

國立臺灣師範大學108學年度第2學期 學士班畢業生辦理畢業離校手續注意事項



QR code登入畢業生服務資訊入口網

一、辦理畢業離校流程:

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登入
【畢業生服務資訊入口網】

- 本學期成績(含暑修)全部到達方可辦理離校手續並領取學位證書。
- 畢業生服務資訊入口網於109.6.8開放，請使用校務行政入口網之帳號、密碼登入。
*109年8月起(109-1學期開始日)則使用帳號:學號；密碼:身份證字號登入。
- 完成畢業離校手續後，校內部分應用程式與權限將配合關閉。
- 如有任何登入問題，請洽註冊組陳小姐:7749-1102或寄信至hsuan18@ntnu.edu.tw詢問。

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確認完成
【畢業離校待辦事項】

- 畢業離校手續待辦事項與權責單位：
 - 1.歸還學位服(資產經營管理組7749-1978)
 - 2.還清圖書與繳清罰款(圖書館7749-5235、5236)
 - 3.成績皆已送達 ※赴外交換應屆畢業生，請完成赴外成績登錄/採計作業(註冊組7749-1077)
 - 4.繳清學雜費、學分費、暑期學分費等費用(出納組7749-1343)
 - 5.課程意見調查(課務組7749-1114)
 - 6.校友資料庫填寫 ※若有無法連線之情況，請用校內IP上網填寫(公共事務中心7749-1195)
 - 7.僑、外籍生填寫國際學生資料庫(國際事務處7749-1275)

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攜帶【學生證】
領取學位證書

- 領取時間:自109.6.15(一)起。
- 因故委託他人代領者，需附雙方簽章之委託書，受委託人應出示身分證件供核對，委託書格式可至本校教務處網頁「畢業專區」下載。
- 學生證遺失者請先自行登入校務行政入口網/卡務系統申請掛失(無須再補發)。
- 預估畢業學生若於108學年度第2學期有修讀科目不及格情形者，則需各學系重新審查畢業資格通過後，始得辦理領取學位證書事宜。

二、學位證書領取時間與地點:

- 平日(週一~週五): 上午8:30 ~ 12:00，下午13:30 ~ 17:00。
- 未開放領證日期，以淺灰色標示於行事曆，本校暑休日暫停發放，惟同學如有急迫或特殊狀況，請先來電註冊組詢問。
- 暑休日依人事室公告為準，若有調整，另於教務處首頁公告。

學院/學系	領取地點
教育學院、文學院、 管理學院、藝術學院、 科技與工程學院、音樂學院、 國際與社會科學學院、 運休學院部分系所: 體育系 理學院部分系所: 數學系、生科系、資工系	校本部註冊組 位置:校本部校區行政大樓1樓 電話:(02)7749-1077 地址:台北市大安區和平東路1段162號
運休學院部分系所: 競技系 理學院部分系所: 物理系、化學系、地科系	公館校區教務組 位置:公館校區綜合館1樓 電話:(02)7749-6549 地址:台北市文山區汀洲路4段88號

星期一	星期二	星期三	星期四	星期五	星期六	星期日
6/15 開放領證	6/16	6/17	6/18	6/19	6/20 補上班	6/21
6/22	6/23	6/24	6/25 端午節放假	6/26 調整放假	6/27	6/28
6/29	6/30	7/1	7/2	7/3	7/4	7/5
7/6 暑假開始	7/7	7/8	7/9	7/10	7/11	7/12
7/13	7/14	7/15	7/16	7/17	7/18	7/19
7/20	7/21	7/22	7/23	7/24 暑休日 暫停發放	7/25	7/26
7/27	7/28	7/29	7/30	7/31 暑休日 暫停發放	8/1	8/2
8/3	8/4	8/5	8/6	8/7 暑休日 暫停發放	8/8	8/9
8/10	8/11	8/12	8/13	8/14 暑休日 暫停發放	8/15	8/16
8/17	8/18	8/19	8/20	8/21 暑休日 暫停發放	8/22	8/23
8/24	8/25	8/26	8/27	8/28 暑休日 暫停發放	8/29	8/30
8/31	9/1	9/2	9/3	9/4	9/5	9/6
9/7	9/8	9/9	9/10	9/11	9/12	9/13

Graduation and school-leaving procedures in the Spring semester of the 2020 academic year

A : School-leaving Procedures:

1 Log onto the Graduating Student Information Portal

- Office of Academic Affairs homepage (<https://reurl.cc/drlNZ6>) / Graduation/ Graduating Student Information Portal
- The system will be live starting from **June 8, 2020**. (After August, Please logon with Student ID number and ARC number as your password.)
- Once all graduation and school-leaving procedures have been completed, certain online applications and permissions will be closed.
- Any question please call Ms.Chen:02-7749-1102 or email to hsuan18@ntnu.edu.tw

2 Complete Compulsory School-leaving Procedures

- School-leaving Procedures
 - Return Graduation Attire (Property Management Division, Office of General Affairs7749-1978)
 - Return all library books and clear all fines.(NTNU Library7749-5235 · 5236)
 - Ensure that grades have been reported for all courses* Students studying overseas for the semester should first register their overseas credits and/or apply for credit transfer. (Registry Division 7749-1077)
 - Clear all Tuition & Miscellaneous Charges(Cashier Division, Office of General Affairs7749-1343)
 - Complete Course Survey Forms(Curriculum Division, Office of Academic Affairs7749-1114)
 - Complete Alumni Information Form. If unable to connect, please log on from campus server.(Center of Public Affairs7749-1195)
 - International students should fill out an International Student Information Form.(Office of International Affairs7749-1275)

3 Bring Student ID to Pick Up Diploma

- From June 15, 2020(Mon.)
- If you have entrusted another party to pick up your diploma, you are required to fill out a School-leaving Procedure Power of Attorney Form (the form should be signed by both parties. The party entrusted to pick-up the diploma will be required to show ID for verification.
- If you have lost your student ID, Please report it on the Reporting a Lost Student ID and Student ID Reissue System.



QR code log onto Graduating Student Information Portal

B. Graduate Student Diploma Pickup Locations and times:

- General Working Days (Monday ~ Friday) : 8:30am ~ 12:00pm · 1:30pm ~ 5:00pm
- Diploma pickup will be unavailable on summer break days. In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the summer break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.

Pickup Locations	Monday	Tuesday	Wednesday	Thursday	Thursday	Saturday	Sunday
College of Education · College of Liberal Arts · College of Management · College of Technology and Engineering College of International Studies and Social Sciences College of Arts · College of Music Department of Physical Education Department of Mathematics Department of Computer Science and Information Engineering Department of Life Science	6/15 Diplomas available for pick up	6/16	6/17	6/18	6/19	6/20 Supplement workday for June 26	6/21
	6/22	6/23	6/24	6/25 Dragon Boat Festival	6/26 Adjusted Holiday	6/27	6/28
Registry Division, Office of Academic Affairs (02)7749-1077 Administration Building 1F, Main Campus No. 162, Sec. 1, Heping East Rd., Daan District, Taipei.	6/29	6/30	7/1	7/2	7/3	7/4	7/5
	7/6 暑假開始	7/7	7/8	7/9	7/10	7/11	7/12
Department of Athletic Performance Department of Physics Department of Chemistry Department of Earth Sciences	7/13	7/14	7/15	7/16	7/17	7/18	7/19
	7/20	7/21	7/22	7/23	7/24 Summer break	7/25	7/26
Division of Academic Affairs for Gongguan Campus (02)7749-6549 Office of Academic Affairs, General Hall, 1F, Gongguan Campus No. 88, Sec. 4, Tingzhou Rd., Wenshan District, Taipei.	7/27	7/28	7/29	7/30	7/31 Summer break	8/1	8/2
	8/3	8/4	8/5	8/6	8/7 Summer break	8/8	8/9
	8/10	8/11	8/12	8/13	8/14 Summer break	8/15	8/16
	8/17	8/18	8/19	8/20	8/21 Summer break	8/22	8/23
	8/24	8/25	8/26	8/27	8/28 Summer break	8/29	8/30
	8/31	9/1	9/2	9/3	9/4	9/5	9/6
	9/7	9/8	9/9	9/10	9/11	9/12	9/13