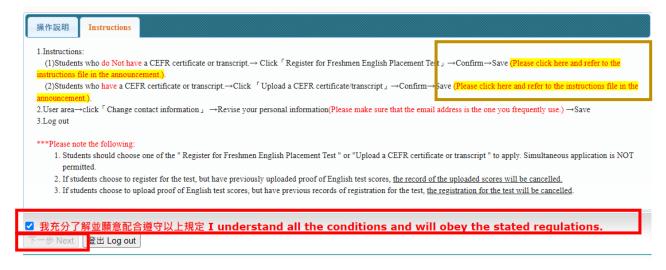
# **English Placement System-Instructions for Uploading a**

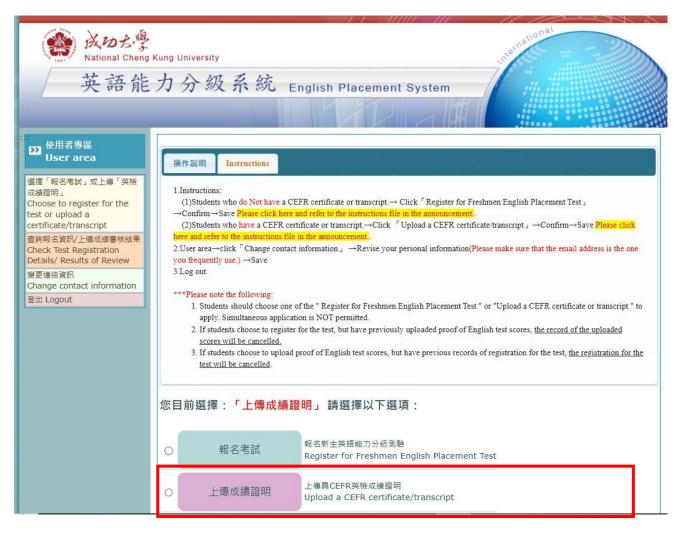
## **CEFR Certificate/Transcript**

### Step 1:

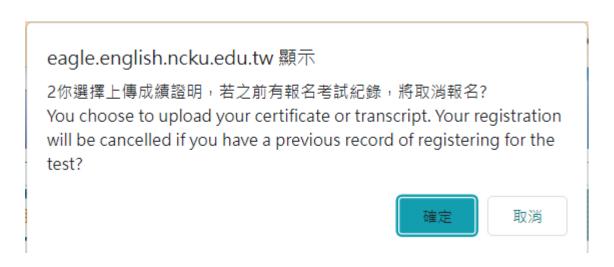
After reading the instructions, please first click \( \overline{\text{V}}\) "I understand all the conditions and will obey the stated regulations," and then click \( \overline{\text{Next}}\).



Step 2: Please first click Upload a CEFR certificate/transcript, and then click Confirm.



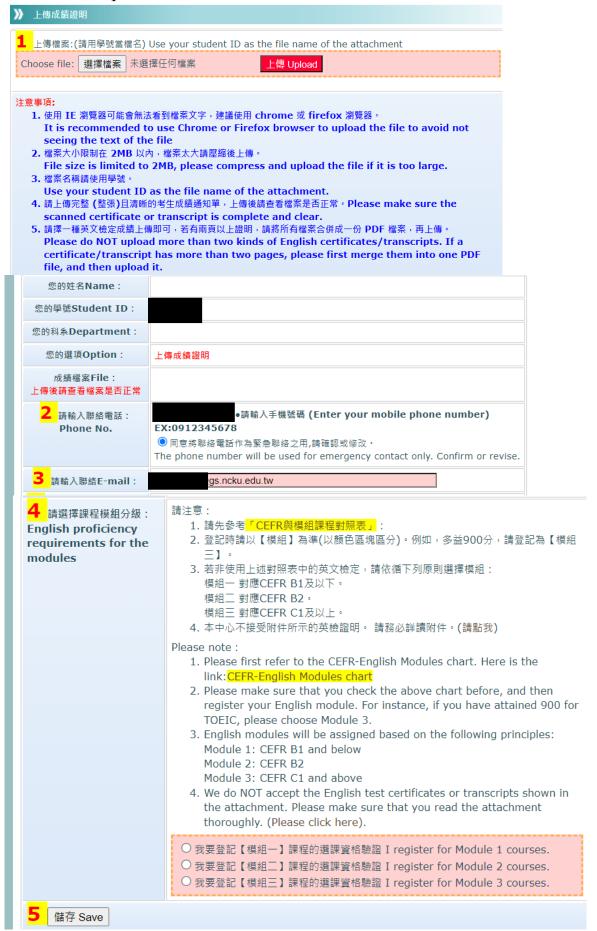
Step 3: After clicking Confirm, a pop-up window will appear. Please read the contents of the window and click 確定.



\*\*\*Please note the following:

- 1. Students should choose one of the "Register for Freshmen English Placement Test" or "Upload a CEFR certificate or transcript" to apply. Simultaneous application is NOT permitted.
- 2. If students choose to upload proof of English test scores, but have previous records of registration for the test, the registration for the test will be cancelled.

**Step 4:** Please follow the steps with the marked numbers in red to upload your certificate/transcript.



## **Step 4-Notes:**

1. After choosing your transcript/certificate, please make sure to click Upload. Once the file is successfully uploaded, the file will be shown under the column of "Choose file:選擇檔案" (Please see the below picture.).



- 3. Please make sure the file is uploaded successfully.

  You should take full responsibility for the confirmation of uploading the file successfully.

  Without the confirmation may cause the failure of verification by Foreign Language

  Center, and your English course enrollment will be further affected. The Foreign

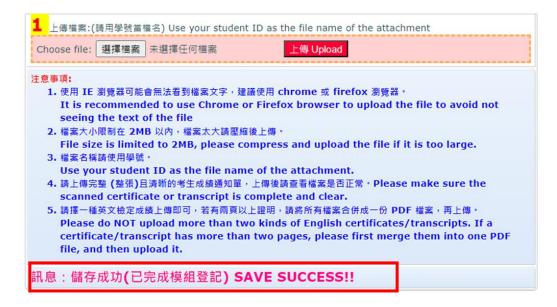
  Language Center assumes no responsibility for students' negligence.
- 4. Please choose only one kind of English certificates/transcripts to upload. Please do NOT upload more than two kinds of English certificates/transcripts.
- 5. If a certificate/transcript has more than two pages, please first merge them into one PDF file, and then upload it.
- 6. Please make sure the scanned certificate or transcript is complete and clear. Images that show only fragments of the certificate/ transcript or print-screened transcripts will NOT be accepted.

- 7. Please check and revise your email address. The Foreign Language Center will make a contact via this email if needed and send the verification result to this email address.
- 8. When registering your English module, please check the CEFR-English Modules Chart first.



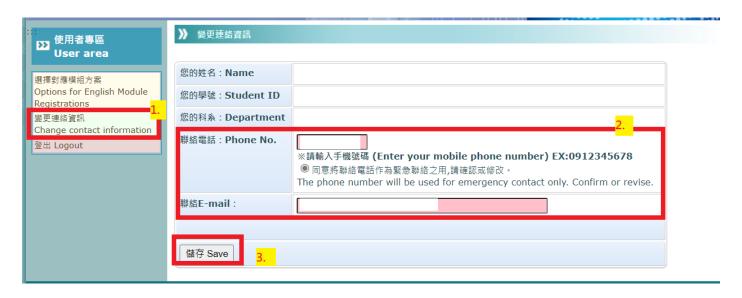
9. Please click Save before leaving this page. Without clicking Save may cause the failure of verification by Foreign Language Center, and your English course enrollment will be further affected. The Foreign Language Center assumes no responsibility for students' negligence.

10. If the data is saved successfully and module registration is completed, Save Success message will appear in the Upload File area.



### Step 5:

Please click Change contact information on the left column to confirm/revise your contact information, and then click Save. Please make sure your email address is the one you frequently use.



## Step 6:

Please click Check Test Registration Details/ Results of Review to check the application result. Additionally, you will receive an email notification.

If you are unable to receive the email due to incorrect filling of personal mailbox information, insufficient mailbox capacity, etc., please refer to the application result displayed in " Check Test Registration Details/ Results of Review ".



If it shows 您已完成上完審核檔案(審核中) File uploaded successfully, under review, it means the upload was successful. Please be patient while waiting for the review.

## If you application is approved, your module result will be displayed directly.



Step 7:
Please click Logout on the left column to leave this system.



#### Note:

- 1. It typically takes about 6 to 7 business days to verify uploaded files. Uploaded files cannot be verified on non-business days.
- 2. Students whose applications have been **approved** are reminded not to re-upload files. If data loss occurs due to re-uploading files again, students are responsible for any consequences.
- 3. Students should take full responsibility for the confirmation of the result, and should reupload the documents needed in due time if the first application is rejected. The
  Foreign Language Center takes no responsibility for students' negligence. The center
  will not accept late submissions after the system closes if you missed the confirmation of
  the result.