

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

CertViewer Installation

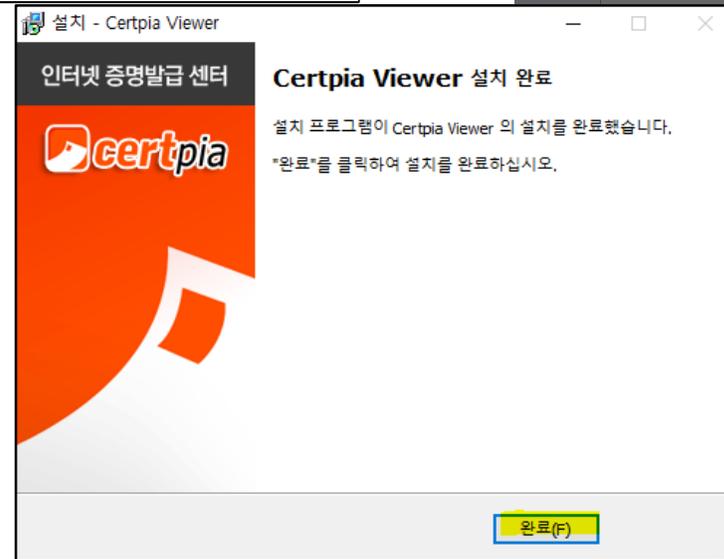
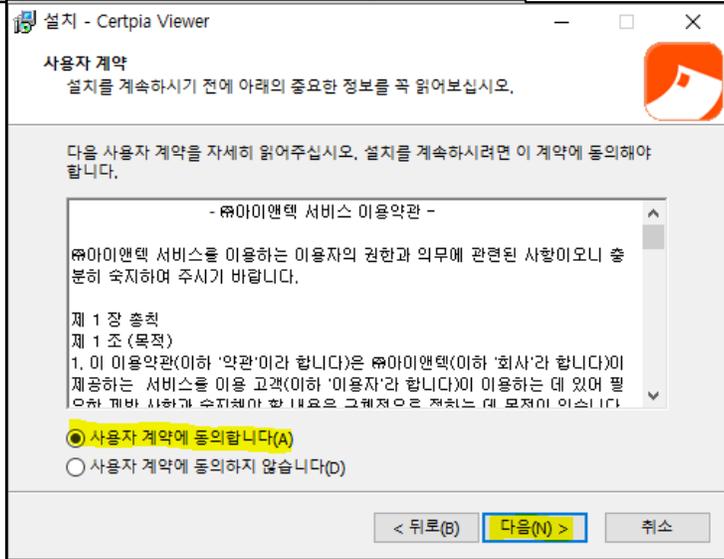
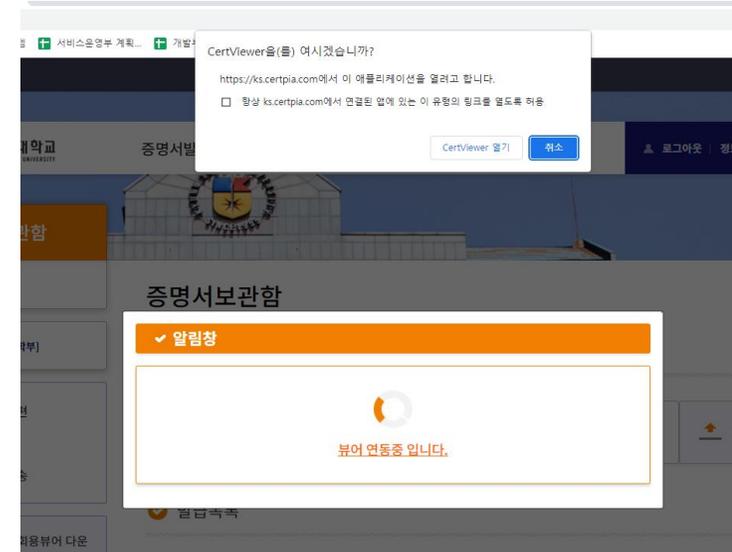
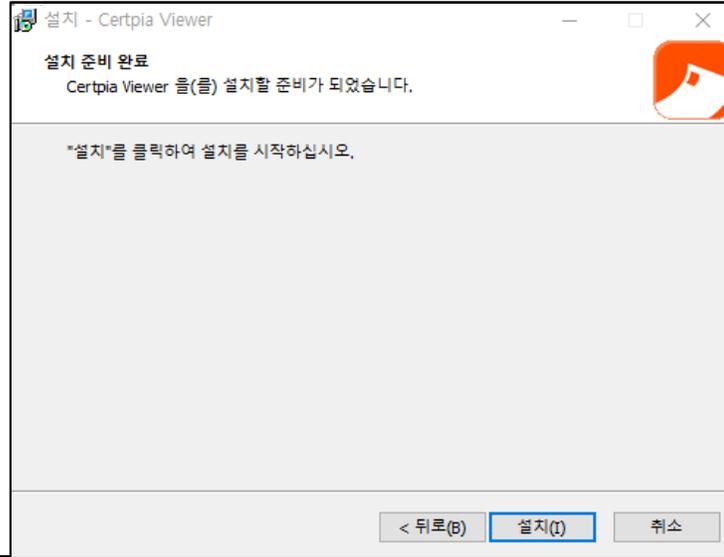
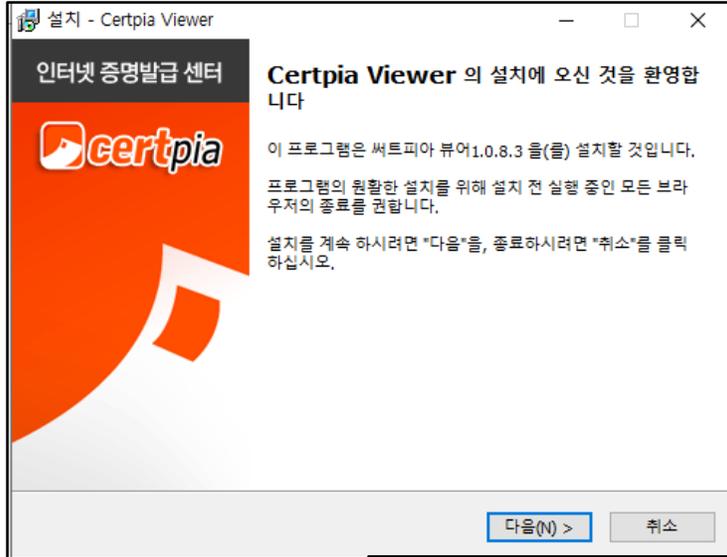
The screenshot shows the certpia website interface. At the top, there is a dark blue header with the certpia logo and the text "Internet certificate issuing center". Below this, there are navigation links for "Certificate Issuance", "Certificate Storage", "Certificate Verification", and "Customer Support". A "Login" button and a language dropdown menu (set to "Eng") are also visible. The main content area features two large buttons: "Certificate Issuance" with "Issuance fee free" and "Get issued", and "Electronic certificate issuance" with "Issuance fee 3,000 won" and "Get issued". A "Notice" section is on the right. At the bottom, there is a "Main Service" section with icons for "Issuance information", "Certificate", "E-Certificate", "e-wallet transfer", "Domestic/International Mail", "Certificate Verify", "Fee", and "Chatbot". A red box highlights a blue sidebar menu on the left with the following items: "Install Program and Print Test", "Download Print Viewer", "Download Pdf Viewer", and "Print Test". A red arrow points from the "Download Print Viewer" item in the sidebar to the corresponding item in the zoomed-in view on the right.

This is a zoomed-in view of the blue sidebar menu. It contains three items, each with a download icon: "Download Print Viewer", "Download Pdf Viewer", and "Print Test". A red rectangular box highlights the "Download Print Viewer" item.



A white rectangular box with a thin black border containing the text "viewerSetup.exe" and a small upward-pointing arrow icon on the right side.

CertViewer Installation



Part 1.

How to issue a certificate

How to issue a certificate

The screenshot shows the homepage of the certpia Internet certificate issuing center. At the top, there is a dark blue header with the certpia logo and the text "Internet certificate issuing center". Below this, a navigation bar contains the Pusan National University logo, "Certificate Issuance", "Certificate Storage", "Certificate Verification", and "Customer Support". On the right side of the navigation bar, there is a dark blue box with "Login", "Join", and "Eng" options. A yellow circle highlights the "Login" button, and a red arrow points from it to a larger, zoomed-in version of the same navigation bar on the right. The main content area features two large blue buttons: "Certificate Issuance" with "Issuance fee free" and "Get issued", and "Electronic certificate issuance" with "Issuance fee 3,000 won" and "Get issued". To the right of these buttons is a "Notice" section with a "FAQ" tab. Below the main content, there is a "Main Service" section with a grid of icons for "Issuance information", "Certificate", "E-Certificate", "e-wallet transfer", "Domestic/International Mail", "Certificate Verify", "Fee", and "Chatbot". On the far left, there is a vertical sidebar with "Install Program and Print Test" and buttons for "Download Print Viewer", "Download Pdf Viewer", and "Print Test".

A zoomed-in view of the navigation bar's right side, showing the "Login", "Join", and "Eng" buttons. The "Login" button is circled in yellow, and a red arrow points from the "Login" button in the main screenshot to this zoomed-in view.

Step.1 Login

- o Sign up for membership if you do not have an ID

How to issue a certificate



Member

Login

Join

Find E-mail / PW

Print Viewer

Pdf Viewer

Print Test

Login

✔ Please use the service after logging in.

부산대학교 로그인

Select Course

ID

Password

Login

Non-Member Login

KakaoTalk Login

Payco Login

Naver Login

Foreigner Login

SNS Login

구글로그인

네이버로그인

카카오로그인

· If do not know the ID or Password, Please check your school homepage
Search student number / Find password

- Conveniently log in with your Google, Naver, or KakaoTalk accounts
- Delete compatibility view certpia.com when using explorer
- Log out from the (Google, Naver, KakaoTalk) site for security reasons after non-member login or SNS simple login

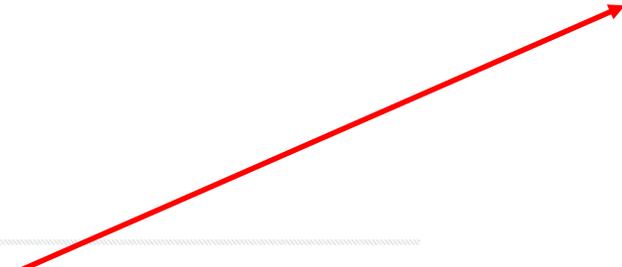
부산대학교 로그인

Select Course

ID

Password

Login



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

certpia Internet certificate issuing center

부산대학교 PUSAN NATIONAL UNIVERSITY

Certificate Issuance Certificate Storage Certificate Verification Customer Support

Notice

추석명절 소포우편물 ...

추석 명절을 앞두고 소포우편물 폭주로 인해 우편물 배송이 1~2일 지연될수 있으며, 9월...

2022-09-01

- 고객센터 전화상담 업... 2022-06-23
- 출력가능프린터목록(2... 2018-09-03

Install Program and Print Test

- Download Print Viewer
- Download Pdf Viewer
- Print Test

Main Service

- Issuance information
- Certificate
- E-Certificate
- e-wallet transfer
- Domestic/International Mail
- Certificate Verify
- Fee
- Chatbot

certpia Internet certificate issuing center

부산대학교 PUSAN NATIONAL UNIVERSITY

Certificate Issuance Certificate Storage Certificate Verification Customer Support

Logout Eng

Issuance of

division

Type reselection (대학원)

Domestic/International Mail

Print Viewer Pdf Viewer Print Test

division

Please select

E-Certificate (PDF) Issued

Certificate (print) Issued

Upload My Doc Upload

- A solution to prevent forgery and falsification of the original certificate in the form of a PDF file that can be downloaded unlimitedly within 30 days is applied, and the printout is recognized as a copy
- Additional services (mail, e-mail, etc.) incur an additional cost
- E-certificate (PDF) cannot be used by express mail

Step.3

o After logging in, click Issue Certificate

How to issue a certificate

select type

✔ Please use the service after selecting your type

name
Type choice Type choice

Confirm

i · If you need another certificate of academic background, select type reselection on the left

select type

✔ Please use the service after selecting your type

name
Type choice undergraduate school

Type choice
undergraduate school
graduate school
Docent

Confirm

i · If you need another certificate of academic background, select type reselection on the left

Step.4

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

✔ personal information

check the information

name(kor)	
name(eng)	
state	졸업생
St.No	

Confirm

How to issue a certificate

The screenshot shows the 'certpia' Internet certificate issuing center interface. At the top, there is a navigation bar with the logo of Pusan National University and links for 'Certificate Issuance', 'Certificate Storage', 'Certificate Verification', and 'Customer Support'. A 'Logout' button and a language dropdown menu are also present. The main content area is titled 'Issuance of' and includes a 'division' dropdown menu. Below this, there are options for 'Type reselection [대학원]' and 'Domestic/International Mail'. A 'Please select' prompt is visible. The main content area is divided into three columns, each representing a different certificate type: 'E-Certificate (PDF)', 'Certificate (print)', and 'Upload My Doc'. Each column includes an icon, a title, a status indicator (e.g., 'Issued'), and a list of features and conditions.

certpia Internet certificate issuing center

부산대학교 PUSAN NATIONAL UNIVERSITY Certificate Issuance Certificate Storage Certificate Verification Customer Support Logout Eng

Issuance of

division

Type reselection [대학원]

Domestic/International Mail

Print Viewer Pdf Viewer Print Test

division

Please select

E-Certificate (PDF) Issued

- A solution to prevent forgery and falsification of the original certificate in the form of a PDF file that can be downloaded unlimitedly within 30 days is applied, and the printout is recognized as a copy
- Additional services (mail, e-mail, etc.) incur an additional cost
- E-certificate (PDF) cannot be used by express mail

Certificate (print) Issued

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

Upload My Doc Upload

- You can upload your personal archived document file and send the selected My Documents and University Certificate together by e-mail
- Uploaded documents are converted to PDF files, and forgery prevention function is automatically installed

Step.5

o 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)



E-Certificate (PDF)

Issued

- A solution to prevent forgery and falsification of the original certificate in the form of a PDF file that can be downloaded unlimitedly within 30 days is applied, and the printout is recognized as a copy
- Additional services (mail, e-mail, etc.) incur an additional cost
- E-certificate (PDF) cannot be used by express mail



Certificate selection

✔ Please select a certificate

■ Korean

- Transcript
- Tuition payment certificate
- Course Completion
- Diploma
- A copy of the registrar's office(Not photo printing)

■ English

- Transcript
- Tuition payment certificate
- Course Completion
- Diploma

quantity	Please select a certificate
----------	-----------------------------

quantity	1		
purpose	find work	Submission	Enterprise

Save

- 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)

✔ 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
- Go to the payment page

✘ Certificate application history 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(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** + **0won** + **3,000won** + = Price **3,000** won
(free) (relay fee) (E-certificate fee)

- 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

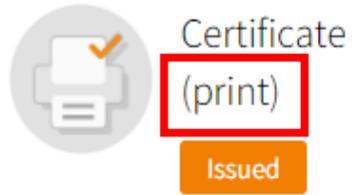
How to issue a certificate(Payment)

✔ Issued list

Select	Division	certificate name	Issue date	expiry date	state
<input type="checkbox"/>	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



Certificate selection

Please select a certificate

Korean

Transcript

Tuition payment certificate

Course Completion

Diploma

A copy of the registrar's office(Not photo printing)

English

Transcript

Tuition payment certificate

Course Completion

Diploma

quantity

Please select a certificate

Save



quantity	1
----------	---

Save

If you select a Transcript, Graduation certificate, etc.



quantity	1
년도선택	2011

Save

If you select a Certificate of Education Fee Payment

- 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

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

✔ Notice

do you want to delete?

Confirm

Cancel

- 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”**

✔ 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)

payment

✔ output certificate information input

issued certificate	quantity	free	relay fee
[kor]Tuition payment certificate	1	0won	0won

total1 **0won** + **0won** + = Price **0** won
(free) (relay fee)

free

- 100% cancellation or refund if it is not the users fault
- No cancellation or refund due to simple change of mind
- The certificate for printing can only be printed in the Windows OS environment
- Payment can be canceled within 7 days and refund requests can be made within 30 days
- The issued certificate can be used within 30 days, after which it will automatically expire due to the validity period of the certificate

- 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)

Certificates Storage

✔ Extra service

 e-wallet transfer
(original)  Upload my doc

✔ Issued list

Select	Division	certificate name	Issue date	expiry date	state
<input type="checkbox"/>	certificate	(kor)Tuition payment certificate [1/1]	2022/09/15	30 days left	View/Print

○ Keep the certificate for 30 days

○ Enables certificate preview using CertViewer

How to issue a certificate(Preview and Test Page)

Issued list

Select	Division	certificate name	Issue date	expiry date	state
<input type="checkbox"/>		(eng)Average grade confirmation certificate [1/1]	2022/09/13	30 days left	Download



CertViewer을(를) 여시겠습니까?

https://ks.certpia.com에서 이 애플리케이션을 열려고 합니다.

항상 ks.certpia.com에서 연결된 앱에 있는 이 유형의 링크를 열도록 허용

[CertViewer 열기](#) [취소](#)



N(국)학적부 - Certpia.com(H)

시험인쇄 Print test page 증명서 인쇄 Print Certificate 확대/축소 100% 재시도 Retry

www.Certpia.com

인터넷 시험인쇄 인쇄 화면

프린터, 용지, 잉크가 준비되었습니까?
시험인쇄를 진행합니다.

예(Y) 아니오(N)

인터넷으로 본 증명서를 발급 받으실 때는 제227조의 2(공전자기적 위작, 변작)의 규정에 따라 10년 이하의 징역을 받을 수 있습니다.

"이 정보를 읽을 수 있으면, 인터넷 증명서발급 프로그램이 정상적으로 설치된 것입니다."

본 화면을 출력 후, 아래 내용을 확인해 주시기 바랍니다.

- 1) 증명서 하단에 2차원 바코드가 출력되었는지 확인해 주십시오.
- 2) 증명서 우측 하단에 원본마크가 읽을 수 있을 정도로 출력되었는지 확인해 주십시오.
- 3) 아래 QR지 색상이 정상적으로 출력되어야만 정상적인 증명서 출력을 하실 수 있습니다.

Test printable

서명확인할 2022/09/13 14:49:47 마이엔택

Use : 취업 제출용 Submission : 1 Issued date : 2022/09/13 Expiration date : 2022/12/12

TRANSCRIPT OF ACADEMIC RECORD

Office of Academic Affairs
File No. 20220026143
Date : Sep 13, 2022

Name in Full:	Attendance :
Date of Birth:	Gender: Degree Conferred: Degree of
	Major:
	Minor:

Certificate preview available through CertViewer

Part 2.

Certificate Verification

Certificate Verification

The screenshot shows the certpia homepage with the following elements:

- Header: certpia Internet certificate issuing center
- Navigation: Certificate Issuance, Certificate Storage, **Certificate Verification** (circled in red), Customer Support, Login, Eng.
- Main Content:
 - Certificate Issuance: Issuance fee free, Get issued
 - Electronic certificate issuance: Issuance fee 3,000 won, Get issued
 - Notice and FAQ sections.
- Footer/Service Area:
 - Install Program and Print Test: Download Print Viewer, Download Pdf Viewer, Print Test
 - Main Service: Issuance information, Certificate, E-Certificate, e-wallet transfer, Domestic/International Mail, Certificate Verify, Fee, Chatbot

The screenshot shows the Certificate Verification page with the following elements:

- Header: certpia Internet certificate issuing center
- Navigation: 부산대학교 (PUSAN NATIONAL UNIVERSITY), Certificate Issuance, Certificate Storage, Certificate Verification, Customer Support, Logout, Eng.
- Left Sidebar:
 - Original: Original Certificates of contrasts, contrasts Type reselection [대학원]
 - Domestic/International Mail
 - Print Viewer, Pdf Viewer, Print Test
- Main Content:
 - Original Certificates of contrasts
 - Issuance number Verification: Input field for Issuance number, Search button, Bottom of the certificate ex : (Internet no) 013*****
 - PDF Verification
 - Drop the file you want to upload here: File selection button

o Log in and click “Certificate Verification”

o Certificate Verification available with certificate number, PDF, barcode

✘ Refer to the certpia homepage user manual

Certificate Verification

Original Certificates of contrasts

Issuance number Verification

• Issuance number 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)

Original Certificates of contrasts

Issuance number Verification

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

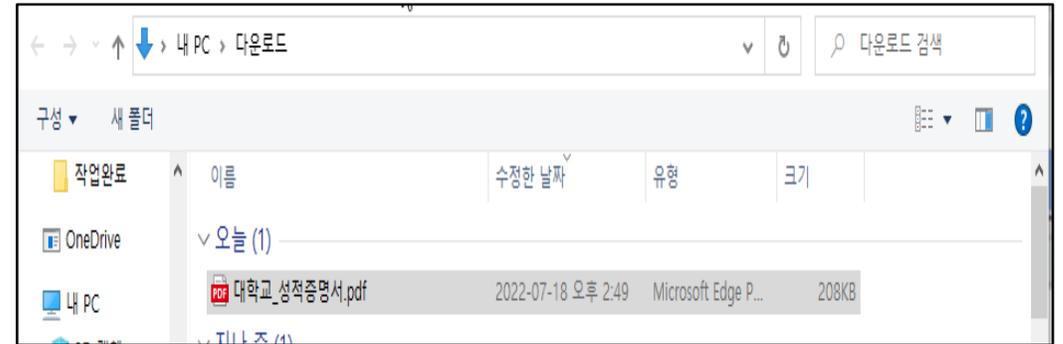
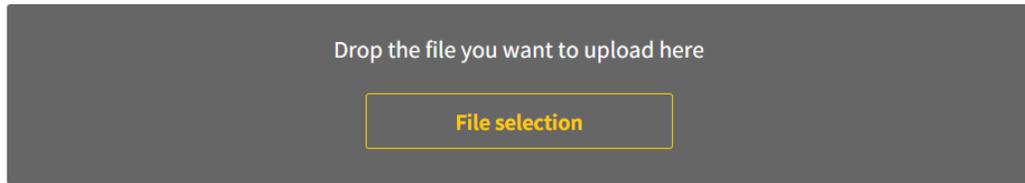


○ Enter the number on the certificate

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

Certificate Verification(PDF)

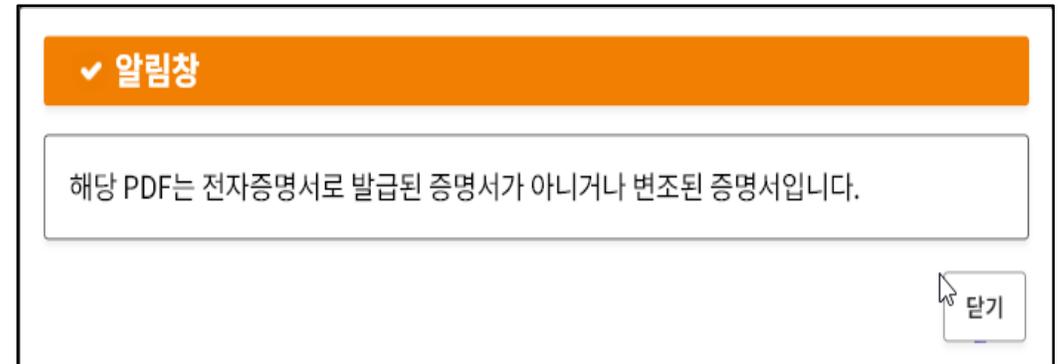
PDF Verification



Select certificates to match



The Original case

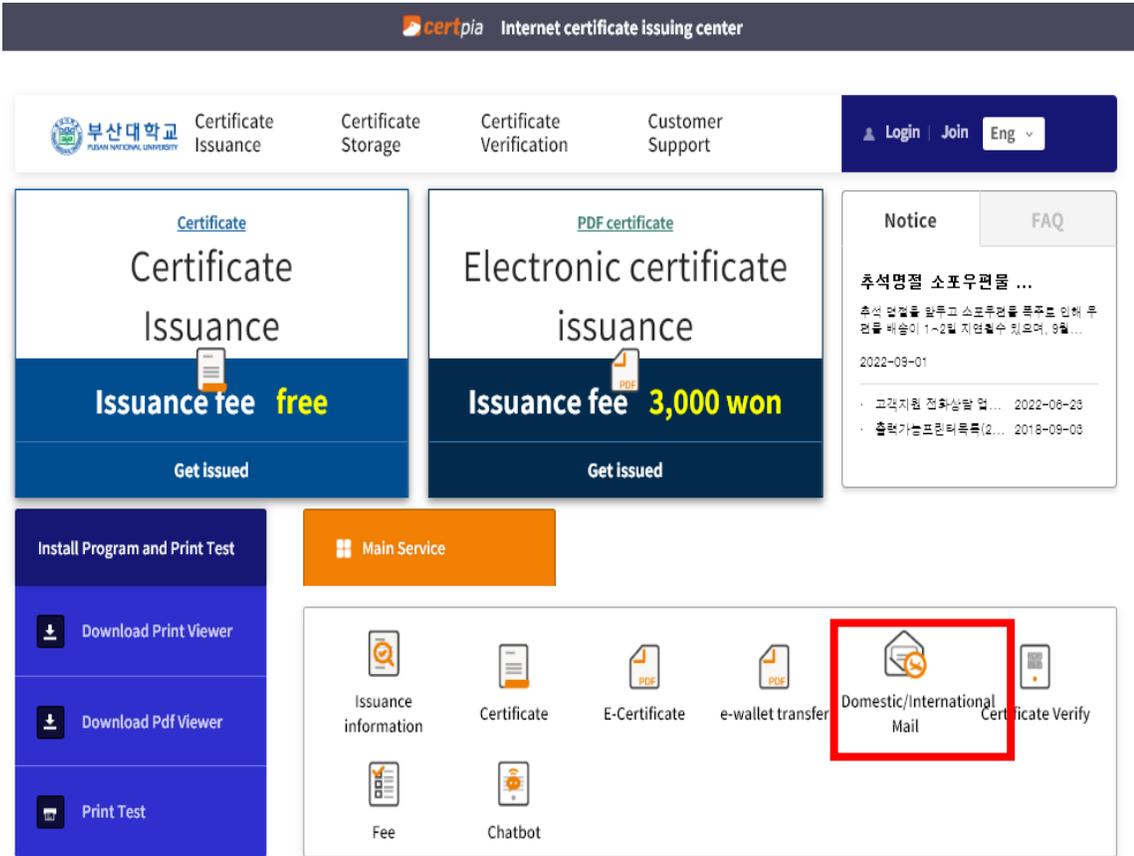


Not the Original case

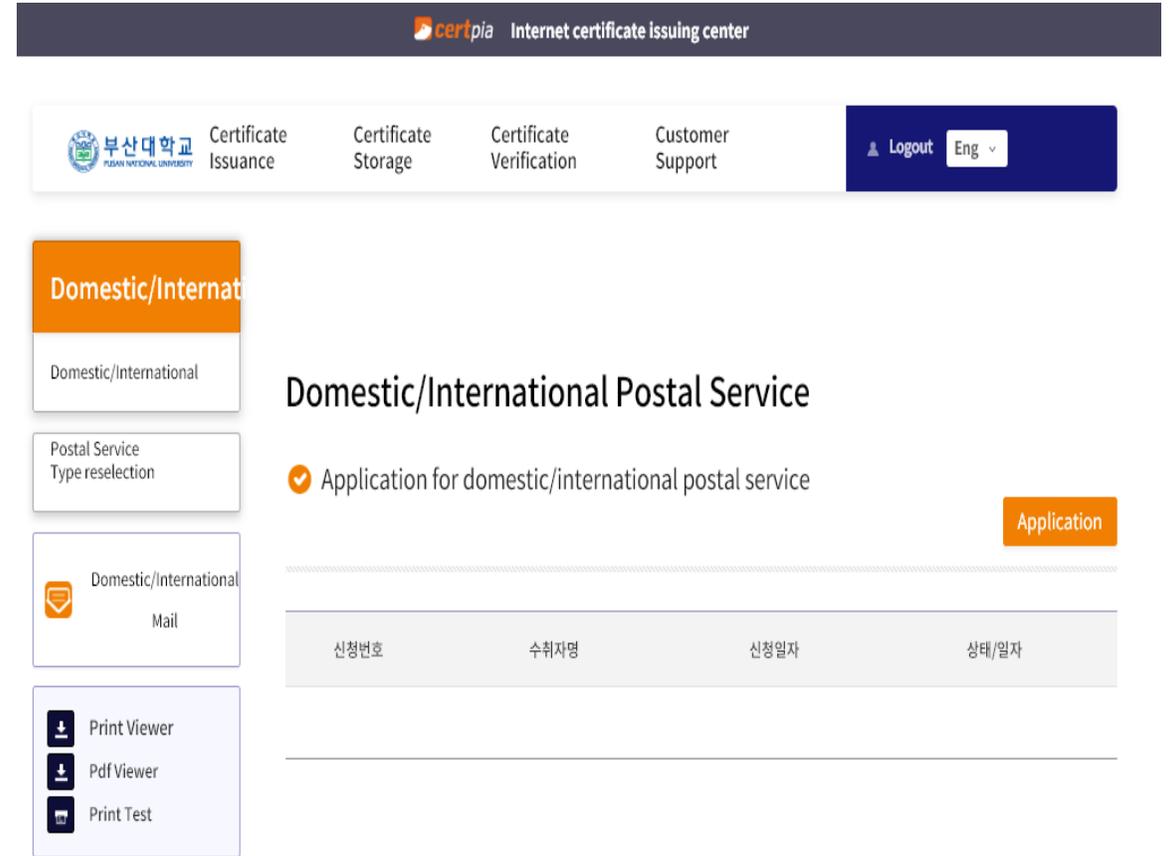
Part 3.

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

Domestic/International

Postal Service
Type reselection [대학원]

Domestic/International
Mail

Print Viewer
Pdf Viewer
Print Test

Domestic/International Postal Service

국내/외 우편 서비스 신청

Certificate type inquiry

select course :: select course ::
Enter student id

- Undergraduate
- Graduate school
- Old Undergraduate
- Old Graduate school

Certificate of application list

course	student ID	certificate	부수	options
No Data				

o Select a course and enter your student number

Select Certificate

국문 영문

Transcript (English name is not registered. Check out the guide below)

Tuition payment certificate

Course Completion

Diploma

Certificate of School register

Save Close

An English certificate can be issued only when an English name is registered at the school
The amount may differ depending on the type of application.
The changed certificate after the semester change is applied after computerized processing, so please check the application date

o Select and save the certificate in Korean or English

How to apply for a postal certificate

● 국내 우편 ○ 해외 우편

Applicant

· 발신(인)명	<input type="text" value="양미진"/>
Address	<input type="text"/> <input type="button" value="Find address"/>
	<input type="text"/> <input type="text"/>
mobile	<input type="text"/>
email	<input type="text"/> @ <input type="text" value="select"/>
· stamp and seal	-stamp : <input checked="" type="radio"/> use <input type="radio"/> unused -seal : <input checked="" type="radio"/> use <input type="radio"/> unused

Recipient information ○ The sender and information are the same

· 수신(인)처	<input type="text"/>
Address	<input type="text"/> <input type="button" value="Find address"/>
	<input type="text"/> <input type="text"/>
· mobile	<input type="text"/>
additional request	<div style="border: 1px solid gray; height: 150px;"></div>

Price won

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