

列印在學(休學)證明流程

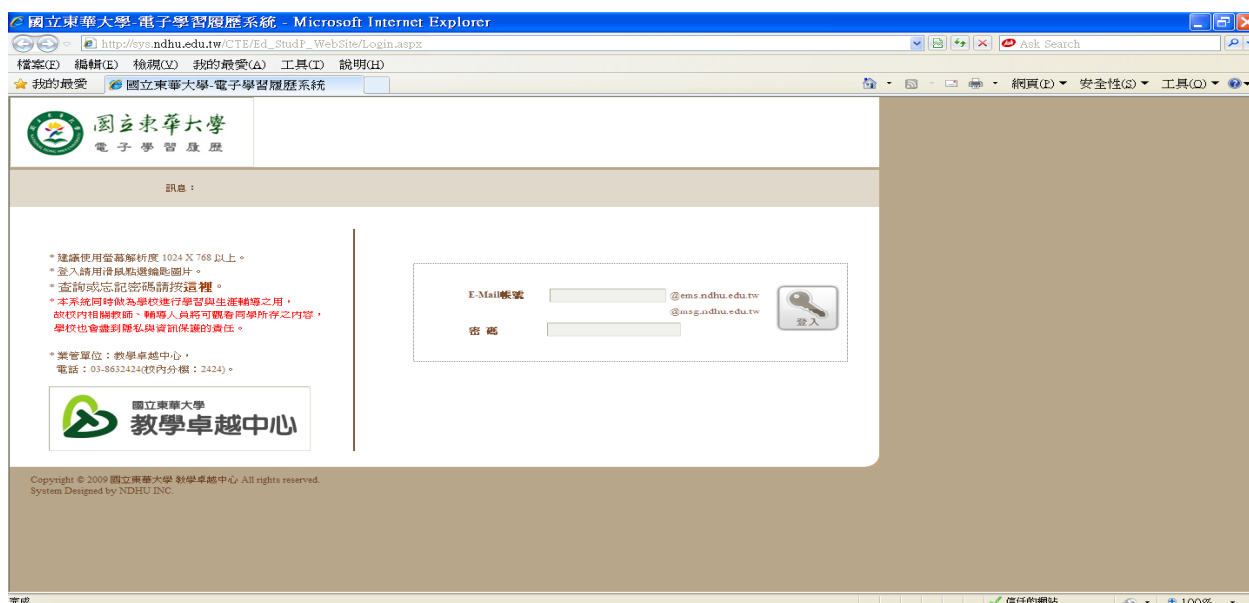
How to print the Student Status Certificate and Certification of leave of Absence from Study

- 一、到東華大學首頁\在校生\右下方的電子學習履歷系統
Go to the homepage of NHDU >Current Student> click (e-Portfolio)



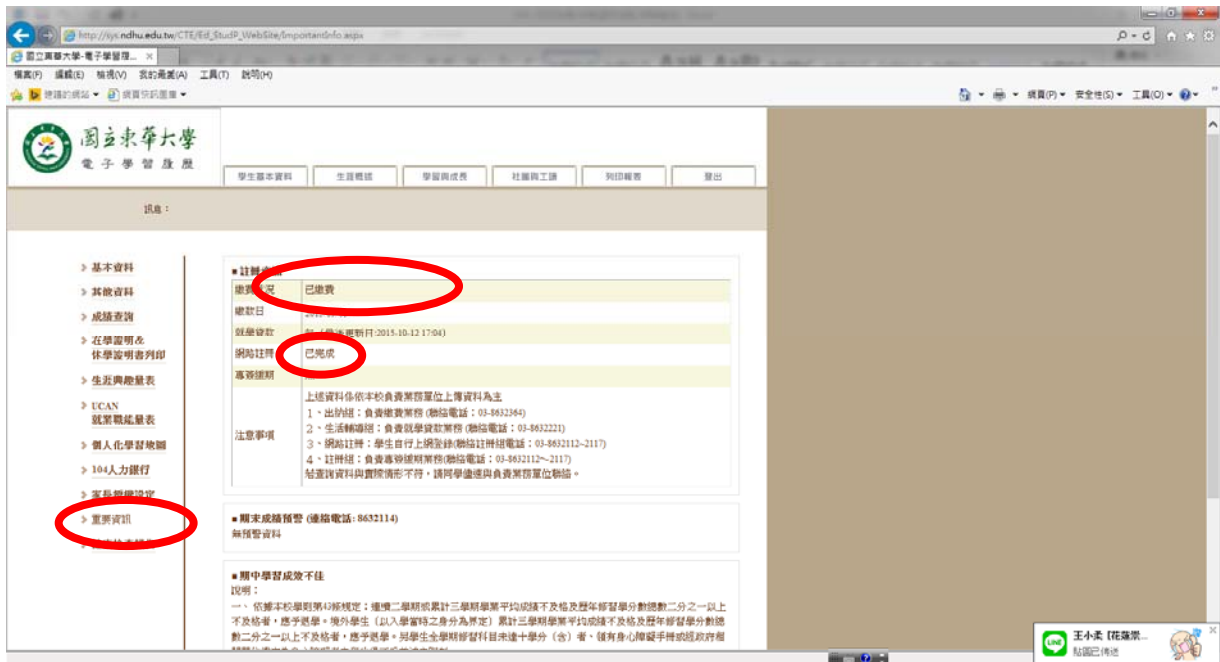
二、輸入 E-MAIL 帳密

Log onto (e-Portfolio) by using your E-mail address and the password



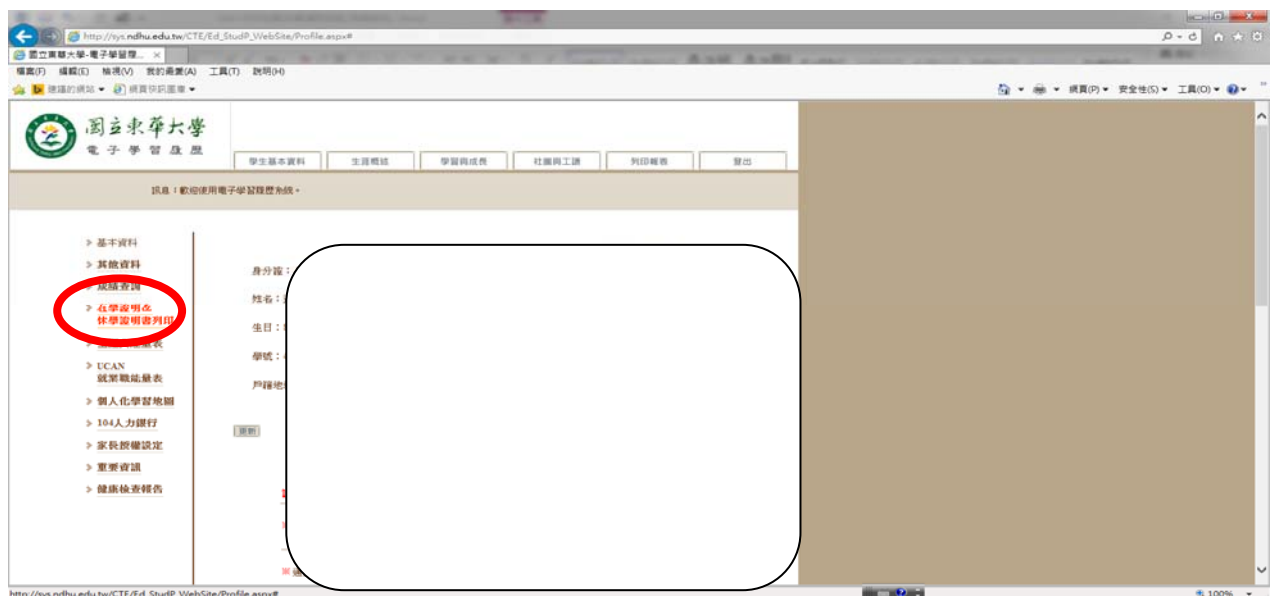
請在電子學習履歷系統\重要資訊\查到當學期的繳費或就學貸款已完成+網路註冊已完成才能列印在學證明(若沒完成者不可以列印在學證明)

Check your enrolment status at 重要資訊：
The Student Status Certificate can be printed when your status shows “enrolled”.



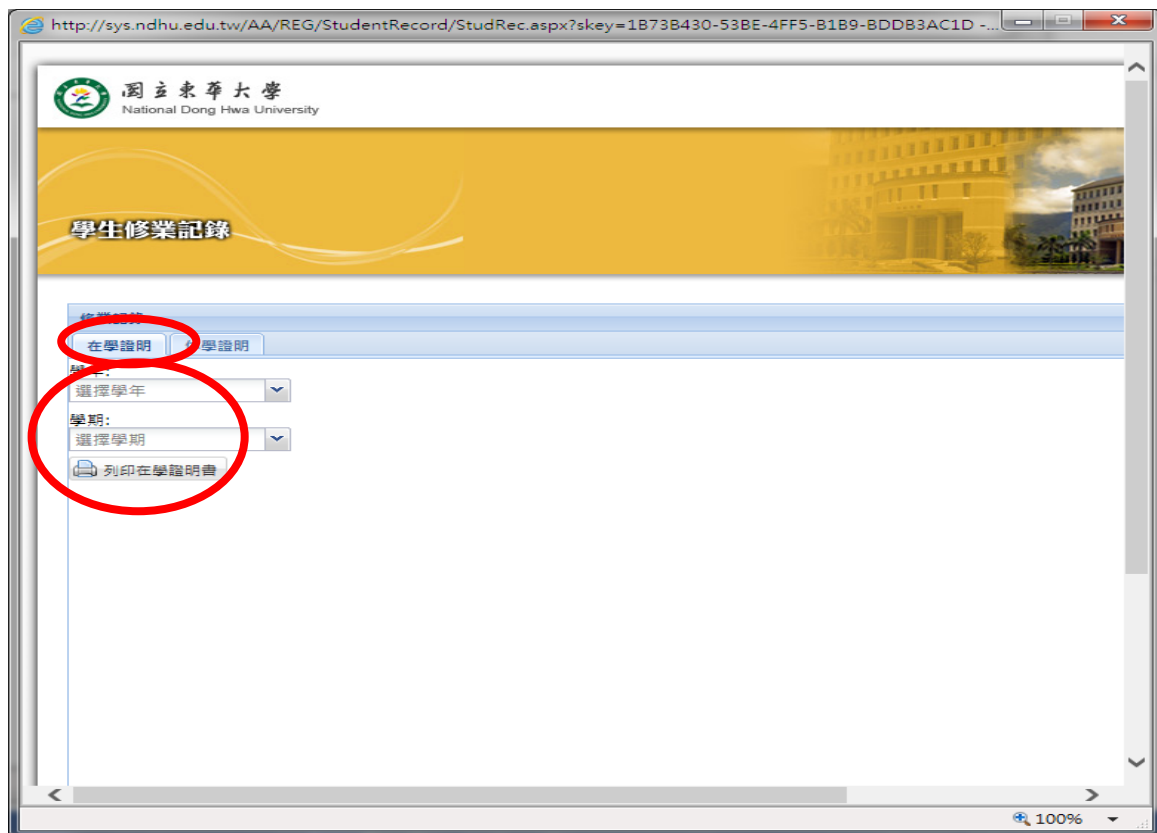
三、點選左方的在學證明&休學證明書列印(左邊最上面面向下數到第4個)

Click 在學證明&休學證明書列印



點選「**在學證明**」後再選擇需要學期後列印在學證明書

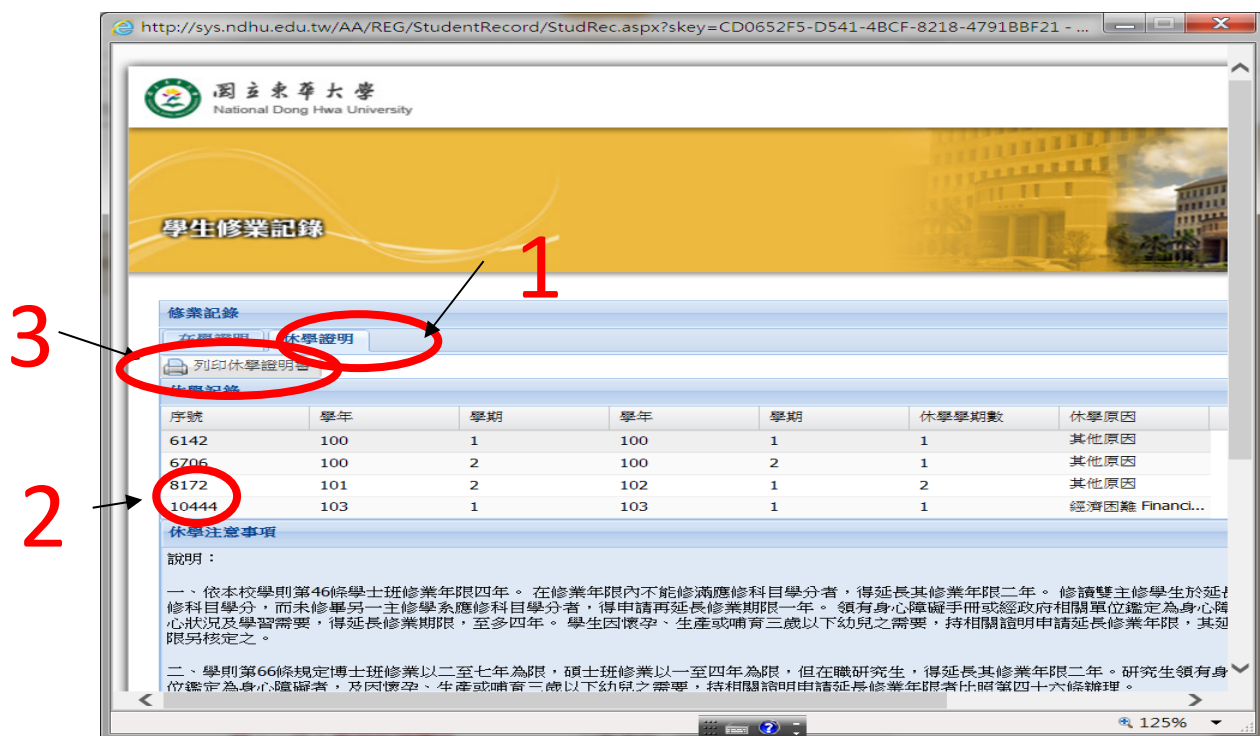
Print Student Status Certificate: Click (**Student Status Certificate**) and then click the print button on the same page



或點選「休學證明」後，選擇需要的學年度學期數後，再點選該學期最左邊的序號後，才能點選「列印休學證明書」

Print Certification of leave of Absence from Study:

- 1) click 休學證明 (Certification of leave of Absence from Study),
select the academic year (學年) you need, and then
- 2) click the number (序號) in front of the academic year you chose
- 3) click the print button



五、若想在註冊組列印，需點選列表機列印後列印，並至註冊組第一櫃台繳費，選擇靠前門邊影印機(列表機代號: **SHARP AR-M451U PCL6_T1**)交 1 元/1 張(黑白)

然後到第一櫃台上填印表清冊，並將錢交給第二櫃台

Print the certificates at the Registrar Division:

1. choose the printer named "SHARP AR-M451U PCL6_T1" and print
2. NTD for 1 page, and only print in black and white
3. fill in the printing form and pay at the first counter

六、其他注意事項(Other information)

(一)若套印在學證明書時沒有套印出校徽，請點選右上角的 X，再列印一次即可

If the NDHU emblem didn't print out, Click X icon in the corner of the window and print the certificate again.

(二)若 PDF 檔案沒有出現下方的列印功能(因為可能不是用 IE 登入)，也可以在 PDF 檔中直接按滑鼠右鍵，也會出現列印

If you can't see the floating toolbar when viewing the PDF in the browser, please change to IE browser and print the file again.

Alternatively, you can right click the PDF and print.

