

The E-DOC (Electronic Document) System (PC version)

(Applicable for graduate students)

电子文件系统（电脑端）

（毕业生适用）

The Electronic Document System (E-DOC) allows users to freely download the electronic version for personal use and provides the option to send documents directly between institutions to a designated email address. Additionally, it enables users to verify the authenticity of certificates online at any time with just a few clicks.

For details on whether the certificates can be requested in electronic or paper format, or sent via direct institution-to-institution delivery, please refer to AR website (https://ar.bnbu.edu.cn/graduate_services/Records_of_Studies/official_documents.htm).

电子文件系统（E-DOC）允许用户免费下载电子版供个人使用，并支持用户选择公对公代发文件至指定邮箱地址。同时，还可以随时在线验证证书的真实性，只需点击几下按钮即可轻松完成。

关于各类文件是否可以申请电子版或纸质版，或选择公对公代发具体信息，请查看教务处官网（https://ar.bnbu.edu.cn/graduate_services/Records_of_Studies/official_documents.htm）。

A. Register for an alumni email account 注册校友邮箱账号

Step 1 : Scan the QR code to register as an alumni 扫描二维码注册成为校友

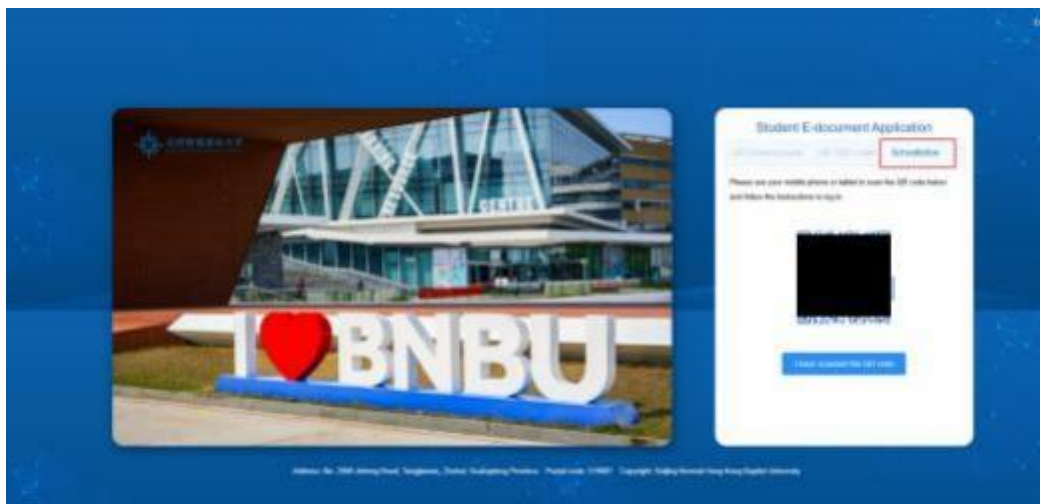


Note: First-time alumni registrants need to be approved by Alumni before logging in. If you have any questions about registration, please contact Alumni at alumni@bnb.edu.cn or call 0756-3620939.

注：首次注册校友的同学，需要四维校友审批后方可进行登录
 如有注册疑问，请联系四维校友，四维校友邮箱：alumni@bnnbu.edu.cn
 电话：0756-3620939

Step 2 : Login to the "Student E-DOC Application" scanning at https://eprint.bnnbu.edu.cn/transcript_server/login code to login

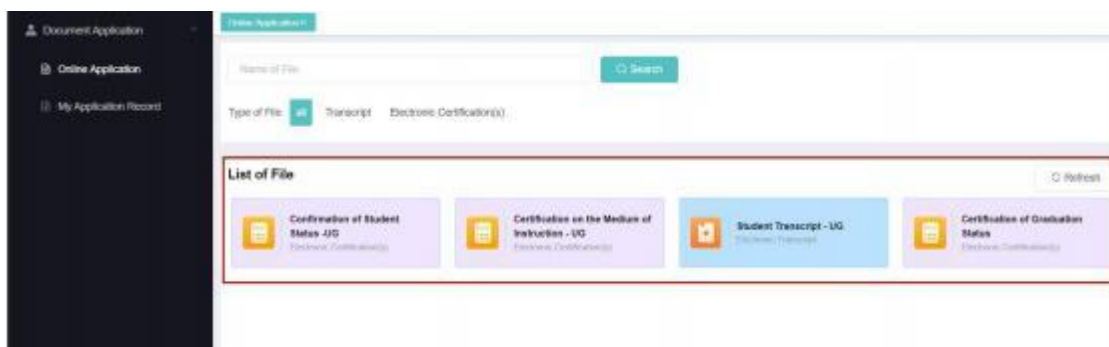
登录E-DOC系统，访问 https://eprint.bnnbu.edu.cn/transcript_server/login 并扫描二维码登录。



Step 2: Click the icon of “E-DOC” 点击 “E-DOC”



Step 3: Click the icon of the document you need 选择你需要的文件



Step 4: Preview your document by clicking “Next Step”, for example:

点击“下一步”预览



Step 5: If you want to download the electronic document, please click “Download”

下载电子版，点击“下载”

Step 6: If you want to send your electronic document to a third party, please click “Forward”, then write down the designated email address and the subject of your email message.

For example:

Email address: admissions@hkbu.edu.hk

Subject: Document in support of Admission to Taught Postgraduate Programme (HKBU Application Number: xxxxxxxx)

如需公对公代发文件，请点击“转发”，然后填写指定的邮箱地址和电子邮件主题。

例如：

邮箱地址： admissions@hkbu.edu.hk

主题：用于申请授课型研究生课程的文件（香港浸会大学申请编号：xxxxxxx）

