Guideline for Certificate Via Post mail Service

Office of Academic Affairs
Pusan National University

A table of contents

Part.0 “CertViewer” Installation

Part.1 How to issue a certificate

Part.2 Certificate Verification

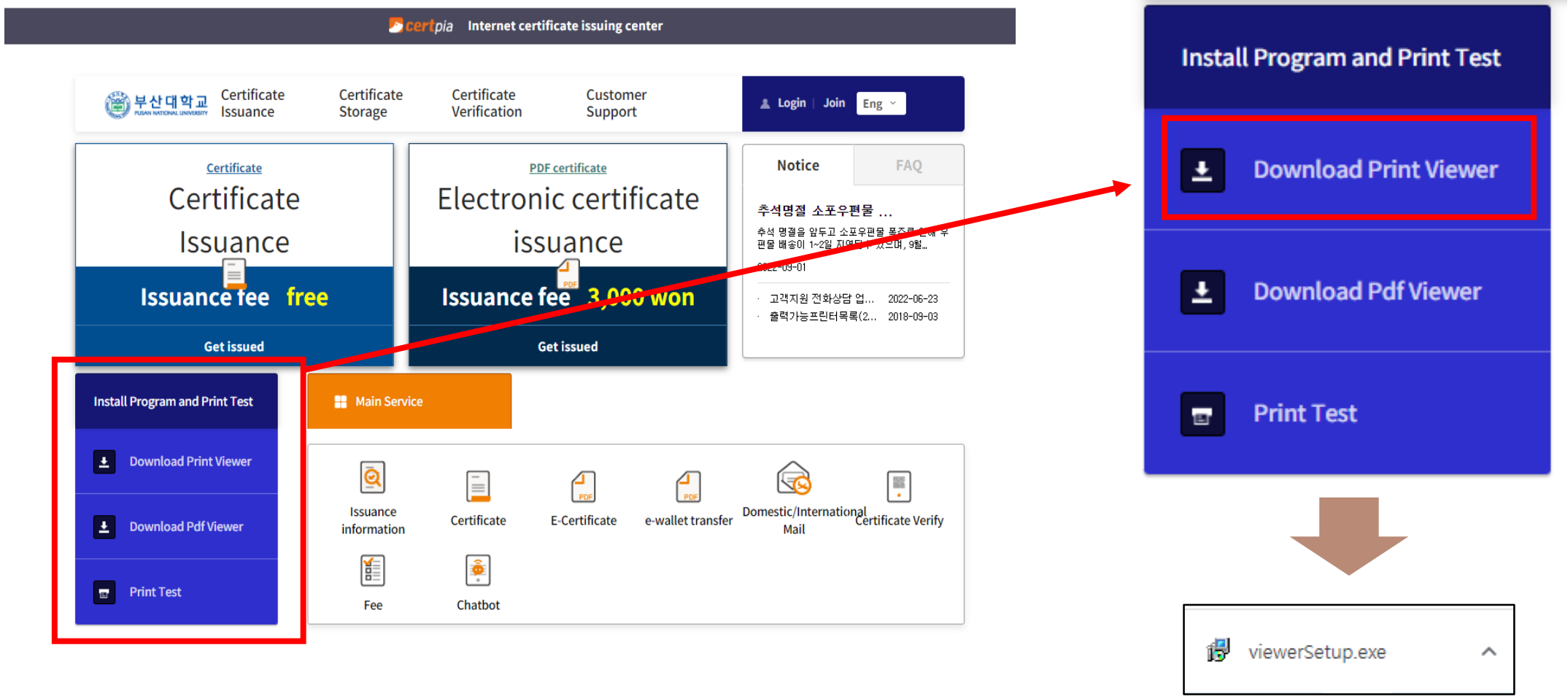
Part.3 How to apply for a postal certificate

Part 0.

“CertViewer” Installation

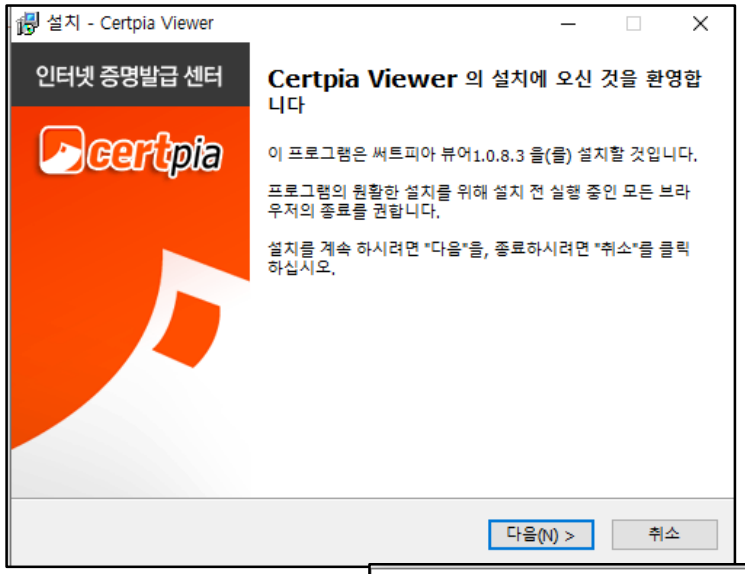
Part 0

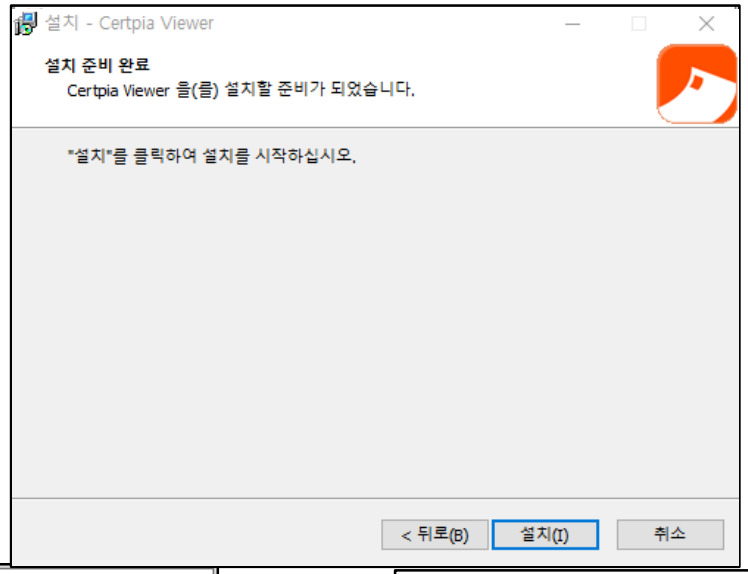
CertViewer Installation

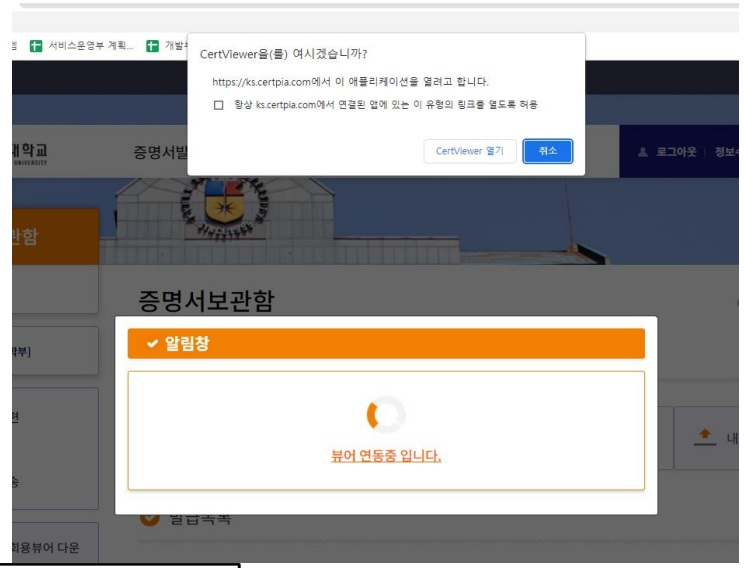


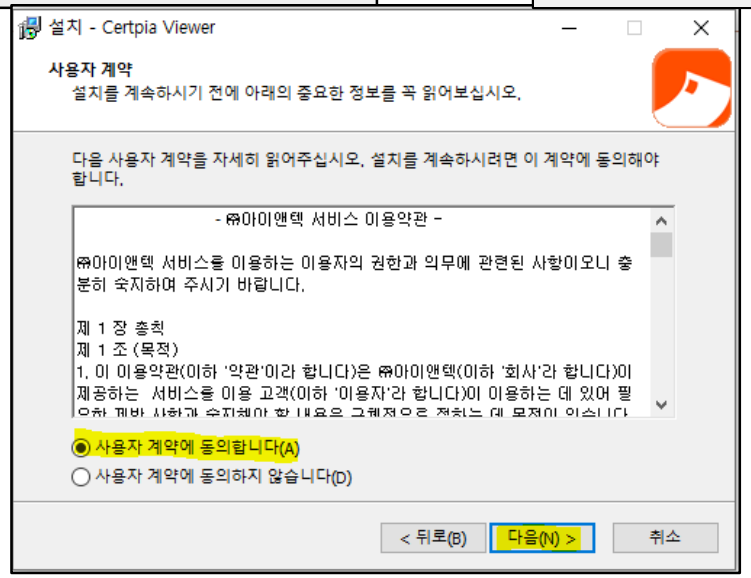
Part 0

CertViewer Installation





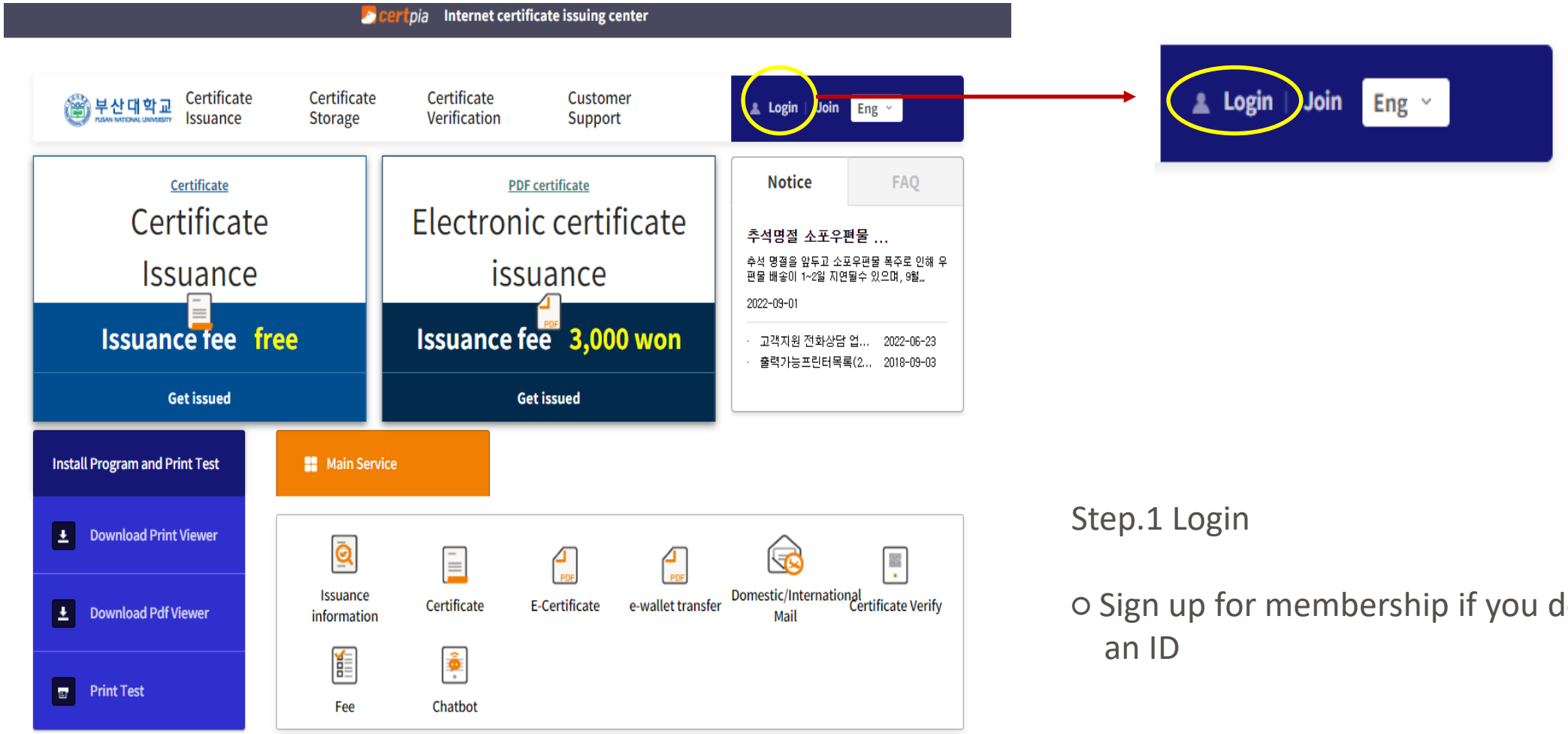




Part 1.

How to issue a certificate

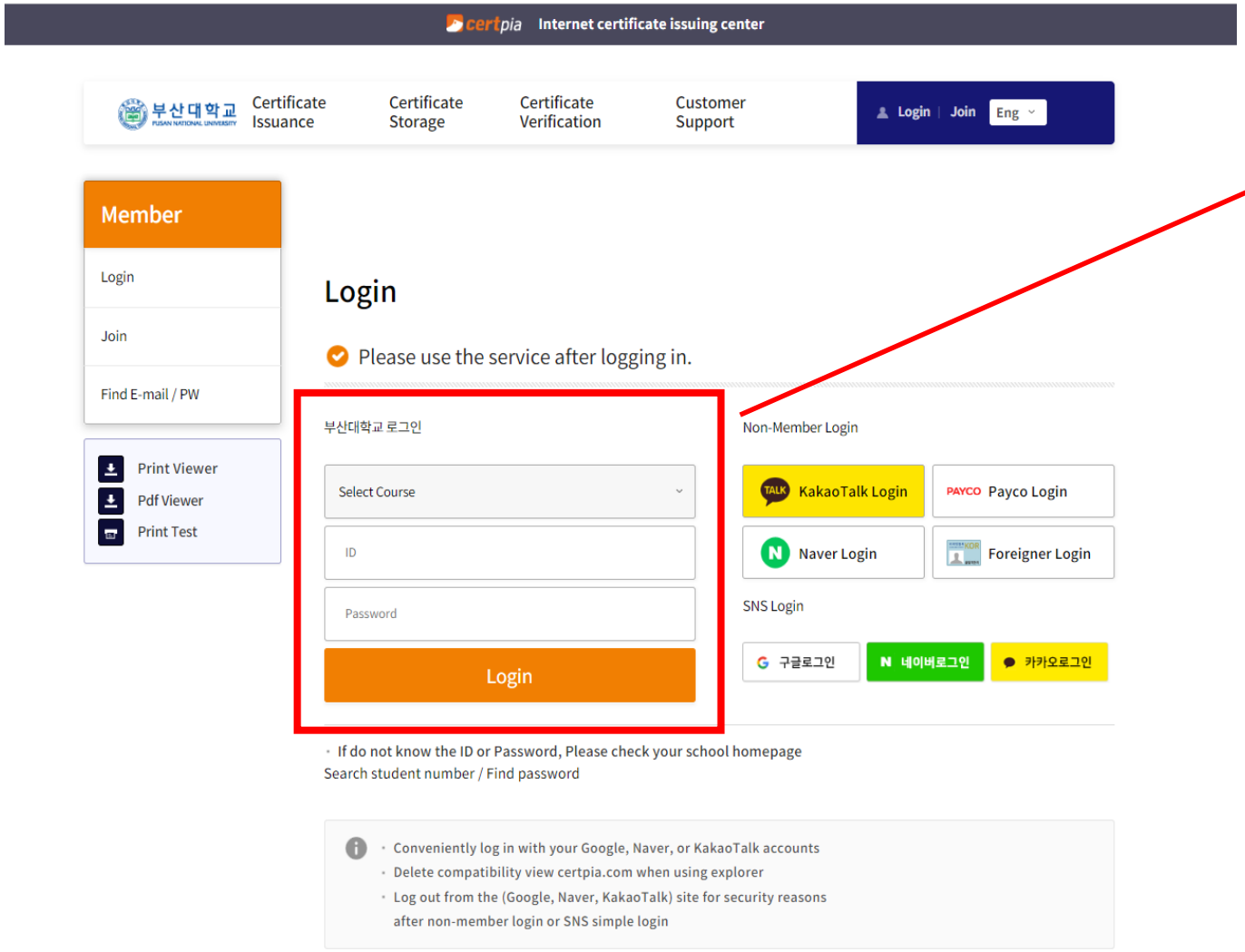
How to issue a certificate

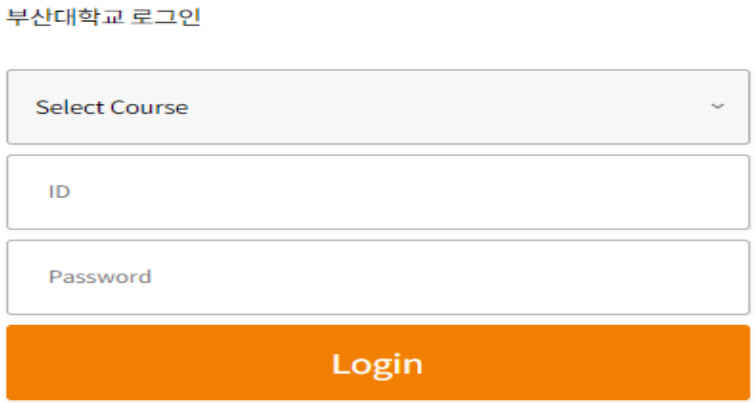


Step.1 Login

○ Sign up for membership if you do not have an ID

How to issue a certificate



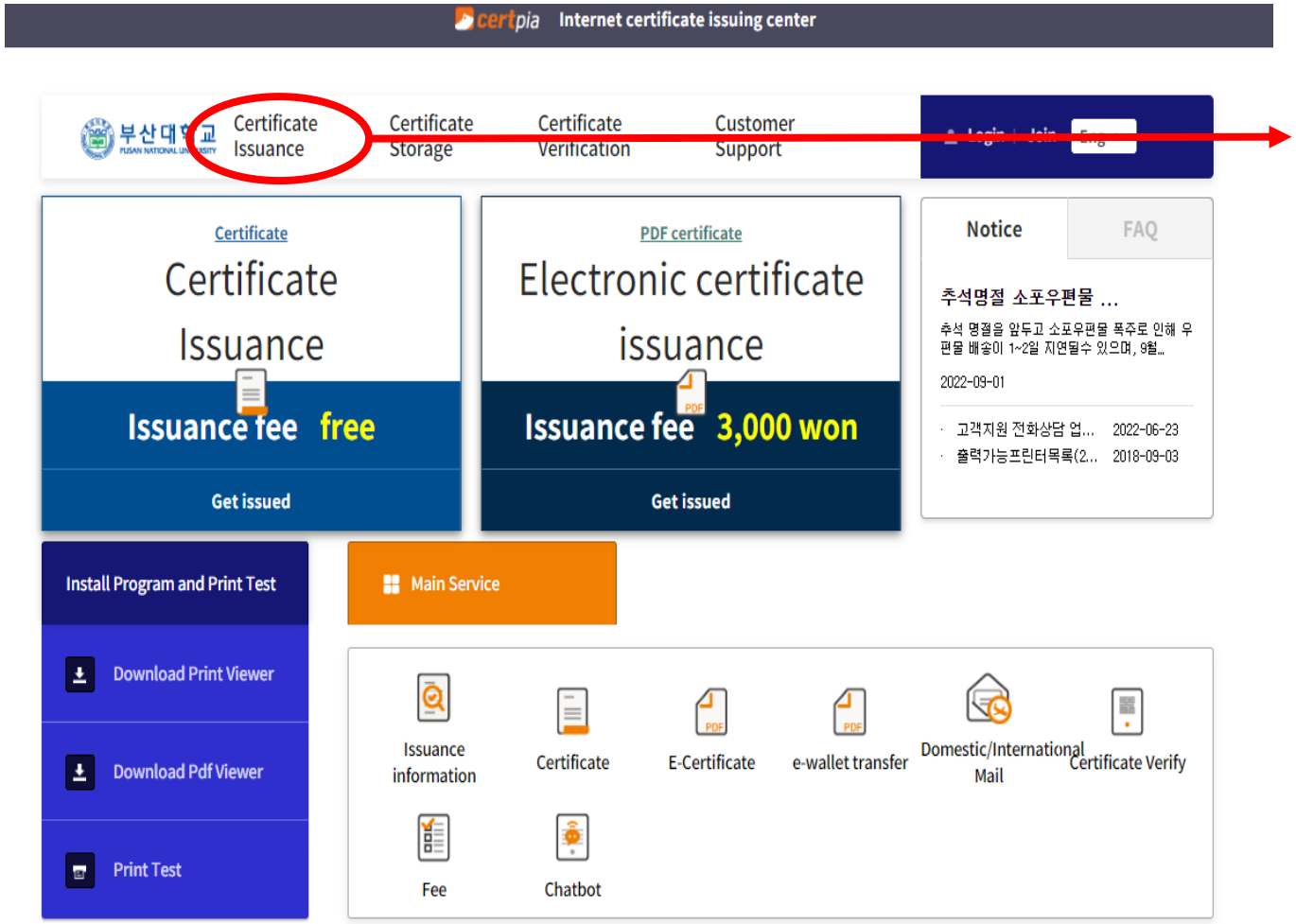


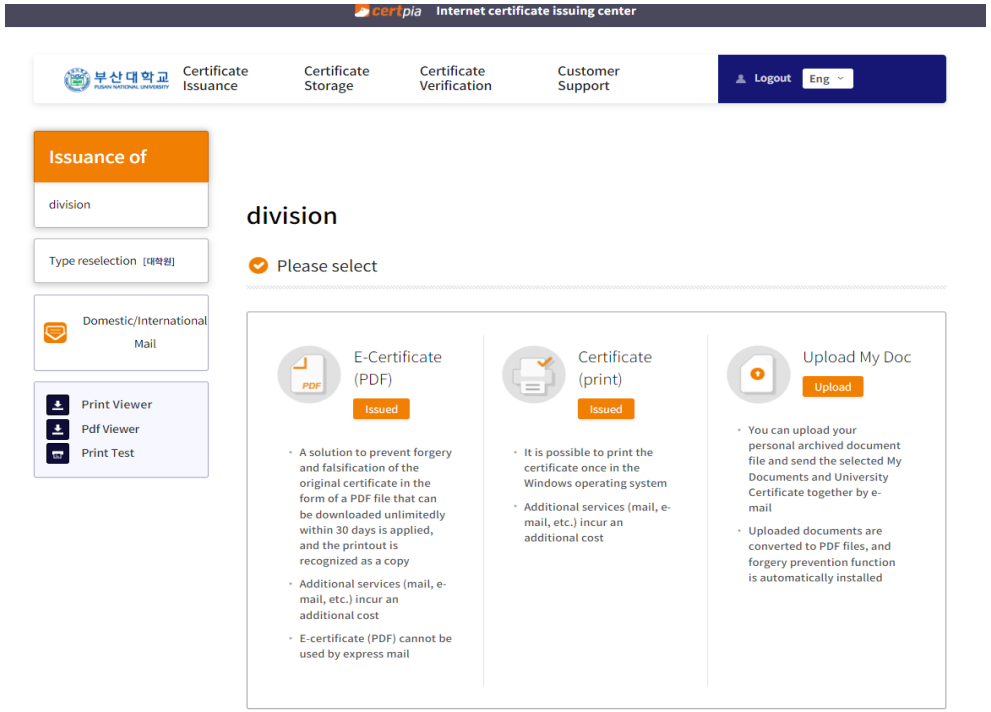
Step.2

○ Log in as a member
=> Log in with the ID you subscribed to in certpia

○ Kakao, Naver, Google, financial certificates, etc. Login available

How to issue a certificate

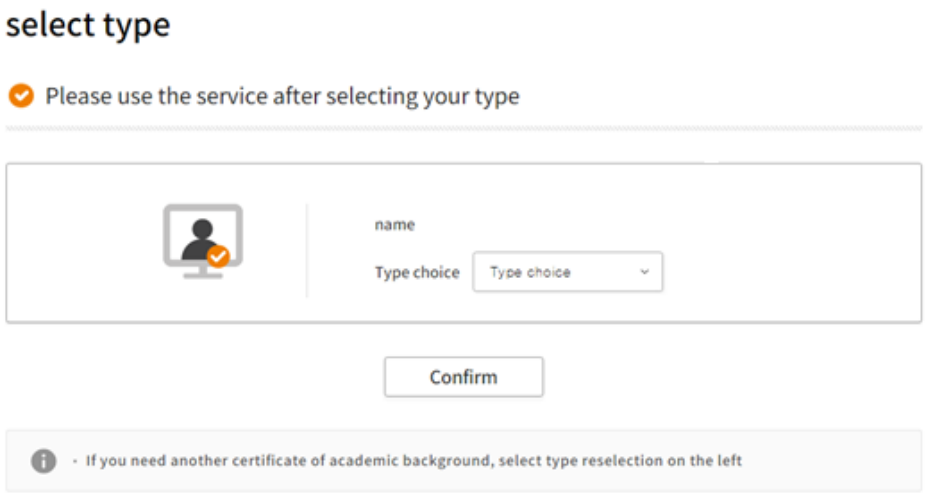


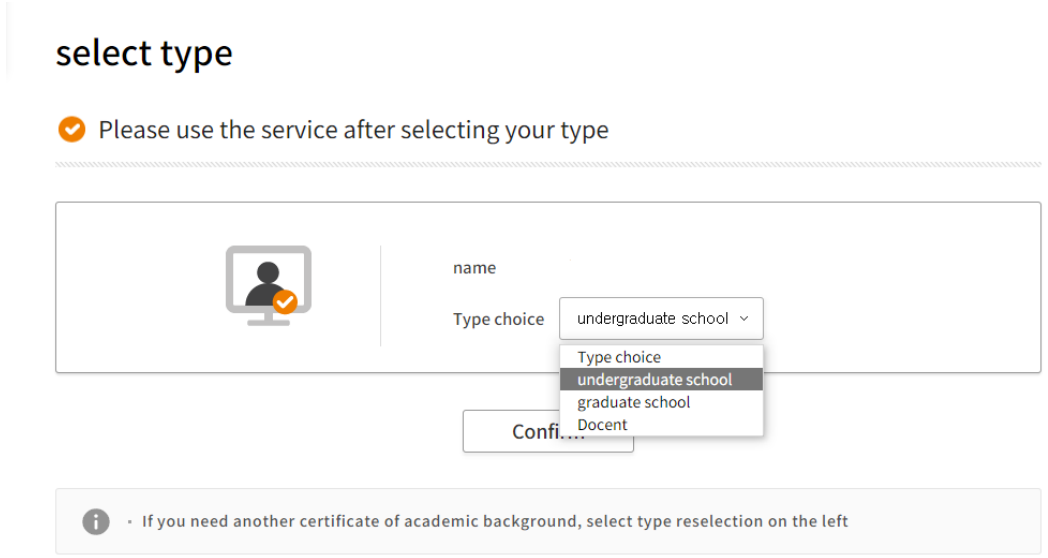


Step.3

- After logging in, click Issue Certificate

How to issue a certificate

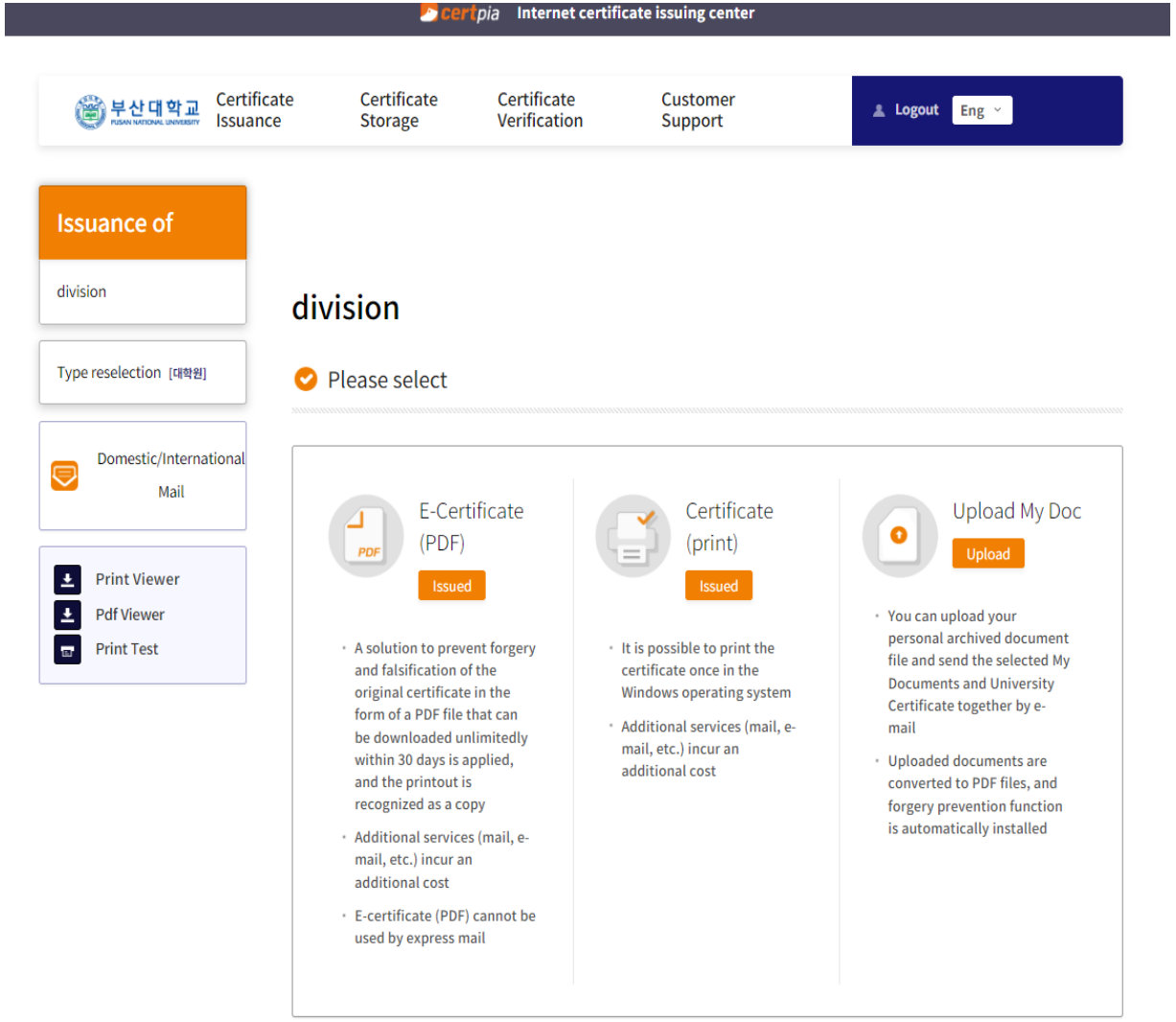




Step.4

○ Select a classification (department, graduate school, etc.) and click “Confirm”
○ Check your personal information and click “Confirm”

How to issue a certificate



Step.5

○ Select Certificate Type

1. PDF Certificate
   - Unlimited downloads for 30 days (PDF file)

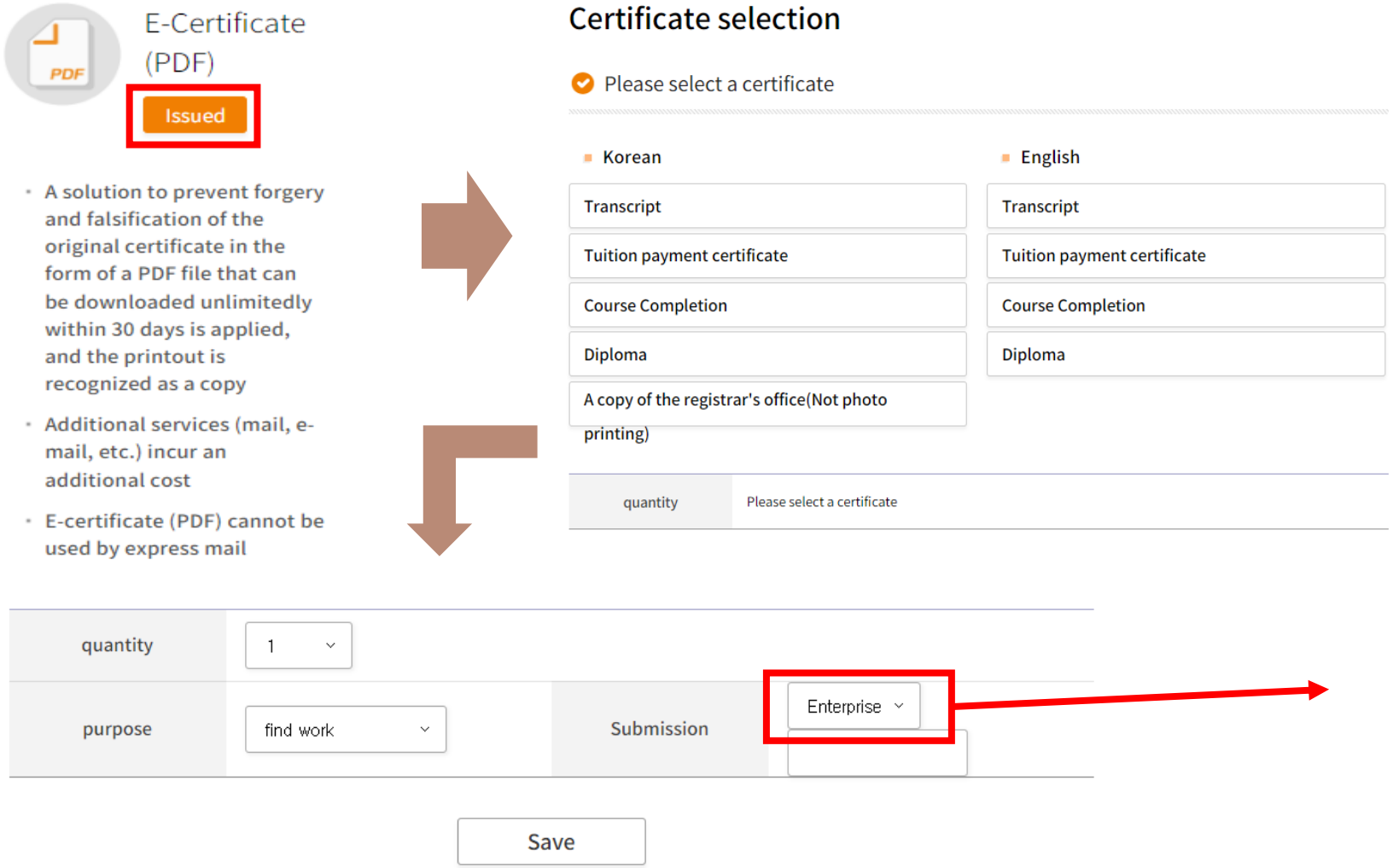
   ※ charge: 3,000

2. The paper certificate
   - Can be printed once

   ※ For free

3. Upload My Documents
   - Personal archive files can be uploaded
   - Convert upload documents to PDF files

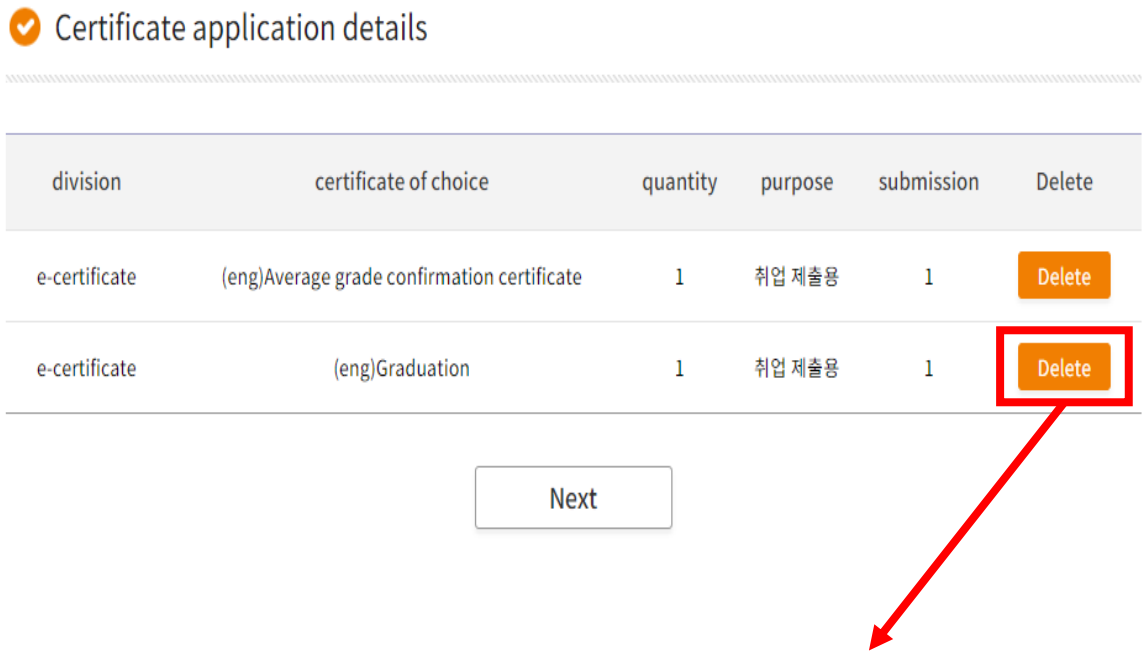
How to issue a certificate(PDF)



- Click Issue Certificate
- Select a certificate between Korean and English versions
- Number of issues (1 sheet), select submission purpose
- Complete registration in certificate application history when you click Save after completing input

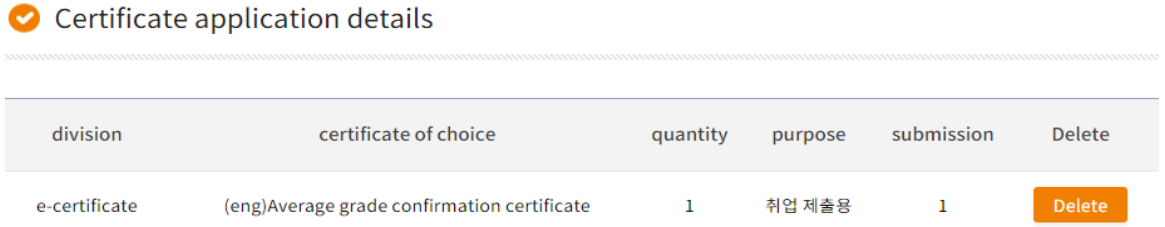
※ Enter company or organization name required

How to issue a certificate(PDF)



- You can check the application details of the stored certificate
- Multiple certificates can be applied in batches
- Go to the payment page

※ Certificate application history can be deleted by clicking “Cancel”



How to issue a certificate(Payment)

payment

E-certificate information input

send kakao ○ use ◉ unused send kakao?

issued certificate	quantity	free	relay fee	E-certificate fee
[kor]Graduate transcripts	1	0won	0won	3,000won

total1 **0won** (free) + **0won** (relay fee) + **3,000won** (E-certificate fee) = Price **3,000** won

Credit Card | mobile | Payco | Naver pay | Kakao pay

- ○ Confirmation of certificate type and number of issuance
- ○ Select your preferred payment method to proceed with the payment

payment

E-certificate information input

send kakao ◉ use ○ unused send kakao?

Mobile number to send - -

※ For PDF certificates, you can send certificates to kakao

How to issue a certificate(Payment)

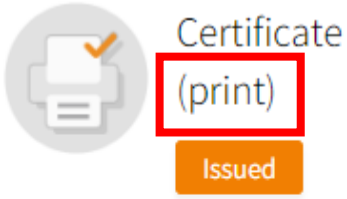
Issued list

Select	Division	certificate name	Issue date	expiry date	state
☐	certificate	(eng)Average grade confirmation certificate [1/1]	2022/09/13	30 days left	Download

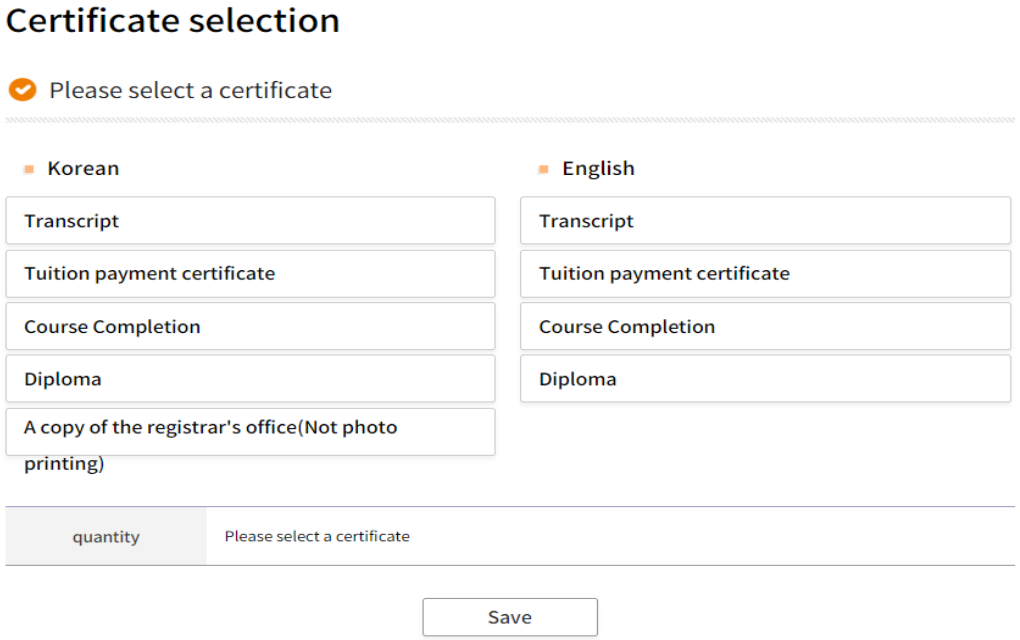
○ Payment completed
⇒ Certificate validation available in the Certificate Archive

○ PDF certificate stored for 30 days
Downloadable

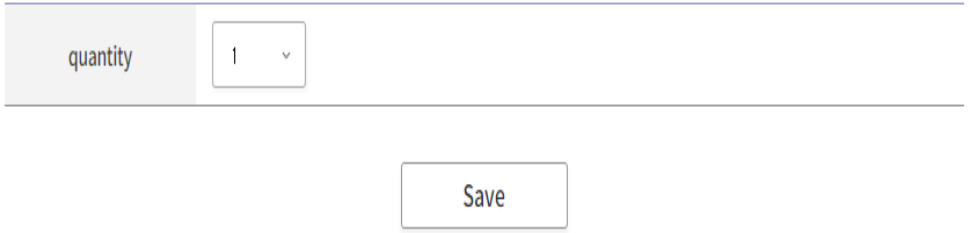
How to issue a certificate(Print)



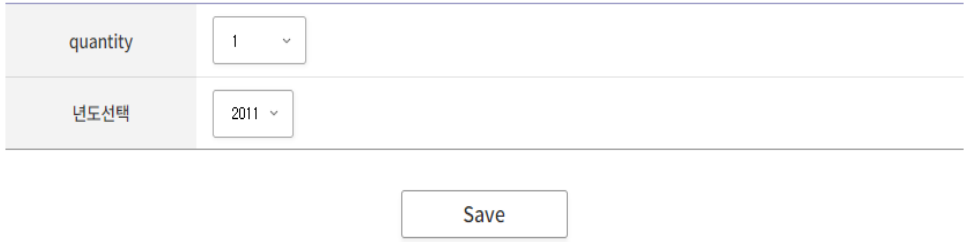
- It is possible to print the certificate once in the Windows operating system
- Additional services (mail, e-mail, etc.) incur an additional cost



- ○ Click Issue Print Certificate
- ○ Select Issuance Certificate
- ○ Select number of issues, year
- ※ Select the year when printing the Certificate of Education Fee Payment
- ○ Check certificate application details after saving



If you select a Transcript, Graduation certificate, etc.



If you select a Certificate of Education Fee Payment

How to issue a certificate(Print)

Certificate application details

division	certificate of choice	quantity	purpose	submission	Delete
e-certificate	(eng)Average grade confirmation certificate	1	취업 제출용	1	Delete
e-certificate	(eng)Graduation	1	취업 제출용	1	Delete

Next

- You can check the application details of the stored certificate
- Multiple certificates can be applied in batches

※ Certificate application details can be deleted by clicking “Cancel”

Notice

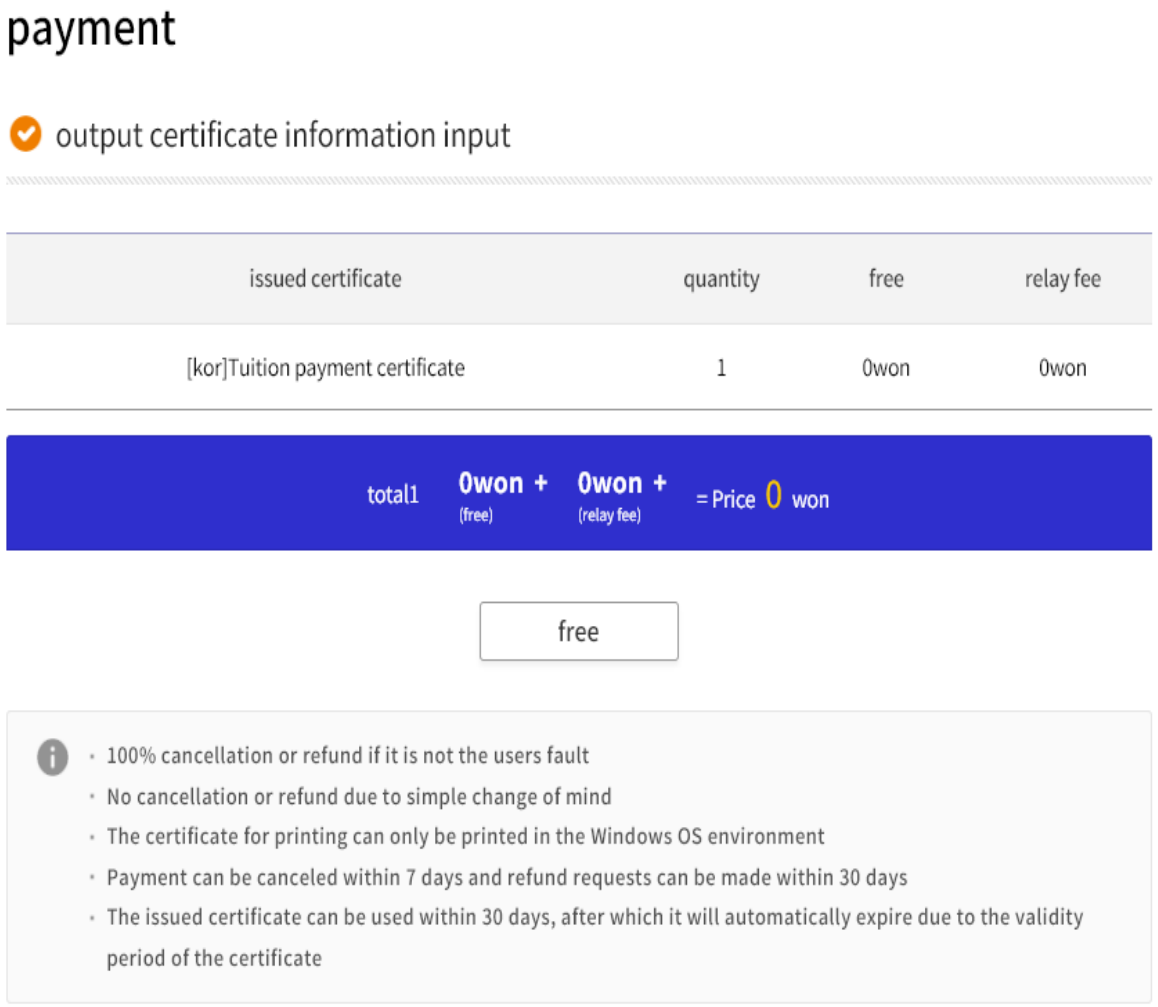
do you want to delete?

Confirm Cancel

Certificate application details

division	certificate of choice	quantity	purpose	submission	Delete
e-certificate	(eng)Average grade confirmation certificate	1	취업 제출용	1	Delete

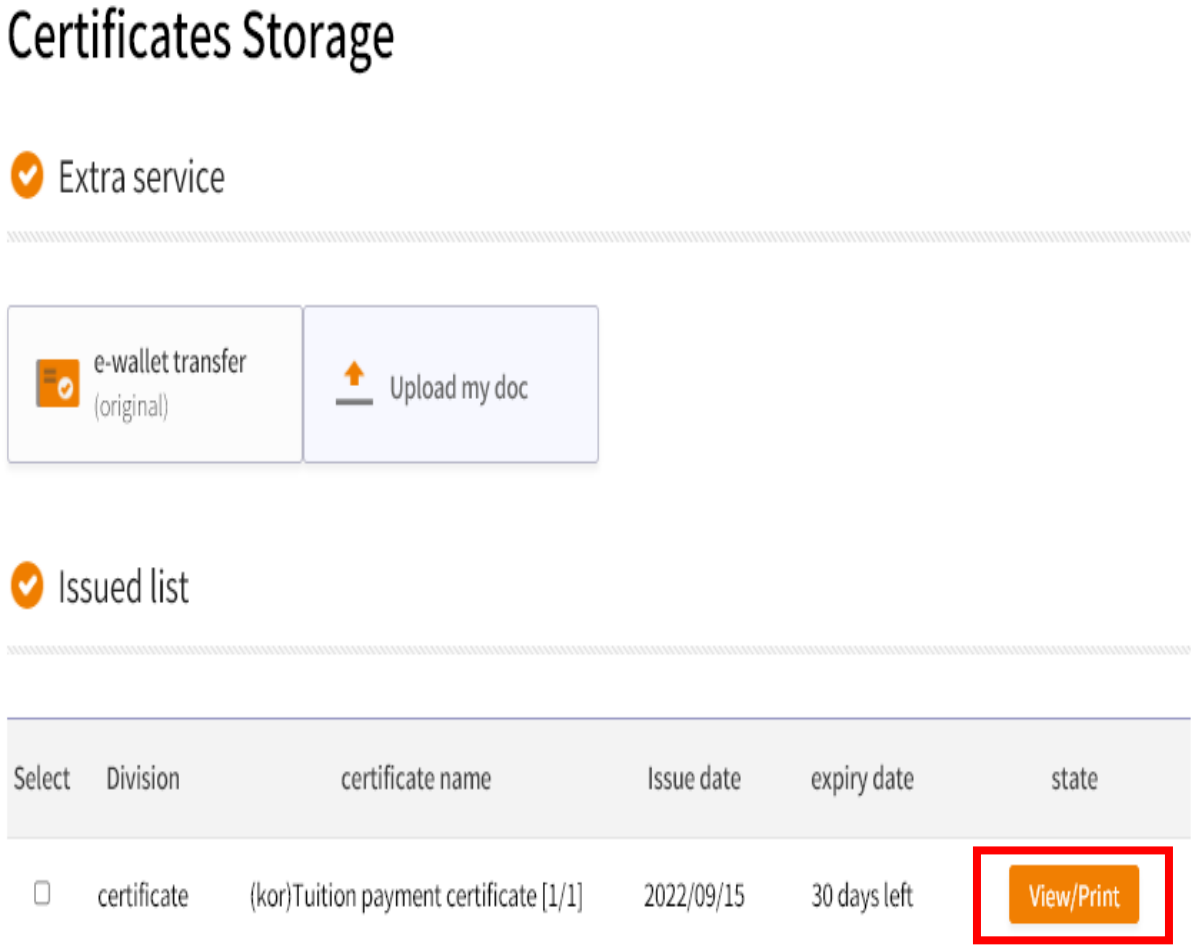
How to issue a certificate(Print)



- Check the type of certificate stored and the number of issued certificates

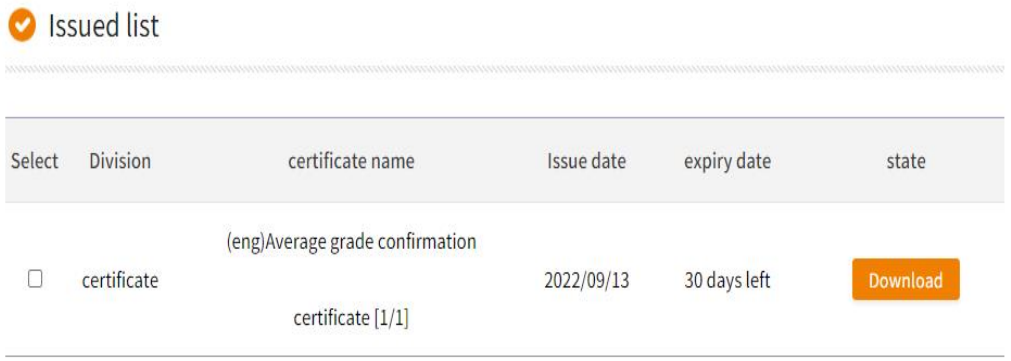
- Click on “Free” after checking the application details

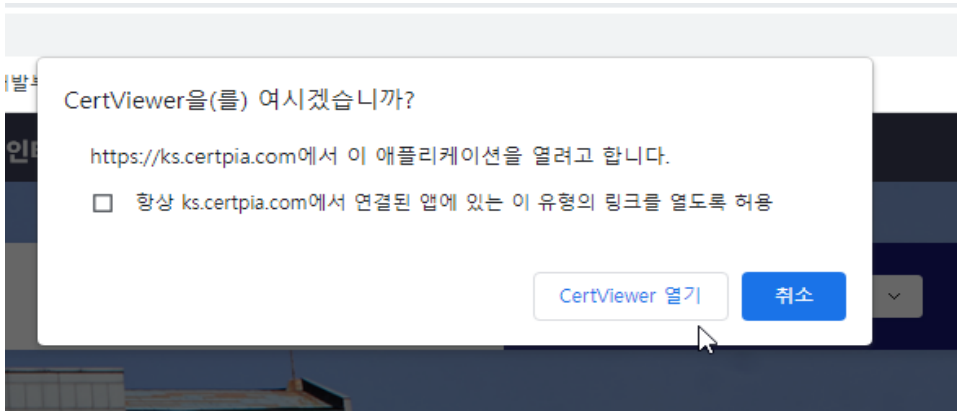
How to issue a certificate(Print)

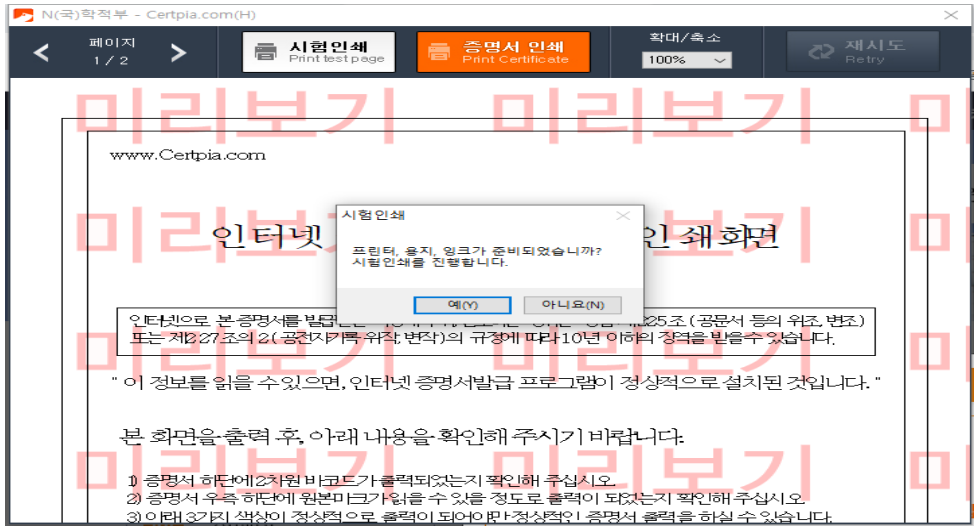


- Keep the certificate for 30 days
- Enables certificate preview using CertViewer

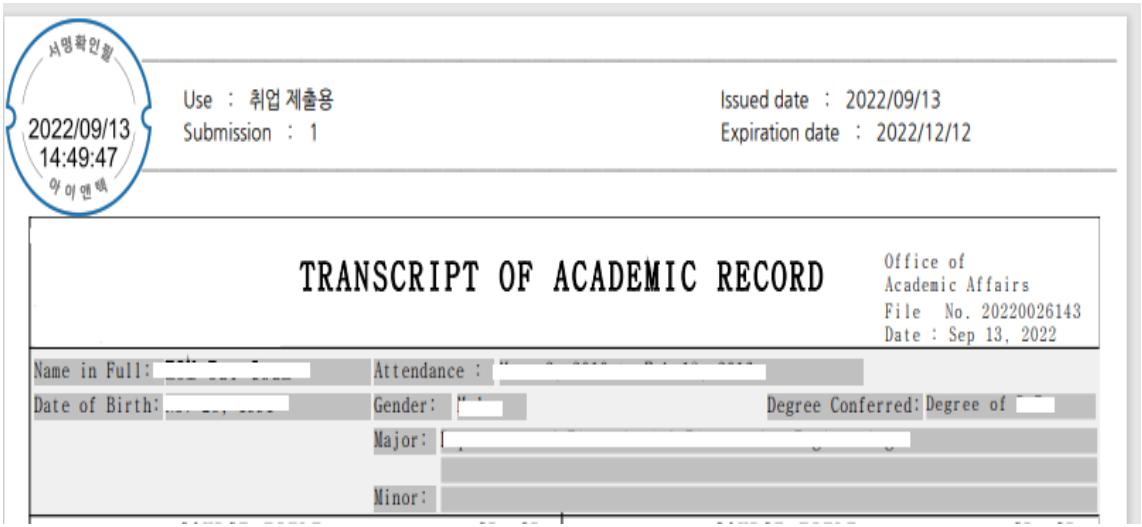
How to issue a certificate(Preview and Test Page)







Test printable

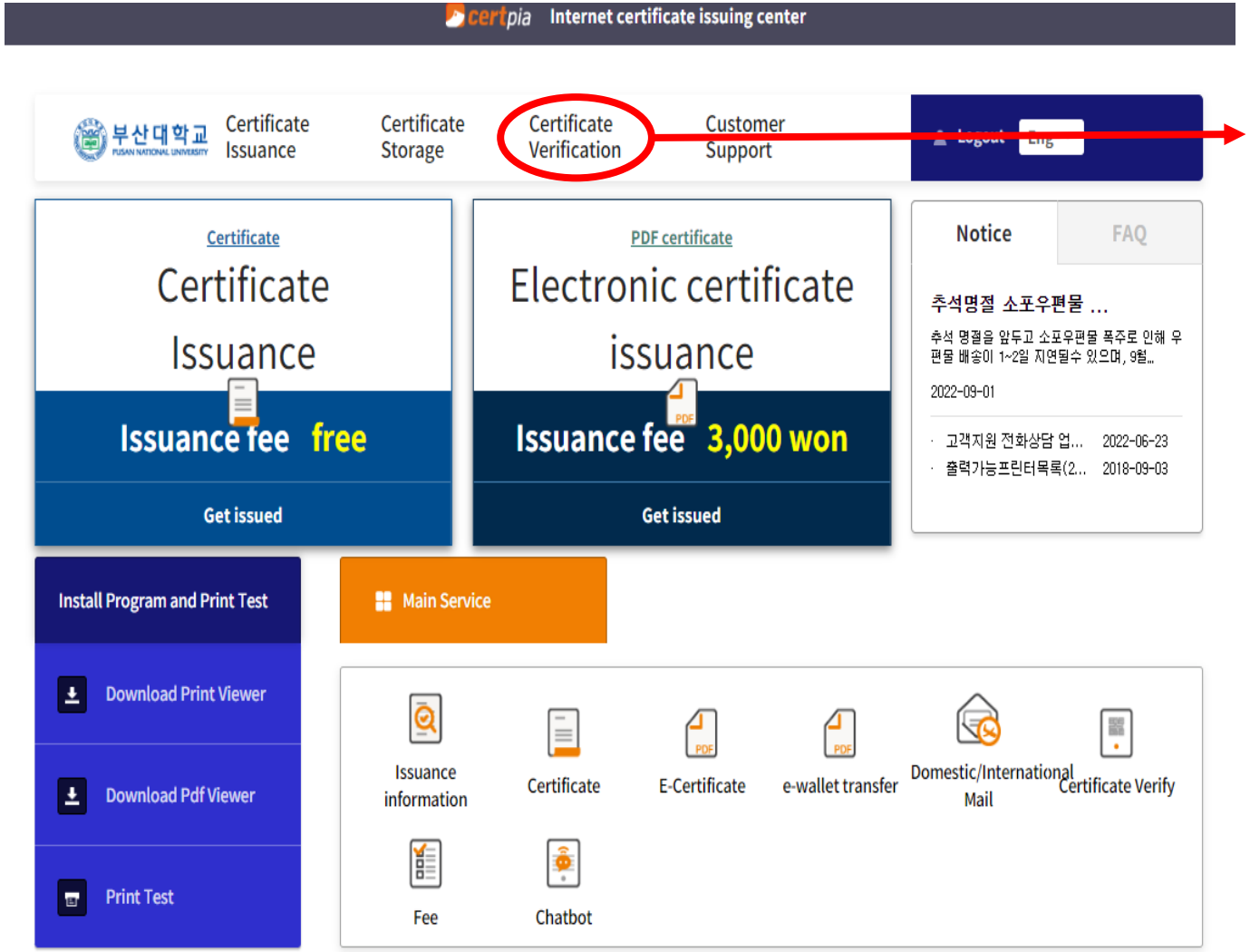


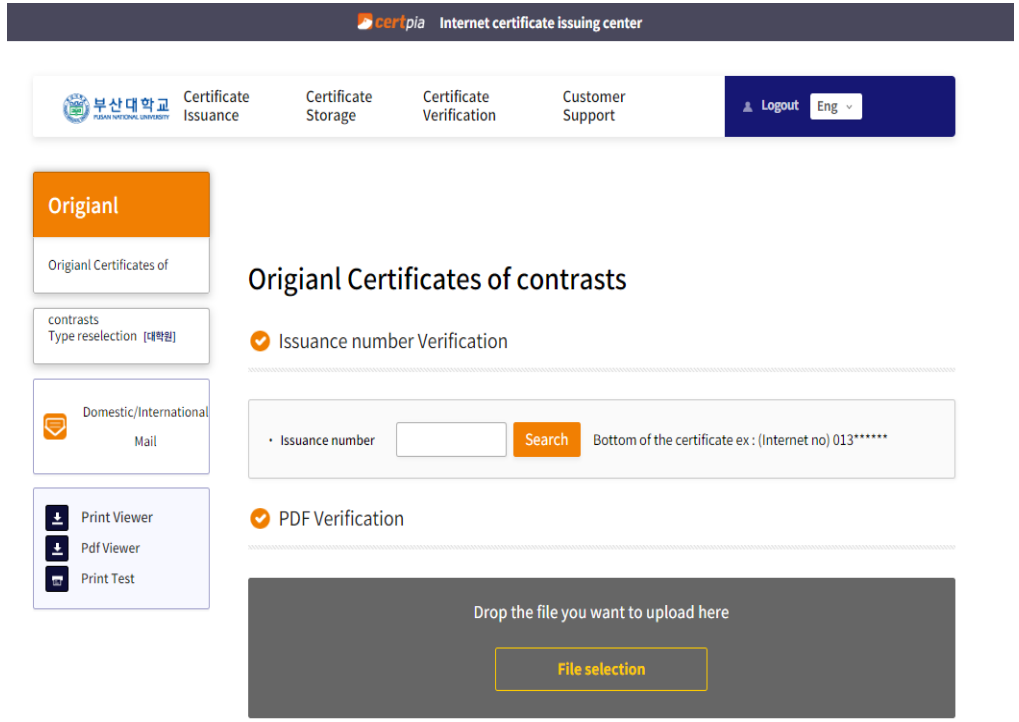
Certificate preview available through CertViewer

Part 2.

Certificate Verification

Certificate Verification





○ Log in and click “Certificate Verification”

○ Certificate Verification available with certificate number, PDF, barcode

※ Refer to the certpia homepage user manual

Certificate Verification

Origianl Certificates of contrasts

Issuance number Verification

· Issuance number Search Bottom of the certificate ex : (Internet no) 013******

○ Number can be checked at the bottom of the PDF certificate

○ Print certificates must be printed before viewing (located at the bottom left)

Origianl Certificates of contrasts

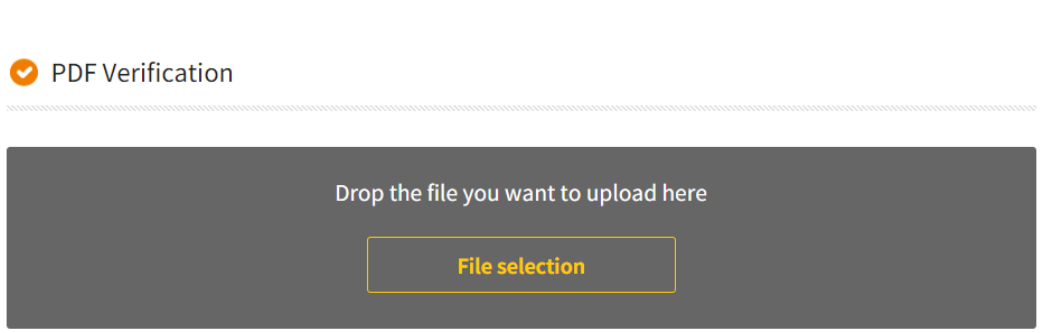
Issuance number Verification

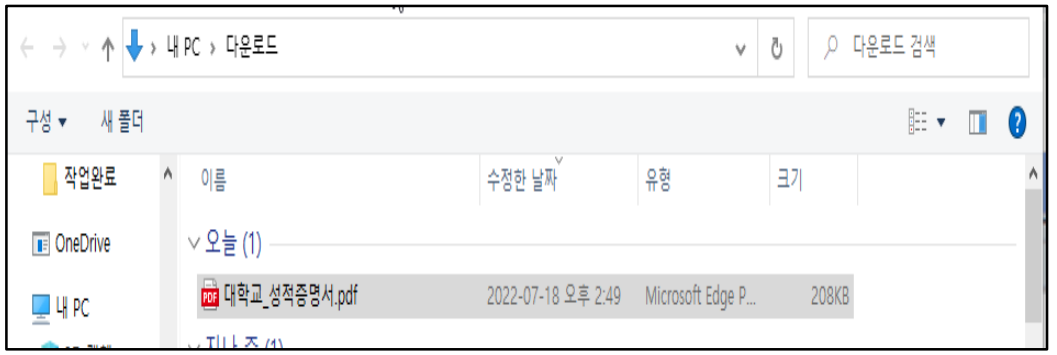
· Issuance number Search Bottom of the certificate ex : (Internet no) 013******

○ Enter the number on the certificate

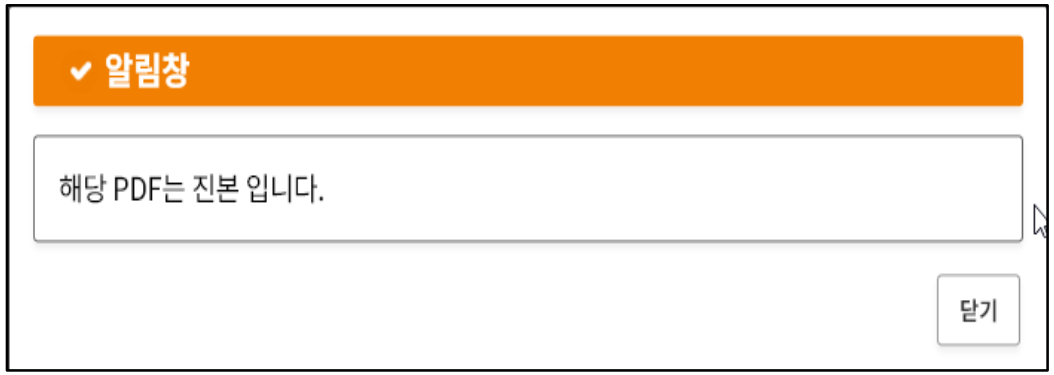
○ When entering the certificate number, you can verify the original certificate through CertViewer

Certificate Verification(PDF)





Select certificates to match



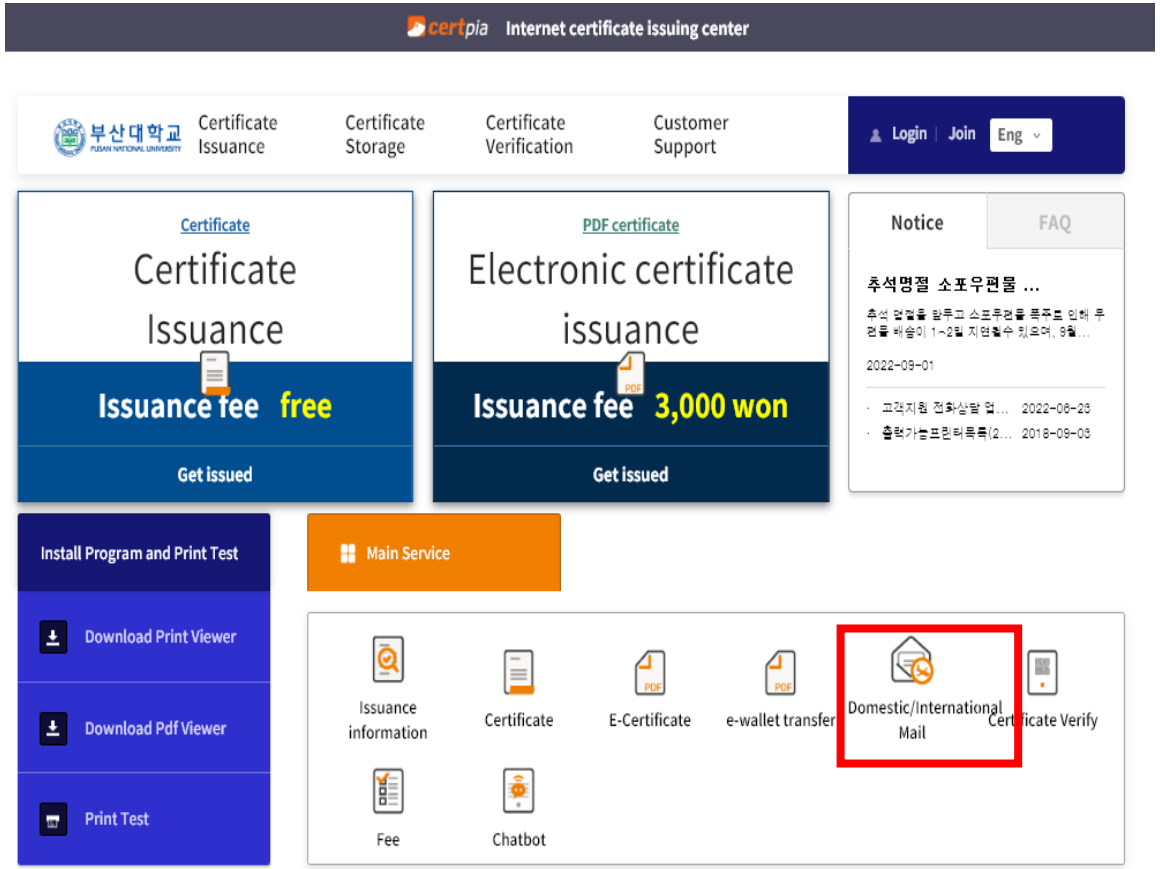
The Original case

Not the Original case

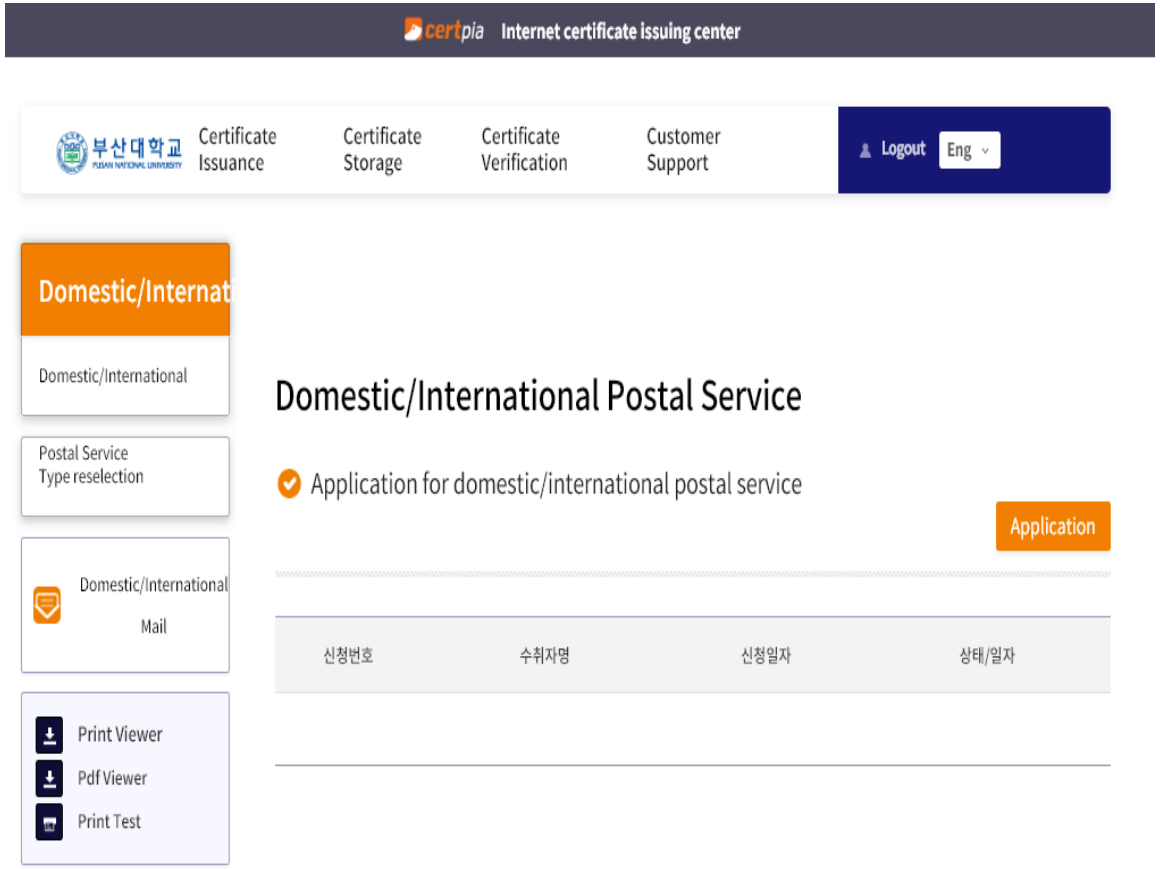
Part 3.

How to apply for a postal certificate

How to apply for a postal certificate

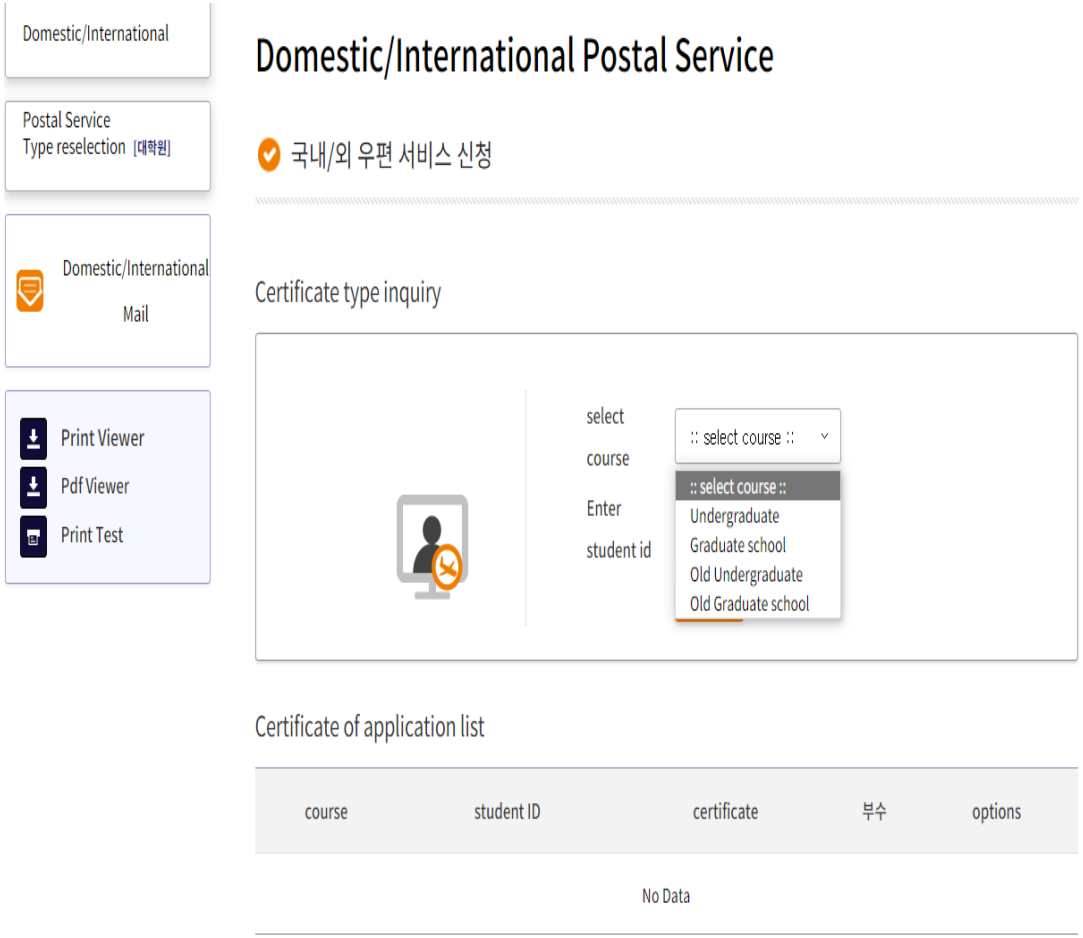


○ Domestic/International Postal Service

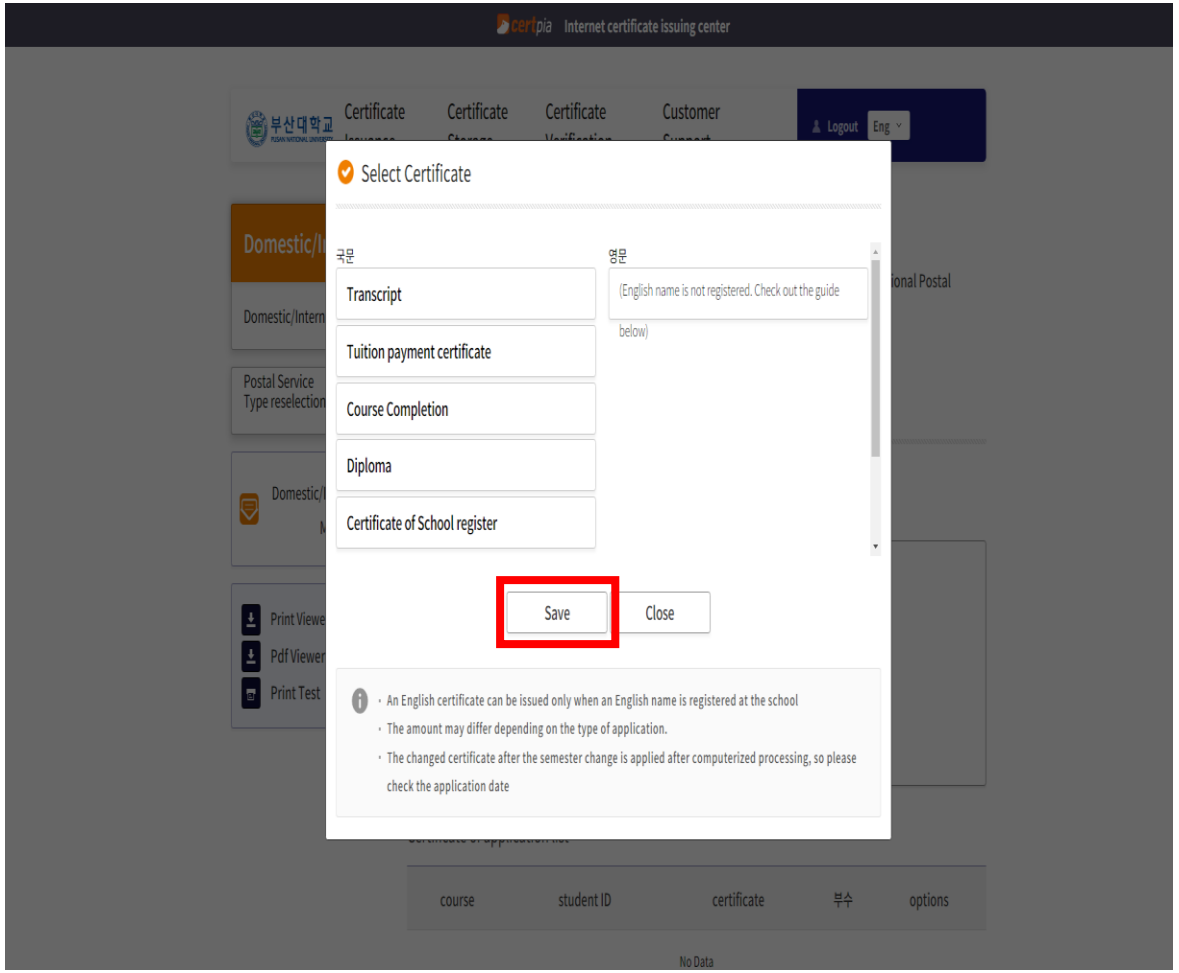


○ Application for domestic/international postal service

How to apply for a postal certificate

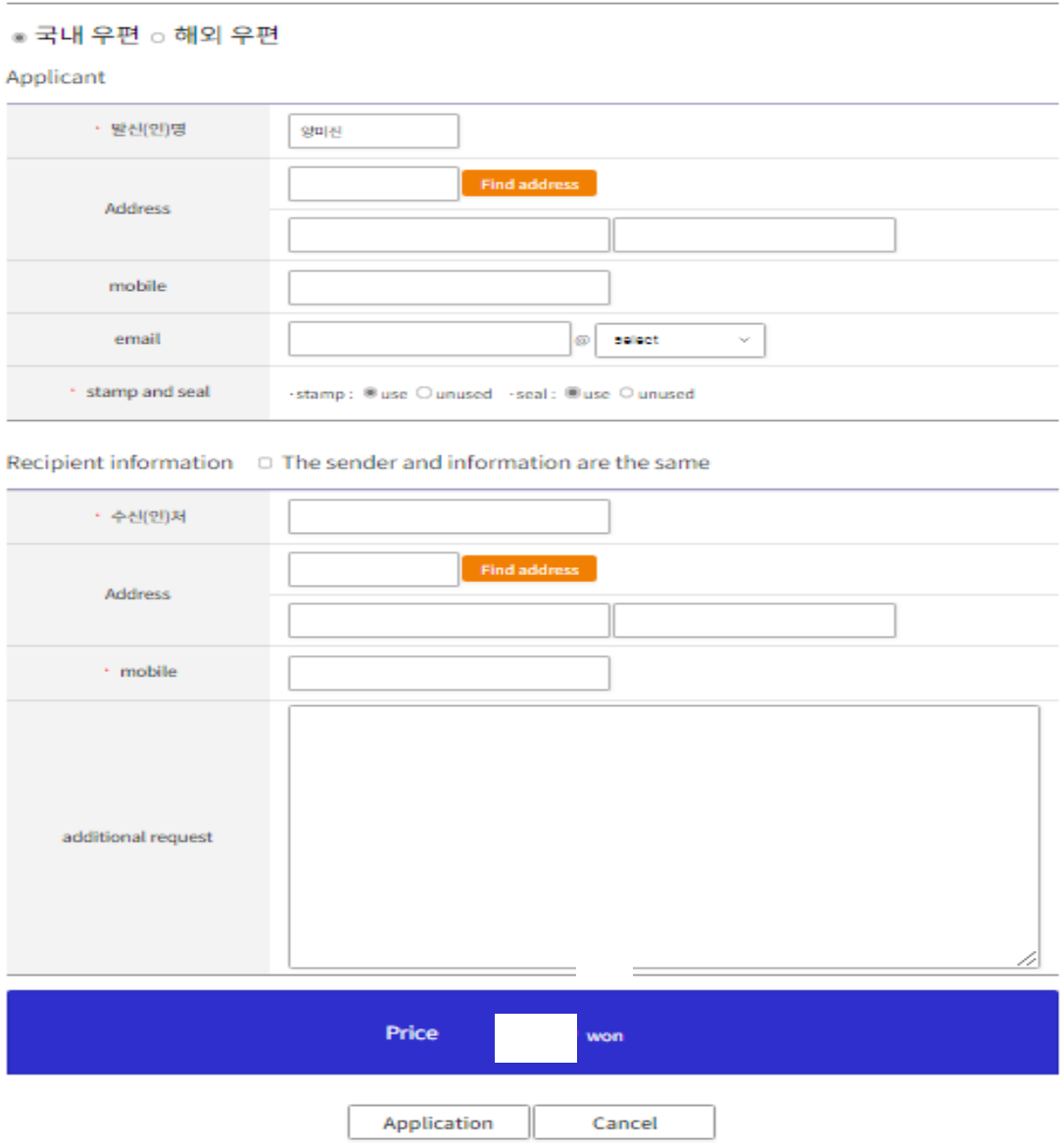


○ Select a course and enter your student number



○ Select and save the certificate in Korean or English

How to apply for a postal certificate



- Select Domestic/International Postal Service
- Enter applicant information and recipient information
- Application completed after checking the final payment amount