

文藻外語大學 教務處 公告

主旨：112 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，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)：

時程	離校程序應完成事項
113.6.19~113.7.31 週一至週三 9:00~16:00	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)

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	113.7.5--113.7.31	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	113.6.19--113.7.19	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) (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 113 年 7 月 12 日起，以雙掛號郵寄方式陸續寄發。

領取學位證書時間 週一至週四 9:00~16:00 週五 9:00~12:00

貳、112 學年度第 2 學期成績畢業班成績預計 7 月 1 日下午 2 點 30 分開放網路查詢，成績單將於 7 月 15 日統一寄發；歷年成績單自 7 月 15 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 Graduates of the Second Semester, 2023 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. 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	<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 19 to July 31, 2024
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.

Pick up diplomas in person, beginning on July 5 to 31, 2024. From Monday to Friday during the working hours.

Graduate-to-be who are taking courses in lower-level classes or courses without specified levels must wait until July 18th to receive their diploma.

The time to collect degree certificates is from 9:00 AM to 4:00 PM on Mondays to Thursdays, and from 9:00 AM to 12:00 PM on Fridays.

➤ Via an authorized delegate

If you request someone else to claim your diploma on your behalf, s/he needs to bring:

1. your student ID
2. Graduate Profile Confirmation
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

➤ Authorizing the school to send the Certificate of Degree

1. Please submit or send the following documents:

- (1) B4 self-addressed envelope with sufficient postage: NT\$114 for "Prompt Registered Mail" or NT\$107 for "Registered Mail".
- (2) Submit the "Diploma Mailing Agreement" form which can be downloaded from the website of Registration Section.
- (3) Bring your student ID card (to 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 12, 2024.

- II. Scores of the second semester, 2023 academic year will be available for checking from July, 1, 2024. The semester transcript will be mailed on July, 15, 2024. All of your semester transcripts will be available for checking from 2:30 p.m. on July, 15, 2024. 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.