TAMKANG UNIVERSITY DIGITAL DIPLOMA INSTRUCTIONS

智領未來∞永續淡江

淡江大學創校75週年

AI+SDGs = ∞

ESG+AI = ∞

Graduation procedures

1 Confirm Before Collection

Students are required to complete graduation procedures when collecting the diploma. Please visit the **Graduation Procedure Inquiry System** (http://sinfo.ais.tku.edu.tw/tkuGrd/)to check whether the graduation procedures have been completed.

Those whose results show 'Incomplete' need to print the Graduation Procedure List and have all relevant units stamp it (No need to print if all the results show 'Complete').

2 Collect Paper Diploma in Person(or Claim by Proxy)

Graduates must bring their student ID card, personal seal, and the Graduation Procedure List (for those whose results show 'Incomplete') when collecting diploma at the designated place and time at TKU. Graduate students are also required to submit one printed copy of their thesis approved by the library and one copy of the Thesis Similarity Report.

※Claim by proxy: The proxy must bring the student's original Student ID card, student's personal seal and the authorization letter. The proxy must also bring the original ID card for verification.

3 Send Digital Diploma

The Center for Registration-Curriculum Development will send digital diplomas to the students' official TKU email accounts within 10 working days from the day after they complete their graduation procedures and collect their paper diploma.

How can one verify Digital Diploma ?

Ministry of Education Digital Diploma Verification System

https://dcert.moe.gov.tw/upload

AI＋SDGs＝∞
ESG＋AI＝∞

Ministry of Education Digital Diploma Verification System

Digital diploma verification process

1 Select the file   **2** File upload status   **3** Verification result

Drag and drop your digital diploma or teacher certificate file here.

or   **upload file**

How to verify digital diploma?

1 **Upload digital diploma**
Upload a digital diploma or teacher certificate from your computer or drag and drop the file into the upload field.

2 **Check the upload status**
Check whether the file was successfully uploaded and click 'Verify' to continue the process.
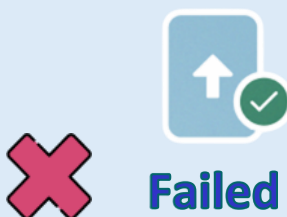
3 **Check the verification result**
There are three results: Successful, Warning, or Failed. If a warning appears, please contact the certificate issuer for confirmation.

Successful
This digital diploma is accredited by the Ministry of Education and universities and colleges.

Failed
This digital diploma is not accredited by the Ministry of Education and universities and colleges.

Warning
This digital diploma is not the latest version. Please contact the certificate provider or issuing institution for confirmation.

Q&A

Q1 What is digital diploma?

The Ministry of Education commissioned National Cheng Kung University to develop the "National Digital Diploma Verification System" starting from the 2020 academic year. The content and verification information of digital diplomas are provided in Portable Document Format (PDF).

TKU joined the project in the 2022 academic year. Beginning in January 2023, after graduates complete the graduation procedures and collect their paper diplomas, their digital diplomas will be issued within 10 working days from the day after the paper diploma is collected.

Q2 What are the uses and benefits of digital diploma?

The digital diploma is an officially recognized electronic document with the same legal validity as the paper diploma. It serves as a complementary format, offering greater convenience for students. Each digital diploma is embedded with a digital fingerprint, allowing for quick and reliable verification of its authenticity through the Ministry of Education's Digital Diploma Verification System.

Q&A

Q3 How can one receive their digital diploma ?

The digital diplomas will be sent via email to the students' official TKU email accounts within 10 working days from the day after they collect their paper diploma. Both the Chinese and English versions will be provided in two separate emails.

Q4 What should you do if you haven't received your digital diploma?

If you have not received your digital diplomas within 10 working days from the day after collecting your paper diplomas, please contact the Center for Registration-Curriculum Development to request a reissue within one month of the collection date. Requests submitted after this period will not be accepted.

Q5 What is digital diploma?

Please download the original digital diploma file directly from the email attachment. Opening the file and saving it as a new file will result in verification failure.

Q&A

Q6

How can you verify your digital diploma?

The Ministry of Education's Digital Diploma Verification System (https://dcert.moe.gov.tw/upload) is the official platform for diploma verification. Students may upload their digital diploma to the website for self-verification or provide it to external organizations (such as companies or academic institutions) for verification purposes. The verification results will display one of three statuses : Successful, Failed, or Warning.

Q7

What should you do if the verification of your digital diploma fails?

Please re-download the original digital diploma file directly from the email attachment before proceeding with verification. If the verification still fails, please contact the Center for Registration-Curriculum Development.
Note: Download the diploma by printing and saving from a viewed file may alter the certificate's code. The system may interpret the file as potentially tampered with, resulting in verification failure.

Q&A

Q8 What should you do if a *warning* appears during the verification of your digital diploma?

If your original paper diploma was reissued due to loss or name change, the original digital diploma may show a verification warning as a newer version has been issued. Please use the latest digital diploma for successful verification.

Q9 What is the cost of the digital diploma?

TKU issues digital diplomas along with paper diplomas free of charge under the Ministry of Education's Digital Diploma Verification System Project.
A fee will be charged for reissuing paper diplomas due to loss or name change. Please refer to the Center for Registration-Curriculum Development website Q&A (https://reurl.cc/EbZdMk)for reissue procedures.

Q10 Can alumni apply for their digital diploma?

Only students who graduated in January 2023 or later are eligible to receive the TKU Chinese and English digital diplomas.
If you have any further questions, please contact the Center for Registration-Curriculum Development.
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