

English Placement System-Instructions for Uploading a

CEFR Certificate/Transcript

Step 1:

After **reading the instructions**, please first click ☒ “**I understand all the conditions and will obey the stated regulations,**” and then click Next.

操作說明

Instructions

1. Instructions:

(1) Students who **do Not have** a CEFR certificate or transcript. → Click 「Register for Freshmen English Placement Test」 → Confirm → Save (Please click here and refer to the instructions file in the announcement).

(2) Students who **have** a CEFR certificate or transcript. → Click 「Upload a CEFR certificate/transcript」 → Confirm → Save (Please click here and refer to the instructions file in the announcement).

2. User area → click 「Change contact information」 → Revise your personal information (Please make sure that the email address is the one you frequently use.) → Save

3. Log out

***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 register for the test, but have previously uploaded proof of English test scores, the record of the uploaded scores will be cancelled.
3. 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.

☒ 我充分了解並願意配合遵守以上規定 I understand all the conditions and will obey the stated regulations.

下一步 Next | 登出 Log out

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

The screenshot shows the National Cheng Kung University English Placement System interface. The sidebar on the left includes a 'User area' section with options: '選擇「報名考試」或上傳「英檢成績證明」' (Choose to register for the test or upload a certificate/transcript), '查詢報名資訊/上傳成績審核結果' (Check Test Registration Details/ Results of Review), '變更連絡資訊' (Change contact information), and '登出 Logout'. The main content area has a header with '操作說明 Instructions' and a list of instructions. Below the instructions, it says '您目前選擇：「上傳成績證明」 請選擇以下選項：' (You currently choose: 'Upload a CEFR certificate/transcript' Please choose the following options:). There are two radio button options: '報名考試' (Register for Freshmen English Placement Test) and '上傳成績證明' (Upload a CEFR certificate/transcript). The 'Upload a CEFR certificate/transcript' option is highlighted with a red box.

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

The screenshot shows a pop-up window from eagle.english.ncku.edu.tw. The window contains the following text: 'eagle.english.ncku.edu.tw 顯示' (eagle.english.ncku.edu.tw Display), '2你選擇上傳成績證明，若之前有報名考試紀錄，將取消報名?' (2 You choose to upload your certificate or transcript. Your registration will be cancelled if you have a previous record of registering for the test?), and 'You choose to upload your certificate or transcript. Your registration will be cancelled if you have a previous record of registering for the test?'. At the bottom, there are two buttons: '確定' (Confirm) and '取消' (Cancel).

***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.

» 上傳成績證明

1 上傳檔案:(請用學號當檔名) Use your student ID as the file name of the attachment

Choose file: 未選擇任何檔案

注意事項:

1. 使用 IE 瀏覽器可能會無法看到檔案文字，建議使用 **chrome** 或 **firefox** 瀏覽器。
It is recommended to use Chrome or Firefox browser to upload the file to avoid not seeing the text of the file
2. 檔案大小限制在 **2MB** 以內，檔案太大請壓縮後上傳。
File size is limited to 2MB, please compress and upload the file if it is too large.
3. 檔案名稱請使用學號。
Use your student ID as the file name of the attachment.
4. 請上傳完整 (整張)且清晰的考生成績通知單，上傳後請查看檔案是否正常。Please make sure the scanned certificate or transcript is complete and clear.
5. 請擇一種英文檢定成績上傳即可，若有兩頁以上證明，請將所有檔案合併成一份 **PDF** 檔案，再上傳。
Please do NOT upload more than two kinds of English certificates/transcripts. If a certificate/transcript has more than two pages, please first merge them into one PDF file, and then upload it.

您的姓名Name :

您的學號Student ID :

您的科系Department :

您的選項Option :

上傳成績證明

成績檔案File :

上傳後請查看檔案是否正常

2 請輸入聯絡電話：
Phone No.

•請輸入手機號碼 (Enter your mobile phone number)
EX:0912345678

☒ 同意將聯絡電話作為緊急聯絡之用,請確認或修改。

The phone number will be used for emergency contact only. Confirm or revise.

3 請輸入聯絡E-mail :

gs.ncku.edu.tw

4 請選擇課程模組分級：
English proficiency
requirements for the
modules

請注意：

1. 請先參考「**CEFR與模組課程對照表**」：
2. 登記時請以【**模組**】為準(以顏色區塊區分)。例如，多益900分，請登記為【**模組三**】。
3. 若非使用上述對照表中的英文檢定，請依循下列原則選擇模組：
模組一 對應CEFR B1及以下。
模組二 對應CEFR B2。
模組三 對應CEFR C1及以上。
4. 本中心不接受附件所示的英檢證明。請務必詳讀附件。(請點我)

Please note :

1. Please first refer to the CEFR-English Modules chart. Here is the link:**CEFR-English Modules chart**
2. Please make sure that you check the above chart before, and then register your English module. For instance, if you have attained 900 for TOEIC, please choose Module 3.
3. English modules will be assigned based on the following principles:
Module 1: CEFR B1 and below
Module 2: CEFR B2
Module 3: CEFR C1 and above
4. We do NOT accept the English test certificates or transcripts shown in the attachment. Please make sure that you read the attachment thoroughly. (Please click here).

- ☐ 我要登記【**模組一**】課程的選課資格驗證 I register for Module 1 courses.
☐ 我要登記【**模組二**】課程的選課資格驗證 I register for Module 2 courses.
☐ 我要登記【**模組三**】課程的選課資格驗證 I register for Module 3 courses.

5

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.).

2. If you upload the wrong file, please click **【移除】**, and then you can upload a file again.
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.

4 請選擇課程模組分級：
English proficiency requirements for the modules

請注意：

1. 請先參考「CEFR與模組課程對照表」：
2. 登記時請以【模組】為準(以顏色區塊區分)。例如，多益900分，請登記為【模組三】。
3. 若非使用上述對照表中的英文檢定，請依循下列原則選擇模組：
 模組一 對應CEFR B1及以下。
 模組二 對應CEFR B2。
 模組三 對應CEFR C1及以上。
4. 本中心不接受附件所示的英檢證明。請務必詳讀公告中對應附件。(公告連結)

Please note :

1. Please first refer to the CEFR-English Modules chart. Here is the link: [CEFR-English Modules chart](#)
2. Please make sure that you check the above chart before, and then

We **do NOT** accept the English test certificates or transcripts shown in the attachment. Please make sure that you read the attachment thoroughly.

Module 3: CEFR C1 and above

4. We **do NOT** accept the English test certificates or transcripts shown in the Attachment for Examples of Unacceptable English Test Transcripts or Certificates. Please be sure to read the corresponding attachments in the announcement. ([Please click here](#)).

☐ 我要登記【模組一】課程的選課資格驗證 I register for Module 1 courses.

☐ 我要登記【模組二】課程的選課資格驗證 I register for Module 2 courses.

☐ 我要登記【模組三】課程的選課資格驗證 I register for Module 3 courses.

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.

1 上傳檔案:(請用學號當檔名) Use your student ID as the file name of the attachment

Choose file: 未選擇任何檔案

注意事項:

1. 使用 **IE** 瀏覽器可能會無法看到檔案文字，建議使用 **chrome** 或 **firefox** 瀏覽器。
It is recommended to use Chrome or Firefox browser to upload the file to avoid not seeing the text of the file
2. 檔案大小限制在 **2MB** 以內，檔案太大請壓縮後上傳。
File size is limited to 2MB, please compress and upload the file if it is too large.
3. 檔案名稱請使用學號。
Use your student ID as the file name of the attachment.
4. 請上傳完整 (整張)且清晰的考生成績通知單，上傳後請查看檔案是否正常。Please make sure the scanned certificate or transcript is complete and clear.
5. 請擇一種英文檢定成績上傳即可，若有兩頁以上證明，請將所有檔案合併成一份 **PDF** 檔案，再上傳。
Please do NOT upload more than two kinds of English certificates/transcripts. If a certificate/transcript has more than two pages, please first merge them into one PDF file, and then upload it.

訊息：儲存成功(已完成模組登記) SAVE SUCCESS!!

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.

使用者專區 User area

選擇對應模組方案
Options for English Module Registrations

變更連絡資訊 1.
Change contact information

登出 Logout

變更連絡資訊

您的姓名：Name	
您的學號：Student ID	
您的科系：Department	
聯絡電話：Phone No.	 ※請輸入手機號碼 (Enter your mobile phone number) EX:0912345678 ● 同意將聯絡電話作為緊急聯絡之用,請確認或修改。 The phone number will be used for emergency contact only. Confirm or revise.
聯絡E-mail：	

3.

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**".

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar, titled '使用者專區 User area', contains several links. The link '查詢報名資訊/上傳成績審核結果 Check Test Registration Details/ Results of Review' is highlighted with a red box. The main content area, titled '報名資訊', shows a form with various fields. A purple box highlights a message: '您已完成上傳審核檔案(審核中) File uploaded successfully, under review'. Below this message, there are two numbered instructions in both Chinese and English regarding the review process and file upload rules.

[一般]	
您的姓名: Name	
您的學號: Student ID	
您的科系: Department	不分系學程
聯絡電話: Phone No.	
聯絡E-mail:	
上傳成績證明 Upload a CEFR certificate/transcript	您已完成上傳審核檔案(審核中) File uploaded successfully, under review
備註:Note	1. 成績審核為人工作業，審核時間約需6~7個工作天；非上班日無法作業，敬請見諒！ It typically takes about 6 to 7 business days to verify uploaded files. Uploaded files cannot be verified on non-business days. 2. 審核通過者切勿再重新上傳檔案，若未注意再次重新上傳，造成資料遺失，請自行負責。 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.

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

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

» 報名資訊

Acheck:

您的姓名 : Name	
您的學號 : Student ID	
您的科系 : Department	
聯絡電話 : Phone No.	
聯絡E-mail :	
審核結果 Verification result	審核通過 Approved. 您為模組三 Your module is Module 3.

請於「報名考試」或「上傳成績證明」中擇一申請，不可兩項同時申請。
Students should choose one of the "Register for Freshmem English Placement Test" or "Upload a CEFR certificate or trascript" to apply. **Simultaneous application is NOT permitted**

登出 Log out 回首頁 Backhome 列印 Print

Step 7:

Please click **Logout** on the left column to leave this system.

使用者專區
User area

選擇對應模組方案
Options for English Module Registrations

變更連絡資訊
Change contact information

登出 Logout

» 變更連絡資訊

您的姓名 : Name	
您的學號 : Student ID	
您的科系 : Department	
聯絡電話 : Phone No.	 ※請輸入手機號碼 (Enter your mobile phone number) EX:0912345678 ◎ 同意將聯絡電話作為緊急聯絡之用,請確認或修改。 The phone number will be used for emergency contact only. Confirm or revise.
聯絡E-mail :	

儲存 Save

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 **re-upload 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.