

學年度第 學期畢業生辦理離校手續憑單

Academic Year Semester Graduates Verifying Completion of Departure Procedures Certificate

系(所)別 Department (Institute)		班 級 Class	
學 號 Student ID		中文姓 名 Name in Chinese	
手 機 Contact Number		英文姓 名 Name in English	

◎系辦、主任、院長須按順序辦理，餘各單位補行辦理順序可跳序辦理，學生在各單位如有手續未辦理者請勿蓋章。
The order enumerated below may be flexibly changed, except of the department office, director and dean. The department(s) in charge shall not affix the stamp seal for a student who does not satisfactorily complete all procedures in full.

主辦單位 Unit-In-Charge		人工補辦 Signed or affixed with seal	主辦單位 Unit-In-Charge	人工補辦 Signed or affixed with seal
研究生指導教授 Postgraduate Advisor (非研究所學生免) (Exempt for non-graduate students)			系所主管 Head of Department	
系辦公室 Department Office			學院院長 Dean of the College	
衛生保健組 Health Care Division (本國籍學生免) (Exempt for Students of Native Nationality) 學生活動中心1樓 Student Activities Center 1 st Floor			境外學生事務組 Office of International Affairs (本國籍學生免) (Exempt for Students of Native Nationality) 行政大樓5樓 Administration Building 5 th Floor	
課外活動指導組 Extracurricular Activities Guidance Division 學生活動中心1樓 Student Activities Center 1 st Floor			生活輔導組 Guidance and Counselling Division 行政大樓1樓 Administration Building 1 st Floor	
職涯發展中心 Career Center 行政大樓5樓 Administration Building 5 th Floor			語言中心 Language Centre (應外系免) (Exempt for departments of Applied Foreign Languages) 四期教學大樓2樓 ATD Building 2 nd floor	
圖書館 Library	論文 Thesis		通識中心 General Education Center (研究所學生免) (Exempt for postgraduate students) 三期教學大樓3樓 ATC Building 3 rd floor	
	未還書籍或欠罰款 Books not returned or fines owed		軍訓室 Office of Military Training Senior (女生及非延修生免) (Exempt for girls and non-deferred student)	
出納組 Cashier Division 行政大樓1樓 Administration Building 1 st Floor			教學業務組 Academic Administration Division 行政大樓1樓 Administration Building 1 st Floor (在職專班請至四期6樓) (Non-Day School student, pleases proceed to ATD Building 6 th floor)	

備註 Note：

一、 表列各單位除免辦理者外，應全部辦理始具畢業資格。
All units listed in the table, except those who are exempted from application, should complete all applications before they are eligible for graduation.

二、 教學業務組為最後審核單位，請先確認已符合畢業資格後，再攜帶學生證、私章至教學業務組領取畢業證書。
Academic Administration Division is the final review unit. Please confirm that you have met the graduation qualifications, and then bring your student ID and private seal to the teaching business group to receive the graduation certificate.

三、 畢業證書以本人親自回學校領取為原則，因故委由他人代領者請上網下載「代領學位證書委託書」，連同學生證、身分證、私章交給代領人，由代領人憑證件於規定時間來校領取。
Graduation certificates are based on the principle of returning to the school in person. For those who entrust others to collect them on their behalf, please download the "Letter of Attorney for Entrusted to Receive Degree Certificate" on the Internet, and hand them over to the person to whom they will collect together with the student ID card, national ID card and private seal. The certificate will be collected at the school at the specified time.

四、 本程序單使用期限至次學期開學止，逾期須重新辦理。
This procedure sheet is valid until the start of the next semester, after which it must be reapplied.

五、 本程序單所述內容如有偽造或變造等相關情事，一經查證屬實，本校將撤銷學位並公告註銷已發之證書，並得追究其法律責任。
If there is any forgery or alteration in the contents of this procedure sheet, once it is verified, the school will revoke the degree and announce the cancellation of the issued certificate, and may pursue its legal responsibility.