

靜宜大學 112 學年度第 1 學期

學士班應屆畢業生畢業離校手續流程說明

一、畢業生離校手續採線上作業，請依下列步驟辦理。(如畢業生離校流程圖說明)

1. 至學分試算系統確認，畢業條件及修課總學分數已達畢業標準者。
2. 登入 e 校園服務網，點選**畢業生離校手續單**列印→填寫畢業生資料及流向調查。
3. 如無借(還)書需求者，列印**學校存查用畢業生離校手續單**。手續單列印後圖書館即終止借書服務。
4. 完成離校手續單各單位審核章，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。

二、領取學位證書時程表及地點：(領取地點文興樓二樓綜合業務組)

領取日期	申請資格	離校手續單列印
113/01/02 起	限延畢生本學期無任何修課，並已通過英檢、證照、學程、人文素養或法律系會考…等，符合畢業條件者可開始領取。	於 113/02/29(含)前 登入 e 校園服務網列印離校手續單並於 113/01/31 前 轉出 e-portfolio 及個人相關資料，逾期將無法登入本校系統。
113/01/23 起	修足畢業學分符合畢業條件者。	
113/02/29 前	提領 112(1)學年度畢業證書畢業條件登錄、交換生抵免最後截止日為 113/02/29 。	

注意事項：

1. 請務必先登入 e 校園服務網/各類系統功能/教務/畢業生離校手續單列印→列印學校存查用離校手續單，綜合業務組**不提供**現場列印。**逾期請親洽綜合業務組填寫書面畢業生離校手續單。**
2. 申請中文學位證書影本者，請自行影印並攜帶學位證書正本至綜合業務組核對，再至主顧 809 秘書處文書業務蓋關防，申請英文學位證書影本，須持繳費單申請(需攜帶正本，不得自行影印)。
3. **領取學位證書前，務必將攸關畢業條件之語文檢定、證照、競賽得獎等文件上傳至規定網站，方得領取證書。**
4. 畢業生畢業離校流程相關說明，可至綜合業務組網頁/熱門連結/[畢業](#)查詢。

三、學生證註記離校字樣

1. 畢業生領取學位證書前，持學生證至文興樓二樓綜合業務組或圖書館二樓註記「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)，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，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。
3. 學生證之學生身份使用效期為四年，逾期將自動轉換為普卡，不再享有學生優惠。學生因延畢須辦理身分展延者，請於 **113/03/01** 以後持學生證至教務處綜合業務組辦理。

四、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。

五、寒假上班時間：依人事室公告後於綜合業務組最新消息公告。春節放假期間 113/02/01~113/02/14，恕無法提供服務。

六、辦理離校相關注意事項：

序號	單位	辦理地點	應辦理事項
1	總務處出納組	文興樓 1 樓	確認有無學雜費款項。
2	職產處職發組	主顧 605 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。
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 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	113/01/02~113/02/29 持已完成之離校手續單領取學位證書。

Graduation Procedure for Fresh Graduates 2023-24AY 1st Semester

1. Graduation procedure is processed online. Please follow the steps below: **(as explained in the Graduation Procedure Flowchart.)**
 - (1) Go to the Credit Worksheet system to verify your graduation status and the total number of credits earned have fulfilled the graduation requirement.
 - (2) Log in to e-Campus and select **Printout of graduation procedure** → fill out the form and alumni development survey.
 - (3) For those with no further need for library service, print the “**University Copy**” of Graduation Procedure Form. Once the Form is printed, Luking Library terminates the borrowing service.
 - (4) When the Form shows “Stamp Free/Completed”, it indicates the review from the unit(s) is not required.
2. Timetable and location for claiming the degree certificate: **(Location: Div. of R&C at 2F, BK Hall)**

Dates	Applicant's Qualification	Printout of Graduation Procedure
From 1/2/24	The deferred graduates who meet all graduation requirements and are not taking any courses this semester, evidencing that they have passed the exams required for graduation, e.g., language proficiency exam, licenses, group exams for specific programs, humanities courses, or Law Dept. can claim their Certificate of Degree.	Please log in to e-Campus and print the graduation procedure form before February 29, 2024 (inclusive) and export your personal data in the e-portfolio before January 31 2024 . No overdue entry of the University system will be accepted.
From 1/23/24	The graduates who have completed all credits required and met all other graduation requirements.	
Before 2/29/24	The deadline for claiming the Certificate of Degree, entry of graduation requirement, and the credit transfer for Exchange Students for 2023-24AY 1 st Semester is February 29, 2024 .	

Remarks:

- (1) Please **log in to e-Campus/Systems/Academic/Printout of Graduation Procedure Form** → print the “University Copy” of the Graduation Procedure Form. **The Div. of R&C does NOT provide printout service on site. Please go to the Div. of R&C in person to fill out the Form.**
- (2) To apply for the photocopy of the Chinese degree certificate, please make your own photocopies and go to Div. of R&C with the original copy for verification; proceed to the Office of Secretariat (809 Providence Hall) for official seal. To apply for the photocopy of the English degree certificate, please bring the payment slip (the original copy must be presented for verification; no photocopies will be accepted.)
- (3) **Before claiming your Certificate, the graduates must upload the certificates of language proficiency, licenses, competition awards, etc. to the designated website.**
- (4) For the related Graduation Procedure information, please refer to Div. of R&C webpage/Hot Links/[Graduation](#).

3. EXIT stamp on the Student ID

- (1) **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. When returning the procedure form, show the Student ID with EXIT stamp; the card will be returned upon verification. The graduation procedure is then complete. The Student ID card will become invalid simultaneously and will be regarded as a general bearer card.**
- (2) For the students who have lost their Student ID, please log in to the Student e-Ticket Loss Reporting & Refund System on e-Campus to fill out the Lost Report, take a screenshot or paper copy of the successful loss reporting and bring your personal ID for processing.
- (3) The Student ID Card is valid for four years. When it expires, it will automatically convert to a general bearer card, and no student discounts will be available. Students who need to apply for an extension of their ID card due to deferred graduation, please go to the Div. of R&C with your Student ID Card after **March 1, 2024**.

4. For those who intend to entrust the collection of their degree certificate on the 3rd party, the trustees should go to the Div. of R&C and bring a printout of the “University Copy” of the Graduation Procedure Form; Student ID card with “EXIT” stamp (those who have lost their Student ID, should present the screenshot or printout of successful report on the loss and the graduate’s personal ID); the seal of the graduates; Power of Attorney (download from Div. of R&C/Forms/Students/Enrollment); and the Personal or Student ID card and personal chop of the trustees.
5. Winter Office Hours; The latest news will be announced at the Div. of R&C following the announcement of Office of Personnel. The University is closed during Chinese New Year Holidays, February 1-February 14 2024.
6. Below are the office locations of the units handling related graduation procedure and the matters to be handled:

No.	Units	Location	Matters to be handled
1	Cashier	1F, BK Hall	Clear any overdue tuition and fees.
2	Div. of Career Development	605 Providence Hall	. Verify personal profile and complete the survey. . Pick up a souvenir at 605 Providence Hall upon completing Item 1.
3	Luking Library	1F, Information	Clear any overdue borrowing record and fees.
4	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, BK Hall	Collect your Degree Certificate upon the presentation of the completed Graduation Procedure Form between January 2 and February 29, 2024.