

文藻外語大學 教務處 公告

主旨：110 學年度第 2 學期日間部畢業生(領取學位證書相關事宜)。

說明：

壹、畢業生領取學位證書相關事宜：

一、畢業生須同時符合各系應修科目學分數、各系規定之畢業條件、各系畢業語檢標準(或加修並通過本校替代課程)、勞作教育，及須辦妥離校程序，方得領取學位證書。

二、須攜帶文件：學生證(驗畢歸還)

三、請同學確認下列事項 **(學分已修畢，語檢未通過者，不須完成下列事項)**：

辦理資格	應完成事項時程	應完成事項(註 1)
1、已完成各系應修科目學分數及各系規定畢業條件。 2、已通過各系畢業語檢標準(或加修並通過本校替代課程) 3、已完成勞作教育(四技及五專生)	111 年 6 月 10 日 至 7 月 31 日	請同學確認下列事項是否已完成： ▶ 畢業照片已繳交 ▶ 已繳清所有相關費用(含大學英檢 500 費用) ▶ 已歸還所有圖書、視聽資料 ▶ 已更新最新通訊地址 ▶ 已填寫完成畢業前流向調查

四、學位證書領取時間及方式(修讀**低年級課程**，或**不分年級課程者**，需待**7 月 18 日**才得領取)

領取方式	辦理時間	備註
到校領取	111.6.24--111.7.31 週一至週五 9:00~16:00	若無法親自領取，須填委託書至教務處領取或由教務處註冊組網頁下載，受委託人之身分證明文件。
委由學校代寄		1. 請繳交或寄送下列文件： (1) B4 回郵信封並貼足郵票-「限時雙掛號」郵資 NT\$114 或「普通雙掛號」郵資 NT\$107) (2) 繳交「學位證書郵寄同意書」(可由教務處註冊組網頁下載) 2. 已辦妥上述代寄資料之畢業生，教務處註冊組收件審查後自 111 年 7 月 18 日起，以雙掛號郵寄方式陸續寄發。

貳、110 學年度第 2 學期畢業班成績預計 **111.6.23 下午 2 點**開放網路查詢，成績單將於 **111.7.11** 統一寄發；歷年成績單自 **111.7.8 下午 1 點**後方可申請。

以上說明，若有疑問請洽教務處註冊組(07-3426031 分機 2112 ~ 2114、2122~2124)。

Day-Division Graduates of the Second Semester, 2021-2022 Academic Year: Issuance of Diploma and Pick-up Notice

I. Issuance of Diploma

- A. Students who have passed the graduation qualification criteria set by Wenzao are awarded for graduation. After completing the graduation procedures, diplomas will be issued.
- B. Bring your student ID for the purpose of verification.
- C. To confirm graduation qualifications, graduates must read the following information. Graduation eligibility will not be available for those who have not attained their Wenzao English benchmark for graduation.

Qualifications	<ol style="list-style-type: none"> 1 、 Have completed the courses and the credits requested by each department (degree program) 2 、 Have attained Wenzao English benchmark for graduation requested by either Wenzao or each department or completed substitute courses for English benchmark for graduation (degree program) 3 、 Have fulfilled community service education requested by Wenzao (for university students and 5-year junior college students)
Dates	June 10 to July 31, 2022
Checklist (Note 1)	<input type="checkbox"/> Have submitted your graduation photo <input type="checkbox"/> Have paid all the fees (e.g. have reimbursed the school your CSEPT fee) <input type="checkbox"/> Have returned all the books, CD, DVD etc. to Library <input type="checkbox"/> Have updated your delivery address <input type="checkbox"/> Have filled out 'graduation Investigation Questionnaire'

- D. Pick up diplomas in person, beginning on June 24, 2022. From Monday to Friday during the working hours.

The opening date to apply for picking up the diploma begins from June 24, 2022 to July 31, 2022. Those who are taking lower-grade courses or courses regardless of grades can pick up their diplomas only after July 18.

Program	In person	Via an authorized delegate
4-year University 2-year College	If you can collect your diploma in person, please bring: <ol style="list-style-type: none"> 1. your student ID 2. your digital graduation photo 3. the completed form of 'Graduation Procedures' 	If you request someone else to claim your diploma on your behalf, s/he needs to bring: <ol style="list-style-type: none"> 1. your student ID 2. your digital graduation photo 3. the completed the checklist (Note 1) 4. the completed Letter of Authorization (collect a hard copy from the Academic Affairs Office or download the file from the Academic Affairs Division webpage) 5. his/her ID card

- II. Scores of the second semester, 2021-2022 academic year will be available for checking from **2 p.m. on June, 23, 2022**. The semester transcript will be mailed on **July, 11, 2022**. All of your semester transcripts will be available for checking from **1 p.m. on July, 8, 2022**. If you have any questions about 'Issuance of Diploma and Pick-up Notice', please contact the Registration

