113學年下學期 資訊系大學部同學離校手續流程

Graduation Clearance Procedures for Undergraduate Students of the Department of Computer Science and Information Engineering, Class of 2025

分成學校端(離校-領畢業證書)和系端(離系)，要先辦完離系才能進行離校哦!

The process is divided into two parts: the university side (graduation clearance – receiving the diploma) and the department side (department clearance). You must complete the department clearance first before proceeding to the university clearance!

1. **學校端**流程請參閱註冊組公告: <https://reg-acad.ncku.edu.tw/p/412-1041-26670.php?Lang=zh-tw>

For university procedures, please refer to the Registrar Division’s announcement:

[NCKU Instructions on the Procedures for Receipt of Degree Certificates for the Spring Semester of the 2024-25 Academic Year](https://reg-acad.ncku.edu.tw/var/file/41/1041/img/113-2_procedures_degree_cert_eng_final.pdf) <https://reg-acad.ncku.edu.tw/p/412-1041-26670.php?Lang=zh-tw>

1. **系端**/ Department Clearance
2. **親跑或請同學代為跑流程者:** 系網頁下載【資訊系大學部離系程序單】，請依序完成該表單上的各項目及簽章，最後交給系辦趙小姐完成確認及收回，趙小姐即可在你的【成功大學離校手續存查單】(如本頁最下方圖所示)上的系所欄位蓋系戳，你就可以帶著你的【學生證】和【成功大學離校手續存查單】至註冊組領畢業證書了。

For students handling the process in person or through a classmate:

Download the [Department Clearance Form for Undergraduate Students] from the department website. Complete all items and signatures listed on the form in order. Submit the completed form to Ms. Chao at the department office for final confirmation. Once she verifies it, she will stamp the department section on your [NCKU Graduation Clearance Form] (as shown in the illustration at the bottom of the page). Then, bring your [student ID] and the stamped clearance form to the Registrar Division to get your diploma

●親跑者請直接下載【資訊系大學部離系程序單】依表上規定辦理: <https://www.csie.ncku.edu.tw/zh-hant/education/documents>

●**For in-person processing, download the clearance form and follow the instructions on it:**
<https://www.csie.ncku.edu.tw/zh-hant/education/documents>

For students handling the process in person or through a classmate:

2. **採線上流程:請至以下Google表單連結完成表單中所需完成的事項，依表單要求確實填寫及上傳應付表單及證明,並至以下連結查看審核情形，再請通過的同學帶著【成功大學離校手續存查單】來找趙小姐蓋系所戳，及學生證去註冊組找施小姐領畢業證書**

**●大學部離系程序線上流程表單連結:**[**https://forms.gle/UjhNeUjQZRV86unB7**](https://forms.gle/UjhNeUjQZRV86unB7)

**●查詢審核情形連結:**[**https://reurl.cc/aeOQAY**](https://reurl.cc/aeOQAY)

For online processing:

Please complete the required items through the following Google Form. Make sure to fill out the form accurately and upload all necessary documents as instructed. Then, check your review status via the link below. Once your clearance is approved, bring your **NCKU Graduation Clearance Form** to Ms. Chao for the department stamp, and take your **student ID** to Ms. Shih at the Registrar Division to collect your diploma.

**●Online Clearance Form for Undergraduate Students:**
<https://forms.gle/UjhNeUjQZRV86unB7>

**Review Status Check Link:**
<https://reurl.cc/aeOQAY>

完成離系的表單或線上程序後，系辦會在你從學校系統上印出來的【成功大學離校單】上蓋系戳如下圖，之後你再帶著去註冊組領畢業證書哦

After completing the department clearance form or the online process, the department office will stamp the [NCKU Graduation Clearance Form] that you print from the university system (as shown below). Then, bring it to the Registrar Division to collect your diploma.

