上海科技大学
ShanghaiTech University

电子证明中心使用指引
E-Document Center User Guide

步骤 一

点击屏幕的"自助打印"，选择"统一身份认证登录"、"校园卡登录"、"身份证登录"登录三种方式任意一种。

步骤 二

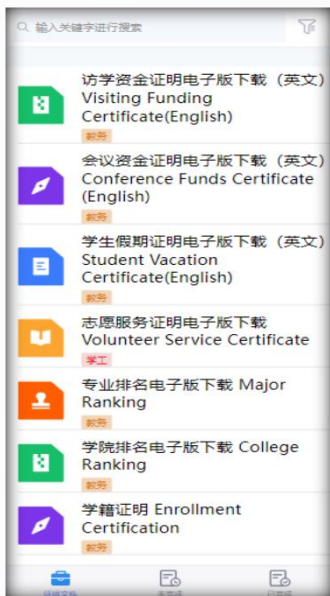登录后可查看本用户下的证明材料清单，选择需要打印的证明材料。在"打印详情页面"中确认打印份数并可预览证明信息，确认后可点击"开始打印"按钮进行打印。

步骤 一

通过今日校园访问"电子证明中心"服务。进入后可查看证明材料清单。选择需要打印的证明材料，系统会提示需要"终端取件"或者"电子档下载"。

步骤 二

选择"终端取件"后，系统会先提醒用户该证明材料可打印的终端位置，确认位置后生成取件二维码和取件码。可将二维码页面通过截图方式保存到手机中。

步骤 三

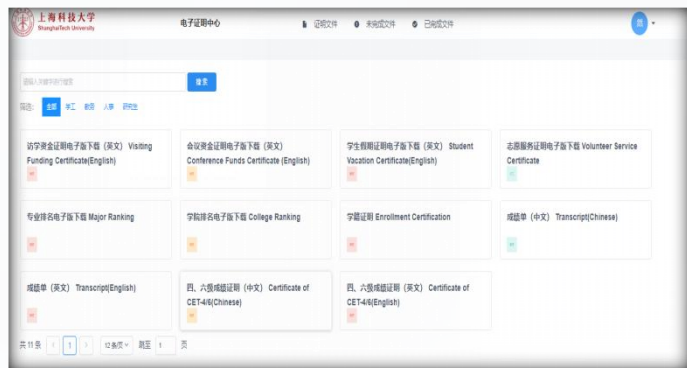到终端设备处，点击页面中的"自助取件"按钮，将二维码截图放到扫描器上扫码取件，或输入取件码进行取件。

温馨提示：如不需要取件，仅下载，在步骤2中点击"电子档下载"按钮，在新窗口中点击"生成下载链接"按钮，跳转到下载页面后点击链接下载到手机（苹果手机不支持），也可点击链接后的"复制"按钮，粘贴并发送到电脑端下载。
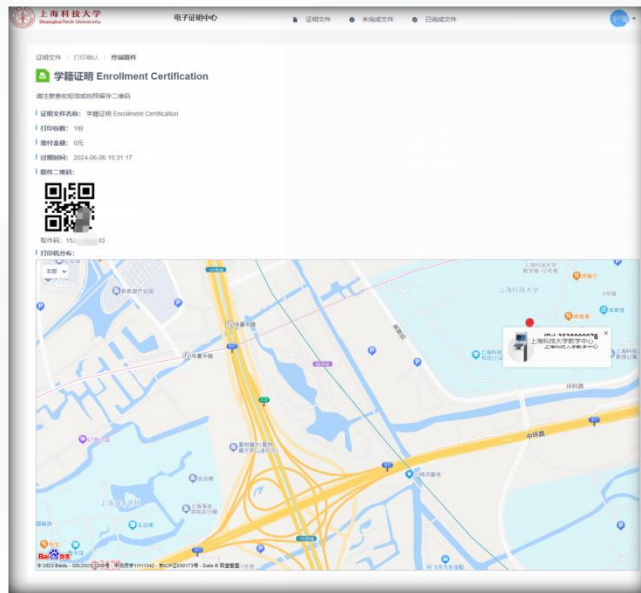
步骤 一

通过Egate平台访问"电子证明中心"服务。进入后可查看证明材料清单。选择需要打印的证明材料，系统会提示需要"终端取件"或者"电子档下载"。

步骤 二

选择"终端取件"后，系统会生成取件二维码和取件码。可将二维码页面通过截图或拍照的方式保存到手机中。

步骤 三

到终端设备处，点击页面中的"自助取件"按钮，将二维码截图放到扫描器上扫码取件，或输入取件码进行取件。

温馨提示:如不需要取件，仅下载，在步骤2中点击"电子档下载"按钮，弹窗选择需要保存的文件的位置，无误后点击"保存"按钮即可完成下载。

可打印项目说明

用户类型	成绩打印	成绩打印说明	证明打印	证明打印说明	站点分布
本科生	成绩单（中文） 成绩单（英文）	①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	毕业证明（英文） 学籍证明（中英文合并） 四、六级成绩证明（中文） 四、六级成绩证明（英文）	①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egete平台下载电子证明文件	
			学院排名（中英文合并） 专业排名（中英文合并）	每次打印前需先在Egate平台之"本科生成绩排名证明打印申请"提交申请，后台自动通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
			学生假期证明（英文） 访学资金证明（英文） 会议资金证明（英文）	每次打印前需先在Egate平台之"学生国际会议及访学申请"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
			志愿服务证明（中英文合并）	每次打印前需先在Egate平台之"志愿服务"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
研究生	成绩单（中文） 成绩单（英文）	①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	学籍证明（中英文合并） 四、六级成绩证明（中文） 四、六级成绩证明（英文） 学籍证明一硕转博（中文）	①在打印终端登录打印 ②今日校园下载PDF或终端取件 ③Egate平台下载PDF或终端取件	①教学中心一楼 ②生命学院一楼阅览室 ③校园服务中心
			学生假期证明（英文） 访学资金证明（英文） 会议资金证明（英文）	每次打印前需先在Egate平台之"学生国际会议及访学申请"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
			志愿服务证明（中英文合并）	每次打印前需先在Egate平台之"志愿服务"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
教师	无	无	年收入证明（中文）、年收入证明（英文）、月收入证明（中文）、月收入证明（英文）、在职证明（中文）、在职证明（英文）、职称证明（中文）	每次打印前需先在Egate平台之"证明打印"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
			法人证书正副本复印件（中文）	每次打印前需先在Egate平台之"证照申请"提交申请，后台审批通过后，可通过以下三种方式之一获取证明材料 ①在自助打印终端登录打印 ②今日校园下载电子证明文件 ③Egate平台下载电子证明文件	
毕业生	成绩单（中文） 成绩单（英文）	①在自助打印终端登录打印 ②Egate平台访问游客页面中的"电子证明中心（毕业生）"	毕业证明（英文） 四、六级成绩证明（中文） 四、六级成绩证明（英文）	①在自助打印终端登录打印 ②Egate平台访问游客页面中的"电子证明中心（毕业生）"	

1）学生的学籍证明、毕业证明（仅限毕业学生）、四六级成绩证明（中文或英文）、成绩单（中文或英文）、研究生学籍证明、研究生学籍证明—硕转博可在自助打印终端登录打印。或在Egate平台/今日校园搜索"电子证明中心"服务下载电子证明文件。

2）学生假期证明、学生访学资金证明、学生会议资金证明、志愿服务证明、专业排名和学院排名（仅限本科生）在打印前，需在Egate平台上的相应模块提交申请，审批通过后（专业排名和学院排名后台自动通过），可在自助打印终端登录打印。或在Egate平台/今日校园搜索"电子证明中心"服务下载电子证明文件（打印或下载仅可选择一种方式）。

3）教师的年收入证明（中文或英文）、月收入证明（中文或英文）、在职证明（中文或英文）、职称证明（中文）、法人证书正副本复印件（中文），每次打印前需在Egate平台上相应模块提交申请，审批通过后，可在自助打印终端登录打印。或在Egate平台/今日校园搜索"电子证明中心"服务下载电子证明文件（打印或下载仅可选择一种方式，打印份数在申请时填写，申请的份数一次性打印完毕，如果还需打印，请再次申请）。

4）打印时，请先预览姓名等相关信息，确认无误后再打印。如发现有信息错误，学生请携带一卡通或身份证等有效证件至教务处或研究生院或学生事务处咨询，教师可至人力资源处或综合办公室咨询。

5）使用自助打印设备时，请规范操作，自觉爱护，打印过程中如出现缓慢、延迟等，请耐心等待或联系图书信息中心老师，出纸口在自助打印终端正下方，打印完成后请及时取走材料，防止遗失，并退出登录。

6）目前试运行阶段免费提供相关材料的打印服务，在学校相应制度确定后，可使用一卡通支付费用。具体另行通知。

业务咨询：教务处　　　　　　20685261，xinml@shanghaitech.edu.cn
　　　　　研究生院　　　　　　20680971，liutt2@shanghaitech.edu.cn
　　　　　学生事务处　　　　　20685016，dongzhy1@shanghaitech.edu.cn
　　　　　人力资源处　　　　　20684561，luping@shanghaitech.edu.cn
　　　　　综合办公室　　　　　20685160，sunlw@shanghaitech.edu.cn
技术咨询：图书信息中心　　　　20685566，20685569，sunms@shanghaitech.edu.cn

Step 1

Click on "E-Document Print" on the screen, select any of the three login methods: "SSO", "Campus Card Login", and "ID Card Login".
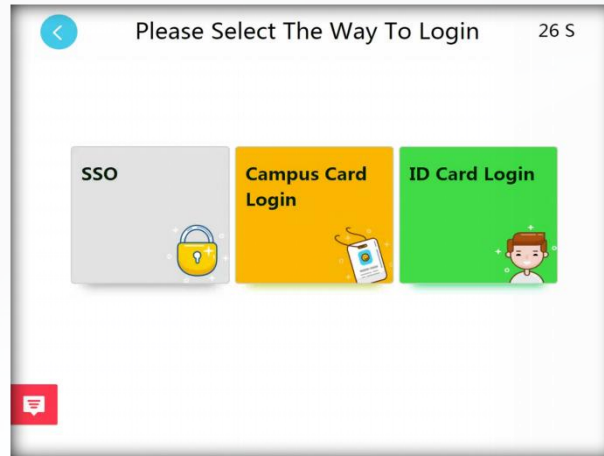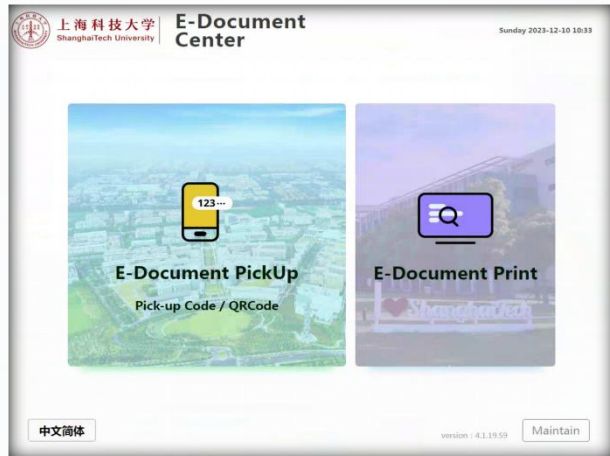
Step 2

After logging in, you can view the list of documents under this user and select the document that need to be printed. Confirm the number of printed copies on the "Print Details Page" and preview the document . After confirmation, click the "Start Printing" button to print.
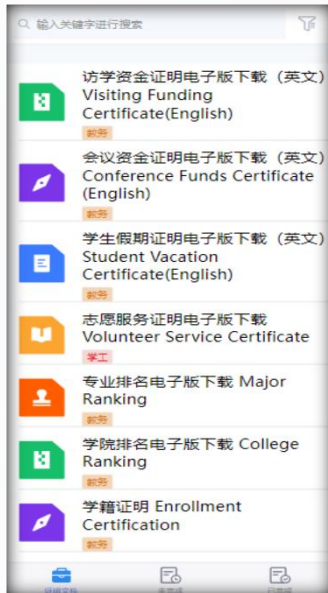
Step 1

Access the "E-Document Center" service on Campus today. After entering, you can view the list of documents. Select the document that need to be printed, and the system will prompt for "Terminal Pickup" or "E-Document Download".

Step 2

After selecting "Terminal Pickup", the system will first remind the user of the printable terminal location of the e-document，confirm the location, and generate a pickup QR code and pickup code. You can save the QR code page to your phone through screenshots.

Step 3

Go to the terminal，click the "Self Pickup" button on the page, take a screenshot of the QR code and place it on the scanner to scan，or enter the pickup code for pickup.

Reminder: If you don't need to pick up the document, just download it. Click the "E-Document Download" button in step 2, click the "Generate Download Link" button in the new window, go to the download page, click the link to download to your phone（not supported on Apple phones）, or click the "Copy" button after the link, paste and send it to your computer for download.
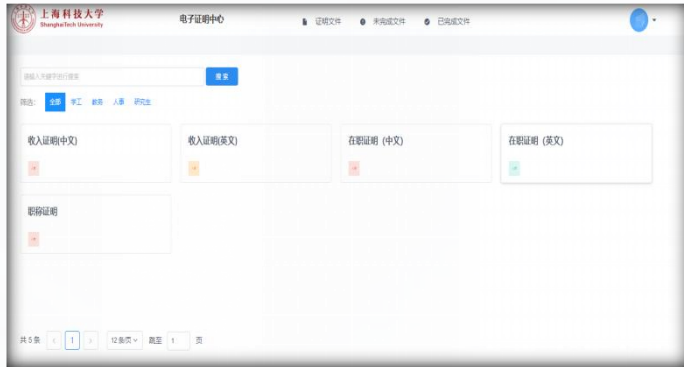
Step 1

Access the "E-Document Center" service through the one of Egate platform. After entering, you can view the list of documents. Select the document that need to be printed, and the system will prompt for " Tterminal Pickup" or "E-Document download.

Step 2

After selecting "Terminal pickup", the system will generate a pickup QR code and pickup code. You can save the QR code page to your phone by taking screenshots or taking photos.
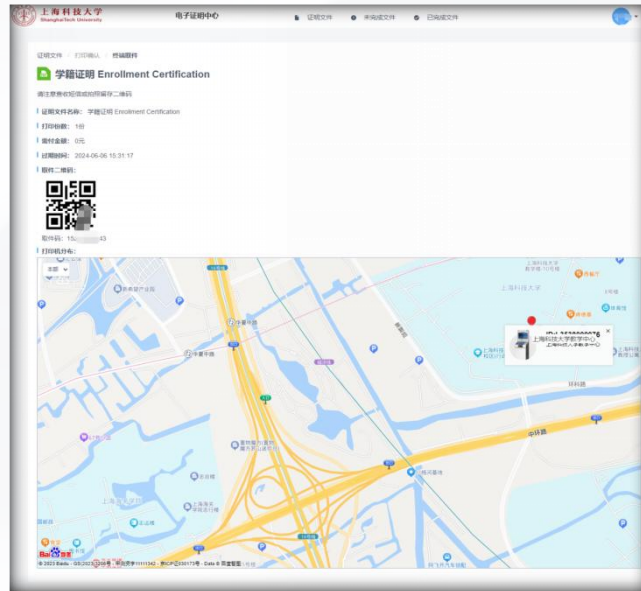
Step 3

Go to the terminal , click the "E-Document pickup" button on the page, take a screenshot of the QR code and place it on the scanner to scan the code for pickup, or enter the pickup code for pickup.

Reminder: If you do not need to retrieve the document, just download it. In step 2, click the "E-Document Download" button, and a pop-up window will appear to select the location of the file you want to save. Once everything is correct, click the "Save" button to complete the download.

User type	transcript printing	transcript printing instructions	e-document printing	e-document printing instructions	location
Undergraduate student	Transcript(Chinese) Transcript(English)	①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	Graduation Certificate（English) Enrollment Certification (Chinese and English) Certificate of CET-4/6(Chinese) Certificate of CET-4/6(English)	①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
			College Ranking (Chinese and English) Major Ranking (Chinese and English)	Before printing each time, you need to submit an application on the "Undergraduate Ranking Certificate Printing Application" on the Egate platform. After the application is automatically approved , you can obtain e-document through the one of following three methods. ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
			Student Vacation Certificate(English) Visiting Funding Certificate(English) Conference Funds Certificate (English)	Before printing each time, you need to submit an application on the "Student International Conference and Visiting Applications" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods. ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
			Volunteer Service Certificate(Chinese and English)	Before printing each time, you need to submit an application on the "Volunteer service" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
graduate student	Transcript(Chinese) Transcript(English)	①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	Enrollment Certification (Chinese and English) Certificate of CET-4/6(Chinese) Certificate of CET-4/6(English) Enrollment Certification -- Master to PhD （Chinese)	①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	①Teaching Center First Floor ②SLST building First Floor ③Campus Service Center
			Student Vacation Certificate(English) Visiting Funding Certificate(English) Conference Funds Certificate (English)	Before printing each time, you need to submit an application on the "Student International Conference and Visiting Applications" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods. ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
			Volunteer Service Certificate(Chinese and English)	Before printing each time, you need to submit an application on the "Volunteer service" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
teacher	null	null	Annual Income Certificate (Chinese) Annual Income Certificate (English) Monthly Income Certificate (Chinese) Monthly Income Certificate (English) Certificate of Employment (Chinese) Certificate of Employment (English) Professional Title Certificate (Chinese)	Before printing each time, you need to submit an application on the "Certification Printing" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
			Legal Person Certificate （Chines)	Before printing each time, you need to submit an application on the "License application" on the Egate platform. After the application is approved , you can obtain e-document through the one of following three methods ①Log in and print at the Terminal ②Download e-documents on Campus Today ③Download e-documents on the Egate platform	
graduate	Transcript(Chinese) Transcript(English)	①Log in and print at the Terminal ②Visit the "E-Document Center (Graduates)"on the visitor page of the Egate platform"	Enrollment Certification (Chinese and English) Certificate of CET-4/6(Chinese) Certificate of CET-4/6(English)	①Log in and print at the Terminal ②Visit the "E-Document Center (Graduates)"on the visitor page of the Egate platform"	

1) The student 's Enrollment Certification, graduation certificate (graduating students only), Certificate of CET-4 or CET-6 , transcript , postgraduate Enrollment Certification , postgraduate Enrollment Certification -- Master to PhD can be printed by logging in at the terminal. Or search for the "E-Document Center" service on the Egate platform/ Campus Today to download e-documents.

2) Before printing Student Vacation Certificate,Visiting Funding Certificate,Conference Funds Certificate ,Volunteer Service Certificate,Major Ranking,College Ranking,applications must be submitted in the corresponding modules on the Egate platform. After approval (major and college rankings are automatically approved), users can log in to the terminal to print. Or search for the "E-Document Center" service on the Egate platform/ Campus Today to download e-documents (printing or downloading can only be done in one way).

3) The annual income certificate , monthly income certificate, employment certificate,professional title certificate of teachers and Legal Person Certificate need to be submitted to the certification printing module in the human resources section of the Egate platform before each printing. After approval, they can log in and print at the terminal. Or search for the "E-Document Center" service on the Egate platform/ Campus Today to download e-documents (printing or downloading can only be done in one way, and the number of printed copies should be filled in during application. The number of copies applied for should be printed all at once. If you still need to print, please apply again).

4) When printing, please preview the name and other relevant information first and confirm them to be correct before printing. If any information errors are found, students should bring valid documents such as a campus card or ID card to Office of Undergraduate Programs or Graduate School or Office of Student Affairsfor consultation. Teachers can consult with Office of Human Resources or University Office.

5) When using terminal, please operate in a standardized manner and take good care of . If there is a slow or delayed printing process, please be patient or contact the teacher at the Library and IT Services. The paper outlet is directly below the terminal. After printing is completed, please take away the document in a timely manner to prevent loss and log out.

6) At present, printing services for relevant documents are provided free of charge during the trial operation stage. After the corresponding system of the school is determined, fees can be paid using a campus card payment . Specific details to be notified separately.

Service Support:	Office of Undergraduate Programs	20685261, xinml@shanghaitech.edu.cn
	Graduate School	20680971, liutt2@shanghaitech.edu.cn
	Office of Student Affairs	20685016, dongzhy1@shanghaitech.edu.cn
	Office of Human Resources	20684561, luping@shanghaitech.edu.cn
	University Office	20685160, sunlw@shanghaitech.edu.cn
IT Support:	Library and IT Services	20685566, 20685569, sunms@shanghaitech.edu.cn