靜宜大學 115 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)

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**數位學位證書**後即無法登入本校系統。

階段	領取日期	申請資格	離校手續單列印
1	116.01.11 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。	尚未領取紙本學位證書者，116.03.02 後將無法登入本校系統。
2	116.01.21 起	本學期修習課程並已修足畢業學分符合畢業條件者(含延畢生)。	
3	116.03.02 前	提領 115(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 116.03.02。	

備註：
1. 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. 完成離校手續單各欄審核章之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。「註記離校」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 116.03.02 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、 其他注意事項：
1. 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。
2. 116.01.29～116.02.12 春節放假期間，暫停發放學位證書，敬請配合。

六、 以下為攸關辦理離校各項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 605L 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	主顧樓 704 室	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
5	綜合業務組	文興樓 2 樓	116.01.11~116.03.02 持已完成之離校手續單領取學位證書。

公告日期：115.11.25

Graduation and Departure Procedures for Bachelor's Degree Graduates
2026-27AY 1st Semester

A. 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. 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.
   4. When the Form shows "Stamp Free/Completed", it indicates the review from the unit(s) is not required.

B. Timetable and location for claiming the degree certificate: (Location: Div. of R&C at 2F, BK Hall)

Before you claim your degree certificate, be sure to log on 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 on to the University system.

NO.	Dates	Applicant's Qualification	Printout of Graduation Procedure
1	From 01.11.27	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.	Those who failed to claim the hardcopy of degree certificate will not be able to log in to the University system after 03.02.2027.
2	From 01.21.27	Those who are taking courses this semester and have completed the required credits and met all graduation requirements (including deferred graduates).	
3	Before 03.02.27	The deadline for claiming the Certificate of Degree, entry of graduation requirement, and the credit transfer for Exchange Students for 2026-27AY 1st Semester is March 2, 2027.	

Remarks:
1. Please log in to the e-Campus Service Portal / System Functions / Academic Affairs / Printout of Graduation Procedure Form in advance, and print the "University Copy" of the Graduation Procedure Form. The Division of General Affairs does NOT provide on-site printing services. For overdue submissions, please visit the Division of General Affairs in person to complete the paper Graduation Procedure 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.

C. 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 2, 2027.

D. 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.

E. Others:

1. Winter Office Hours; The latest news will be announced at the Div. of R&C following the announcement of Office of Personnel.
2. The University is closed during Chinese New Year Holidays, January 29 to February 12 2027. The service on degree certificate will be suspended.

F. 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	Div. of Career Development	605L Providence Hall	1.Verify personal profile and complete the survey. 2.Pick up a souvenir at 605L Providence Hall upon completing Item 1.
2	Cashier	1F, BK Hall	Clear any overdue tuition and fees.
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 presentation of the completed Graduation Procedure Form between January 11 and March 2, 2027.

Date: 2025.11.25