

# 靜宜大學學士班 111 學年度第 2 學期 延畢學生學期中申請畢業離校手續流程說明

一、限前一學期已修足畢業學分並於 111 學年度第 2 學期期中完成畢業條件(當學期無修習任何課程)者，可依下列步驟辦理離校流程領取學位證書：

1. 請於 112/4/10~4/14 向綜合業務組各學系承辦人提出申請。
2. 登入 e 校園服務網，點選「畢業生離校手續單列印」。
3. 填寫畢業生資料及流向調查。
4. 如無借(還)書需求者，可列印學校存查用之「畢業生離校手續單」，離校手續單列印後，圖書館即終止借書服務。
5. 完成離校手續單各單位之審核章，如手續單內顯示「免蓋章/已完成」，表示該單位無須審核可逕行略過。
6. 符合畢業資格並完成離校手續單各欄位審核章者，請於 112/4/17~4/21 上班時間領取 111 學年度第 2 學期學位證書，並於 112/4/21 核發數位學位證書。

二、學生證註記離校字樣

1. 畢業生領取學位證書前，請備妥個人學生證至綜合業務組(文興樓二樓)或圖書館二樓，將學生證蓋上「離校」字樣；繳回手續單時出示完成註記離校之學生證，驗後卡片歸還學生，方完成離校手續。離校後學生證即失效，視同一般無記名卡。
2. 學生證遺失者，請先登入 e 校園服務網之學生電子票證掛失退費系統，填寫掛失申請並擷取掛失成功畫面之截圖或紙本，並攜帶身分證辦理。

三、委託他人代領學位證書者，受託人需持「畢業生之學校存查用離校手續單」、「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)」、「畢業生印章」、「代辦委託書」(綜合業務組/表單下載/學生使用/學籍下載)及「受託人身分證或學生證及印章」至綜合業務組領取。

四、本校自 110(1)學年度起核發數位學位證書，畢業生於完成離校手續並提領紙本學位證書後，請於規定時間下載數位學位證書。畢業生請提供本校信箱外之個人常用私人信箱，以利傳送檔案。

五、數位學位證書相關說明，請至綜合業務組網頁/熱門連結/畢業專區/數位學位證書查詢。

六、以下為辦理離校手續相關單位辦公地點及注意事項：

序號	單位	辦理地點	應辦理事項
1	職產處職發組	主顧樓 605L 室	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(主顧樓 6 樓 605 室)領取禮品。
2	總務處出納組	文興樓 1 樓	確認有無學雜費款項。
3	圖書館	1 樓詢問台	確認有無借用資料及相關費用。
4	國際暨兩岸事務處 國際學生組	主顧樓 7 樓 704 室	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
5	教務處綜合業務組	文興樓 2 樓	112/4/17~4/21 持已完成之離校手續單領取學位證書。

## **Procedure for the Deferred Graduation Students Applying for Graduation Mid-semester First Semester, 2022-2023**

- A. Students who have completed the graduation credits and in the previous semester fulfilled the graduation credentials in the second semester of the 2022-23AY (**without taking any courses in the current semester**) can initiate the school leaving process and claim the degree certificate by following the steps below:
1. Submit the application to the case officer of the respective departments/programs at the Div. of R&C from **April 10 to April 14, 2023**.
  2. Log on to e-Campus and print the School Leaving Procedure Form.
  3. Fill out the personal data and career development survey.
  4. Where the check-out/return services at the library are not needed any further, students can print out the completed School Leaving Procedure Form, and the library shall terminate the book loan service simultaneously.
  5. Complete the verification stamps of the units of countersignature. If the Form indicates “Seal free/Completed”, it means it’s not required to ask for the countersignature of the said unit.
  6. Students who meet the graduation qualifications and have completed the verification signatures from the units in the School Leaving Form shall claim your degree certificate **for the second semester of 2022-23AY during the office hours from April 17 to April 21, 2023. The digital certificate of degree will be issued on April 21, 2023.**
- B. An EXIT mark will be stamped on your Student ID.
1. **Before claiming the degree certificate, please bring the student ID to the Div. of R&C (2F, Bishop Kupfer Hall) or the 2nd floor of Luking Library to have “EXIT” stamped on your ID. Show the stamped ID card while returning the School Leaving Form; the ID card will be returned upon inspection. The school leaving procedure is then complete; the student ID is invalid simultaneously and become just an unregistered card.**
  2. For those who have lost their student IDs, please log on to the student e-ticket loss and refund system of the e-Campus, fill in the loss report application and capture a screenshot or print a paper copy of the successful loss report screen and bring your PERSONAL ID card to complete the procedure.
- C. For those who entrust others to collect the degree certificate, the trustee must present the completed “School copy of School Leaving Form”, “Student ID with EXIT stamp” (if the student ID is lost, show a screenshot or paper copy of the successful report of the loss and the personal ID of the subject graduate), the seal of the departing graduate, Power of Attorney (download the form at Div. of R&C/Forms Download/For Students/Enrollment), and the personal ID or student ID and personal seal of the trustee. The trustee shall proceed to the Div. of R&C to complete the procedure and claim the degree certificate.
- D. **The University issues Digital Certificate of Degree effective the 1st semester of 2021-22AY. After completing the school leaving procedure and claiming the hardcopy of the Certificate of Degree, the graduates shall download their Digital Certificate of Degree within the stipulated timeframe. The graduates are requested to provide a personal e-mail address other than the university’s gm address to facilitate file transfer.**
- E. **For further information on Digital Certificate of Degree, please go to the webpage of Div. of R&C/Hot Links/Graduation/Digital Certificate of Degree.**

F. The locations of the respective offices in charge are as follows:

No.	Units	Locations	Descriptions
1	Div. of Career Development	605L Providence Hall	1. Confirm the personal data and fill out the survey. 2. Pick up the gift at 605L Providence Hall.
2	Cashier	1F, Bishop Kupfer	Clear all non-payment.
3	Luking Library	1F, Information Desk	Return all borrowed materials and pay up the overdue charges.
4	Div. of ISA, OIA	704 Providence Hall	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
5	Div. of R&C	2F, Bishop Kupfer Hall	Claim your Certificate of Degree during April 17 to April 21, 2023 by presenting the completed School Leaving Form.