



系统使用注意事项

- 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）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），每次打印前需在Egate平台上的人力资源中的证明打印模块提交申请，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咨询，教师可至人力资源处咨询。
- 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。

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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
技术咨询：图书信息中心	20685566, 20685569, sunms@shanghaitech.edu.cn



Usage precautions

- 1) The student's Enrollment Certification, graduation certificate (graduating students only), Certificate of CET-4 or CET-6 , and transcript 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, and professional title certificate of teachers 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 for consultation. Teachers can consult with Office of Human Resources.
- 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
IT Support:	Library and IT Services	20685566, 20685569, sunms@shanghaitech.edu.cn