

中原大學110學年度第2學期 學士班畢業證書領取作業流程

附件一

CYCU 110-2 semester Graduation Certificate issuance for Undergraduate



中原畢業生網站

一、大學部採線上查核離校手續審核狀況。

Undergraduate students will check the status of the school leaving procedures by online.

二、請至畢業生網站(網址：<http://itouch.cycu.edu.tw/i2i/www/index.htm>)查詢是否符合畢業資格、須至各學系及張靜愚紀念圖書館辦理離校手續，符合畢業資格且免辦或完成手續者，即得於下列領證期間至公告地點領取畢業證書。

For Undergraduate students, please go to the "Graduation Qualification System" to check whether they complete the graduation qualifications.

Please confirm the word "Qualified" appears on the upper right of the page during the period of certificate issuance.

(Website: https://itouch.cycu.edu.tw/active_project/cycu2000h_02/cycu_03/gradSts.jsp)



畢業資格審核查詢

三、領證日程 Date of issuance

序號 No.	日期 Date	時間 Time	地點 Location
1	111年6月8日 June 8, 2022	13:30至16:30 13:30 PM~16:30 PM	維澈樓1樓聯合行政服務中心 Administration and Service Center (Dickson Lee Hall-1F)
2	111年6月20日至7月1日 From June 20~July 1, 2022	週一至週五14:00至17:00 14:00 PM~17:00 PM (Mon.~Fri.)	維澈樓4樓408室課務與註冊組 Academic Affairs Office 408 (Dickson Lee Hall-4F)
3	111年7月4日至9月1日 From July 4~Sep. 1, 2022	週一至週四14:00至16:00 14:00 PM~16:00 PM (Mon.~Thurs.)	維澈樓1樓聯合行政服務中心 Administration and Service Center (Dickson Lee Hall-1F)
	<p>7月11日至7月15日為本校全休期間，暫停受理畢業證書領取。 During the summer holiday from 7/11 to 7/15, the school will not accept school leaving procedures and issue graduation certificates.</p>		
4	111年9月6至9月16日 From Sep. 6~Sep.9, 2022	週一至週五9:00至17:00 9:00 AM~17:00 PM (Mon.~Fri.)	維澈樓4樓408室課務與註冊組 Academic Affairs Office 408 (Dickson Lee Hall-4F)
	<p>9月5日為新生註冊日，暫停受理畢業證書領取。 Registration Day Sep.5, 2022, the school will not accept school leaving procedures and issue graduation certificates.</p>		

四、離校流程 School-leaving procedures

(一) 大學部(本國生、陸生、僑生)：[上網查核各項離校手續是否已完成](#)

Undergraduate students (Mainland students、Overseas Chinese students): Check whether all school leaving procedures have been completed.

順序 Order	1	2	3	4	5
位置 Location	畢業生網站 Graduation Website	各學系系辦 Department	張靜愚紀念 圖書館2F櫃台 Chang Ching Yu Memorial Library (2F)	依公告地點 By announcement location	校友服務中心 Office of Alumni Service & Resource Development
內容 Content	查詢是否符合以下 畢業資格： <input type="checkbox"/> 系所審核通過 <input type="checkbox"/> 課註組審核通過 <input type="checkbox"/> 學系離校完成 Self-confirm whether the following items: <input type="checkbox"/> Department <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Department's School-leaving requirements	至各系辦公 室辦理相關 事項 According to the regulations of each department	表明要辦理離校手 續並歸還借書或繳 清欠款 Indicate that you would like to the school-leaving and return the borrowed books or pay off debts.	請持學生證領取 畢業證書 Please bring student ID card to receive the diploma.	1. 憑畢業證書領取畢 業禮物及申辦校友 證(備身分證查驗) 2. 線上填寫個人基本 資料表、畢業生問 卷 1. Receive graduation gifts and apply for alumni card with graduation certificate. 2. Enter the "Graduate Website" to fill out personal information and Study in Taiwan (SIT) questionnaire.
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma			依領證日程 Date of issuance	依公告時間 By announcement time

(二) 外籍生：上網查核各項離校流程並下載和完成紙本外籍生離校手續單

Foreign Students: Check out the online school leaving procedure and please download the “International Student Clearance Form” from the International and Cross-Strait Education website, and complete the school-leaving procedures via written submission.

順序 Order	1	2	3	4
位置 Location	畢業生網站 Graduation Website	外籍生離校手續單 International Student Clearance Form	依公告地點 By announcement location	校友服務中心 Office of Alumni Service & Resource Development
內容 Content	查詢是否符合以下畢業資格： <input type="checkbox"/> 系所審核通過 <input type="checkbox"/> 課註組審核通過 <input type="checkbox"/> 學系離校完成 <input type="checkbox"/> 國際事務中心完成 Self-confirm whether the following items: <input type="checkbox"/> Department <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Department's School-leaving requirements <input type="checkbox"/> International and Cross-Strait Education	請依外籍生離校手續單辦理 Please finish each column of the written "International Student Clearance Form."	請持學生證和論文至公告地點領取畢業證書 Bring student ID card and the Thesis to get the diploma at the announcement location.	1. 憑畢業證書領取畢業禮物及申辦校友證(備身分證查驗) 2. 線上填寫個人基本資料表、畢業生問卷 1. Receive graduation gifts and apply for alumni card with the diploma. 2. Enter the "Graduate Website" to fill out personal information and Study in Taiwan (SIT) questionnaire
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma		依領證日程 Date of issuance	依公告時間 By announcement time

五、其他注意事項：Other notes

1. 結清兆豐商銀帳戶者，攜帶身分證、印章、存摺，離校前至本校兆豐商銀服務台（維澈樓1樓出納組隔壁）或兆豐商銀全省各分行辦理；本校兆豐商銀服務台營業時間為週一至週五12:00至15:00(暑假期間週一至週四)。

Please bring your ID card, seal and passbook and go to Mega International Commercial Bank (next to the Cashier in Dickson Lee Hall 1F) or any branch of Mega International Commercial Bank in the province before leaving the school.

The service desk of Mega Commercial Bank of CYCU is open from 12:00 to 15:00 from Mon. to Fri. (during the summer vacation from Mon. to Thurs.)

2. 圖書館2樓出納區服務台辦理離校時間：

平日：週一至週五 8:30至12:00 13:30至17:00

暑假期間：週一至週四 9:00至12:00 13:30至16:30

The cashier service desk on the second floor of the library services time

Usual time : From Mon. to Fri. 8:30AM~12:00PM ; 1:30PM~5:00PM

Summer time : From Mon. to Thurs. 9:00AM~12:00PM ; 1:30PM~4:30PM