

確認

至校務資訊系統—畢業生離校系統辦理網路離校

領取學位證書

申請成績單

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。啟動畢業離校並建議完成各單位所需程序，如未依限完成，本校得依法律程序進行求償：

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

清華大學！嚴謹

校務資訊學生查詢系統

密碼修改
委託授權設定
計畫中心學生帳號
個人資料維護
註冊 Register
課程、成績 Courses, transcript
學分&抵免學分
轉系轉所審查
畢業審查
畢業生離校系統
步驟一
步驟二
步驟三
步驟四
查閱留言
選課 Select courses
暑修 Summer courses
預排系統 Tentative schedule

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	畢業生離校程序及狀況
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) 在校學生滿意調查表 教育部畢業流向調查(註1) (教育部問卷對象不包括僑生與外籍生)	● YES ● NO ● 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學位證書。

請留意圖書館辦理離校時間及辦理方式：

相關說明請參閱圖書館首頁/服務/畢業離校/畢業生離校程序

請於上班時間(週一至週五 8:00~12:00; 13:00~17:00)至總圖書館一樓辦理，憑以點選離校系統。

查核已歸還所有借自本校各圖書分館、台聯大其他三校、互換借書證單位之圖書物件，並繳清滯還金。確認所申請之國內外館際借書及複印資料均已完成取件、歸還及繳清費用。

✓ 持學生證至註冊組領取學位證書，本組加貼「畢業祝辭」貼紙後發還。

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

✓ 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，於領取學位證書時繳交收據，本組加貼「畢業祝辭」貼紙後發還。

考取本校碩博士班同學於完成離校手續後，可選擇由本組代為轉交給招生策略中心。

領完學位證書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。

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.

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	Status
Department (Institute) Stamp of the office (Department/Institute) graduation process. Please pay attention to your department's homepage or notice (aaoaonacemnt) 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, The service hours for graduation clearance at the counter 4 and 5 of Main Library are Monday to Friday, 8:00 AM-12:00 PM and 1:00 PM-5:00 PM..

Please return all materials borrowed from the Library, the other three institutions of the University System of Taiwan, and reciprocal borrowing institutions, and settle all overdue fines. Ensure that all requested interlibrary loan materials, both domestic and international, as well as document delivery items, have been collected, returned, and all associated fees have been paid. 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 have lost your student ID card, please report the loss in the Academic Information Systems and show us your loss report record.

- ※After receiving your Degree Certificate, please check the Academic Information Systems to confirm your graduation average and thesis/dissertation title before applying for a transcript.
- ※If you need transcripts in the future, please use the automated application machine on campus or the online application system of the Office of Alumni Service and Resources Development.
- ※One automated application machine is located in the lobby on the first floor of the Administration Building, and the other is located next to the Mailroom in the Administration Building. The latter is open 24 hours a day.
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Complete the Clearance Procedures on the Academic Information System

Receive Degree

Apply for Transcript