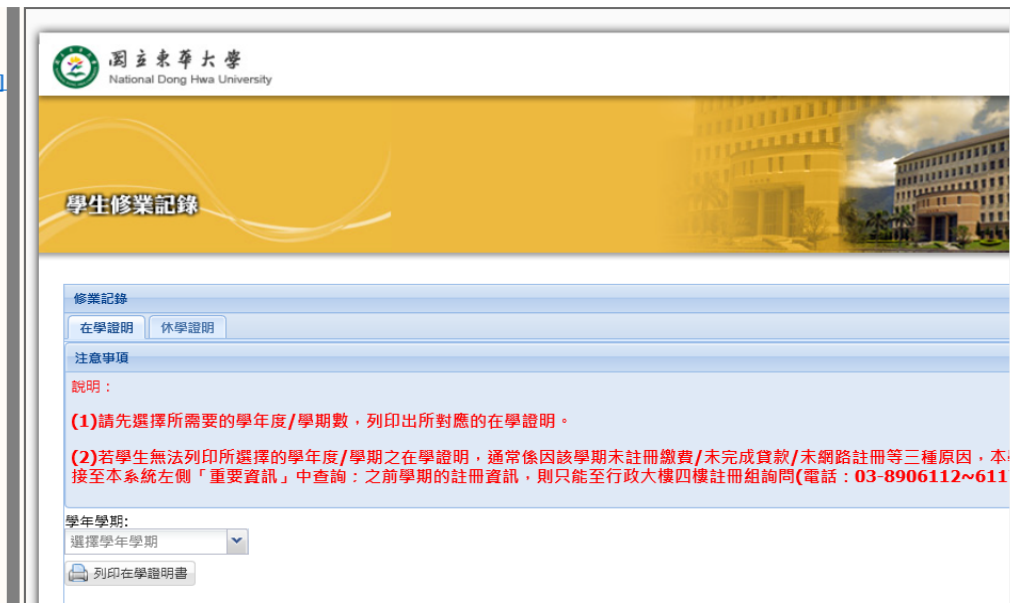
學年-學期	107-2	108-1	108-2
可否列印	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
繳費狀況	A：已繳費	B：分期已繳	B：分期已繳
繳款日	2019/02/18		
就學貸款	無	無	無
繳交新生資料	完成	完成	完成
網路註冊 (系統鏈結)	完成	完成	完成

備註：

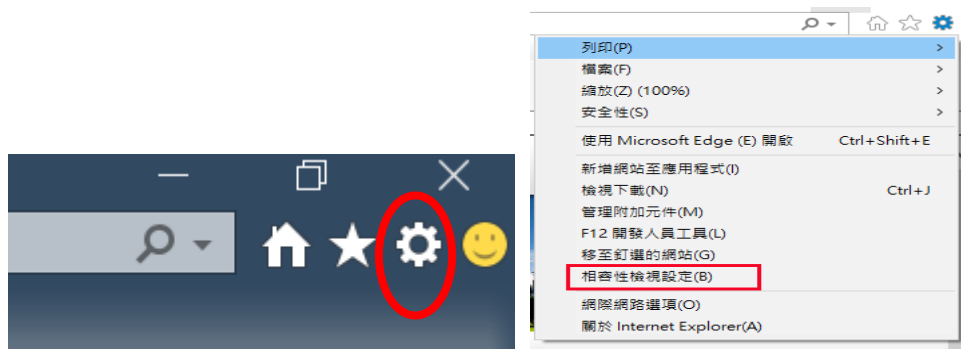
上述資料係依本校負責業務單位上傳資料為主，若查詢資料與實際情形不符，請同學儘速與下列負責業務單位聯絡。

- 1、出納組：負責繳費業務(聯絡電話：03-8906364)--學生繳款後銀行銷帳需3-5個工作天
- 2、生活輔導組：負責就學貸款業務(聯絡電話：03-8906221)--申請就學貸款學生不用愛校服務
- 3、網路註冊：學生自行上網登錄(聯絡註冊組電話：03-8906112~6117)
- 4、註冊組：負責專簽緩分期或緩期繳費業務(聯絡電話：03-8906112~6117)
- 5、繳交新生資料：例如本國大一新生須交畢業證書影本及身分證影本/國際大一新生須繳交經外管單位驗證之畢業證書及成績單影本(註冊組需當場驗證正本)(聯絡電話：03-8906112~6117)

[\[to English\]](#)



若 IE 無法如上面正常顯示，必到 IE 主畫面的右上角設定 (齒輪狀) /相容性檢視設定中取消 ndhu.edu.tw 相容相容性檢視，則可正常顯示



英文版字 For English Please use Chrome to open the system.

Certificates of enrollment are available to be printed online if you complete required payment (or student loans), required documents for application and online registration. (2020/3/31)

■ **Enrollment Info.** (Display the enrollment information of recent 3 semesters) :

Certificates of enrollment are available to be printed online if you complete required payment (or student loans), required documents for application and online registration.

※ Student Status : **Active**

[\[顯示為中文\(to Chinese\)\]](#)

Year-Semester	107-2	108-1	108-2
Certificates Available?	O	O	O
Payment Status	Paid	First installment paid	First installment paid
Payment Date	2019/02/18		
Student Loans	None	None	None
Required documents for application	Completed	Completed	Completed
Online Registration (System Link)	Completed	Completed	Completed

Notes :

If any of the information above is incorrect, please contact and notify the following relevant units as soon as possible:

- 1、Cashier Division (03-890-6364): for payment affairs; please allow 3-5 days for processing your payment.
- 2、Student Living Service Division (03-890-6221): for student loans; no University Service is required for students who have applied for student loans.
- 3、Required documents for application : For example ~ Freshmen require to finish the process of registration before download the Certificate of Enrollment. The required documents for registration as follow: (1) For Taiwan high school students: the copies of official diploma and ID card (2) For international high school students: the authenticated copies of diploma and transcript. The Registry Division will verify those original documents above. If you have any questions, please call at +886-3-8906112-6117.
- 4、Please complete the registration online. If you have any trouble with it, please contact the Registry Division (+886-3-890-6112~6117).



Certificates of enrollment are available to be printed online if you complete required payment (or student loans), required documents for application and online registration.

- 1、Cashier Division (03-890-6364): for payment affairs; please allow 3-5 days for processing your payment.
- 2、Student Living Service Division (03-890-6221): for student loans; no University Service is required for students who have applied for student loans.
- 3、Required documents for application : For example ~ Freshmen require to finish the process of registration before download the Certificate of Enrollment. The required documents for registration as follow: (1) For Taiwan high school students: the copies of official diploma and ID card (2) For international high school students: the authenticated copies of diploma and transcript. The Registry Division will verify those original documents above. If you have any questions, please call at +886-3-8906112-6117.
- 4、Please complete the registration online. If you have any trouble with it, please contact the Registry Division (+886-3-8906112~6117)

四、若點選「休學證明」及所需要的休學學年度學期數後，再點選該學期最左邊的序號方能點選「列印休學證明書」

The screenshot shows the National Dong Hwa University Student Record System interface. The page title is '學生修業記錄' (Student Record). The navigation menu includes '在學證明' (In-School Certificate) and '休學證明' (Leave of Absence Certificate). The '休學證明' option is circled in red and labeled '1'. Below the menu, there is a button labeled '列印休學證明書' (Print Leave of Absence Certificate), which is also circled in red and labeled '3'. The main content area displays a table of student records with columns for '序號' (Serial Number), '學年' (Academic Year), and '學期' (Semester). The row with serial number '10444' is circled in red and labeled '2'. Below the table, there is a section for '休學注意事項' (Leave of Absence Notice) with a '說明' (Explanation) section.

序號	學年	學期	學年	學期	休學學期數	休學原因
6142	100	1	100	1	1	其他原因
6706	100	2	100	2	1	其他原因
8172	101	2	102	1	2	其他原因
10444	103	1	103	1	1	經濟困難 Financi...

說明：
一、依本校學則第46條學士班修業年限四年。在修業年限內不能修滿應修科目學分者，得延長其修業年限二年。修讀雙主修學生於延修科目學分，而未修畢另一主修學系應修科目學分者，得申請再延長修業期限一年。領有身心障礙手冊或經政府相關單位鑑定為身心狀況及學習需要，得延長修業期限，至多四年。學生因懷孕、生產或哺育三歲以下幼兒之需要，持相關證明申請延長修業年限，其期限另核定之。
二、學則第66條規定博士班修業以二至七年為限，碩士班修業以一至四年為限，但在職研究生，得延長其修業年限二年。研究生領有身心鑑定為身心障礙者，及因懷孕、生產或哺育三歲以下幼兒之需要，持相關證明申請延長修業年限者比照第四十六條辦理。

五、其他注意事項:若 PDF 檔案沒有出現可能的原因

(一)電腦沒安裝 PDF 相關程式或是 PDF 版本太舊，請自行下載

(二)可能是網路中斷，請登出系統後重新登入



National Dong Hwa University

在學證明書

Student Status Certificate



學號 Student Number : 410

姓名 : 鄧

English Name : DENG, CHU-XIN

系所名稱 : 英美語文學系

Department : DEPARTMENT OF ENGLISH

學制 : 學士班

Degree : Bachelor

年級 Grade : 2

學年學期 : 106學年度第2學期

Semester : 2018 Spring

茲證明上述學生該學期在本校就讀

The letter certifies that the above student was enrolled in NDHU at the designated semester.

國立東華大學教務處

Office of Academic Affairs, NDHU

2018/3/23 下午 02:11:01

