



國立高雄科技大學
National Kaohsiung University of Science and Technology

國立高雄科技大學 學籍成績證件證明 操作手冊

Student Record and Transcript official
Certification Guiding Manual

IMBA

2024.08.01

Stage 1 : login <https://centapp.nkust.edu.tw/Home>

Personal Account

Not student id should be your ARC number

Password same as school system



The screenshot shows the login interface for the National Kaohsiung Normal University Academic Record Application System. At the top is the university's logo and the title "國立高雄科技大學 學籍成績證明申請系統". Below the title, it prompts the user to "請輸入帳號(學生身分證字號)、密碼:". There are two input fields: the first is labeled "帳號: 學生身分證字號" and the second is labeled "密碼: 同校務行政系統密碼". Both fields are highlighted with red boxes. Below the password field is a reCAPTCHA verification area with a checkbox labeled "我不是機器人" and a "reCAPTCHA 隱私權 - 條款" link. A blue "登入" button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: "© 國立高雄科技大學 版權所有. 電算中心軟體組設計", a "忘記密碼" button, and contact information: "【校友校務系統密碼諮詢窗口】 電算中心 : 分機13134、13162".

Login like below~

The screenshot shows the NKUST portal interface. At the top left, it says "NKUST 校務系統" and at the top right, the user's name "陳逸寧" is displayed. A left sidebar menu contains "MENU" and "申請案管理". The main content area is titled "Step1 選擇申請身分". Below the title, there is a button labeled "下載已申請案件證明書". A message reads: "陳逸寧 同學,您好 請在下方選擇申請身分學號". Below this message is a table with two columns: "學制" and "學號". The table contains one row with the values "碩士在職專班" and "J112213118". To the right of this row is a button labeled "進行申請", which is highlighted with a red rectangular box.

學制	學號
碩士在職專班	J112213118

勾選項目並填寫資料

申請項目 (Certificate requested)	單價 (Fee)	勾選並填寫份數 (Copy)	備註 (Remarks)												
中文成績單(Chinese transcript)(歷年成績單(all records))	20元 NT\$20	<input type="checkbox"/> <input type="text"/>													
電子化中文成績單(Electronic Chinese transcript)(歷年成績單(all records))	200元 NT\$200	<input type="checkbox"/> 限一份 A limit													
中文成績單(Chinese transcript)(學期成績單)	20元 NT\$20	<input type="checkbox"/> <input type="text"/>	<table border="1"> <tr> <td>112學年度第2學期</td> <td>▼</td> <td>0</td> <td>份(copies)</td> </tr> <tr> <td>112學年度第2學期</td> <td>▼</td> <td>0</td> <td>份(copies)</td> </tr> <tr> <td>112學年度第2學期</td> <td>▼</td> <td>0</td> <td>份(copies)</td> </tr> </table> <p>申請單學期成績單者，請務必確認學年期是否正確。如不確定學年期者，可先至校務系統>查詢>【學生】學期成績/【學生】歷年成績 確認後再申請。 For those applying for a single-semester electronic transcript, please ensure the academic year term is correct to prevent any issuance problem. If uncertain about the academic term, you may first check in the school system under 'Inquiry' > [Student] Semester Grades / [Student] Academic Records to confirm before proceeding with the application.</p>	112學年度第2學期	▼	0	份(copies)	112學年度第2學期	▼	0	份(copies)	112學年度第2學期	▼	0	份(copies)
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Note :Only post to Taiwan address

勾選領取方式並填寫資料

領取方式 (Pickup By)	費用 (Fee)	勾選並填寫份數 (Copy)	備註 (Remarks)
親自領件 ※僅申請電子文件者請選擇親自領件	免費 Free of charge	<input checked="" type="radio"/>	僅申請電子化文件者請點選此項，收到E-mail領件通知後於系統自行下載。
郵寄 備註：僅寄國內	44元 NT\$44	<input type="radio"/>	
地址(Address)			
<input type="text" value="請選擇行政區"/>			
<input type="text" value="地址(路 街 巷 弄 號)"/>			
委託領件	免費 Free of charge	<input type="radio"/>	
受託人(受託領件者輸入)(Third party recipient(indicate the name of third party recipient)) :			
<input type="text"/>			
受託人領件時請出示證件(Please bring personal ID upon pickup)			
備註：受託人臨時更正時請來電告知			

[下一步\(確認申請資料\)](#)

Submit and check Pay application fee



**National Kaohsiung University of
Science and Technology**

