

中原大學 114 學年度第 1 學期 學士班畢業證書核發作業流程

附件一

CYCU 114-1 semester Graduation Certificate issuance for Undergraduate



中原畢業生網站

一、大學部採線上查核離校手續審核狀況。

Undergraduate students will check the status of the school leaving procedures online.

二、請至畢業生網站(網址：<http://itouch.cycu.edu.tw/i2i/www/index.htm>)查詢是否符合畢業資格、須至各學系及張靜愚紀念圖書館辦理離校手續，符合畢業資格且免辦或完成手續者，即得於下列領證期間至公告地點領取畢業證書。

畢業學期如有修讀課程者，無論是否列入畢業學分，課程成績須送達課註組方得領取畢業證書。成績查詢路徑：

- 登入 I-TOUCH/個人資料/學生個人綜合資料/學期成績
- 登入 I-TOUCH/學業/學習足跡/學期成績



畢業資格查詢

For Undergraduate students, please visit the "Graduation Qualification Inquiry" to check whether they have completed the graduation qualifications. Please confirm that the word "Qualified" stamp appears on the upper right of the page during the period of certificate issuance. (Website: https://itouch.cycu.edu.tw/active_project/cycu2000h_02/cycu_03/gradSts.jsp)

Students taking courses during their graduation semester shall not be issued diplomas until all course grades have been received by the Curriculum and Registration Division, regardless of whether such courses are counted toward graduation requirements.

Inquiry Grade: I-TOUCH→Personal Information→Student Profile→Academic records

I-TOUCH→Study→Learning Footprint→Academic records


三、領證日程 Date of issuance

序號	日期	時間	地點
1	115 年 1 月 26 日至 2 月 12 日 From Jan. 26~Feb. 12, 2026	週一至週四 14:00 至 16:30 14:00~16:30 (Mon.~Thu.)	維澈樓 4 樓 408 室課務與註冊組 Curriculum and Registration Division 408 (Dickson Lee Hall-4F)
	2 月 14 日至 2 月 22 日為年假期間，暫停受理畢業證書領取。 During the winter holiday from 2/14 to 2/22, the school will not accept school leaving procedures and will not issue graduation certificates.		
2	115 年 2 月 23 日至 2 月 26 日 From Feb. 23~Feb. 26, 2026	週一至週四 9:00 至 17:00 9:00~17:00 (Mon.~Thu.)	維澈樓 4 樓 408 室課務與註冊組 Curriculum and Registration Division 408 (Dickson Lee Hall-4F)

四、離校流程 School-leaving procedures

(一) 大學部(本國生、陸生、僑生)：[上網查核各項離校手續是否已完成](#)

Undergraduate students (Mainland students、Overseas Chinese students): Check whether all school-leaving procedures have been completed.

順序 Order	1	2	3	4	5
位置 Location	畢業生網站 Graduation Website	各學系系辦 Department	張靜愚紀念 圖書館 2F 櫃台 Chang Ching Yu Memorial Library (2F)	依公告地點 By announcement location	校友服務處 Office of Alumni Service
內容 Content	<p>畢業資格查詢 確認是否符合以下條件：</p> <p><input type="checkbox"/>學系審核通過 <input type="checkbox"/>學系離校完成 <input type="checkbox"/>課註組審核通過</p> <p>離校資料填寫 <input type="checkbox"/>個人基本資料表 <input type="checkbox"/>畢業生流向問卷</p> <p>Self-confirm whether to finish the following items: <input type="checkbox"/>Department <input type="checkbox"/>Department's School-leaving <input type="checkbox"/>Curriculum and Registration Division</p> <p>Information Submission <input type="checkbox"/>Personal Information Form <input type="checkbox"/>Graduates' Destination Questionnaire</p>	<p><input type="checkbox"/>至各系辦公室辦理相關事項</p> <p><input type="checkbox"/>According to the regulations of each department</p>	<p><input type="checkbox"/>確認離校手續並歸還借書或繳清欠款</p> <p><input type="checkbox"/>Please confirm school-leaving procedures and ensure you return the borrowed books or pay off debts.</p>	<p><input type="checkbox"/>持學生證領取畢業證書</p> <p><input type="checkbox"/>Please bring a student ID card to receive the diploma.</p>	<p><input type="checkbox"/>持學生證設定校友證權限(學生證遺失依已畢業校友方式辦理) <input type="checkbox"/>另持完成畢業生流向問卷截圖領取畢業證書夾。</p>  <p><input type="checkbox"/>Please present your student ID card to set up alumni card access privileges. (If the student ID is lost, please follow the procedure for graduated alumni.)</p> <p><input type="checkbox"/>To collect your diploma folder, please present a screenshot confirming completion of the Graduates' Destination Questionnaire.</p>
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma			依領證日程 Date of issuance	依公告時間 By announcement time

(二) 外籍生：上網查核各項離校流程並下載和完成紙本外籍生離校手續單

Foreign Students: Please check the school-leaving procedure online and download the “International Student Clearance Form” from the International and Cross-Strait Education website, and complete the school-leaving procedures via written submission.

順序 Order	1	2	3	4
位置 Location	畢業生網站 Graduation Website	外籍生離校手續單 International Student Clearance Form	依公告地點 By announcement location	校友服務處 Office of Alumni Service
內容 Content	<p>畢業資格查詢 確認是否符合以下條件：</p> <p><input type="checkbox"/>學系審核通過 <input type="checkbox"/>學系離校完成 <input type="checkbox"/>課註組審核通過 <input type="checkbox"/>國際處</p> <p>離校資料填寫 <input type="checkbox"/>個人基本資料表</p> <p>Self-confirm whether to finish the following items: <input type="checkbox"/>Department <input type="checkbox"/>Department's School-leaving <input type="checkbox"/>Curriculum and Registration Division <input type="checkbox"/>International and Cross-Strait Education</p> <p>Information Submission <input type="checkbox"/>Personal Information Form</p>	<p><input type="checkbox"/>依外籍生離校手續單辦理</p> <p><input type="checkbox"/>Please complete each column of the written "International Student Clearance Form."</p>	<p><input type="checkbox"/>持學生證和外籍生離校手續單至公告地點領取畢業證書</p> <p><input type="checkbox"/>Bring a student ID card and the completed written "International Student Clearance Form" to the designated location to collect your diploma.</p>	<p><input type="checkbox"/>持學生證設定校友證權限(學生證遺失依已畢業校友方式辦理)。</p>  <p><input type="checkbox"/>Please present your student ID card to set up alumni card access privileges. (If the student ID is lost, please follow the procedure for graduated alumni.)</p>
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma		依領證日程 Date of issuance	依公告時間 By announcement time

五、其他注意事項：Other notes

1. 結清兆豐商銀帳戶者，攜帶身分證、印章、存摺，離校前至本校兆豐商銀服務台（維澈樓 1 樓出納組隔壁）或兆豐商銀全省各分行辦理；本校兆豐商銀服務台營業時間為週一至週五 12:00 至 15:00(寒假期間週一至週四)。

Please bring your ID card, seal, and passbook to Mega International Commercial Bank (next to the Cashier in Dickson Lee Hall 1F) or any Mega International Commercial Bank branch in the province before leaving the school.

The service desk of Mega Commercial Bank of CYCU is open from 12:00 to 15:00 from Mon. to Fri. (during the winter vacation from Mon. to Thurs).

2. 圖書館 2 樓出納區服務台辦理離校時間：

平日：週一至週五 8:30 至 12:00 13:30 至 17:00

寒假期間：週一至週五 9:00 至 12:00 13:30 至 16:30

The cashier service desk on the second floor of the library is open the following hours:

Usual time：From Mon. to Fri. 8:30AM~12:00PM；1:30PM~5:00PM

Winter time：From Mon. to Fri. 9:00AM~12:00PM；1:30PM~4:30PM