

國立臺灣師範大學108學年度第1學期 學士班畢業生辦理畢業離校手續注意事項

一、辦理畢業離校手續流程：

1

登入
【畢業生服務資訊入口網】

- 路徑：「教務處首頁」→「畢業專區」→「畢業生服務資訊入口網」。
- 畢業生服務資訊入口網於**108.12.30**開放，請使用**校務行政入口網之帳號密碼**登入。
*109年2月起(108-2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:7734-1102或寄信至hsuan18@ntnu.edu.tw詢問。



QR code登入畢業生服務資訊入口網

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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7734-1978)
 - 2.還清圖書與繳清罰款(圖書館7734-5235、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7734-1077)
 - 4.繳清學雜費、學分費、暑期學分費等費用(出納組7734-1343)
 - 5.課程意見調查(課務組7734-1114)
 - 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7734-1195)
 - 7.僑、外籍生填寫國際學生資料庫(國際事務處7734-1275)

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攜帶【學生證】
領取學位證書

- 領取時間:自109.1.13(一)起開放領證。
- 因故委託他人代領者，需附雙方簽章之委託書，被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。
- 學生證遺失者請自行至卡務系統申請掛失。
- 應屆畢業學生若於108學年度第1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，本校寒休日暫停發放，惟同學如有急迫或特殊狀況，請先來電註冊組詢問。
- 寒休日依人事室公告為準，若有調整，另於教務處首頁/最新消息公告。

星期日	星期一	星期二	星期三	星期四	星期五	星期六	學院/學系	領取地點
1/12	1/13 寒假開始 開放領取學位證書	1/14	1/15	1/16	1/17 支援大學 學測考試	1/18	教育學院、文學院 管理學院、藝術學院 科技與工程學院 國際與社會科學學院 音樂學院、體育系	校本部註冊組 位置:校本部校區行政大樓1樓 電話:(02)7734-1077 地址:台北市大安區和平東路1段162號
1/19	1/20	1/21	1/22	1/23 調整放假	1/24 除夕	1/25 春節		
1/26 春節	1/27 春節	1/28 春節	1/29 春節	1/30 寒休	1/31 寒休	2/1		
2/2	2/3	2/4	2/5	2/6	2/7	2/8		
2/9	2/10	2/11	2/12	2/13	2/14	2/15 補班	理學院、競技系	公館校區教務組 位置:公館校區綜合館1樓 電話:(02)7734-6549 地址:台北市文山區汀洲路4段88號
2/16	2/17 上課開始	2/18	2/19	2/20	2/21	2/22		
2/23	2/24	2/25	2/26	2/27	2/28 228紀念日	2/29		

Graduation and school-leaving procedures in the Fall semester of the 2019 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 **December 30, 2019**. (After February, 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:02-7734-1102 or email to hsuan18@ntnu.edu.tw



QR code log onto
Graduating Student
Information Portal

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Complete
Compulsory
School-leaving
Procedures

- School-leaving Procedures
 - Return Graduation Attire (Property Management Division, Office of General Affairs 7734-1978)
 - Return all library books and clear all fines. (NTNU Library 7734-5235 · 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 7734-1077)
 - Clear all Tuition & Miscellaneous Charges (Cashier Division, Office of General Affairs 7734-1343)
 - Complete Course Survey Forms (Curriculum Division, Office of Academic Affairs 7734-1114)
 - Complete Alumni Information Form. If unable to connect, please log on from campus server. (Center of Public Affairs 7734-1195)
 - International students should fill out an International Student Information Form. (Office of International Affairs 7734-1275)

3

Bring Student ID
to Pick Up Diploma

- From January 13, 2019 (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

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 winter break days (1/30 · 1/31). In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the winter break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.

Sunday	Monday	Tuesday	Wednesday	Thursday	Thursday	Saturday
1/12	1/13 First day of winter vacation Diplomas available for pick up	1/14	1/15	1/16	1/17 Advanced Subjects Exams. Diploma pickup unavailable.	1/18
1/19	1/20	1/21	1/22	1/23 Adjusted Holiday	1/24 Chinese New Year's Eve	1/25 Chinese New Year holiday
1/26 Chinese New Year holiday	1/27 Chinese New Year holiday	1/28 Chinese New Year holiday	1/29 Chinese New Year holiday	1/30 Winter break	1/31 Winter break	2/1
2/2	2/3	2/4	2/5	2/6	2/7	2/8
2/9	2/10	2/11	2/12	2/13	2/14	2/15 Adjusted holiday (make-up work)
2/16	2/17 Spring semester classes begin	2/18	2/19	2/20	2/21	2/22
2/23	2/24	2/25	2/26	2/27	2/28 Peace Memorial Day	2/29

Pickup Locations

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

Registry Division, Office of Academic Affairs
Administration Building 1F, Main Campus
No. 162, Sec. 1, Heping East Rd., Da' an District, Taipei
(02)7734-1077

College of Science · **Department of Athletic Performance**

Division of Academic Affairs for Gongguan Campus
Office of Academic Affairs, General Hall, 1F, Gongguan Campus
No. 88, Sec. 4, Tingzhou Rd., Wenshan Dist., Taipei
(02)7734-6549