

## 研究生學分抵免電子表單申請說明-學生端(中文版):

[Click here to English Version.](#)

1. 登入校務資訊系統，選擇“學分&抵免學分”->“研究生學分抵免申請”，詳閱碩博士班學生在進入輸入畫面前請詳細閱讀事項，按“確認上述資料，進行下一步”。

研究生學分抵免申請作業  
Credit Exemption Process for Graduate Student

姓名 Name: [ ] 學號 Student ID No.: [ ]

錄取本校科系組別 Department in NTHU: [ ]

原就讀學校科系組別 Department in previous school: [ ] (XX大學XX學系XX組別)

聯絡電話 Phone number: (行動電話 Cell phone)-[ ]  
(通訊電話 Telephone in Taiwan)-[ ]

※電話號碼皆為數字，請勿輸入其他符號，如“-”。  
Please introduce only digits on your phone number, do not input marks, like “-”.

※請留聯絡電話，方便有相關問題時聯絡。  
Please leave your contact information just in case if there is any problem.

[確認上述資料，進行下一步 Next](#) [結束 End](#)

2. 選擇鍵入欲抵免之科目分類(新增於本校修過之必選修課程、新增他校已修過及格的課程、新增本校學分班已修過及格的課程)項目，選擇完畢按“確定”。

請選擇以下作業 Please select:

☒ 新增於本校修過之必選修課程求抵免，請輸入前學歷(原本校畢業者填)學號: [ ]  
Add the course you had already taken in NTHU. Please fill in your previous student ID No.(only for students graduated from NTHU)

☐ 新增他校已修過及格的課程  
Add the course you had already taken in other schools.

☐ 新增本校學分班已修過及格的課程  
Add the Credit Course you had already taken in NTHU.

☐ 刪除已輸入抵免的列表  
Delete Credit Exemption Application Form.

☐ 送出申請表至電子表單(eform)系統，至該系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」  
Forwarding the application form to eform. Please login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit"

說明 Notes:  
本校畢業生請將歷年成績單上傳至電子表單(eform)系統。  
For graduates of NTHU, please upload your transcripts to eform.  
所申請抵免之學分是否有重複採計於其它學位之情形，由本校註冊組線上審核，有重複採計者將予退件。  
The credits you have applied for cannot be used for other degrees. Division of registration will review it online, and those credits have already been counted toward another degree will be rejected.

1. 他校畢業生於修讀學、碩士學位期間，修習碩、博士課程成績70分(或學級制B-)以上者，須列印「修習碩、博士課程科目學分證明」(請點選連結)，由原就讀學校教務處主管或成績單位簽章證明後併同歷年成績單上傳至電子表單(eform)系統。  
Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" (please click the link). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts.

2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。  
If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.

需將學分證明書上傳至電子表單(eform)系統。  
Please upload Credit Certification to eform.

[確定 Submit](#) [結束 End](#)

3. 若為他校已修過及格之課程或本校學分班已修過及格的課程，請鍵入欲抵免課程之科目名稱、學分、成績，是否為遠距教學課程資訊，輸入完畢後按“儲存”。點選“選擇其他作業”。

**研究生學分抵免申請作業(新增)**  
Credit Exemption Process for Graduate Student (add)

請輸入申請抵免的科目 Please fill in the course you want to exempt:

注意：已修「及格」科目名稱欄位請輸入原修習課程名稱，勿再輸入學年期或學校等其他說明或註記，以免造成課程比對錯誤。  
Notice: please fill in only the course title in the blank. Do not add further information like school year or school name.

已修「及格」科目名稱(限20個中文字，請以全形文字輸入) Course Title (you had already taken and passed)	學分(半形數字) Credit	成績(半形文數字) Grade	遠距教學課程 Distance Learning
	3	A	<input checked="" type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N

**研究生學分抵免申請作業**  
Credit Exemption Process for Graduate Student

已輸入之抵免課程資料  
The information of exempted courses:

課程名稱 Course Title	學分 credit	成績 Grade	遠距教學課程 Distance Learning
	3	A	Y

4. 此時已輸入之抵免課程資料之表單狀態會呈現“未送電子表單”。請確認是否還有其他欲抵免之科目，如尚未輸入完畢請繼續輸入；已全部輸入完畢者，請按“送出申請表至電子表單(eform)系統，至該系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」->確定。

(\*請注意:一次只能申請一筆抵免，請務必確認欲抵免科目已全部填寫，送出抵免之電子表單流程進行中不能再次申請)

已輸入之抵免課程資料 The information of exempted courses:

表單狀態 Status	科號 Course No.	科目名稱 Course Title	學分 Credit	成績 Grade	遠距教學課程 Distance Learning
未送電子表單 No Records in eform			3	A	Y

請選擇以下作業 Please select:	說明 Notes:
<input type="radio"/> 新增於本校修過之必選修課程來抵免，請輸入前學號（限本校畢業者填）學號： <input type="text"/> Add the course you had already taken in NTHU. Please fill in your previous student ID No.(only for students graduated from NTHU)	本校畢業生請將歷年成績單上傳至電子表單(eform)系統。 For graduates of NTHU, please upload your transcripts to eform.
<input type="radio"/> 新增他校已修過及格的課程 Add the Credit Course you had already taken in other schools.	1. 他校畢業生於修讀學、碩士學位期間，修習碩、博士班課程成績70分（或等級制B-）以上者，須列印「修習碩、博士班科目學分證明」(請點選連結)，由原就讀學校教務處主管成績權責單位簽章證明後併同歷年成績單上傳至電子表單(eform)系統。 Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" (please click the link). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts. 2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。 If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.
<input type="radio"/> 新增本校學分班已修過及格的課程 Add the Credit Course you had already taken in NTHU.	需將學分證明書上傳至電子表單(eform)系統。 Please upload Credit Certification to eform.
<input type="radio"/> 刪除已輸入抵免的列表 Delete Credit Exemption Application Form.	
<input checked="" type="radio"/> 送出申請表至電子表單(eform)系統，至該系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」 Forwarding the application form to eform. Please login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit"	

5. 電子表單新增完成後，請依提示之注意事項，備妥應準備之文件電子檔，如為他校已修通過及格之課程，需另下載「修習碩、博士班科目學分證明」(請點選連結)，由原就讀學校教務處主管成績權責單位簽章證明後，併同歷年成績單合併為一個檔案上傳至電子表單(eform)系統。

研究生學分抵免申請作業  
 Credit Exemption Process for Graduate Student

研究生學分抵免-電子表單新增完成  
 Credit Exemption Application for Graduate Students -- Eform Added Successfully

請至電子表單(eform)系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」  
 Please login eform "Application Records" and press "Save" to upload the attachments.  
 Click "Preview Application Form" → "Preview Process" → "Submit"

您申請抵免課程之注意事項 Notes:

他校已修過及格的課程 The course you had already taken in other schools.	1. 他校畢業生於修讀學、碩士學位期間，修習碩、博士班課程成績70分（或等級制B-）以上者，須列印「修習碩、博士班科目學分證明」(請點選連結)，由原就讀學校教務處主管成績權責單位簽章證明後併同歷年成績單上傳至電子表單(eform)系統。 Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" (please click the link). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts. 2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。 If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.
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## 6. 點選“學分&抵免學分”->“電子表單(eform)系統”

**校務資訊系統 Academic Information Systems**  
<http://www.cccp.nthu.edu.tw/ccp/INQUIRE/>

**【校務資訊系統服務公告】**

使用校務系統寄發信件時，為避免收件者無法收到信件，請於本系統註冊本校 E-MAIL

因Google修改用戶信件規範，導致透過本校務系統寄發之信件存在無法寄達之可能性，因此建議本校教職員生，於本系統註冊之個人電子郵件信箱，應儘量使用學校所提供之e-mail，勿使用校外e-mail，以避免信件遺漏狀況發生。

為避免資料發生問題，請勿同時開啟多個視窗執行相同的作業。

**差勤系統、車輛辨識系統、採購系統、計通中心相關服務 重要公告**

若您在使用的校務資訊系統時，使用下列之子項目系統時發生自動跳出之問題時，應為安全性不足造成。校務資訊系統為實現單一登入(Single Sign On)與下列各系統連結：

- 差勤電子假單系統
  - 》差勤連結
- 校內其他系統
  - 》駐警隊車輛辨識系統
  - 》採購組採購系統
- 計通中心相關服務
  - 》校園軟體下載
  - 》電腦教室借用申請

## 7. 請點選“申請紀錄查詢”

**電子表單簽核系統**

首頁 / 一般承辦人

**個人待處理**  
待辦件數 0

**代理人處理**  
待辦件數 0

申請紀錄查詢 Application Records

## 8. 選擇研究生學分抵免申請單，按“編輯”

**電子表單簽核系統**

首頁 / 一般承辦人 / 申請紀錄查詢

**申請紀錄查詢**

全部申請年份 全部申請表 申請狀態

表單名稱	申請編號	起單人	申請時間	目前狀態	目前開卡	已讀
研究生學分抵免申請單			2023-01-03 10:35:59	未送出申請表 no application form sent		

編輯



## 10. 儲存完畢後，按”預覽申請表”

首頁 / 一般承辦人 / 研究生學分抵免申請表

起單人資訊

起單人	申請日期	申請編號
鄭榮豐 化學工程學系	2022-12-19 15:27:15	

申請基本資料

學域: [redacted]

院系: [redacted]

班級: [redacted]

研究生應修學分數: 24

\* 聯絡電話: [redacted]

請上傳文件請於研究生學分抵免申請作業之說明，資料未齊備者逾期不予受理。  
學士學位、學分、免修、轉學學分(力)、成績單證明文件等，由學分抵免審核委員會審核後，應附錄學分、註冊後各科之學分抵免，不得再異議。

\* 歷年成績單、修業證、學士學位證書(證明)、修業證明書證明上傳

學分證明書上傳

\* 申請免修科目清單

序號	* 科目名稱	* 學分數	* 成績	* 該課程課程碼	本校科號	* 指導教授同意抵免函	* 系所主管同意抵免函	* 註冊組同意抵免函
1	[redacted]	3	A	Y				

保存 預覽申請表

## 11. 預覽完畢後，按”預覽流程”

首頁 / 一般承辦人 / 研究生學分抵免申請表

起單人資訊

起單人	申請日期	申請編號
[redacted]	2022-12-19 15:27:15	

申請基本資料

學域: [redacted]

院系: [redacted]

班級: [redacted]

研究生應修學分數: 24

\* 聯絡電話: [redacted]

請上傳文件請於研究生學分抵免申請作業之說明，資料未齊備者逾期不予受理。  
學士學位、學分、免修、轉學學分(力)、成績單證明文件等，由學分抵免審核委員會審核後，應附錄學分、註冊後各科之學分抵免，不得再異議。

\* 歷年成績單、修業證、學士學位證書(證明)、修業證明書證明上傳

學分證明書上傳

\* 申請免修科目清單

序號	* 科目名稱	* 學分數	* 成績	* 該課程課程碼	本校科號	* 指導教授同意抵免函	* 系所主管同意抵免函	* 註冊組同意抵免函
1	[redacted]	3	A	Y				

保存 預覽流程

## 12. 按”送出申請”->確認。

首頁 / 一般承辦人 / 研究生學分抵免申請表 / 預覽申請表 / Preview Application Form

審核表單流程定義

起單人

↓

關卡 1 註冊組承辦人初審

↓

關卡 2 系所承辦人分辦指導教授或系主任

↓

關卡 3 指導教授審查

↓

關卡 4 系所主管審核

↓

關卡 5 註冊組承辦人複審

↓

關卡 6 註冊組組長審核

回申請表 送出申請

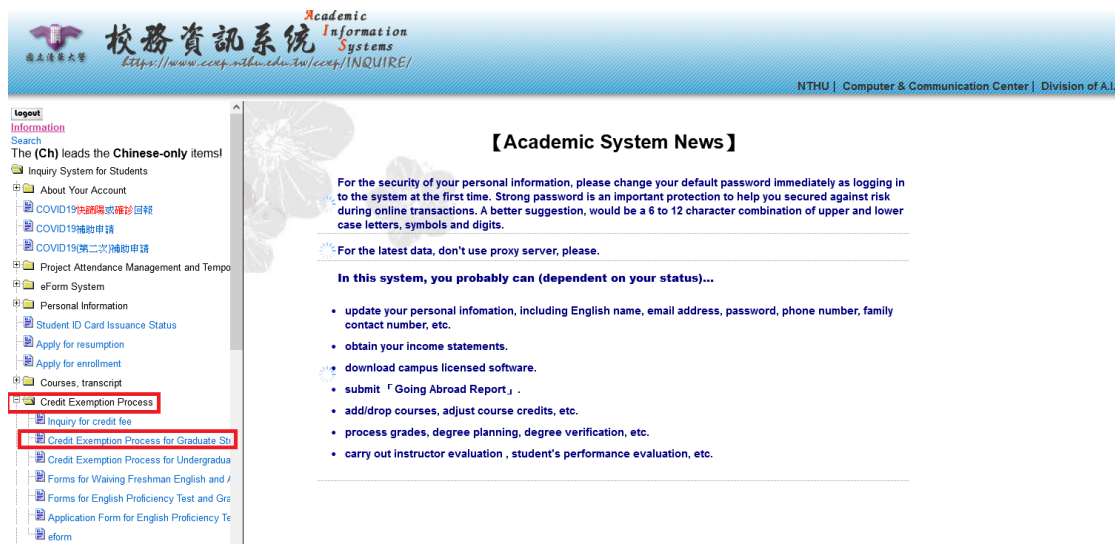


13. 此時已送出抵免學分申請，系統將依流程進行審查。抵免結果預計於申請之當學期加退選結束前轉入校務資訊系統，轉入後會寄發 **EMAIL** 通知已申請之學生登錄校務資訊系統->成績查詢，查詢抵免結果。

## Credit Exemption Process for Graduate Student:

**點選這裡回中文版**

1. Login Academic Information Systems, click “Credit Exemption Process”-> “Credit Exemption Process for Graduate Student”. Read the notifications and fill out the form carefully then click “Next”.



2. Select the type of your courses (Add the course taken in NTHU, Add the course taken in other schools or Add the credit course taken in NTHU) first and click “Submit”

請選擇以下作業 Please select:	說明 Note:
<input checked="" type="radio"/> 新增於本校修過之必選修課程來抵免，請輸入前學號（限本校畢業者填）學號： Add the course you had already taken in NTHU. Please fill in your previous student ID No.(only for students graduated from NTHU)	本校畢業生請將歷年成績單上傳至電子表單(eform)系統。 For graduates of NTHU, please upload your transcripts to eform. 所申請抵免之學分是否有重複採計於其它學位之情形，由本校註冊組線上審核，有重複採計者將予選件。 The credits you have applied for cannot be used for other degrees. Division of registration will review it online, and those credits have already been counted toward another degree will be rejected.
<input type="radio"/> 新增他校已修過及格的課程 Add the course you had already taken in other schools.	1. 他校畢業生於修過學、碩士學位期間，修習碩、博士班課程成績70分（或等級B-）以上者，須列印「修習碩、博士班科目學分證明」(請點選連結)，由原就讀學校教務處蓋章成績證明後併同歷年成績單上傳至電子表單(eform)系統。 Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" (please click the link). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts. 2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。 If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.
<input type="radio"/> 新增本校學分班已修過及格的課程 Add the Credit Course you had already taken in NTHU.	需將學分證明書上傳至電子表單(eform)系統。 Please upload Credit Certification to eform.
<input type="radio"/> 刪除已輸入抵免的列表 Delete Credit Exemption Application Form.	
<input type="radio"/> 送出申請表至電子表單(eform)系統，至該系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」 Forwarding the application form to eform. Please login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit"	

3. If you add the courses taken in other schools or the credit courses taken in NTHU, you need to fill in the course title, credit, grade, distance learning information and click “Save”. Click “Select other application”.



**研究生學分抵免申請作業(新增)**  
Credit Exemption Process for Graduate Student (add)

請輸入申請抵免的科目 Please fill in the course you want to exempt:

注意：已修「及格」科目名稱欄位請輸入原修習課程名稱，勿再輸入學年期或學校等其他說明或註記，以免造成課程比對錯誤。  
Notice: please fill in only the course title in the blank. Do not add further information like school year or school name.

已修「及格」科目名稱 (限20個中文字，請以全形文字輸入) Course Title (you had already taken and passed)	學分 (半形數字) Credit	成績 (半形文數字) Grade	遠距教學課程 Distance Learning
	3	A	<input checked="" type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N
			<input type="radio"/> 是 Y <input type="radio"/> 否 N

**研究生學分抵免申請作業**  
Credit Exemption Process for Graduate Student

已輸入之抵免課程資料  
The information of exempted courses:

課程名稱 Course Title	學分 credit	成績 Grade	遠距教學課程 Distance Learning
	3	A	Y

4. You will find the to be exempted course status shows “No Records in eform”. If you have other courses want to apply for exemption, please click “select other application” and add the courses.

After adding all the courses, please click “Forwarding the application form to eform…….” And click “Submit”.

(\*Noted: Each student can only apply one form at a time. Please confirm that all the subjects you want to exempt have been filled in. You cannot apply again during the process.)

已輸入之抵免課程資料 The information of exempted courses:

表單狀態 Status	科號 Course No.	科目名稱 Course Title	學分 Credit	成績 Grade	遠距教學課程 Distance Learning
未送電子表單 No Records in eform			3	A	Y

請選擇以下作業 Please select:	說明 Notes:
<input type="radio"/> 新增於本校修過之必選修課程來抵免，請輸入前學歷（限本校畢業者填）學號： <input type="text"/> Add the course you had already taken in NTHU. Please fill in your previous student ID No.(only for students graduated from NTHU)	本校畢業生請將歷年成績單上傳至電子表單(eform)系統。 For graduates of NTHU, please upload your transcripts to eform.  所申請抵免之學分是否有重複採計於其它學位之情形，由本校註冊組線上審核，有重複採計者將予退件。 The credits you have applied for cannot be used for other degrees. Division of registration will review it online, and those credits have already been counted toward another degree will be rejected.
<input type="radio"/> 新增他校已修過及格的課程 Add the course you had already taken in other schools.	1. 他校畢業生於修讀學、碩士學位期間，修習碩、博士班課程成績70分（或等級制B-）以上者，須列印「修習碩、博士班科目學分證明」（ <a href="#">請點選連結</a> ），由原就讀學校教務處主管成績權責單位簽章證明後併同歷年成績單上傳至電子表單(eform)系統。 Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" ( <a href="#">please click the link</a> ). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts.  2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。 If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.
<input type="radio"/> 新增本校學分班已修過及格的課程 Add the Credit Course you had already taken in NTHU.	需將學分證明書上傳至電子表單(eform)系統。 Please upload Credit Certification to eform.
<input type="radio"/> 刪除已輸入抵免的列表 Delete Credit Exemption Application Form.	
<input checked="" type="radio"/> 送出申請表至電子表單(eform)系統，至該系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」 Forwarding the application form to eform. Please login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit"	

5. After adding eform, please follow the instructions, prepare the required documents. Those courses taken in other school need to be certified by the responsible unit of the previous school. Please download "Credit Certification of Taking Graduate Courses" ([please click the link](#)) and complete the certification. You need to combine this form and your transcripts as one file and upload it to eform system.

研究生學分抵免申請作業  
Credit Exemption Process for Graduate Student

**研究生學分抵免-電子表單新增完成**  
Credit Exemption Application for Graduate Students -- Eform Added Successfully

請至電子表單(eform)系統「申請紀錄查詢」上傳附件按「儲存」後，按「預覽申請表」→「預覽流程」→「送出申請」  
Please login eform "Application Records" and press "Save" to upload the attachments.  
Click "Preview Application Form" → "Preview Process" → "Submit"

您申請抵免課程之注意事項 Notes:	
<b>他校已修過及格的課程</b> The course you had already taken in other schools.	1. 他校畢業生於修讀學、碩士學位期間，修習碩、博士班課程成績70分（或等級制B-）以上者，須列印「修習碩、博士班科目學分證明」（ <a href="#">請點選連結</a> ），由原就讀學校教務處主管成績權責單位簽章證明後併同歷年成績單上傳至電子表單(eform)系統。 Graduates from other schools who have taken a Master's or doctoral course while enrolled in an undergraduate or Master's program and who received a grade over 70% (or B-) in the said course should print the "Credit Certification of Taking Graduate Courses" ( <a href="#">please click the link</a> ). After being certified by the responsible unit of the previous school, please upload it to the eform with the transcripts.  2. 曾於他校就讀研究所因故未畢業者，除歷年成績單外需另上傳修業證明書。 If you have studied graduate program in other schools yet not graduated, please upload transcripts and certificate of study.

## 6. Unfold "Credit Exemption Process", "eForm"

**校務資訊系統 Academic Information Systems**  
<https://www.ccap.nthu.edu.tw/ccap/INQUIRE/>

NTHU | Computer & Communication C

**Logout**  
**Information**  
**Search**  
The (Ch) leads the Chinese-only items!

- Inquiry System for Students
  - About Your Account
  - COVID19快篩陽或確診回報
  - COVID19補助申請
  - COVID19(第二次)補助申請
- Project Attendance Management and Tempo
- eForm System
  - Personal Information
    - Student ID Card Issuance Status
    - Apply for resumption
    - Apply for enrollment
  - Courses, transcript
  - Credit Exemption Process**
    - Inquiry for credit fee
    - Credit Exemption Process for Graduate Stu
    - Credit Exemption Process for Undergradua
    - Forms for Waiving Freshman English and /
    - Forms for English Proficiency Test and Gra
    - Application Form for English Proficiency Te
    - eForm**
    - Apply for department transfer

**【Academic System News】**

For the security of your personal information, please change your default password immediately as logging in to the system at the first time. Strong password is an important protection to help you secured against risk during online transactions. A better suggestion, would be a 6 to 12 character combination of upper and lower case letters, symbols and digits.

For the latest data, don't use proxy server, please.

**In this system, you probably can (dependent on your status)...**

- update your personal information, including English name, email address, password, phone number, family contact number, etc.
- obtain your income statements.
- download campus licensed software.
- submit 「Going Abroad Report」.
- add/drop courses, adjust course credits, etc.
- process grades, degree planning, degree verification, etc.
- carry out instructor evaluation, student's performance evaluation, etc.

## 7. Choose "Application Records"

**電子表單簽核系統**

首頁 / 一般承辦人

**首頁**  
Home

**個人待簽核表單**  
Personal Pending List

**代理人簽核表單**  
Agent Pending List

**申請表選擇**  
Application Forms

**申請紀錄查詢**  
Application Records

**個人待處理**  
待辦件數 0

**代理人處理**  
待辦件數 0

## 8. Find the form name NTHU Application form for Credits Exemption and click "Edit"

**eForm System**

Home / User / Application Records

**Application Records**

All Application Years All Application Forms Apply Status

	Form Name	Form No.	Form filler	Apply Time	Now status	Now checkpoint	Read
<b>EDIT</b> <b>DELETE</b>	NTHU Application form for Credits Exemption			2023-01-03 10:35:59	未送出申請表 no application form sent		

## 9. Click “SELECT FILE”, upload the required document and click “SAVE”

**eForm System**

Home  
個人申請待審清單  
Personal Pending List  
代理他人申請待審清單  
Agent Pending List  
申請表選擇  
Application Forms  
申請記錄查詢  
Application Records

**Form Filler**  
Chuang, Chuan-Hua 卓學華

**Apply Time**  
2023-01-03 10:35:59

**Form No.**

**Personal Information**

- Student ID No.  
111032562
- Name  
卓學華
- Department  
CHE 111M
- Minimum graduation credits for graduate student  
24.00
- Phone number  
098968907

Further details of required documents, please refer to instructions for the postgraduate credit exemption application.  
In cases where submitted academic records or qualifications are found to be plagiarized, forged or misrepresented, the individual will be subject to the following sanctions including possible litigation.  
Students who have not yet enrolled will not be allowed to matriculate. Enrolled students will be dismissed from the institution without any certificate of study. All credit exemption made void.

Upload one pdf document that merge the transcripts, Credit Certification of Taking Graduate Courses, and Certificate of Study as one pdf document.  
**SELECT FILE**

Upload Credit Certification  
**SELECT FILE**

The courses list you apply for exemption

No.	Course Title	Credit	Grade	Distance Learning	Course No. in NTHU	Agree by the Advisor	Agree by the Chairman of Department / Institute	Agree by the Division of Registration
1		3.00		N				

**SAVE** **PREVIEW APPLICATION FORM**

## 10. Click “PREVIEW APPLICATION FORM”

**eForm System**

Home / User / NTHU Application Form for Credit Exemption

**Information about the person who initiated the form**

**Form Filler**  
Chuang, Chuan-Hua 卓學華

**Apply Time**  
2023-01-03 10:35:59

**Form No.**

**Personal Information**

- Student ID No.  
111032562
- Name  
卓學華
- Department  
CHE 111M
- Minimum graduation credits for graduate student  
24.00
- Phone number  
098968907

Further details of required documents, please refer to instructions for the postgraduate credit exemption application.  
In cases where submitted academic records or qualifications are found to be plagiarized, forged or misrepresented, the individual will be subject to the following sanctions including possible litigation.  
Students who have not yet enrolled will not be allowed to matriculate. Enrolled students will be dismissed from the institution without any certificate of study. All credit exemption made void.

Upload one pdf document that merge the transcripts, Credit Certification of Taking Graduate Courses, and Certificate of Study as one pdf document.  
**SELECT FILE**

Upload Credit Certification  
**SELECT FILE**

The courses list you apply for exemption

No.	Course Title	Credit	Grade	Distance Learning	Course No. in NTHU	Agree by the Advisor	Agree by the Chairman of Department / Institute	Agree by the Division of Registration
1		3.00		N				

**SAVE** **PREVIEW APPLICATION FORM**

## 11. Click “PREVIEW FLOW”

**eForm System**

Home / User / NTHU Application Form for Credit Exemption / Preview Application Form

**Information about the person who initiated the form**

**Form Filler**  
Luo, Dai-Cheng 羅大誠

**Apply Time**  
2023-01-03 11:20:46

**Form No.**

**Personal Information**

- Student ID No.  
111032562
- Name  
羅大誠
- Department  
CHE 111M
- Minimum graduation credits for graduate student  
24.00
- Phone number  
098968907

Further details of required documents, please refer to instructions for the postgraduate credit exemption application.  
In cases where submitted academic records or qualifications are found to be plagiarized, forged or misrepresented, the individual will be subject to the following sanctions including possible litigation.  
Students who have not yet enrolled will not be allowed to matriculate. Enrolled students will be dismissed from the institution without any certificate of study. All credit exemption made void.

Upload one pdf document that merge the transcripts, Credit Certification of Taking Graduate Courses, and Certificate of Study as one pdf document.  
**SELECT FILE**

Upload Credit Certification  
**SELECT FILE**

The courses list you apply for exemption

No.	Course Title	Credit	Grade	Distance Learning	Course No. in NTHU	Agree by the Advisor	Agree by the Chairman of Department / Institute	Agree by the Division of Registration
1		3.00	A	N				

**SAVE** **PREVIEW APPLICATION FORM** **PREVIEW FLOW**

12. Click “SEND APPLICATION” -> click “OK”

The image shows two screenshots from a web application. The top screenshot is the 'Preview Application Form' page, which displays a flowchart titled 'Definition of the process of signing the form'. The flowchart shows a sequence of steps: Form filler, Clerk of Division of Registration (Checkpoint 1), Department (Checkpoint 2), Advisor (Checkpoint 3), Chairman of Department or Institute (Checkpoint 4), Clerk of Division of Registration (Checkpoint 5), and Registrar (Checkpoint 6). At the bottom of the page, there are two buttons: 'RETURN APPLICATION FORM' and 'SEND APPLICATION'. The 'SEND APPLICATION' button is highlighted with a red rectangle. The bottom screenshot is a confirmation dialog box titled 'Send Application?'. It contains two buttons: 'CANCEL' and 'OK'. The 'OK' button is highlighted with a red rectangle.

13. Your application is submitted; the application is now under process. The result is expected to be transferred to AIS before the end of the Add-or-Drop Selection of the current semester. We will email students who have applied to log in to AIS -> Courses, transcript -> Transcript to check the result.