

1102 畢業生離校手續及紙本/數位學位證書發放作業方式調整措施

公告日期：2022/05/27

紙本學位證書領取				
臨櫃領取	領取時程		地點	☞畢業生離校手續列印系統操作說明-疫情期間 ☞1102 學士班-畢業離校手續流程 ☞1102 研究生-畢業離校手續流程
	學士班	111/6/10~9/30		
	研究生	預約制		
郵寄證書 (僅限學士班畢業生)	線上申請		寄出日期	包裝及郵資費
	111/6/11~9/29		每週四~五	本國生 150 元 境外生 依實際金額支付
	1. 線上申請：登入 e 校園服務網/各類系統功能/教務/點選『畢業生離校手續單列印』 →填寫個人資料及畢業證書委託郵寄申請書(切結書) →確認郵寄地址、電話是否正確 →線上轉帳郵資 →儲存送出後完成申請 (若要取消，需填寫退費申請表並酌收 50 元資料處理及銀行轉帳手續費) 2. 自行檢查各單位離校手續是否完成，未完成者應盡速處理，如欠款、欠書等。		1. 費用含防壓防水牛皮信封一只及證書郵寄費用。 2. 採雙掛號郵寄，家裡務必有人收件。 3. 境外生郵資費用依實際金額支付，由國際暨兩岸事務處協助寄出。 4. 郵寄畢業證書採批次統一作業，無法放入其他教務文件一起寄送。	
重要提醒	1. 全體畢業生至遲於 111/9/30(含)前登入 e 校園服務網列印離校手續單，逾期將無法登入系統。 2. 畢業生畢業離校流程相關說明，可至綜合業務組網頁/ ☞畢業 查詢。 3. 委託證書郵寄者，學生證註記『離校』字樣暫停實施。學生證已遺失者，仍須登入 e 校園服務網之『學生電子票證掛失退費系統』，填寫掛失申請，以免被盜用。 4. 學生證畢業後學校帳號認證即失效，請同學自行至票卡公司網站進行記名申請，畢業後才可享有票卡公司掛失退費服務。 ●悠遊卡： ☞記名申請 ●一卡通： ☞電子票證記名申請 5. 暑期行政上班時間及業務聯絡： (1). 暑期上班時間：依人事室公告後於綜合業務組最新消息公告。 (2). 111/07/18(一)~07/25 日(一)本校放假，暫停發放學位證書，敬請配合。			

數位學位證書核發

紙本學位證書領取後，數位學位證書核發將依據下列時程 e-mail 至 學生 gm 信箱 及 學生提供之有效信箱。未收到數位學位證書者，最遲於預定寄出後 三日內 與綜合業務組聯絡。

時程	紙本學位證書 領取	數位學位證書 核發	說明
1	111/6/10-7/6	111/7/7	1. 核發數位學位證書後即無法登入本校系統。 2. 欲提前核發數位學位證書者，請於領取紙本學位證書時現場提出申請。申請單請至綜合業務組/表單下載/學生使用/畢業 /☞ 數位學位證書提前核發申請書 下載。
2	111/7/7-9/30	每週四～五	
申請流程	☞數位學位證書發放說明 1. 完成畢業離校程序： (1). 畢業生需另提供本校 gm 信箱外之個人有效信箱，系統填寫送出資料即無法異動，敬請留意。 (2). 初次申辦數位學位證書 免費 ，請務必仔細檢查個人中、英文姓名、出生年月日、身分證字號正確無誤， 逾期申請更正者或因遺失補發、姓名變更及個人信箱有誤等因素，致數位學位證書無法寄達，需另行繳費更換數位學位證書，收費標準以當年度公告為準。 2. 核發數位學位證書：完成領取紙本畢業證書者方可取得數位學位證書。 3. 下載數位學位證書： (1). 校園 gm 信箱未來可能要收費，收到數位學位證書後，請立即下載及驗證並妥善保存(請儲存於 USB)。 (2). 以「下載附件」之方式下載數位學位證書，切勿以其他方式另存，以免失去驗證功能。建議將整封信件直接儲存到其他裝置。 4. 驗證數位學位證書：下載檔案請立即驗證是否成功，驗證結果訊息顯示請參閱☞ 數位學位證書發放說明 或系統自動發送郵件之內容。		
重要提醒	1. 未來升學就業只要將數位學位證書檔案傳送至教育部指定的「教育部驗證網站」進行查核，即可驗證學歷真偽，無須公證機構或本校認證學歷。 2. 數位學位證書之驗證功能為永久有效，請妥善保存，若檔案遺失須另付費申請補發(原數位學位證書之驗證功能將同時消除)。		
因應郵寄證書 調整措施	因應疫情，申請郵寄證書並欲提前核發數位學位證書者，下載申請表後 e-mail 至綜合業務組信箱。 1. 申請單：綜合業務組/表單下載/學生使用/畢業 /☞ 數位學位證書提前核發申請書 下載。 2. e-mail：pu101b0@pu.edu.tw(紅色字為數字) 3. 信件主旨：『數位學位證書核發申請_姓名/系所』，請於信件中註明申請人姓名及系所名稱。		

Adjusted Measures for Graduation Procedure and Issuance of Paper and Digital Degree Certificate


2022/05/27

Collection of Paper Diploma				
Over the Counter	Collection Time		Locations	☞ 1102 學士班-畢業離校手續流程 (Graduation Procedure – Undergraduates) ☞ 1102 研究生-畢業離校手續流程 (Graduation Procedure – Graduates)
	Undergraduates	111/6/10~9/30	2F, BK Hall Div. of R&C	
	Graduates	By appointment		
Mailing of Degree Certificate (Under-graduates only)	Online Application		Mail Days	Package & Post Fees
				DomesticOverseas
	111/6/11~9/29		Thursdays & Fridays	NT\$150At cost
	1. Online application: Log in to e-Campus/ Systems/ Academic/ Printout of Graduation Procedure Form →Fill out personal data and application for mailing Degree Certificate (affidavit) →Verify the mailing address and phone number. →Make postage payment online. →Save and send the application. (To cancel, fill out the Application for Refund; there will be an NT\$50 process fee and bank transmission fee.) 2. Please verify the procedures from the respective signatory units are complete; if not, please process the due procedures as soon as possible, ex.: undue payment, book loan, etc.		1. The fee includes a pressure-proof and waterproof kraft envelop and the mailing fee for the Degree Certificate. 2. The package will be mailed by Double Registered. Please make sure there is someone to sign for the delivery. 3. The overseas mailing will be charged at cost; OIA will be in charge of the mailing. 4. The mailing of degree certificate is an independent operation; no other academic related documents will be enclosed in the envelops.	
Important Reminders	1. All graduates must log in to e-Campus by September 30, 2022 (inclusive) to make the printout of Graduation Procedure Form. The system will not accept overdue log-in. 2. For the Instructions for Graduation Procedure, please enquire at Div. R&C webpage/Hot Links/Graduation.(☞畢業專區) 3. Students who apply for mailing service for their Degree Certificate, the practice of EXIT stamp on their student IDs will be suspended temporarily. Students who lost their Student ID Card should log on to the Refund System for e-Ticket on e-Campus to report the loss to avoid identity theft. 4. After graduation, the University account verification function will be invalid. Students are requested to go to the card company website to apply for new registration so that student can be entitled to refund service after graduation. ●Easy Card☞記名申請 ●iPASS☞電子票證記名申請 5. Summer Office Hours: (1). Summer Office Hours: Follow the latest announcement of the Office of Personnel and posted on the Div. of R&C webpage. (2). The University is closed July 18-25, 2022. The Degree Certificate issuance will be suspended during the period.			

Issuance of Digital Diploma

After the paper degree certificate is collected, the digital version will be mailed to the student's gm mailbox and the effective mailbox student provides through e-mail by the following schedule. Those who have not received the digital degree certificate should contact the Div. of R&C **within three days** after the scheduled delivery.

Time	Collection of Paper Degree Certificate	Issuance of Digital Degree Certificate	Descriptions
1	111/6/10-7/6	111/7/7	1. Once the digital degree certificate is issued, students won't have further access to the University systems. 2. The application to have the digital degree certificate issued in advance should be filed while collecting the paper certificate. The application form can be downloaded at the Div. of R&C webpage/Forms/ Students/ Graduation/ Application for the Issuance of Digital Degree Certificate. (☞ 數位學位證書 提前核發申請書)
2	111/7/7-9/30	Thursdays - Fridays	
Application Procedure	<p>☞ 數位學位證書發放說明 (The Instructions for the Issuance of Digital Degree Certificate)</p> <ol style="list-style-type: none"> Complete the Graduation Procedure: <ol style="list-style-type: none"> The graduates should provide a working personal mailbox in addition to the University gm mailbox. ATTENTION! Once the information is sent out, no further changes can be made. The initial application for the digital degree certificate is free of charge. Therefore, please be sure to examine carefully the accuracy of your Chinese and English names, date of birth, and ID number. There will be a charge for any correction of personal information after the deadline or future reissuance due to loss, name change, and personal mailbox errors leading to the un-delivery of the certificate. The charge is subject to the announcement of the current year. Issuance of digital degree certificate: The digital degree certificate is issued AFTER the paper certificate is collected. To download the digital degree certificate: <ol style="list-style-type: none"> There may a charge on campus gm mailbox in the future. After receiving the digital degree certificate, please download and verify it and store it properly (store it in USB). Please download the certificate by the "download attachment" function; do not save it in other ways to avoid losing the verification function. It is recommended to save the entire document directly to other devices. To verify the digital degree certificate: Please verify the success of the file download immediately. The message shown for verification results can be found: Instructions for the Issuance of Digital Degree Certificate (☞ 數位學位證書發放說明) or the mail automatically sent by the system. 		
Important reminders!	<ol style="list-style-type: none"> In the future, you only need to send the certificate file to the "Ministry of Education Verification website" designated by the Ministry of Education for verification, and the authenticity of the academic qualifications can be verified. The certificate no longer needs to be certified by a notary institution or the University. The verification function of the digital certificate is permanent; please safeguard your certificate. If the file is lost, you can apply for a replacement for a fee. (The verification function of the original digital degree certificate will be eliminated simultaneously.) 		

<p>Adjustments due to mailing service</p>	<p>In response to the epidemic, students who apply for mailing service of their paper certificates and early issuance of the digital certificates can download the application forms and e-mail them to the mailbox of the Div. of R&C.</p> <ol style="list-style-type: none"> 1. Application Form: Download at the Div. of R&C/Forms/Students/Graduation/ 數位學位證書核發申請書 2. e-mail : pu101b0@pu.edu.tw (reds are digits, not letters) 3. Mail Subject: “Application for the Issuance of Digital Degree Certificate, Name, Department/Graduate Institute”. Please clearly mark in the mail the applicant’s name and the attending department/graduate institutes.
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