

文藻外語大學 教務處 公告 Day Division Graduate for the Fall Semester in 2022: Related Info. about Receiving Degree Certificate

主旨：111 學年度第 1 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及學分數、各系畢業語檢標準(或加修並通過本校替代課程)、勞作教育，方得領取學位證書。
- 二、需繳交文件：學生證(驗畢歸還)
學生證遺失者，請先掛失，領學位證書時，須出示有效身分證明文件(身分證、駕照或健保卡擇一)。
- 三、離校手續線上辦理方式(學分已修畢，語檢未通過者，不辦理離校手續)：

辦理資格	辦理時程	辦理事項
符合下列三點者，方可辦理離校程序： 1. 各系應修科目及學分數 2. 各系畢業語檢標準(或加修並通過本校替代課程) 3. 勞作教育(四技及五專生)	1 月 13 日~3 月 3 日	<ul style="list-style-type: none"> ➢ 確認已繳清所有相關費用(含大學英檢 500 元費用) ➢ 確認已歸還所有圖書、視聽資料 ➢ 確認更新最新通訊地址 ➢ 確認已填完畢業前流向調查

四、學位證書領取時間及方式(需先完成離校手續，請同學確認各單位是否已簽核完成)

(一) 自 2 月 16 日起到校領取方式

辦理時間	親自領取繳交資料	委託他人領取繳交資料
2 月 16 日—3 月 3 日 週一至週五 9:00~16:00	<ol style="list-style-type: none"> 1. 學生證(驗畢歸還) 2. 未繳交畢業大頭照電子檔者，須補交 3. 完成離校手續 	<ol style="list-style-type: none"> 1. 學生證 2. 畢業大頭照電子檔 3. 完成離校手續 4. 委託書(可至教務處領取或由教務處註冊組網頁下載) 5. 受委託人之身分證明文件

(二) 委由學校代寄：

辦理時間	繳交資料	備註
2 月 16 日—3 月 3 日 週一至週五 9:00~16:00	<ol style="list-style-type: none"> 1. 學生證(驗畢歸還) 2. 未繳交畢業大頭照電子檔者，須補交。 3. 完成離校手續。 4. 學位證書郵寄同意書。 5. B4 回郵信封(請自行填妥收件人及收件地址，並貼妥足夠郵資)。 	<ol style="list-style-type: none"> 1. 「學位證書郵寄同意書」可由教務處註冊組網頁下載。 2. 「限時雙掛號」郵資 NT\$114 或「普通雙掛號」郵資 NT\$107)。 3. 已辦妥上述代寄程序之畢業生，教務處註冊組於收件後最遲於 3 月 3 日寄出。

貳、111 學年度第 1 學期成績預計 2 月 3 日下午 2 點 30 分開放網路查詢，成績單將於 2 月 6 日統一寄發；歷年成績單自 2 月 6 日下午 2 點 30 分後可至觸控螢幕成績單自動列印機(位於行政大樓 2 樓)或教務處註冊組申請。

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 Graduate for the Fall Semester in 2022: Related Info. about Receiving Degree Certificate

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. If you lose your student card, please do the loss reporting, and bring other valid identity document (ex. ID card, driver's license or health insurance card)
- 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	<ul 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	January 13 to March 3, 2023
Checklist (Note 1)	<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 Notice : Graduates can collect their diplomas via one of the following methods.

- i. The opening date to apply for picking up the diploma begins from February 16, 2023 to March 3 during the working hours.

Dates	In person	Via an authorized delegate
Feb. 16~Mar. 3 (Mon.~ Fri.) 9:00~16:00	If you can collect your diploma in person, please bring: <ul style="list-style-type: none"> 1. your student ID 2. your digital graduation photo 3. completed 'Graduation Procedures' 	If you request someone else to claim your diploma on your behalf, s/he needs to bring: <ul style="list-style-type: none"> 1. your student ID 2. your digital graduation photo 3. completed 'Graduation Procedures' (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. Request for collection by mail

Dates	By Mail	Note
Feb. 16~Mar. 3 (Mon.~ Fri.) 9:00~16:00	Please bring or mail: <ul style="list-style-type: none"> 1. your student ID 2. your digital graduation photo 3. completed 'Graduation Procedures' 4. Degree Certificate Mailing Consent Form 5. B4 self-addressed envelope (please fill in the recipient and recipient address by yourself, and paste sufficient postage. 	<ul style="list-style-type: none"> 1. The "Degree Certificate Mailing Consent Form" can be downloaded from the website of the Registration Section of the Academic Affairs Office. 2. NT\$107 fee for double registered mail or a NT\$114 for prompt double registered mail. 3. The diplomas will be mailed to graduates before March 3 2023.

- II. Scores of the first semester, 2022 academic year will be available for checking from February, 3, 2023. The semester transcript will be mailed on February, 6, 2023. All of your semester transcripts will be available for checking from 2 :30 p.m. on February, 6, 2023.

If you have any questions about 'Issuance of Diploma and Pick-up Notice', please contact the Registration Section of the Academic Affairs Office at 07-3426031#2112-2114 or 2122-2124.