靜宜大學教務處函

地　　址：臺中市沙鹿區台灣大道七段 200 號
聯 絡 人：魏鈺紹
電子郵件：yswei@pu.edu.tw
聯絡方式：04-26328001 轉 11115
傳　　真：04-26321884

受文者：本校畢業班學生、各學系主任、四年級導師、秘書
發文日期：中華民國 115 年 11 月 25 日
發文字號：靜教綜字第 11500076 號
速別：普通件
密等及解密條件或保密期限：普通
附件：附件一-1151 學士班-應屆畢業生畢業離校手續流程說明、附件二-1151 研究生-應屆畢業生畢業離校手續流程說明、附件三-畢業生離校流程圖

主旨：本校畢業生離校手續，採線上查詢與列印作業，敬請全體畢業生配合辦理離校手續，請　查照。

說明：

一、　畢業生請先於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。

二、　領取學位證書前，須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。

三、　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。

四、　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→填寫畢業生資料及流向調查。

五、　離校手續需經下列單位審核：學生所屬學系辦公室(學士生免)、出納組、職產處職發組、校安生輔中心(學士生免)、圖書館、國際暨兩岸事務處(限僑生、陸生及外國學生)、綜合業務組。如系統註記為「免蓋章/已完成」者，表示不需到該單位辦理任何手續。

六、　提領學位證書前務必先行登入 e 校園服務網列印離校手續單並轉出 e-portfolio、入口網站及雲端內個人相關資料，完成領取紙本學位證書後即無法登入本校系統。符合畢業資格尚未領取紙本學位證書者，**116.03.02 後將無法登入本校系統，敬請留意**。

七、　已取得各項學分/專業學程者請自行登入 **e 校園服務網→各類系統功能→教務→學分學程證明書申請**下載學程證明書電子檔，日後畢業生學籍經本組系統註記畢業後，請改由校友服務平台下載。

八、　本校自 110(1)學期起核發數位學位證書，畢業生完成離校手續並提領紙本學位證書後，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。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。

九、　校外信箱請至 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→第二備用信箱(校外信箱)填寫校外電子信箱通過驗證後，方可成為有效信箱。

十、　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→數位學位證書查詢。

十一、點選列印「學校存查用離校手續單」後，圖書館即終止借書服務。

十二、靜宜大學 115 學年度第 1 學期畢業離校手續流程說明(詳如附件)。

正本：畢業班學生、學系主任、四年級導師、學系(所、學程、中心、室)秘書
副本：圖書館、職涯發展暨產業促進處、教務處、綜合業務組、資訊處校務資訊組、出納組、生活輔導組、住宿服務組、校安生輔中心、國際暨兩岸事務處

教務長　林智傑

Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan
Officer: Wei, Yu-Shao
e-mail: yswei@pu.edu.tw
Phone: 886-4-26328001 ext. 11115

To: All Fresh Graduates, Department Heads, Advisors to Seniors, Dept. Secretaries
Date: November 25 2026
Ref. No.: Jing-Jiao-Jung -11500076
Priority: Regular
Classification: Regular
Attachment: 1.1151 Graduation and Departure Procedures for Bachelor's Degree Graduates; 2. 1151 Departure Procedures for Master and Doctoral Students; 3. Graduation Procedure Flow Chart

Subject: The enquiry and printout of the graduation procedure for fresh graduates will be processed online. All fresh graduates are requested to follow the instructions accordingly.

Descriptions:

1. All graduates should go to the credit worksheet system to verify their graduation status and the total number of credits earned have fulfilled the graduation requirement.
2. Before claiming your degree certificate, 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 the 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.
3. 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.
4. Log in to e-Campus → Systems → Academic → Printout of graduation procedure→ fill out the form and the alumni development survey.
5. The signatory units include: Attending Department Office (exempt for undergraduates); Cashier; Div. of Career Development; Center for Campus Security and Student Life Guidance (exempt for undergraduates); Luking Library; Office of International & Cross-Strait Affairs (limited to Overseas Chinese Students, Mainland Chinese Students, and International Students); Div. of Registration and Curriculum. If "Stamp Free" or "Completed" is marked in the system, no signature from the unit is required.
6. Before you claim your degree certificate, be sure to log in to e-Camus to print the graduation procedure form and transfer out your personal information in e-portfolio, portal, and cloud. Once you have claimed the hardcopy of your degree certificate, you no longer can log in to the University system. If you fail to claim the hardcopy of your degree certificate before **March 2, 2027**, **you no longer can log in to the University system.**
7. The students who have completed all credits/professional programs, please go to **e-Campus Service → All e-Campus service →Academic Affairs → Application for credit course certificate** to download the e-file of your Certificate of Program. After the Div. of R&C recorded it in the enrollment system, the download service will be provided by the Alumni Service Platform.
8. Effective the 1st semester of 2021-22AY, the University issues Digital Certificate of Degree. After graduates complete the Graduation 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. All graduates are requested to provide an active e-mail address for file transfer.
9. To set up a non-institutional email address, please go to e-Campus Service → All e-Campus service → Academic Affairs → Student Personal Data Confirmation → Personal Data → Second Backup Email (Non-institutional Email) and enter your Non-institutional Email address. It will become a valid email address after verification.
10. For the detailed information on the Digital Certificate of Degree, please go to the Div. of R&C webpage → Hotlink → Graduation → Digital Certificate of Degree.
11. Once the printout of Graduation Procedure (University copy) is made, Luking Library will terminate the library service simultaneously.
12. Attached please find the Graduation Procedure for Fresh Graduates of 2026-27AY 1st Semester. (see Attachments)

Original: All Fresh Graduates, Department Heads, Advisors to Seniors, Dept. (Institutes, Program, Centers, Offices) Secretaries
Copies: Luking Library; Office of Career Development and Industry Facilitation; Office of Academic Affairs; Div. of R&C; (OITS) Div. of Administration Systems; Cashier's Office; Div. of Student Housing Service; Center for Campus Security and Student Life Guidancen; OIA

Dean of Academic Affairs Chih-Chien Lin