

Student E-document Application

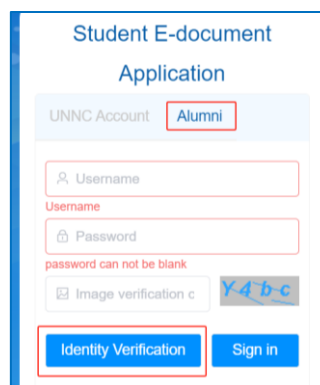
Student Guide - FAQ

The [Student E-document Application](https://edoc.nottingham.edu.cn/login) is a centralized and comprehensive platform to provide students with essential documents. It covers document application, issuing and authentication functions and delivery services for e-copy and hard copy.

1. How to log in to the system:

Type 1: Alumni:

- 1) Open login website:
<https://edoc.nottingham.edu.cn/login>
- 2) Click Identity Verification
- 3) Fill in required information to apply for one login alumni account
- 4) Log in by generated username and password when your account application is manually approved. This generation usually takes one or two working days and relevant information will be sent to you by your registered email.

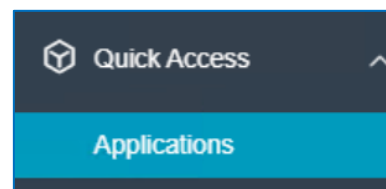


Type 2 Non-Alumni:

Option 1 - Student Portal

Step 1: Log in to the **UNNC Portal**;

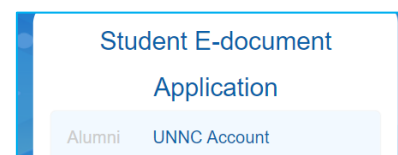
Step 2: Select **Applications** under **Quick Access**, you will find the Student E-document platform service card.



Option 2 - UNNC Account (Single sign-on)

Students can also log in to Student E-document platform through

<https://edoc.nottingham.edu.cn/login> via UNNC account (Single sign-on).



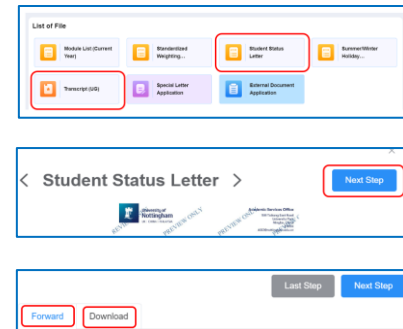
2. Available E-documents and services in the Student E-document Platform:

• Academic Related

- 1) Student Status Letter
- 2) Module List
- 3) Module Specification
- 4) Transcript
- 5) Special Letter



- 6) External Document
 - 7) Summer/Winter Holiday Arrangement Letter
 - 8) Standardized Weighting Specification
 - 9) University Academic Excellence Scholarships Letter
 - 10) Exchange/Study Abroad Confirmation Letter
 - 11) Certificate Replacement
 - **Employment Related**
 - 1) College Entrance Examination Name List
 - 2) Student Recommendation Form
 - 3) Internship Acknowledgement Letter
 - 4) 在学证明 (for Passport Purpose)
 - **Certificate and Statement**
 - 1) Tuition Fees Related
 - 2) Student Disciplinary Record Statement
 - **Other documents**
3. How to download auto-application e-documents (e.g., *Provisional Transcript* and *Student Status Letter*):
- 1) Locate the name of the document under **Academic Related category**.
 - 2) Click on the name of the document and the student can preview their individual available document(s).
 - 3) Clicking the **Next** button will bring up a page to **Forward** the document to your UNNC email account or **Download** the document to your local computer.



4. What if the document I need is not listed in the existing documents available?
- Students can raise other types of e-document through **Other Documents** if the existing e-documents do not meet their requirements. The other tailored documents may be made available if your request is confirmed. In addition, bespoke requests for documents specially issued by Academic Services Office can be made by selecting **Special Letter** in the **Academic Related** section.

5. How can you use the Delivery Service?
- 1) **E-copy** - Students can choose names of available documents, add one or more email addresses. An official email will be sent to the designated address with the selected documents.
 - 2) **Hard Copy** – By selecting available documents, specifying the number of copies, adding mailing address and making the payment (if applicable),

printed documents will be delivered to the specified destination.

Academic Related	Special Letter	External Document	Employment Record
<input checked="" type="checkbox"/> Module List (Current Year)	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]
<input checked="" type="checkbox"/> Standardized Weighting Specification	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]
<input checked="" type="checkbox"/> Student Status Letter	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]
<input checked="" type="checkbox"/> Summer/Winter Holiday Arrangement Letter	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]
<input checked="" type="checkbox"/> Transcript (US)	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]	<input type="checkbox"/> [Provide]

6. What documents are available for **Rush Service** if required?

A rush service is available for a **Special Letter** application within **Academic Related** category and a request of **Hardcopy** delivery Service if needed at a cost of 100 RMB. Documents can be provided and services completed within 2 working days.

7. What documents are available for Postgraduate Research students?

- 1) Student Status Letter
- 2) Exchange / Study abroad Confirmation Letter
- 3) Student Disciplinary Letter
- 4) Tuition-related letters
- 5) Student Recommendation Form
- 6) Other documents
- 7) 在学证明 (for Passport Purpose)

Updated 1 April 2024