

Digital Diploma of National Central University

【Introduction Manual and Procedure】

Announced on Apr. 27, 2023

National Central University (NCU) will issue digital diplomas in the second semester of the 111th academic year.

1. Applicable Subject

Starting in the 111th academic year, graduates (i.e. undergraduates and postgraduates from September 2023) may apply for digital diplomas after completing the procedure to leave the school and receiving a hard copy of their diploma. NCU will email a digital diploma in Chinese or English to an applicant.

2. Descriptions of Online Application

(1) Application item: An applicant must apply separately for a Chinese digital diploma (original copy) and an English digital diploma (original copy) and can apply for only one Chinese digital diploma and only one English digital diploma at most.

(2) Application fee: Free of charge.

- Note 1: In line with the Ministry of Education's (MOE) promotion of digital certificates, the first-time issuance is free of charge. If an applicant applies for a reissue due to the loss of the diploma or a name change, a fee will be charged (the rates are based on the annual announcement).
- Note 2: Your name printed on your English digital diploma will be identical to the English name you enter into the "Student Status Registration System."

3. Application Procedure

(1) Receive a hard-copy diploma.

(2) Go to the front page of NCU's website → Alumni → [Alumni Service Center](#) → Apply for a Digital Diploma → Alumni Service System → Apply for a Digital Diploma, and begin the application.

(3) After the Division of Registrar receives your application, your digital diploma will be sent to the email address you provided within 10 workdays after the day the digital diploma is issued.

(4) Go to "Application Process → Application for a Digital Diploma" on the bottom left of the webpage to check the application process.

- **Note: There is a delay as the data in the Student Status System are transferred**

into the Alumni Service System. If you want to make another application, please do it at least four hours after you make your first application.

4. Receive a Digital Diploma Using Your Email

- (1) Check the operational environment of hardware and confirm whether you are using a personal computer.
- (2) Receive an email with the topic "Digital Diploma of National Central University (This email is sent automatically by the system. Please do not reply to this email.)"
- (3) You must download the digital diploma by clicking on "Download the Attachment."
- (4) After you successfully download a digital diploma, please back it up to your personal computer or flash drive by yourself for the sake of risk management.

★ To prevent personal information from leaking, students bear the responsibility for the safekeeping and application of the data related to their digital diplomas upon receiving them.

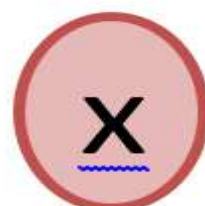
5. How to Validate a Digital Diploma?

- (1) Please go to the website of the "MOE's Digital Diploma Verification System" (<https://dcert.moe.gov.tw/upload>). It is the official website for verifying digital diplomas.
- (2) Upload the file of the digital diploma you receive from your email.
- (3) Confirm that the upload is successful.
- (4) Students may upload their digital diploma to the MOE's Digital Diploma Verification System to verify their digital diploma. They also may provide their digital diploma to external institutes (such as companies or schools), letting the institutes proceed with the verification process and then obtain the verification result from the verification system. Verification results shown in the verification system include three conditions: successful, failed, and warning.



Verification Successful

This digital diploma has been verified by the MOE and the diploma-issuing institute.



Verification Failed

This digital diploma has not been verified by the diploma-issuing institute.



Verification Warning

This digital diploma is not the latest version. Please confirm with the provider of the digital diploma or the diploma-issuing institute.

6. Q&A

Q1: What is the MOE's digital diploma?

A1: The MOE commissioned National Cheng Kung University to establish the "Digital Diploma Verification System for the Colleges of Universities in Taiwan" in the 109th academic year. The content and verification data of a digital diploma are in Portable Document Format (PDF). NCU has been sending digital diplomas to graduates **since the 111th academic year (since September 2022)** after they completed the procedure to leave the school, received their paper diplomas, and went through the application procedure via the Alumni Service System.

Q2: How to verify a digital diploma?

A2: You can upload the file of a digital diploma to the "MOE's Digital Diploma Verification System" to check its authenticity.

The MOE's Digital Diploma Verification System:

<https://dcmoe.csie.ncku.edu.tw/school>.

Q3: Can I apply for a digital diploma first before receiving a paper diploma?

A3: No, you can't. The application for a digital diploma cannot be submitted unless the procedure to leave the school and the receiving of a paper diploma have been completed.

Q4: How long can a digital diploma be used? Will it expire?

A4: A digital diploma is permanently valid. Please keep your personal file properly.

Q5: I applied for a digital diploma but I haven't received any email containing my digital diploma after ten days since the day my digital diploma was issued. Why?

A5: If you provided the wrong email address, that could render the mail unable to reach you. Or, you could check your spam folder to see whether the mail is in there. If you are sure that it is not there in your spam folder, please call the Division of Registrar during office hours (03-4227151 ext. 57115-57118; 57122-57125).

Q6: Why would the result of "Verification Warning" appear in the verification process?

A6: If you had applied for a "reissue of a digital diploma or a "name change," the Digital Diploma Verification System would determine that the latest version of your digital diploma already exists. A verification warning, therefore, would appear. Please verify the latest version of your digital diploma. By doing so, you could obtain the result of "Verification Successful."

Q7: Why would the result of "Verification Failed" appear in the verification process?

A7: Please download the digital diploma by clicking on "Download the Attachment" but not "Print → Save as." The latter method will cause the alteration of the digital diploma's binary codes and thus result in verification failure.

Q8: What is the charge for the application for a digital diploma?

A8: In line with the MOE's project to promote the digital diploma, NCU has been issuing digital diplomas respectively in Chinese and English along with paper diplomas, all free of charge at the current trial stage. When this trial stage is over, the standard of charges will be otherwise stipulated depending on the MOE's future plan.

Q9: I'm an alumnus who received a paper diploma. Can I apply for a digital one?

A9: Currently, we provide digital diplomas respectively in Chinese and English to graduates (who graduated after September 2022) since the 111th academic year after they completed the procedure to leave the school. As for other alumni, NCU is currently planning an operational method. We will announce the method after we confirm the relevant procedures.