請先至校務資訊系統確認影響畢業之科目成績已全部到齊。

請至校務資訊系統啟動畢業離校並完成各單位所需程序:



請留意圖書館辦理離校時間及辦理方式:

上班時間(週一至週五8:00~12:00;13:00~17:00)至總圖書館一樓辦理查核還書狀況並告知欲 辦理離校,相關說明請參閱圖書館首頁/服務/畢業前的叮嚀。

✓ 持學生證至註冊組領取畢業證書,悠遊卡學生證背面加蓋「已畢業」章後發還。

領取時間	第一學期	1月31日起
	第二學期	自校定期末考週最後一天(星期五)下午 2:00 起 (7/1~7/3 註冊組因支援大學入學指定科目考試工作,囿於人力不足,領 取畢業證書建請避開其時間)

- ✓ 學生證遺失者:請至校務資訊系統掛失後,至註冊組繳費或列印申請表至發卡中心繳費, 於領取畢業證書時繳交收據,本組加蓋「已畢業」章後發還。
- ✔ 欲領補發學生證者:掛失暨繳費完成後第二個工作天下午持至註冊組加蓋「已畢業」章之 繳費收據至發卡中心領卡。

領完畢業證書3日後請確認:

- 1. 全部成績到齊
- 2. 有畢業平均

請至校務資訊系統確認

依確認結果分為二種申請方式:

是=>利用成績單投幣機申請。

否=>填寫書面申請表及附回郵信封(可向註冊組服務台購買 ,本組代為寄送。

申請含畢業排名之學士班成績單:於暑修成績及更改成績作業截止後,即可於10月初申請。

- ※日後若有需要成績相關證明,歡迎返校、使用通訊方式申請,相關表格請至註冊組或校友會網頁下載。
- ※自動化繳費列印系統一部置於行政大樓中庭,另一部置於行政大樓收發室旁 24 小時開放。

國立清華大學畢業生離校程序說明

Clearance Procedures for Undergraduates

Go to Academic Information System and check your transcript first. If you pass all the required credits, you can proceed with the clearance procedures.

Go to the Academic Information System, press the Graduation Process and complete all Steps.



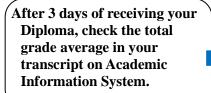
To finish the leaving school procedures of library, go to the 1F during main library office hours (8:00-12:00, 13:00-17:00 on Monday to Friday) and submit your thesis. Remember to return all books back before the leaving procedure.

For more information, please visiy http://www.lib.nthu.edu.tw/use/before_graduated.html (Chinese)

Bring your student ID card to get the diploma, show your student ID, and apply for your transcript at the Division of Registration.

Semester	Fall	After January 31
	Spring	After the last final exam date (Friday, after 2:00pm)

✓ If you lost the student card, come to Division of Registration to apply for a new one. You will get it after 3-5 days.



The completion of transcript:

Complete: Print out your transcript with school automatic machine.

Incomplete: If you have to leave Taiwan immediately but do not receive all grades yet, come to the Registration and pay for post office services.

- If you need your class ranking, you may need to wait until October when summer courses are over.
- If you will further need copies of your transcript certificate, you may inquire with the Division of Registration. Please refer to the Division of Registration or Alumni website for more information.
- Two Transcript Certificate Automatic Machines are available at the 1F Administration Building.