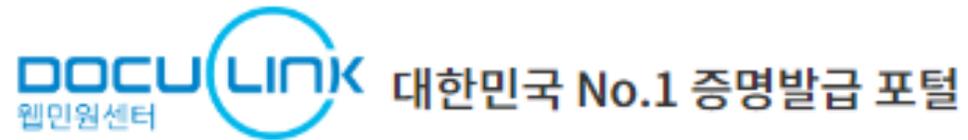


Webminwon Guideline



https://www.webminwon.com/webminwon_portal_e/index.jsp

Online Issuance Verification User Guide

Online Issuance

You can apply for an academic certificate online and print it out anytime, anywhere.

Click >



VERIFICATION

Verify the authenticity of the certificate by entering an unique code number on the certificate.

Click >



USER GUIDE

Having difficulties with using our online service?

Click >



Search for School or Institution

Search input field containing 'SolBridge' and a search button. Result: WOOSONG UNIVERSITY(SOLBRIDGE)

- Please enter School or institution name More than 2 letters.
- Please click the Search for School or Institution name in the result and go to website.
- If you want to apply for a 'mobile digital certificate issuance' provided by the government, After selecting an institution, click [PDF Certificate pplication] in the [Digital Certificate] menu.

<1> English ver : Please, search the 'SolBridge'
<2> Korean Ver : Please, search the '솔브릿지'

Installing the Plug-in. You can install manually the latest version of the plug-in.

Remote Support Service. It helps you deal with problems that might occur.

Guide for Sharing Session. Sharing session across browsers may be convenient but also entail risks.

Customer Service Center 1644-2378. Weekday : AM 09:00 ~ PM 06:00 Saturday : AM 09:00 ~ PM 01:00

CERTIFICATE ISSUANCE

You can apply for an academic certificate online and print it out anytime, anywhere.



DIGITAL CERTIFICATE

You can download, view, output, and print digital certificates in the form of digital files.



ISSUANCE LIST

You can check all your issued certificates.



VERIFICATION

Verify the authenticity of the certificate by entering an unique code number on the certificate.



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-  시험인쇄
 -  플러그인 다운로드
 -  전자증명서 뷰어설치
 -  원격지원 서비스
 -  자주찾는 문의(FAQ)
 -  챗봇문의

Medcerti

You can get medical certificate through the Internet without visiting the hospital.



Shortcut >

User Guide

Having difficulties with using our online service?



Shortcut >

Customer Service Center

1644 - 2378(charged)

1:1 inquiry >

FAQ >

Weekday 09:00~18:00 Lunch time : 12:00 ~ 13:00

<1> Certificate Issuance
Needs Printing Machine.
PDF is not available

[Fee]
KOR: 1500KRW
ENG: 2000KRW

<2> Digital Certificate
PDF is available

[Fee]
KOR : 3500 KRW
ENG : 4000 KRW

<1> Certificate Issuance

Printable Certificate

1) Please click 'Request' button and follow steps in order.

WUOSONG UNIVERSITY 우송대학교 CERTIFICATE ISSUANCE DIGITAL CERTIFICATE VERIFICATION HOME Logout 9:54 Add

HOME > Certificate Issuance > User Guide

CERTIFICATE ISSUANCE

- Request
- Archive
- Fee
- User Guide
- FAQ
- Customer Service

"Easier, easier"

You can issue, print, or export the original certificate

Request Unprinted: 00Case



- Before applying for a certificate, please verify that your printer is output normally through test printing.
- A printer that does not meet the network isolation pc, virtual pc, and certificate issuance authentication requirements cannot print certificates.
[View non-output printer list]
- Printing / Email Transfer / Fax Transfer services are possible within 30days from issued date.

Certificate Fee	+	Processing Fee	+	Service Fee (Option)	=	Total Fees
Different by school (institution)		KRW 1,000 per copy.		KRW 1,000 per case.		

Payment Method : Credit Card, or Mobile

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Q. How to reset my password?

A: Please, contact Solibray team solibray@solbridge.ac.kr

HOME LOGIN



"Easier and Simpler"

Issue your certificate from Internet Certificate Issuance Center! You can print out your certificates Anytime, Anywhere very Easily!



HOME > Login

Quick Menu



시험인쇄



플러그인
다운로드



전자증명서
뷰어설치



원격지원
서비스



자주찾는
문의(FAQ)



챗봇문의

2) Please enter your **ID and Password** => Click '**Login**' button

"Easy Login"

Woosong and SolBridge students may use online certificate issuance service without additional signup for membership.



LOGIN

Please login after entering information below.

Student ID

Password

Login

- > An English Transcript can be issued in case there is an English Name in the School Registration.
- > If you are unable to login, Contact the certificate department in the SolBridge

3)Please check your enrollment status and select the language of certificate [Korean/English]

WOOSONG UNIVERSITY 우송대학교 CERTIFICATE ISSUANCE DIGITAL CERTIFICATE VERIFICATION HOME 9:29 Logout Add

HOME > Certificate Issuance > Certificate request > Select school register

Enrollment Status			
Department	SolBridge	Major	WOOSONG UNIVERSITY(SOLBRIDGE) SolBridge International Business
Name		English Name	
Student ID Number		Status	Enrolled
Degree	[SolBridge]WOOSONG UNIVERSITY(SOLBRIDGE) SolBridge International Business ▼		

▶ English certificates can be issued after registering your English name.
If you want to [register](#) or [edit English name](#), contact your school office.

KOREAN ENGLISH

4) Choose select certificate you need and sheets of issuance (The type of certificate depends on your institution policy.)

우송대학교 WOOSONG UNIVERSITY

CERTIFICATE ISSUANCE

DIGITAL CERTIFICATE

VERIFICATION

HOME Logout

9:53 Add

CERTIFICATE ISSUANCE

- Request
- Archive
- Fee
- User Guide
- FAQ
- Customer Service

HOME > Certificate Issuance > Certificate request > Select Certificates

Select Certificates

※ Cannot request for various types of certification at once, Please request certificates one at a time.

Certificates	QTY	Application
Academic records transcript(English)	1 ▼	Request
Certificate-of-Completion(English)	1 ▼	Request
Certificate-of-Enrollment(English)	1 ▼	Request

▶ **Wait! Did you check with the school?**
If the certificate is updated immediately after the semester has been changed, such as a certificate of graduation expectation / education payment / transcript / certificate of completion, please confirm that the school has completed the computational input before applying.

▶ Certain certification is not available online if it is not on the list.
For availability, please contact your school.

▶ Only the number of applications (payment) can be printed.
Cancellation / refund only within 30 days of application (payment) date.

▶ The certificate issued by this service is **original certificate** .

▶ Graduation certificates, diploma certificates are the same, and each school has a different name.

7 page

CERTIFICATE ISSUANCE

- Request
- Archive
- Fee
- User Guide
- FAQ
- Customer Service

HOME > Certificate Issuance > Certificate request > Payment

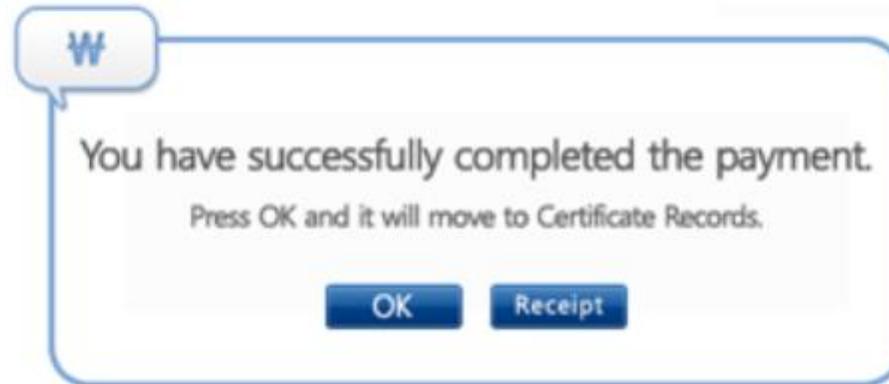
Payment	
Certificate	Certificate-of-Enrollment(English)
QTY	1Case
Total Amount	2,000KRW ?
Payment method	Card ▼
Contact Number	<input type="text" value="ex) 12345678910"/> (Only a number) *For overseas users, please enter the country code. <input type="checkbox"/> (Required) Agree collection and use of personal information [View contents]

- > You may check your payment records from [Kiwoom Pay Homepage](#).
- > Bank transfer / bank transfer is not allowed.
- > Payment can be made even if the payer is not himself.
- > You can only print out the certificate you paid for, and if you want to save it as a PDF file, please use the [Digital Certificate].
- > Inquiries about payment, such as payment errors (Kiwoompay Customer Center) : 1588-5984 / help@kiwoompay.co.kr

Pay

5) Please pay for the certificate by credits cards or mobile

6) After payment, please click 'OK' button and go to Archive.



7) You can make issued certificate print out or transfer by e-mail or fax.

우송대학교 WOSONG UNIVERSITY CERTIFICATE ISSUANCE DIGITAL CERTIFICATE VERIFICATION HOME Logout 9:52 Add

HOME > Certificate Issuance > Certificate Records

CERTIFICATE ISSUANCE

- Request
- Archive
- Fee
- User Guide
- FAQ
- Customer Service

Archive

[Wait a minute! This is for sure]

> Certificate can be printed only with the requested quantity. Please you print out a test before printing out a certificate.

> A printer that does not meet the network isolation pc, virtual pc, and certificate issuance authentication requirements cannot print certificates. [View non-output printer list]

TestPrinting

Select	Certificate	Issued/Printed	Date of Issuance	Expiration Date	Request Status
<input type="radio"/>	Certificate-of-Enrollment	1 / 0	2024.07.16	D-30	Completion (Preview)

Print (original) E-mail(original) Fax (copied)

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- 자주찾는 문의(FAQ)
- 챗봇문의

> If you do not see the certificate window when you click 'Test Print' and 'Direct Print', please install 'Download Plugin' at the bottom and try again.

> If you are processing please wait

> Capture or use of virtual printers is not allowed to prevent forgery and tampering.If you need a certificate in file format, please use the electronic certificate service.

> Certificates are kept in the Archive for 30days from the day when payment is settled. Online service and refund request are only available during this period.

> Customer Service : Use 1. Customer Service section on our website, or 2. Call Center 1644-2378

> Please submit the printed certificate after confirming that the university's seal and watermark have been properly printed before submitting it to the receiving institution. [Read more]

Please select a printing option that is available for issuance

문서출력

프린트명	지원여부
Microsoft Print to PDF	출력불가
Hancom PDF	출력불가
Fax	출력불가
Canon MF620C Series	출력가능
Canon 5560	출력가능
Canon 5535	출력가능

출력 매 수 : 1부 출력 보관함에 남은 매수 : 0

프린트명 : Canon 5535
지원여부 : 출력가능
지원상태 : 준비됨

프린터상태와 용지, 잉크 확인 후 증명서를 출력하시기 바랍니다.
증명서 출력을 하시겠습니까?

예 (YES) 아니오 (NO)

<2>Digital Certificate

Pdf is available

1) Please click 'Request' button and follow steps in order.

DIGITAL CERTIFICATE

Request
Archive
Fee
User Guide
FAQ
Customer Service

HOME > Digital Certificate > User Guide

“Safe and Convenient”

A digital copy of original certificate can be downloaded and saved, viewed and submitted.

PDF Certificate application



- The electronic certificate is valid on the day of the electromagnetic wave, and **output is not valid**.
- Payment method: required card, mobile phone
- Fee Information

Processing Fee	+	Issuance Service Fee	=	Total Fee
Different by school/institution		3,000KWR		

2) Please check your enrollment status and select the language of certificate [Korean/English]

WUOSONG UNIVERSITY 우송대학교 CERTIFICATE ISSUANCE DIGITAL CERTIFICATE VERIFICATION HOME 9:47 Logout Add

HOME > Digital Certificate > PDF Certificate application > Select school register

Enrollment Status			
Department	SolBridge	Major	WOOSONG UNIVERSITY(SOLBRIDGE) SolBridge International Business
Name		English Name	
Student ID Number		Status	Enrolled
Degree	[SolBridge]WOOSONG UNIVERSITY(SOLBRIDGE) SolBridge International Business ▼		

▶ English certificates can be issued after registering your English name.
If you want to **register or edit English name**, contact your school office.

KOREAN **ENGLISH**

3) Choose select certificate you need and sheets of issuance (The type of certificate depends on your institution policy.)

DIGITAL CERTIFICATE

[Request](#)

[Archive](#)

[Fee](#)

[User Guide](#)

[FAQ](#)

[Customer Service](#)

HOME > Digital Certificate > PDF Certificate application > Select Certificates

Select Certificates

※ Cannot request for various types of certification at once. Please request certificates one at a time.

Certificates	Application
Academic records transcript(English)	Request
Certificate-of-Completion(English)	Request
Certificate-of-Enrollment(English)	Request

4) Certificate issue processing. Please wait.

 우송대학교
WOSUNG UNIVERSITY

CERTIFICATE ISSUANCE **DIGITAL CERTIFICATE** VERIFICATION

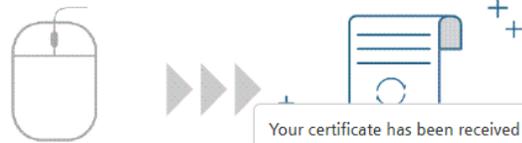
HOME Logout Add 9:56

DIGITAL CERTIFICATE

- Request
- Archive
- Fee
- User Guide
- FAQ
- Customer Service

HOME > Digital Certificate > PDF Certificate application > Payment

Payment	
Certificate	Certificate-of-Enrollment(English)
File Type	PDF Certificate
Total Amount	4,000KRW ?



Your certificate has been received and is in progress.
※ It may take 5-10 minutes depending on the number of certificates and
Please wait a moment.

- ▶ If you are processing please wait
- ▶ You may check your payment records from [Kiwoom Pay HomePage](#).
- ▶ Bank transfer / bank transfer is not allowed.
- ▶ **Cancellation/Refunds policy** : Cancellation or Refund will be acceptable within 30 days after the payment if the contents of the certificate is incorrect.
Fault by applicator or change of decision cannot be acceptable for cancellation or refunds.
- ▶ Inquiries about payment, such as payment errors (Kiwoompay Customer Center) : 1588-5984 / help@kiwoompay.co.kr

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-  챗봇문의

5) Please enter additional information for issuing certificate

<1> [Receiver]:

Name (your name, name of the company, institution, etc)

<2> Choose [the use] based on the above input

<3> [Phone number]

우송대학교 WOOSONG UNIVERSITY CERTIFICATE ISSUANCE DIGITAL CERTIFICATE VERIFICATION HOME Logout 9:55 Add

HOME > Digital Certificate > PDF Certificate application > Payment

DIGITAL CERTIFICATE

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Certificate	Academic records transcript(English)
File Type	PDF Certificate
Total Amount	4,000KRW
Receiver	해외 기관 제출 시 영문 기재 * Maximum korea:11 , english:22
Use for	Direct Input 해외 기관 제출 시 영문 기재 * Maximum korea:8 , english:16
Payment method	Direct Input General Companies
Contact Number	only a number) *For overseas users, please enter the country code. on and use of personal information [View contents]

> If you are processing please wait

> You may check your payment records from [Kiwoom Pay HomePage](#).

> Bank transfer / bank transfer is not allowed.

> Cancellation/Refunds policy : Cancellation or Refund will be acceptable within 30 days after the payment if the contents of the certificate is incorrect.
Fault by applicator or change of decision cannot be acceptable for cancellation or refunds.

> Inquiries about payment, such as payment errors (Kiwoompay Customer Center) : 1588-5984 / help@kiwoompay.co.kr

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- 챗봇문의

Pay

Thank you

