

Student E-Document Application

Student Guide - FAQ

[Student E-document Application](#) is a centralized and comprehensive platform in UNNC, covering document application, issuing and authentication function for essential student-related documents.

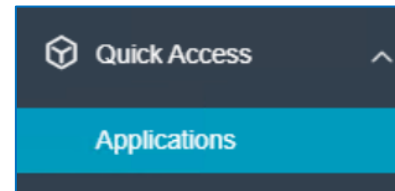
1. How to log in to **Student E-document Application** system for UNNC students?

Option 1:

Step 1: Log in to **UNNC Portal** via UNNC Account;
Step 2: Select **Applications** under **Quick Access**, you will find the Student E-document Application name card.

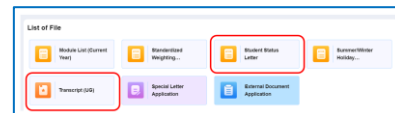
Option 2:

Students could log in to **Student E-document Application** system through <https://edoc.nottingham.edu.cn/login> via UNNC Account



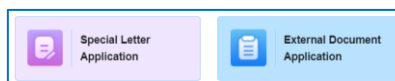
2. How to download my **Provisional Transcript** and **Student Status Letter**?

- 1) Locate the name of the document under the category of **Academic Related**.
- 2) Click the name of the document and students could preview their individual available document.
- 3) By clicking **Next** button, a page to **Forward** the document to UNNC email account or **Download** the document to your local computer is presented.



3. What should the student do if all existing documents do not meet his/her demand?

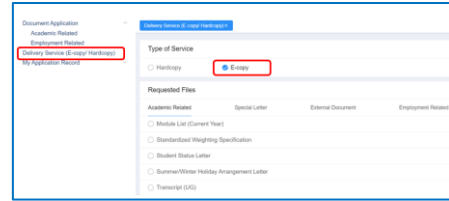
If there is a need from a student for a special request of academic related document, the student could submit a **Special Letter application** or **External Document Application** under the **Academic Related** category with concrete and explicit statements. The administrator will review the received request and provide feedback if this need for the document can be satisfied or not.



Basic Information	
Student ID	Full Name
3041****	**** SUN
Course Title	UNNC/Registered Email
BSc (Hons) International Business Economics	***@nottingham.edu.cn
Key Information Collection	
Contact Number	Description of Requirement
Please enter	Please provide your specific requirement here.
Upload Supporting Document (Optional)	
Please upload supporting document to illustrate the necessity of your request. Supported file format: Word, PDF, Excel, JPG.	

4. What should I do if I want the University to send E-documents to a designated organisation?

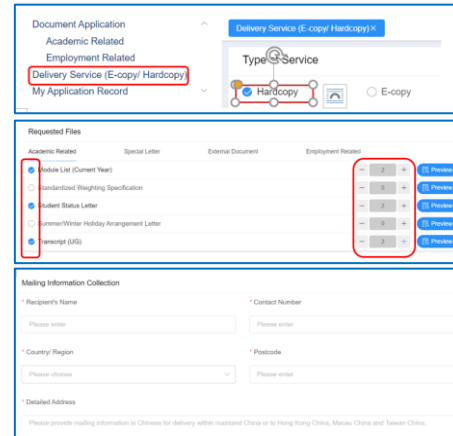
By this need, the student could seek for the delivery service function in the system. Student could select the **E-copy** option, choose name of available documents and add one or more email addresses destination.



5. Can the University post printed copies of Provisional Transcript and Student Status Letter to designated organisations?

Yes. When the student needs a service of UNNC mailing hardcopies of their academic related documents to a designated organisation, he/she could

- 1) Select the **Hardcopy** in the **Delivery Service** section.
- 2) Select documents to deliver and state number of copies.
- 3) Add concrete mailing address and make the payment if applicable.



6. What documents are available for **Rush Service** if needed? A rush service is embedded for a **Special Letter** application within **Academic Related** category and a request of **Hardcopy** delivery Service if needed at a cost of 100 RMB.

Update on 13 January 2023.