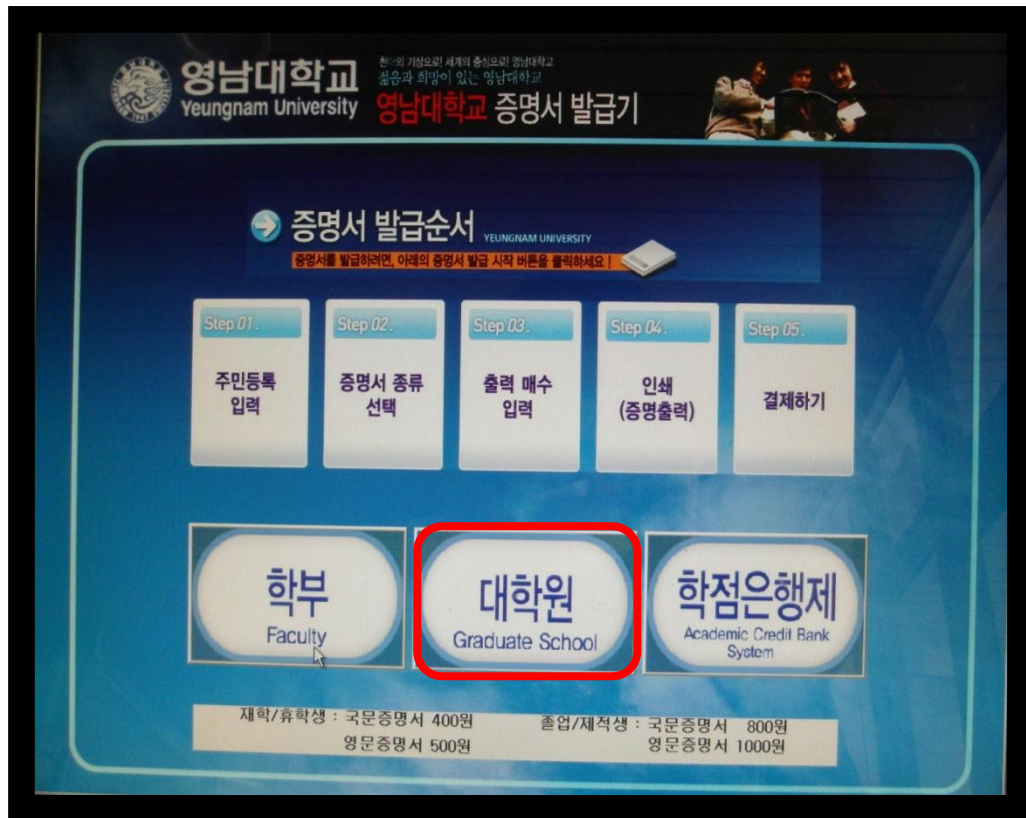


## <How to get the Academic Record(Grade Record)>

1. Go to the One Stop-Service Center and find the certificate machine.



## 2. Push the [대학원](Graduate School) button.



3. Input the Alien Registration Number by using the number keys and push the [확인](check) button.

주인등록번호 13자리를 정확히 입력하십시오.

학 작 사 항 확 인	
학 번	
성 명	
영문명	
대 학	
학과(부)	
생년월일	
최종학적	

취 소    **확 인**    삭제    0    정정

If you want to delete your Alien Registration Number, push the [삭제](delete) button.



If you succeed in input the Alien Registration Number, you can see your information. So you push the [확인](check)button.

학 적 사 항 확 인	
학 번	21268212
성 명	예원앙
영문명	YE WIN AUNG
대 학	박정희정책새마을대학원 석사학위과정
학과(부)	공공정책리더십학과
생년월일	1970년 09월 23일
최종학적	재학

If not, you see the following picture.

주민등록번호의 자릿수를 확인바람 means “check your Alien Registration Number”

확 인

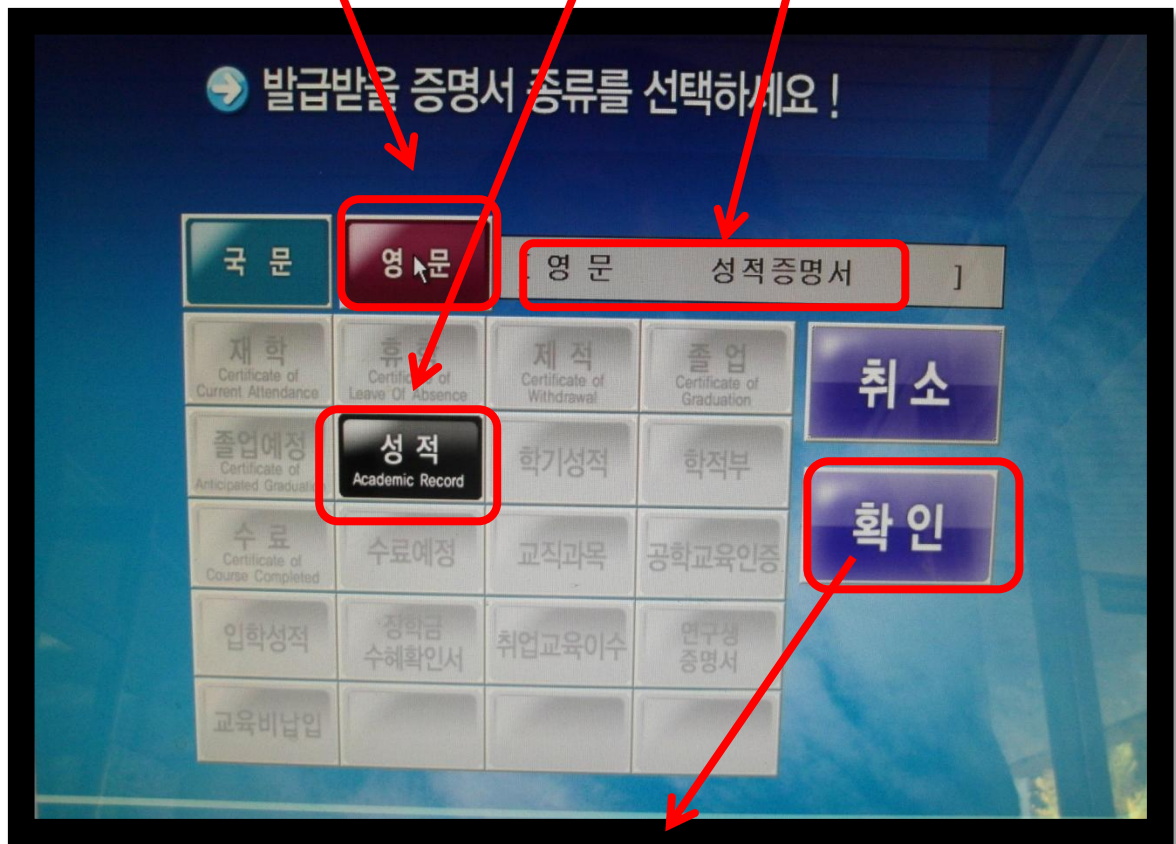
주민등록번호의 자릿수를 확인바람..

확 인

취 소    확 인    삭제    0    정정

4. Push the [영문](English) button and [성적](Academic Record) button.

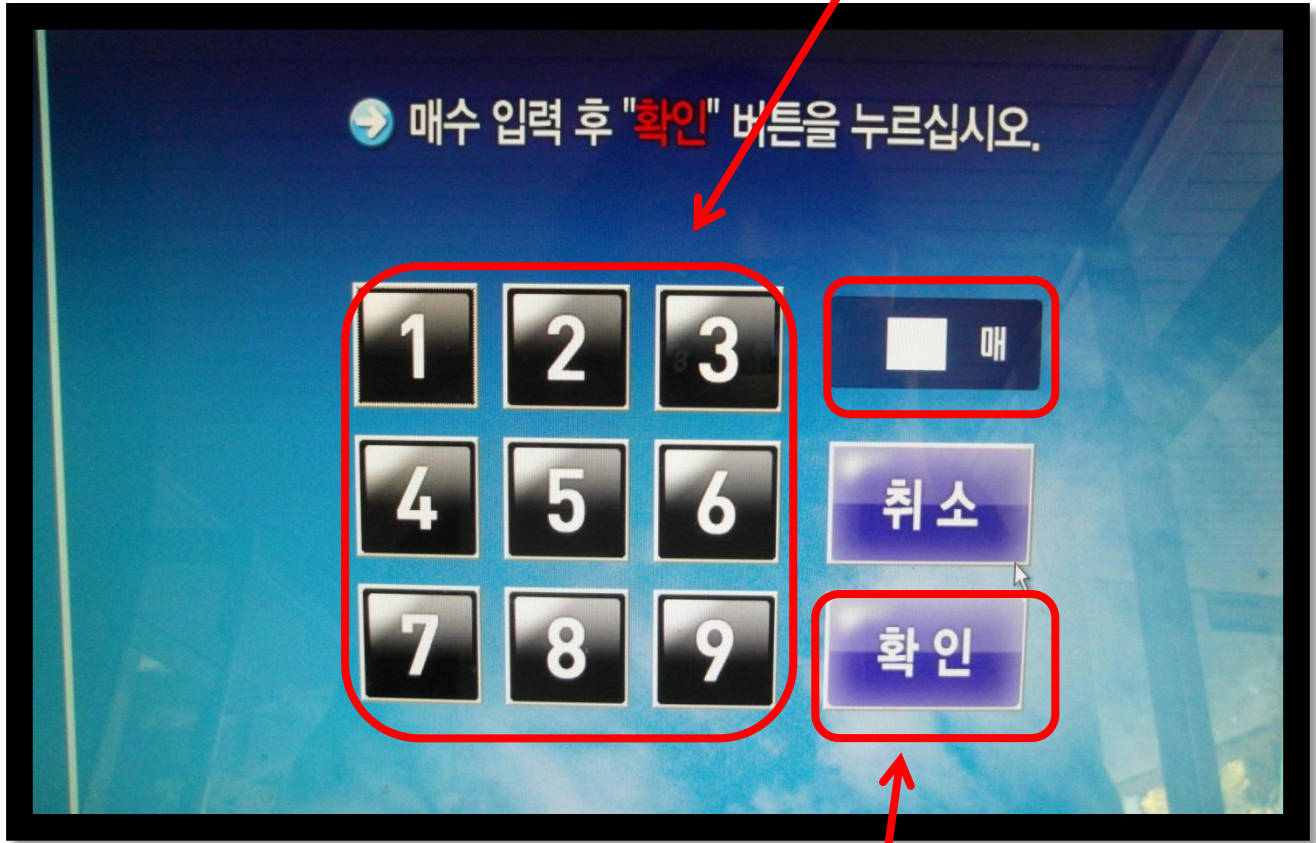
After that, you can see the 영문성적증명서(English Academic Record).



If you checked it, push [확인](check)button.

5. Push the number of paper by using the number keys.

For example, if you want to two papers, you put the '2' button.



Check number and then push the [확인](check)button.



6. Check all things and push the [인쇄](Print)button.

The screenshot shows a Korean language exam interface. At the top, a blue banner reads "→ '인쇄' 버튼을 누른 후 수수료를 투입하십시오." (After pressing the 'Print' button, please insert the fee). Below this is a table with four columns: 국/영문 (Korean/English), 증명서종류 (Certificate type), 매수 (Number of paper), and 금액 (Price). The first row contains the values: 영문 (English), 성적증명서 (Academic Record), 1, and 500. To the right of the table is a button labeled "증명서 취소" (Cancel certificate). Below the table are three buttons: "종료" (End), "증명서추가발급" (Add certificate), and "인쇄" (Print). Red boxes highlight the "영문", "성적증명서", "1", "500", and "인쇄" fields/buttons. Red arrows point from these boxes to the labels below: "Korean/English", "Certificate type", "Number of paper", "Price", and "Print".

국/영문	증명서종류	매수	금액
영문	성적증명서	1	500

증명서 취소

종료    증명서추가발급    인쇄

Korean/English, Certificate type, Number of paper, Price

(영문 : English    성적증명서 : Academic Record)

7. Insert the money which is seen in the monitor

The screenshot shows a Korean language exam interface. At the top, a green banner reads "증명을 출력 중 입니다." (Printing certificate). In the top right corner, there is a small text box containing: "Version 6.8.0.4", "부팅 후 경과시간 04일 01시간 15분 23초", and "만료일: 2013.06.10". The main part of the screen is a large white box with a blue border. Inside, it says "“수수료 400원 을 투입하십시오.”" (Please insert the fee of 400 won). Below this, there are two lines of red text: "1900원 이상시 5,000원권 투입가능" (When over 1900 won, 5,000 won bill can be inserted) and "4900원 이상시 10,000원권 투입가능" (When over 4900 won, 10,000 won bill can be inserted). Below the red text is a line of smaller text: "취소는 하단 취소버튼을 눌러 주십시오(반환버튼 동작 안됨)" (Please press the cancel button at the bottom (return button does not work)). At the bottom of the white box is a blue button labeled "취소" (Cancel).

증명을 출력 중 입니다.

Version 6.8.0.4  
부팅 후 경과시간 04일 01시간 15분 23초  
만료일: 2013.06.10

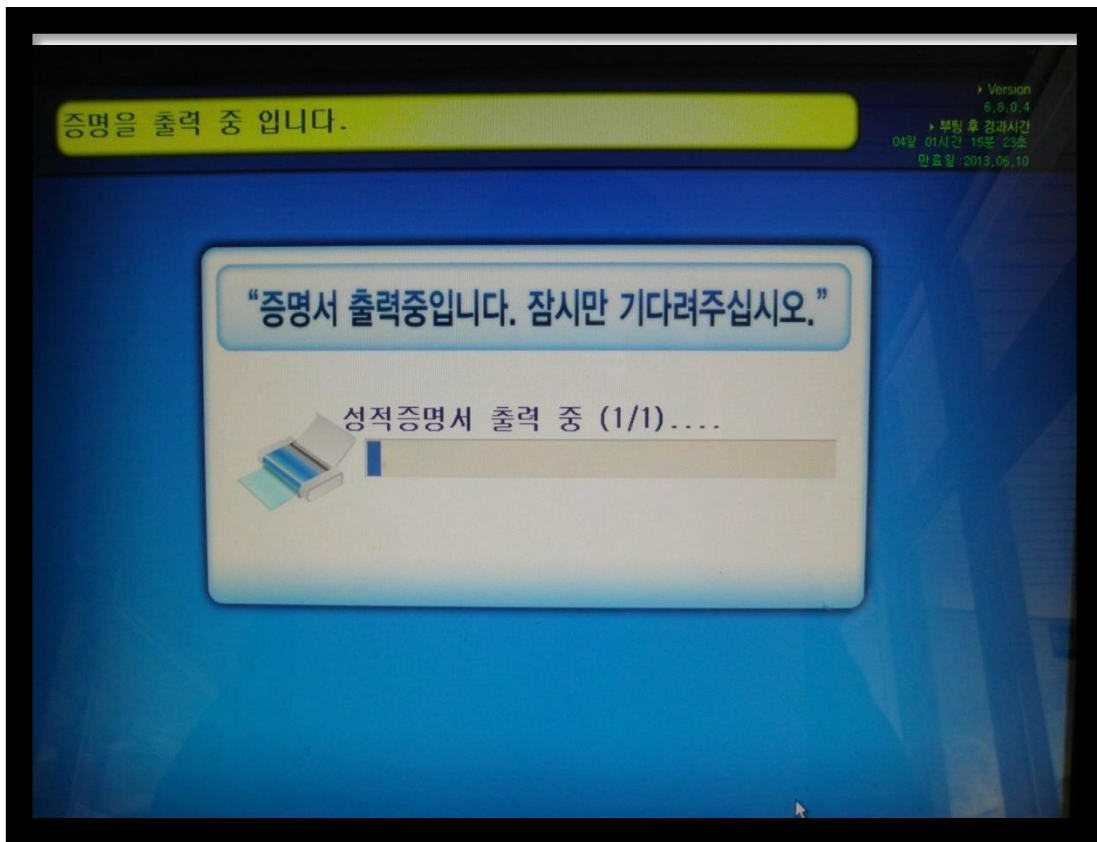
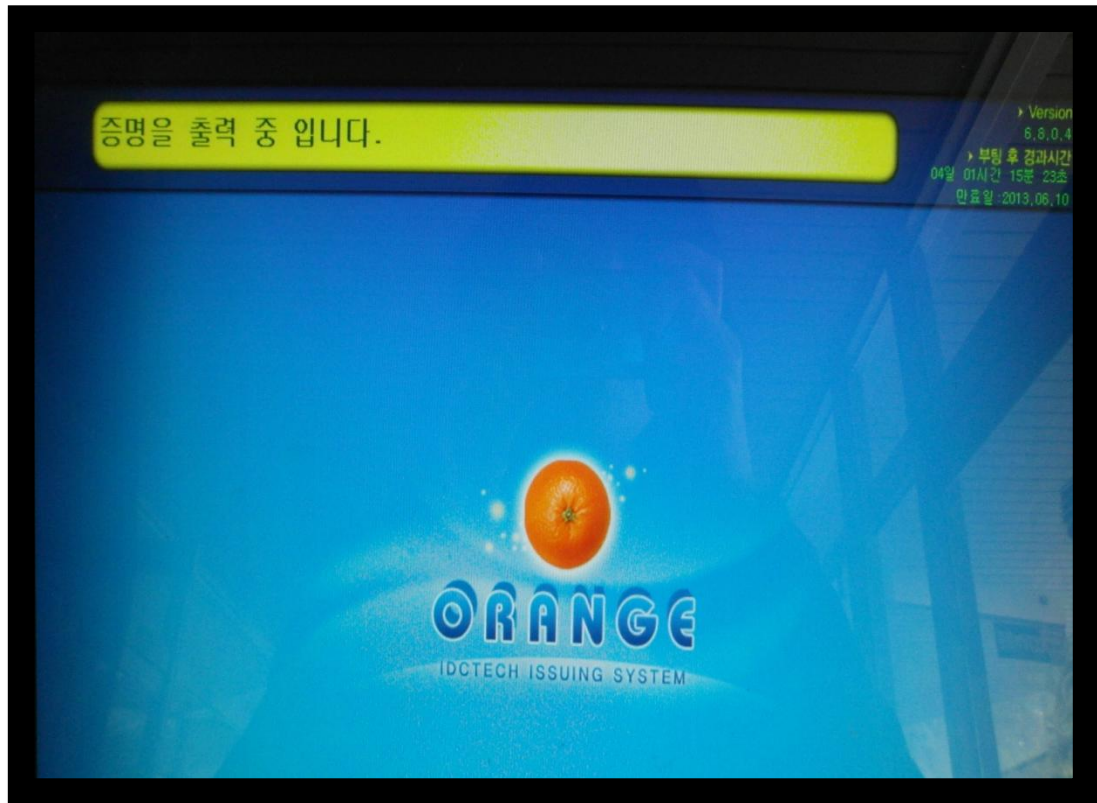
“수수료 400원 을 투입하십시오.”

1900원 이상시 5,000원권 투입가능  
4900원 이상시 10,000원권 투입가능

취소는 하단 취소버튼을 눌러 주십시오(반환버튼 동작 안됨)

취소

If you succeed in all steps, you can see the following pictures in the monitor.



Get your certificates.