

Guideline for Certificate Via Post mail Service

Office of Academic Affairs
Pusan National University

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Part 0.

“CertViewer” Installation

CertViewer Installation

certpia Internet certificate issuing center

부산대학교 부산대학교 BUSAN NATIONAL UNIVERSITY

Certificate Issuance Certificate Storage Certificate Verification Customer Support

Login Join Eng

Certificate Issuance
Issuance fee **free**
Get issued

Electronic certificate issuance
Issuance fee **3,000 won**
Get issued

Notice
추석명절 소포우편물 ...
추석 명절을 앞두고 소포우편물 폭주에 대비 우편물 배송이 1~2일 지연될 수 있으며, 9월...
2022-09-01

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

Install Program and Print Test

Download Print Viewer

Download Pdf Viewer

Print Test

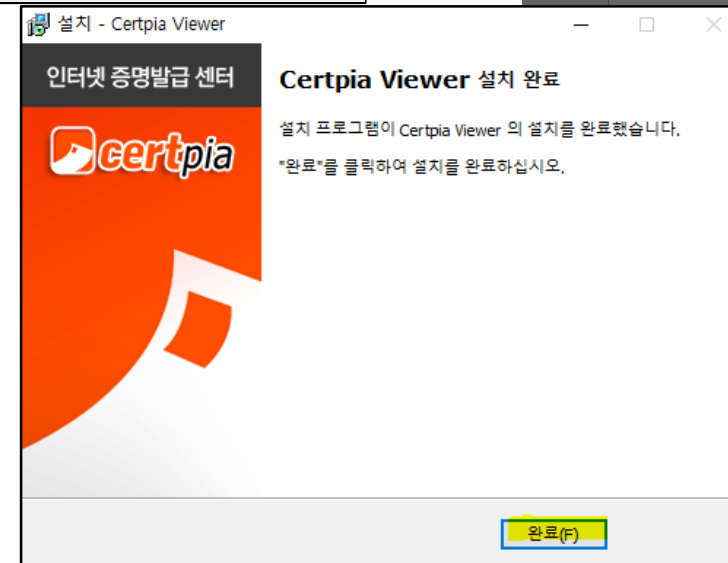
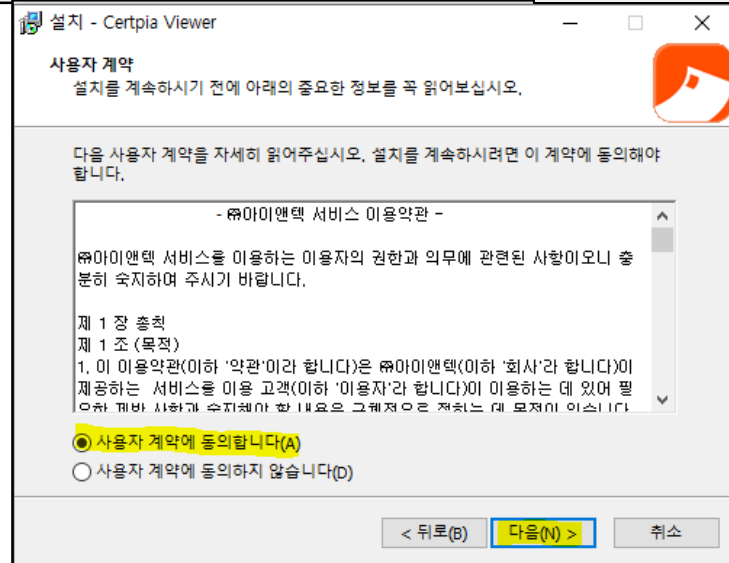
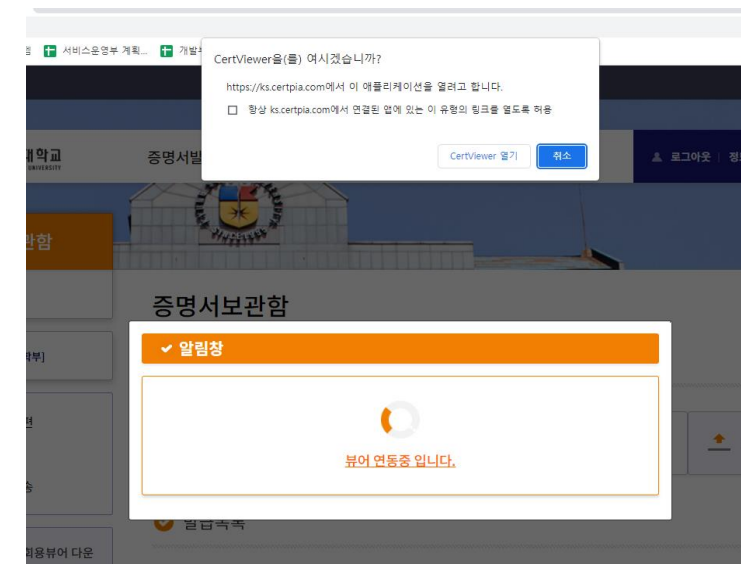
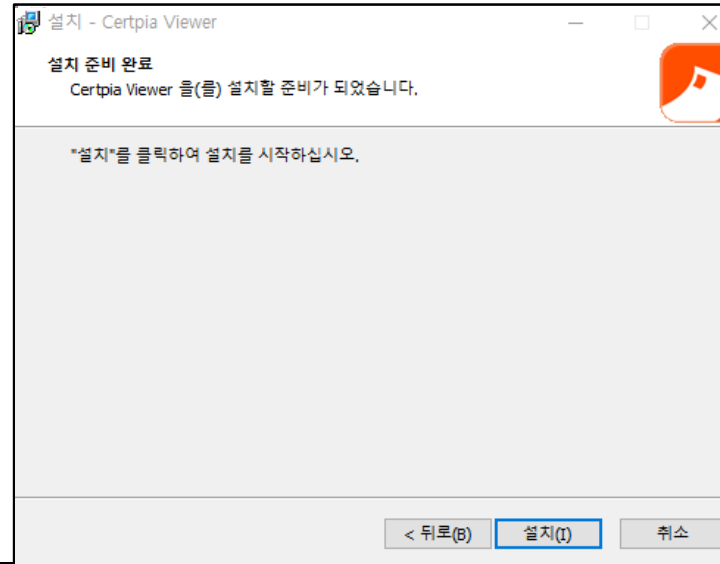
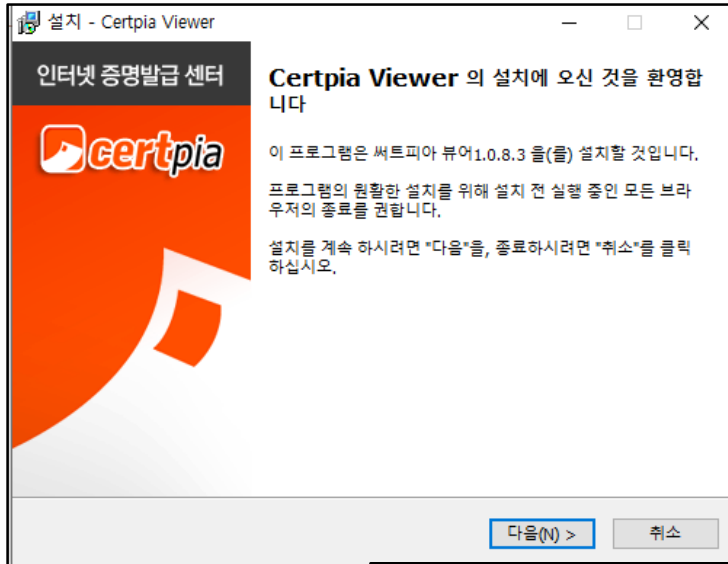
Main Service

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

Fee Chatbot

viewerSetup.exe

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 includes links for "부산대학교" (Pusan National University), "Certificate Issuance", "Certificate Storage", "Certificate Verification", and "Customer Support". On the right side of the navigation bar, there are links for "Login", "Join", and "Eng" with a dropdown arrow. A red circle highlights the "Login" link, and a red arrow points from it to a larger, zoomed-in view of the "Login | Join | Eng" menu on the right. The main content area features two large blue boxes: "Certificate Issuance" with "Issuance fee free" and "Get issued" button, and "Electronic certificate issuance" with "Issuance fee 3,000 won" and "Get issued" button. To the right of these boxes is a "Notice" section with a "FAQ" tab. Below the main content, there is a "Main Service" section with various icons for "Issuance information", "Certificate", "E-Certificate", "e-wallet transfer", "Domestic/International Mail", "Certificate Verify", "Fee", and "Chatbot". On the left side, there is a sidebar with a blue background containing links for "Install Program and Print Test", "Download Print Viewer", "Download Pdf Viewer", and "Print Test".

certpia Internet certificate issuing center

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

Login | Join | Eng

Notice FAQ

추석명절 소포우편물 ...
추석 명절을 앞두고 소포우편물 폭주로 인해 우편물 배송이 1~2일 지연될수 있으며, 9월...
2022-09-01
· 고객지원 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

Step.1 Login

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

How to issue a certificate

certpia Internet certificate issuing center

부산대학교 Certificate Issuance Certificate Storage Certificate Verification Customer Support Login Join Eng

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

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

Login | Info | Eng

Certificate Issuance

Issuance fee **free**

Get issued

PDF certificate

Electronic certificate issuance

Issuance fee **3,000 won**

Get issued

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

FAQ

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

- 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

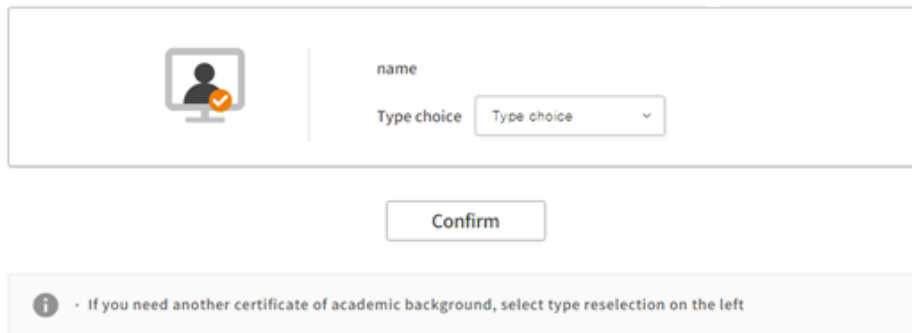
Step.3

○ After logging in, click Issue Certificate

How to issue a certificate

select type

✔ Please use the service after selecting your type



name

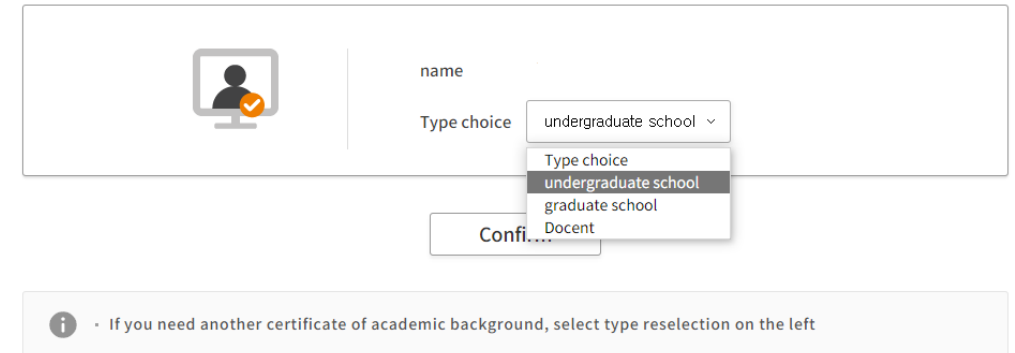
Type choice Type choice ▾

Confirm

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

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

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

 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
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 Certificate (print)

Issued

- It is possible to print the certificate once in the Windows operating system
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 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

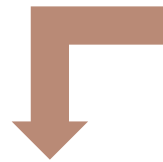
How to issue a certificate(PDF)



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

✔ 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
- Go to the payment page

✖ Certificate application history 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(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

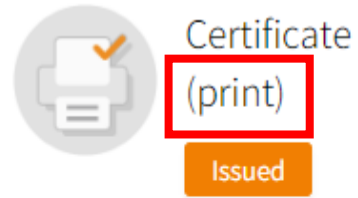
Select	Division	certificate name	Issue date	expiry date	state
☐	certificate	(eng)Average grade confirmation certificate [1/1]	2022/09/13	30 days left	Download

○ 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



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 +
(free)

0won +
(relay fee)

= Price 0 won

free

- i**
- 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

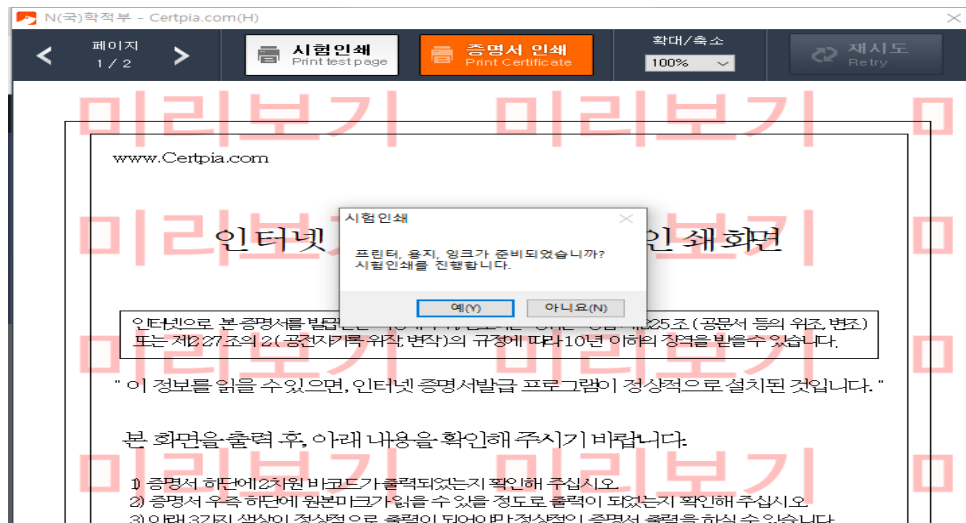
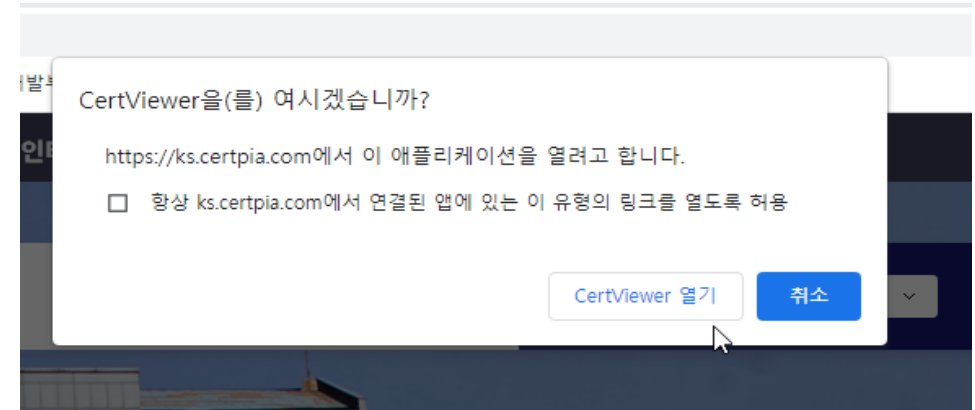
Select	Division	certificate name	Issue date	expiry date	state
☐	certificate	(kor)Tuition payment certificate [1/1]	2022/09/15	30 days left	View/Print

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

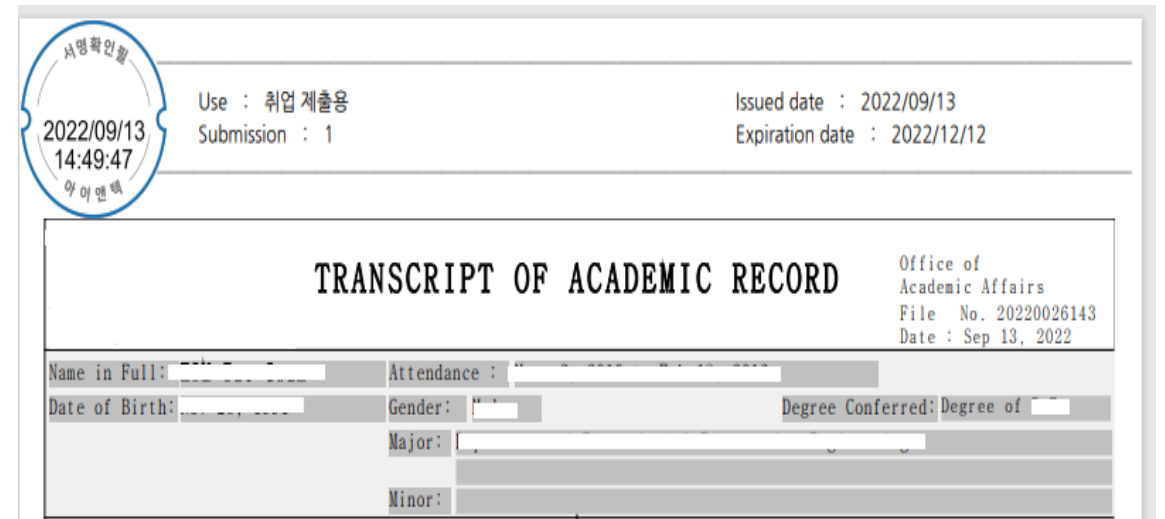
How to issue a certificate(Preview and Test Page)

Issued list

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



Test printable



Certificate preview available through CertViewer

Part 2.

Certificate Verification

Certificate Verification

부산대학교
BUSAN NATIONAL UNIVERSITY

Certificate Issuance

Certificate Storage

Certificate Verification

Customer Support

Logout Eng

Certificate Issuance

Certificate Issuance
Issuance fee **free**
Get issued

PDF certificate

Electronic certificate issuance
Issuance fee **3,000 won**
Get issued

Notice

FAQ

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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

부산대학교
BUSAN NATIONAL UNIVERSITY

Certificate Issuance

Certificate Storage

Certificate Verification

Customer Support

Logout Eng

Original

Original Certificates of

contrasts
Type reselection [대학원]

Domestic/International Mail

Print Viewer

Pdf Viewer

Print Test

Original Certificates of contrasts

Issuance number Verification

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

PDF Verification

Drop the file you want to upload here

File selection

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*****



(INTERNET NO) 35250351216

Output of electronic certificate can not be used because PDF File is original of electronic certificate.
If it is not the dedicated viewer unable to verify original certificate and digital signatures.
Electronic certificate can be downloaded from www.certpia.com/eDown



- 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*****



2022/09/13 14:49:47

Use : 취업 계출증
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:
Major:	Degree Conferred: Degree of
Minor:	

알림창

증명서 원본확인을 정상적으로 완료 하셨습니다.

확인

○ Enter the number on the certificate

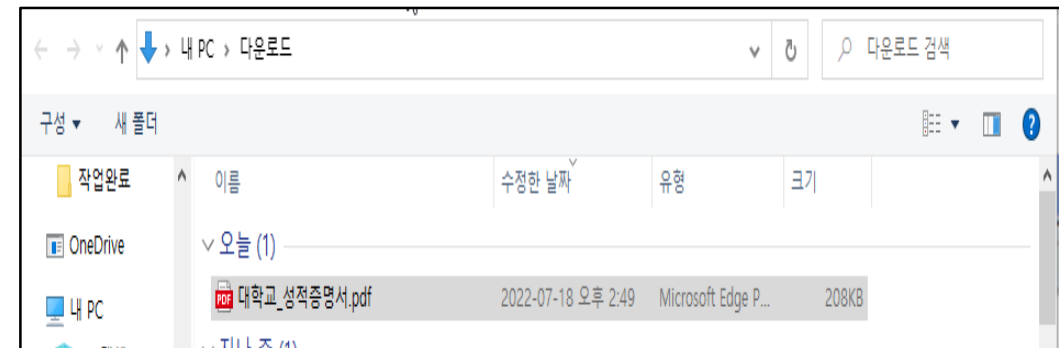
○ When entering the certificate number, you can verify the original certificate through CertViewer

Certificate Verification(PDF)

PDF Verification

Drop the file you want to upload here

File selection



Select certificates to match

알림창

해당 PDF는 진본입니다.

닫기

The Original case

알림창

해당 PDF는 전자증명서로 발급된 증명서가 아니거나 변조된 증명서입니다.

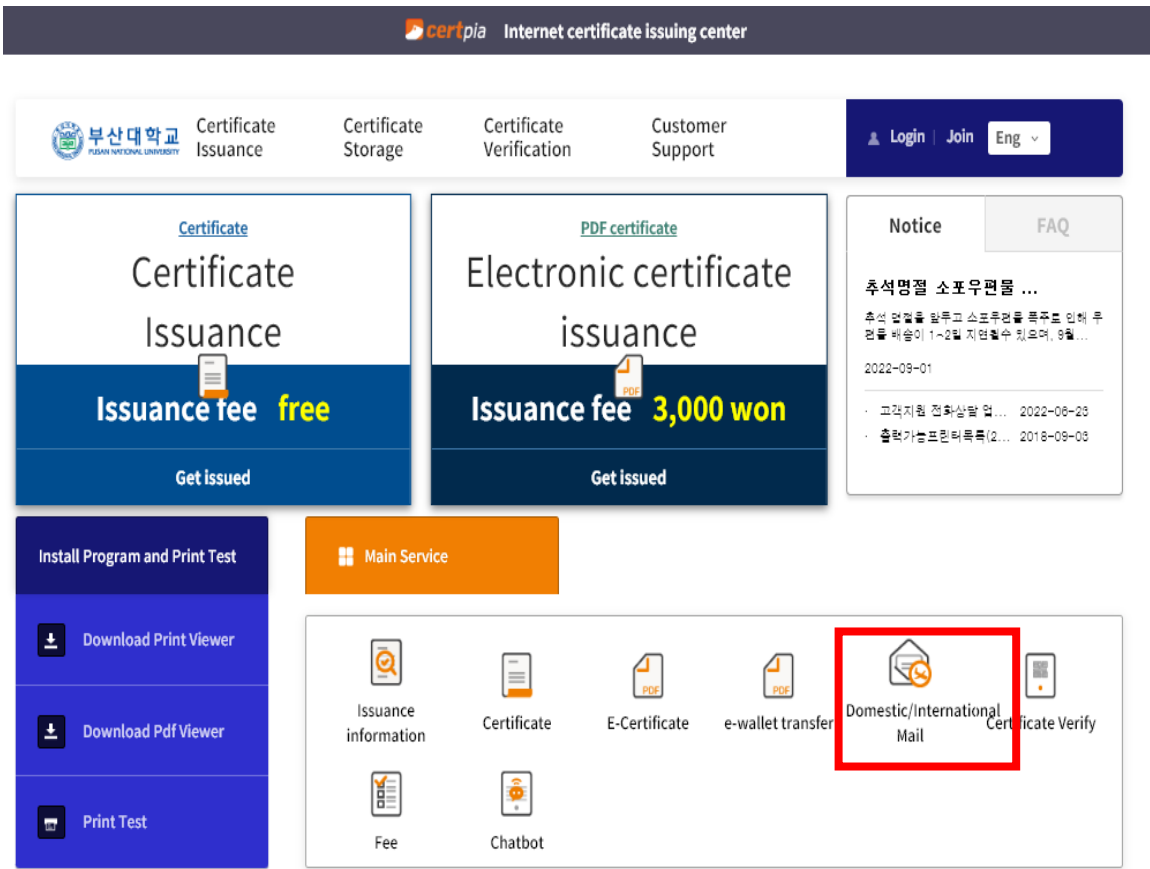
닫기

Not the Original case

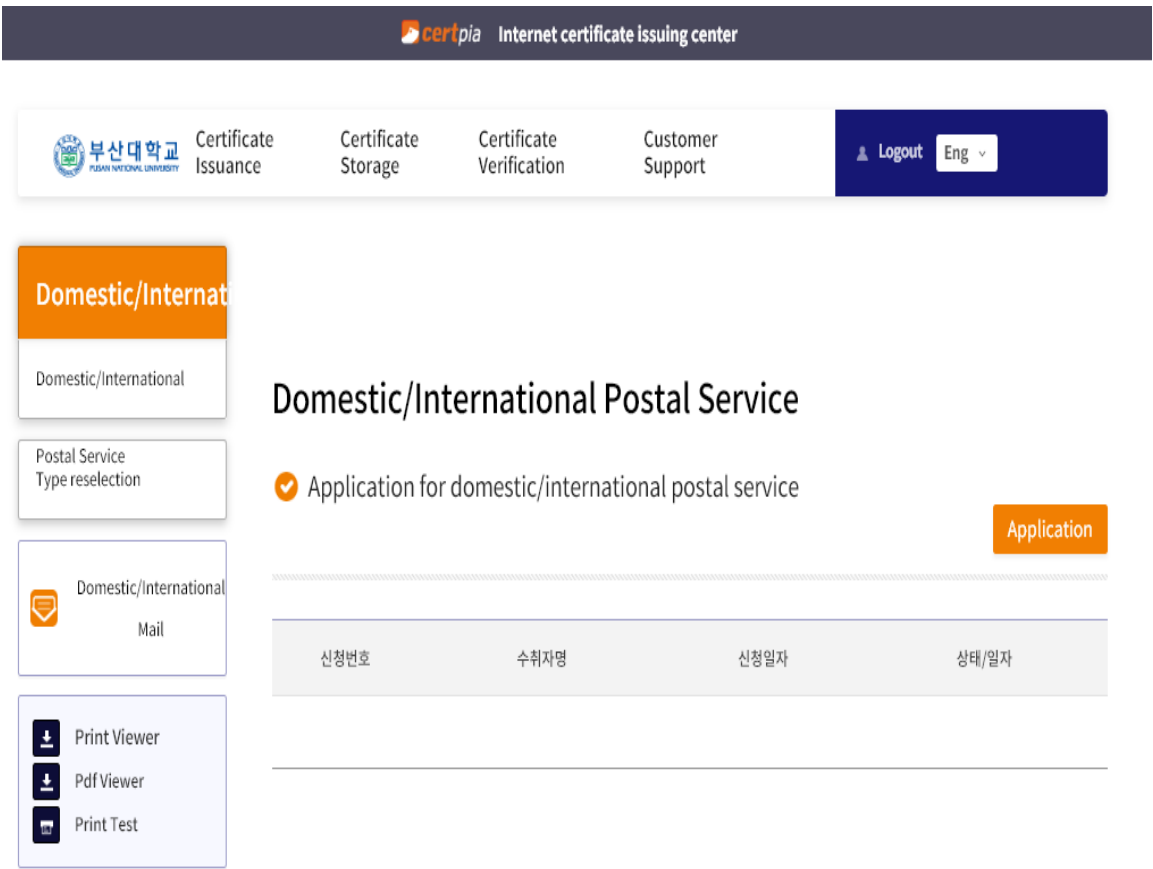
Part 3.

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 ::

Undergraduate
Graduate school
Old Undergraduate
Old Graduate school

Enter student id

Certificate of application list

course	student ID	certificate	부수	options
No Data				

o Select a course and enter your student number

부산대학교

Certificate

Certificate

Certificate

Customer

Logout

Eng

Select Certificate

국문

영문

Transcript

Tuition payment certificate

Course Completion

Diploma

Certificate of School register

Save

Close

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

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.

course	student ID	certificate	부수	options
No Data				

o Select and save the certificate in Korean or English

How to apply for a postal certificate

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

☒ 국내 우편
 ☐ 해외 우편

Applicant

· 발신(인)명	양미진		
Address		Find address	
mobile			
email		@	select
· stamp and seal	· stamp : ☒ use ☐ unused · seal : ☒ use ☐ unused		

Recipient information ☐ The sender and information are the same

· 수신(인)처			
Address		Find address	
· mobile			
additional request			

Price won