

文藻外語大學 教務處 公告

主旨：114 學年度第 2 學期日間部畢業生學位證書領取相關事宜。

說明：

一、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) 須繳交文件：學生證 (驗畢歸還)

學生證遺失者，請先辦理掛失，並出示有效身分證明文件 (身分證、駕照或健保卡擇一) 供查驗。

(三) 請符合畢業資格之同學確認下列事項是否均已完成：

應完成事項時程	應完成事項	校務資訊系統路徑
115.5.1~115.5.29	<input checked="" type="checkbox"/> 核對個人資料及畢業照片上傳作業	登錄→教務登錄作業→畢業生個人資料確認作業
115.6.22~115.6.29	<input checked="" type="checkbox"/> 繳清所有相關費用(含大學英檢費用) <input checked="" type="checkbox"/> 歸還所有圖書、視聽資料 <input checked="" type="checkbox"/> 更新最新通訊地址 <input checked="" type="checkbox"/> 填寫畢業前流向調查	登錄→教務登錄作業→畢業離校手續作業

(四) 學位證書領取時間及方式如下：(須先完成離校程序，並確認各單位簽核均已完成)

如有修讀低年級課程或不分年級之課程者，**須待相關成績完成登錄後 (7 月 20 日)**始得領取學位證書。

領取方式	辦理日期	備註
到校領取	115.7.3--115.7.31	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	115.6.22--	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) 攜帶學生證或其他身分證件 (驗畢歸還) 2. 教務處註冊組收件審查後自 115 年 7 月 7 日起，以 (限時) 雙掛號郵寄方式陸續寄發。

◇ 辦理上述各項作業，請於上班時間內辦理。暑假上班時間如下：

週一至週五 8：30~12：00 13：10~16：30

二、畢業班成績公告及成績單申請

畢業班成績預計 7 月 2 日上午 9 點 30 分開放網路查詢；歷年成績單自 7 月 10 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) 或於上班時間至教務處註冊組申請。

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 Second Semester, 2025 Academic Year: Diploma Issuance and Pick-Up Notice

- A. Students who meet the graduation requirements set by Wenzao will be awarded a diploma. After completing the graduation procedures, diplomas will be issued.
- B. If your student ID is lost, please report the loss and present another valid form of identification (e.g., ID card, driver's license, or National 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. **Students taking lower-division courses or courses not assigned to a specific year level may collect their certificates starting from July 20.**

Dates Graduate Profile Confirmation	May 1 to May 29, 2026 Information Service→Application System→Information System→log in module-academic affairs→Graduate Profile Confirmation
Dates Graduation Procedures	June 22 to June 29, 2026 Information Service→Application System→Information System→log in module-academic affairs→Graduate Procedures
Checklist (Note 1)	<input checked="" type="checkbox"/> Have submitted your graduation photo <input checked="" type="checkbox"/> Have paid all the fees (e.g. have reimbursed the school your CSEPT fee) <input checked="" type="checkbox"/> Have returned all the books, CD, DVD etc. to Library <input checked="" type="checkbox"/> Have updated your delivery address <input checked="" type="checkbox"/> Have filled out 'graduation Investigation Questionnaire'

➤ In person

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

Pick up diplomas in person, beginning on July 3 to July 31, 2026. From Monday to Friday during the working hours.

The collection hours for degree certificates are 8:30 AM to 12:00 PM and 1:10 PM to 4:30 PM, Monday through Friday.

➤ Via an authorized delegate

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

1. Your student ID
2. A completed Letter of Authorization (available as a hard copy from the Academic Affairs Office or downloadable from the Academic Affairs Division webpage)
3. Their student 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 July 7, 2026.

- D. Scores of the second semester, 2025 academic year will be available for checking from 9:30 a.m. on July 2, 2026. All of your semester transcripts will be available for checking from 10:00 a.m. on July 10, 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.