

# 文藻外語大學 教務處 公告

主旨：114 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)，填寫畢業生個人資料確認作業及須辦妥離校程序，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、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)：

應完成事項時程	應完成事項
115.1.12~115.1.27	請同學確認下列事項是否已完成： ➢ 核對個人資料及畢業照片上傳作業 ➢ 已繳清所有相關費用(含大學英檢費用) ➢ 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(需先完成離校手續，請同學確認各單位是否已簽核完成)

領取方式	辦理日期	備註
到校領取	115.2.2--115.2.13 依上班時間辦理 (2/6 全校不上班)	1. 親自領取，須攜帶學生證(驗畢歸還) 2. 若無法親自領取須填委託書，可至教務處領取或由教務處註冊組網頁下載，須出示委託人學生證及受委託人之身分證明文件。
委由學校代寄件	115.2.2--115.2.13 依上班時間辦理	1. 請繳交或寄送下列文件： (1) B4 信封並貼足郵票-「限時雙掛號」郵票 NT\$114 或「普通雙掛號」郵票 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) (3) 攜帶學生證(驗畢歸還) 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 115 年 2 月 2 日起，以雙掛號郵寄方式陸續寄發。

☆ 辦理上述各項項目時間請於上班時間辦理，上班時間如下：

週一至週五 8：30~12：00 13：10~16：30 ★2/6 全校不上班

貳、114 學年度第 1 學期成績預計 1 月 23 日上午 9 點 30 分開放網路查詢；歷年成績單自 1 月 24 日上午 10 點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 2112~2115、2122~2123)。

# Day Division Graduates of the First Semester, 2025 Academic Year: Diploma Issuance and Pick-Up Notice

- 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	1 、 Have completed the courses and the credits requested by each department 2 、 Have attained Wenzao English benchmark for graduation requested by either Wenzao or each department or completed substitute courses for English benchmark for graduation. 3 、 Have fulfilled community service education requested by Wenzao (for university students and 5-year junior college students)
Dates	January 12 to 27, 2026
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'

## ➤ In person

If you can collect your diploma in person, please bring your student ID.

Diplomas can be collected from February 2 to February 13, 2026, Monday to Friday during working hours.

Working hours are as follows: Mon–Fri: 8:30 AM–12:00 PM, 1:10 PM–4:30 PM

**Feb. 6: University-wide day off (all offices closed)**

## ➤ Via an authorized delegate

If you authorize someone else to collect your diploma on your behalf, they must bring:

1. your student ID
2. Graduate Profile Confirmation
3. The completed checklist (Note 1)
4. A completed Letter of Authorization (available as a hard copy from the Academic Affairs Office or downloadable from the Academic Affairs Division webpage)
5. Their ID card

## ➤ Authorizing the school to send the Certificate of Degree

1. Please submit or mail the following documents:

- (1) A B4-sized self-addressed envelope with sufficient postage: NT\$114 for "Prompt Registered Mail" or NT\$107 for "Registered Mail."
- (2) The completed "Diploma Mailing Agreement" form, which can be downloaded from the Registration Section's website.
- (3) Bring your student ID card (will be returned after verification).

2. For graduates who have completed and submitted the above documents for proxy mailing, the office of Registration Section, after receiving and reviewing documents, will begin mailing degree certificates via registered mail starting from February 2, 2026.

- I. Scores of the first semester, 2025 academic year will be available for checking from **9:30 a.m. on January, 23, 2026**. All of your semester transcripts will be available for checking from **10:00 a.m. on January, 24, 2026**. 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#2112-2115 or 2122-2123.