畢業生離校手續單列印操作說明

Operation Instructions for Print the form of Graduate's Leaving School Procedure

1.登入e校園服務網→各類系統功能→教務→【學生基本資料確認】

Log in to e-Campus service → All e-Campus service → Academic Affairs →"Student Information confirmed platform"

2.【學生基本資料確認】→基本資料 →**填寫第二備用信箱(校外信箱)** →確認儲存
"Student Information confirmed platform"→ Student info. →Second backup mailbox →SAVE

- 通過驗證後，欄位資料才會更新儲存，並將作為第二備用信箱及數位學位證書發證用(補發密碼使用)
- 驗證通知信於點選[確認儲存]鈕後發送，約30分鐘內應可收到，若未收到，請檢查是否被歸類到垃圾信件或廣告信件區，若超過30分仍未收到，建議換一組信箱試試。
- **重要提醒：驗證通知信會要求您點選信中的驗證連結讓您確認，請記得點選信件查看內容。**

3. 登入e校園服務網→各類系統功能→教務→【**畢業生離校手續單列印**】

Log in to e-Campus service → All e-Campus service → Academic Affairs →" Print the form of Graduate's Leaving School Procedure"
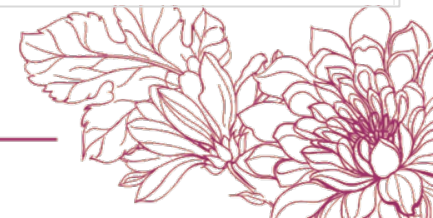
4. $\overset{(1)}{\rightarrow}$ 請先完成【**確認基本資料並填寫問卷**】 $\overset{(2)}{\rightarrow}$點選【**直接臨櫃領取證書離校單列印**】

$\overset{(1)}{\rightarrow}$ "Please verify the Personal Data and fill in the survey" $\overset{(2)}{\rightarrow}$ " Collect the Certificate of Degree and print the School Leaving form over the counter"

【畢業生離校手續單列印 Printout of School Leaving Procedure】

(1) 確認基本資料並填寫問卷拿好禮
Please verify the Personal Data and fill in the survey for a gift as a token.

(2) 直接臨櫃領取證書離校單列印
Collect the Certificate of Degree and print the School Leaving Form over the counter

靜宜大學 資訊處校務資訊組程式開發&維護 Copyright © PROVIDENCE UNIVERSITY. All Rights Reserved

5. $\overset{(1)}{\rightarrow}$確認個人校外有效信箱是否正確並完成驗證$\overset{(2)}{\rightarrow}$ 勾選**同意** $\overset{(3)}{\rightarrow}$【儲存資料並前往列印頁面】
$\overset{(1)}{\rightarrow}$Valid off-campus e-mailbox$\overset{(2)}{\rightarrow}$ Tick to agree $\overset{(3)}{\rightarrow}$ Submit

同學，您好：
恭喜您成為本校畢業校友，為了與校友持續聯繫並順利執行畢業相關作業，再請協助填寫與確認
［聯絡信箱/數位證書信箱 、 論文題目］之資料，
請填寫校外有效電子信箱，作為寄發數位證書用。
提醒您，請確認填寫有效的電子信箱，若有誤導致無法寄達，日後補發將收取費用。

Dear Student :
Congratulations for becoming one of our alumni! To continuously keep contact with you and smoothly execute your school leaving procedure, please help us fill in and verify your information of Contact e-mailbox/e-mailbox for digital certificate of degree,Please provide valid off-campus e-mailboxes for receiving the Digital Certificate of Degree.
Please make sure the e-mailboxes are valid. If not, the Certificate can not be delivered. There will be charge for re-issuance in the future."

【信箱資料(Email information)】

有驗證通過之信箱

(1)

聯絡信箱
(Contact e-mail)
數位證書信箱
(e-mailbox for Digital
Certificate of Degree)

校外有效信箱(Valid off-campus e-mailbox)
有效驗證之校外信箱為 test@gmail.com.tw ，若須調整請至學生基本資料確認(Student Information confirmed platform)修改，謝謝。
1. 校外電子信箱(Off-campus E-mail)已經驗證通過，若需修改，請至E校園服務網->教務(Academic Affairs)->學生基本資料確認(Student Information confirmed platform)->基本資料(Student info)->修改校外電子信箱(Off-campus E-mail)
2. g1_____3@gm.pu.edu.tw 本人同意以上電子郵件作為寄發數位證書用

【論文資料(thesis data)】
請填寫並確認您的論文題目，請於領取學位證書前二日告知綜合業務組業務承辦人員以便提前印製證書。
Please fill in and confirm the title of your theme.
Please notify the case officer at the Div. of R&C 2 days in advance to prepare your certificate.

僅適用研究生

論文中文題目 測試
(Chinese Title of Thesis)

論文英文題目 text
(English Title of Thesis)

(2)

☑ 我已確實填寫「信箱及論文資料」，了解此為一次性資料填寫作業，並同意此電子信箱作為寄發數位證書用，若有疑問將自行洽詢綜合業務組。
I have accurately filled in "the e-mailbox and thesis information" and understand that this is a one-time data filling operation. And I agree that the e-mailbox will be used to transmit the Digital Certificate of Degree. If I have any questions, I will contact the Div. of R&C individually.

(3) 儲存資料並前往列印頁面(submit)　　回上頁(back)

重要提醒：若尚未完成個人校外有效信箱驗證

(step1-2)
─────→請至e校園服務網→各類系統功能→教務→【學生基本資料確認】

→基本資料→填寫第二備用信箱(校外信箱) →確認儲存(step3)─────→

同學，您好：

恭喜您成為本校畢業校友，為了與校友持續聯繫並順利執行畢業相關作業，再請協助填寫與確認
[聯絡信箱/數位證書信箱 、 論文題目] 之資料，
請填寫校外有效電子信箱，作為寄發數位證書用。
提醒您，請確認填寫有效的電子信箱，若有誤導致無法寄達，日後補發將收取費用。

Dear Student：

Congratulations for becoming one of our alumni! To continuously keep contact with you and smoothly execute your school leaving procedure, please help us fill in and verify your information of Contact e-mailbox/e-mailbox for digital certificate of degree,Please provide valid off-campus e-mailboxes for receiving the Digital Certificate of Degree.
Please make sure the e-mailboxes are valid. If not, the Certificate can not be delivered. There will be charge for re-issuance in the future."

【信箱資料(Email information)】

聯絡信箱 (Contact e-mail) 數位證書信箱 (e-mailbox for Digital Certificate of Degree)	校外有效信箱(Valid off-campus e-mailbox) 尚未有效驗證之校外信箱，請至學生基本資料確認(Student Information confirmed platform)填寫，謝謝。 1. 校外電子信箱(Off-campus E-mail)未經驗證通過，請至E校園服務網->教務(Academic Affairs)->學生基本資料確認(Student Information confirmed platform)->基本資料(Student info)->填寫校外電子信箱(Off-campus E-mail) 2. g1▨▨▨▨3@gm.pu.edu.tw 本人同意以上電子郵件作為寄發數位證書用

沒有驗證通過的信箱
→至『學生基本資料確認』填寫並完成驗證

尚未有效驗證之校外信箱，請至學生基本資料確認(Student Information confirmed platform)填寫，謝謝。

回上頁(back)

6. 點選【列印學校存查用離校手續單】
   Choose "Print"

University Copy

靜宜大學　　學年度第　學期畢業生離校手續單(大學部)
Exit Procedures Form for Undergraduates　　Semester

【查詢用途】

此頁面僅提供查詢用，列印無效

系班級(組)Dept./Class (Div.) :　　　　　姓名Name :　　　　　學號St. No. :

單位 Signatory Units	系統註記 System Annotation	應辦理事項 Matters to be handled
總務處出納組 （文興樓1樓） Cashier's Office (1F, BK Hall)	免蓋章／已完成 No seal required	確認有無學雜費款項。 Clear the payment for outstanding tuition and fees.
職產處職涯發組 （主顧樓605L） Div. of Career Development (Rm.605, Providence Hall)	畢業生基本資料確認及流向資訊平台 免蓋章／已完成 Personal Data Confirmation and Platform for Alumni Career Development (No seal required)	1.確認基本資料及填寫問卷。 2.完成上述項目者可至職產處職涯發組(主顧樓6樓605L室)領取禮品 1.Answer the enquiry to confirm personal profile and complete the questionnaire. 2.Upon completing the above procedure, please pick up a gift at 605 Providence Hall.
圖書館 （1樓詢問台） Luking Library (1F, Info. Desk)	免蓋章／已完成 No seal required	確認有無借用資料及相關費用 Confirm if there is any overdue materials or charges.
教務處綜合業務組 （文興樓2樓） Div. of R&C, Office of Academic Affairs (2F, BK Hall)	免蓋章／已完成 No seal required	1.持已完成之離校手續單領取學位證書。Collect your Degree Certificate upon the presentation of the completed Graduation Procedure Form between　　　.

※上述若有疑義再請聯繫綜合業務組 魏鈺紹秘書 04-26328001 分機:11115

➡ 注意：領取學位證書前，請按下「列印學校存查用離校手續單」按鈕，列印「學校存查」之離校手續單，始得辦理離校。
Remarks: Before receiving the diploma, Print (School-preserved form of Graduate's Leaving School Procedure) and then complete the school leaving procedure.

列印學校存查用離校手續單(Print)	返回首頁(home)

【注意事項Remarks】：

畢業相關作業及數位學位證書發放相關說明，請至綜合業務組網頁/熱門連結/畢業專區查詢。
For the Instructions of the issuance of Digital Certificate of Degree, please go to the webpage of Div. of R&C/Hot Links/Graduation/Enquiry on Digital Certificate of Degree.
https://dorac.pu.edu.tw/p/412-1059-3405.php?Lang=zh-tw
(一)107(1)延畢學生應在107/11/12~107/11/16向綜合業務組承辦人提出畢業申請，符合畢業資格者，需辦理畢業離校手續（不需依照順序蓋章）始能離校。
(二)所有單位均簽核完成，本手續單由綜合業務組保管一年，即予註銷。
(三)學生憑攜身分證領取學位證書，並在簽領清冊上簽名。
(四)擬委託他代領學位證書者，受託人需持上網列印「學校存查」之離校程序單、委託書、委託人之學生證正本及印章、受託人之身分證正本及印章。
(五)完成離校手續單各欄書核畢者，請於107/11/19~107/11/23至綜合業務組領取學位證書。

7. 【列印】**學校存查**用離校手續單

Make a hardcopy of the Graduation Procedure for **University Copy**.

alcat.pu.edu.tw 顯示

提醒同學：
1.在圖書館無欠書欠款情形下，列印離校手續單後，圖書館即終止同學借書服務。
2.e-Portfolio系統之使用權限將於您畢業後關閉，屆時將無法再自行登入使用!!請您務必將e-Portfolio資料匯出存檔並妥善保管，以利未來撰寫履歷時參考。
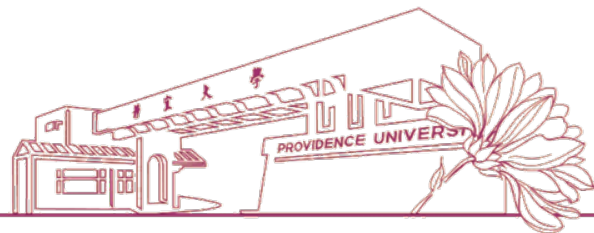3.畢業生辦理離校需於學生證上註記「離校」字樣，可至綜合業務組(文興樓二樓)或圖書館二樓蓋上「離校」字樣方可領取學位證書。

確定　　取消

提醒~Reminder~

1. 在圖書館無欠書欠款情形下，列印離校手續後，圖書館即終止同學借書服務。

2. e-Portfolio系統之使用權限將於您畢業後關閉，屆時將無法再自行登入使用！！請您務必將e-Portfolio資料匯出存檔並妥善保管，以利未來撰寫履歷時參考。

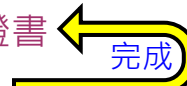3. 畢業生辦理離校需於學生證上註記『離校』字樣，可至綜合業務組（文興樓二樓）或圖書館二樓蓋上『離校』字樣方可領取學位證書。

1. After you complete filling in the information, please go to the Div. of Career Development to pick up a gift.

2. The access rights to the e-Portfolio system will be closed after your graduation, and you will no longer be able to log in or use it on your own!! Please be sure to export and save your e-Portfolio data and keep it properly for future reference when writing your resume.

3. For the students who completed the required stamping on the Graduation Procedure Form, before claiming your degree certificate, please bring your Student ID to the Div. of R&C (2F, BK Hall) or Luking Library (2F) to have "EXIT" stamped on your ID.

8. 應屆畢業生在符合畢業資格後，領取證書前需完成以上手續(不需依照順序蓋章)

(1)→手續單內全顯示【免蓋章/已完成】——完成——→至綜合業務組領取學位證書 ←─ 完成

(2)→有單位未註記【免蓋章/已完成】——未完成——→至相關單位辦理離校手續 ←─

After meeting the graduation qualifications and before claiming the Certificate of Degree, the graduates should complete the above procedures (in random order).

(1)→ the Form all shows "Stamp Free/Completed" ——Finish——→ Claim you Certificate of Degree at the Div. of R&C ←─

(2)→ the units didn't bear the "Stamp Free/Completed" ——not finished——→ Graduation Procedures at the Signatory Units ←─ finished

未完成
not finished

完成
Finish

持離校手續單至未註記「免蓋章/已完成」之單位辦理手續
Complete the graduation procedures at the units didn't bear the "Stamp Free/Completed" note.

至綜合業務組領取學位證書
Claim you Certificate of Degree at the Div. of R&C.

9. 學生憑學生證或身分證領取學位證書，並在請領清冊上簽名

Claim the Certificate of Degree (Hardcopy) The students shall present their student or personal ID cards upon the collection of the Certificate of Degree and sign on the Certificate Collection List.

- 持以下文件至綜合業務組(文興樓二樓)領取學位證書。
    1. 學校存查用離校手續單。
    2. 完成註記離校之學生證，學生證遺失者出示掛失成功之截圖或紙本及身分證。
    3. 研究生需繳交論文(碩士班1冊；博士班1冊；精裝或平裝皆可)。

- Claim you Certificate of Degree at the Div. of R&C (2F BK Hall) with the following documents.
    1. The university copy of the Graduation Procedures Form.
    2. The Student ID with the EXIT stamp. Students who lost their Student ID shall present the screenshot of successful lost registration or make a printout and show their personal IDs.
    3. Graduate students shall submit their Thesis (1 copy for Master's; 1 copy for Doctoral; paperback or hardback are both acceptable.)

☞ 畢業生離校流程圖Graduation Procedure Flow Chart
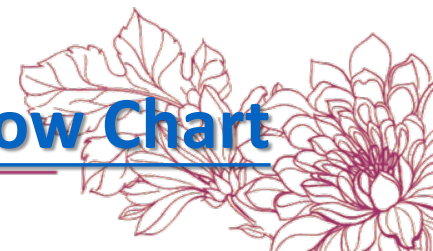
提醒~Reminder~

- 委託代領畢業證書者，受託人需持以下文件至綜合業務組(文興樓二樓)代領學位證書。
    1. 畢業生之學校存查用離校手續單。
    2. 註記已離校之畢業生學生證，學生證遺失者出示掛失成功之截圖或紙本及畢業生之身分證。
    3. 畢業生印章。
    4. 代辦委託書(至綜合業務組/表單下載/學生使用/『**學籍**』下載)。
    5. 受託人身分證或學生證及印章。

提醒～Reminder～

- For those who intend to entrust the collection of their diploma on the 3rd party, the trustees should Claim the Certificate of Degree at the Div. of R&C (2F BK Hall) with the following documentations.
   1. a print out of the "University Record" copy of the Exit Form.
    2. Student ID with EXIT stamp. Students who lost their Student ID shall present the screenshot of successful lost registration or make a printout and show their personal IDs.
    3. The personal seal of the graduates.
    4. Power of Attorney (go to Div. of R&C/Form download/For students/『**Enrollment**』 download).
    5. The personal or student ID and the seal of the trustee.

注意事項Attention
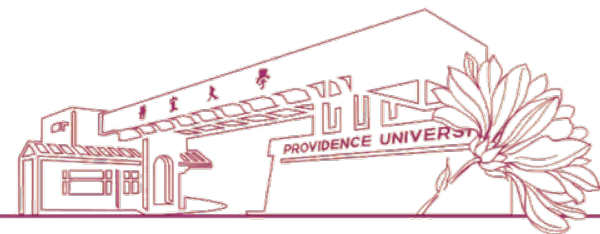
1. 完成領取紙本學位證書者，由各學系承辦人於當學期教師登錄成績截止日後，隔週起每週四～五核發數位學位證書。

2. 寄出三個工作日內，未收到數位學位證書者請與綜合業務組各學系承辦人員聯絡。

3. 離校後學生證即失效，視同一般無記名卡。優惠到期後將改為普通票費率，且無法申請掛失及補發，已過效期之學生證請自行至票證公司申請記名。

1. After the students picked up the hardcopy of their Certificate, the Digital Certificate of Degree will be issued starting on the next Thursday and Friday after the deadline for teacher grade registration.

2. If you do not receive the Digital Certificate of Degree within three working days, please contact the respective case officers at the Div. of R&C.

3. The Student ID Card will become invalid after leaving the university, and it will serve as a general bearer card. After the discount expires, it will be changed to the regular ticket rates, and you cannot apply for loss report and replacement. For the expired Student ID Card, you can apply to the ticket company for a bearer card.