

確認

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：

Academic Information Systems
校務資訊系統
https://www.ccep.nthu.edu.tw/ccep/INQUIRE/

清華大學 | 嚴謹

步驟四--畢業離校狀態確認

登入帳號: 9999999

畢業生離校程序及狀況
(● YES 表示已辦理完畢, ● NO 表示未辦)

單位處室	審核狀況
系所辦公室 所辦公室核章 (系(所)辦公室離系手續, 請參看各系網頁或通知(公告), 依序辦理離系程序)	● YES ● NO
圖書館 畢業生的叮嚀 辦理時間: 8:30~12:00、13:30~17:00 聯大與清大借還書狀況 (分機 42996)	● YES ● NO
保管組 (分機 35262) 詳細規定參閱保管組 袍服是否已歸還(或未借)	● YES ● NO
校友服務中心 (分機 31249)	● YES ● NO
綜合學務組 - 就業輔導 (分機 34720) 在校生生涯意願調查表 教育部畢業生流向調查(註1) (教育部問卷對象不包括僑生與外籍生)	● YES ● NO

請依序點選步驟一~四

請於上班時間內依各單位規定辦理, 全部呈現● YES 時, 即可持學生證至註冊組領取畢業證書。

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, 領取畢業證書建議避開其時間)

✓ 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：

- 全部成績到齊
- 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。

至校務資訊系統—畢業生離校系統辦理網路離校

領取畢業證書

申請成績單

Checklist

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

Complete the Clearance Procedures on the Academic Information System

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

1 Complete step 1 to 4

2 Complete all procedures of the offices below (all status should be ● YES) and go to the Division of Registration with student ID card and the Thesis to get the diploma.

Process	YES	NO
Department (Institute) Stamp of the office (Department/Institute) graduation process. Please pay attention to your department's homepage or notice (announcement) for graduation procedure and follow it in order.	● YES	● NO
Library Reminders office hours: 8:30-12:00 · 13:30-17:00 Borrowing and Renewal Status (Ext 42996)	● YES	● NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	● YES	● NO
NTHU Alumni Service Center (Ext 31249)	● YES	● NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System	● YES	● NO
Overseas Chinese and foreign students can be ignored- The MOE graduates investigation: "What is your next stop" (check the footnote 1)-can be ignored	● YES	● NO
Division of General Student Affairs - Only for overseas Chinese and foreign students Visit them and check your National Health Insurance fee refund if any.	● YES	● NO
Office of International Affairs		

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 visit http://www.lib.nthu.edu.tw/use/before_graduated.html (Chinese)

Receive Degree

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.

Apply for Transcript

After 3 days of receiving your Diploma, check the total grade average in your transcript on Academic Information System.



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.