STUST Survey on How to Collect the Degree Diploma and User Guide

※Please activate the school leaving procedure before you fill out the survey.※

School Leaving System： <u>https://portal.stust.edu.tw/StudLeave/Login.aspx</u>

Survey on How to Collect Diploma： <u>https://forms.gle/4dMiCREEseDTZHRU9</u>

（No matter you'd like to pick it up on-site or apply for mailing, you're required to fill out the survey）

In response to the severe COVI-19 pandemic in Taiwan and the Level 3 epidemic prevention and control measures set by the government, STUST adopts two ways to award the degree diploma as below.

Please fill out the survey to let us know how you'd like to collect your degree diploma.

(1) Apply Online for mailing the Degree Diploma:

STUST assigns SF Express to deliver the degree diploma (the delivery fee is paid by STUST in advance). Students will receive a tracking number in their STUST Email after the Registration Office hands over the degree diploma to SF Express. Two transcripts (without ranking) will be enclosed for free!

※Mailing is strongly recommended to reduce the possibility of cluster infection.※

(2) Reserve Online for picking up the degree diploma on-site

Registration Office will arrange the pick up time and notify you by email. If the arranged time does not work for you, please contact the Registration Office at 06-233131 #2101-2104.

Important Notifications for the Mailing Application

1. How is the Degree Diploma Delivered?

STUST assigns SF Express to deliver the degree diploma and pays for the delivery fee in advance.

Two transcripts (without ranking) will be enclosed for free in the parcel for admission or career use.

2. Submit the Application Online

Applicants are required to submit the application through their own STUST email.

(Step 1) Survey link: https://forms.gle/4dMiCREEseDTZHRU9

3. Sign and Return the Confirmation Form

Application submitted without returning the signed form will NOT be accepted.

You will receive a confirmation form ("資料確認表") in your STUST email box after

submission. Please re-check the content, sign and return the form to the link below.

(Step 2) Return the signed form: https://forms.gle/WpNJSetgK8dmKVrb8

4. Track and Trace the Progress of Delivery

After the Registration Office hands the degree diploma to SF Express, applicants will receive a tracking number in their STUST email box, which could be used to track the progress in the following link. **https://htm.sf-express.com/tw/en/dynamic_function/waybill/**

5. Sign for the Parcel (Contact-Free Service is Recommended)

SF Express Taiwan offers contact-free QR code scanned service to reduce direct contact with the courier. Please download the SF Express APP and find the manual below.

https://htm.sf-express.com/tw/en/download/0touchexpress_SOP.pdf

6.Scan the QR code Enclosed to Report the Receipt of Diploma

After you opened the parcel and confirm the status of your diploma, please scan the QR code enclosed in the parcel to report to the Registration Office that you receive the diploma already.

7. When you upload files and submit this survey, the system will record the related names, user names and photos related to your google account.

8. Online application date and delivery date:

Sessions	Application Date	Delivery Date
For students taking only 4th-year level courses	From now on to 06/18/2021	06/29/2021
For students taking lower-year level courses	06/30/2021~07/09/2021	07/21/2021
For students taking daytime summer courses	07/22/2021~08/03/2021	08/13/2021
For students taking evening time summer courses	08/16/2021~09/03/2021	09/14/2021

Survey&Application Form

ReturnConfirmationForm

【Manual for applying for mailing the degree diploma】

(1) Click the survey link below, log in to your STUST email, select "delivery by mail".

Survey link: **https://forms.gle/4dMiCREEseDTZHRU9**

南臺科大大學部(含五專)應屆畢業生_學位證書領取方式調查Survey on How to Collect the Degree Diploma for Final Semester Undergraduate Students

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學號 Student Number in Capital Letters *

您的回答 **1** Please fill out the correct info.

姓名 Student Name in Chinese *

您的回答 **2** Please fill out the correct info.

本人已申請畢業離校。 I activated the school leaving procedure. *

離校系統連結: https://portal.stust.edu.tw/StudLeave/。學期成績公布後,屆時若因有畢業離校系統關卡未完成者,將暫緩或取消你的郵寄申請。The mailing of the degree diploma will be delayed should there be any holds on applicants' record.

3

☑ 是

學位證書領取方式 How You'd Like to Collect Your Degree Diploma? *

4 ◉ 寄送 Delivery by Mail   Cash on Delivery

○ 現場領取 Pick it up On Site

5 繼續   Continue

(2) The Affidavit and the delivery area

欲申請寄送畢業證書者填寫 For Students Who'd Like to Apply for Mailing the Degree Diploma

學位證書核發流程 Procedure of Degree Diploma Conferral

畢業離校 School Leaving Procedure
- 啟動畢業離校 Activate school leaving procedure
- 畢業離校系統
- LOG IN
- 帳號 Username
- 密碼 Password
- Login

各關審核 Evaluation by Related Offices
- ✓ 系辦 Dept Office
- ✓ 會計室 Acct. Office
- ✓ 圖書館 Library
- ✓ 研產處 Questionnaire
- ✓ 教務處註冊組 (須待成績公告後才能關閉審核) Registration Office (Evaluation cannot be started until the final scores are released)
- 可畢業 Eligible to Graduate

寄送學位證書申請 Application for Mailing the Degree Diploma

本學期修課狀況 Sessions	寄奇時間 Mailing Time (分批陸續寄發)
僅修畢業班課程 For students only taking 4th-year level courses	6月29日(二)起 29 June 2021
有修非畢業班課程 For students taking lower-year level courses	7月21日(三)起 21 July 2021
修讀日間暑期課程 For students taking daytime summer courses	8月13日(星期五)起 13 August 2021
修讀進修暑期課程 For students taking evening time summer courses	9月14日(星期二)起 14 September 2021

寄送追蹤 Track & Trace
- 學位證書寄送便利袋交付順豐速運寄送 Delivery by SF Express
- Email「託運單號」提供畢業生託運追蹤 Notify you of the tracking no. by email
- 貨到付款 Cash on Delivery

切結書 Affidavit *

本人因受疫情影響未能親自到校領取學位證書，目前已完成畢業生離校手續，並線上填寫好收件人姓名、收件地址、市話、手機及其他必填資訊，今特委託註冊組代為寄送本人之學位證書，若學位證書於寄送過程中因故延誤、有所毀損或遺失等，責任自負，本人絕無異議，謹以此切結。畢業證書寄發後，若本人因故未能收件而致畢業證書退回南臺科大教務處註冊組者，本人在此切結承諾會支付退件運費(NT80元或依運送業者規定的費用)後，才領取畢業證書。 I completed the school leaving procedure and filled out the receiver, receiver's address, landline number, mobile phone number and other required information online. I herein assign the Registration Office to post the degree diploma on behalf of me since I am unable to collect the degree diploma in person due to the COVID-19 pandemic. I hereby acknowledge and declare that I take full responsibility and have no objection in case of any delay, damage, or loss of degree diploma during the posting procedure. If the degree diploma, after the delivery, is returned to the STUST Registration Office in that I am unable to pick up the diploma for any cause, I hereby declare that I will not collect the degree diploma until paying the fees (NT 80 or fees required by the delivery company) charged for the return postage by the delivery company.

1 ☑ 本人在此切結如上。By checking this box, I hereby acknowledge and declare the affidavit

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2 收件地區 Delivery Area *

○ 台灣 Taiwan (3-1)

○ 中國 (含港澳) China(HK&Macau) (3-1)

○ 其他地區 Other Area (3-2)

3 返回   繼續 Continue

(3) Fill out the receiving information.

(3-1)For Receiving Area is Taiwan or China

    Select an area and fill out the receiving info in Chinese (or in English) IN DETAIL.

收件地區為臺灣或中國Receiving Area is Taiwan or China

1 收件地區-中&臺 Receiving Area *
- ○ 臺灣 Taiwan
- ○ 中國 China
- ○ 香港 Hong Kong
- ○ 澳門 Macau

收件人姓名 Receiver's Name *
收件人非申請人,填寫格式: 收件人姓名(申請人姓名) If the receiver is different from the applicant: receiver's name (applicant's name)

您的回答 **2** If the receiver is different form the applicant: Receiver's Name (Applicant's Name)

收件地址(需包含郵遞區號) Receiver's Address (Zip Code is Required) *
請輸入完整地址: 郵遞區號,省,市,區,路....。 Must include the province, city/county, district, etc.

您的回答 **3** Please fill out an address where paying and receiving are available in the daytime.

市話 (加區碼)Landline Number *
陸港澳地區請另加區碼 Zone code is required.

您的回答 **4** Please fill out your mobile number if you do not have a landline.

手機 (加區碼)Mobile Phone Number *
陸港澳地區請另加區碼 Zone code is required.

您的回答 **5**

返回 **6** 繼續 Continue

(3-2) For Receiving Area is other area,

Please select an area from the list and fill out the info in English.

收件地區為其他地區 Receiving Area is Other Area

僅提供有支援到付的地區。 Only list the areas where cash on delivery is available.

1 收件地區-其他-Receiving Area *

選擇 ▼ → 馬來西亞 Malaysia
新加坡 Singapore
韓國 Korea
越南 Vietnam
日本 Japan
蒙古 Mongolia

2 收件人英文姓名 Receiver's Name in English *

您的回答

3 收件郵遞區號 Zip Code *

您的回答

4 英文收件地址 Receiver's Address in English *
請輸入完整地址。 Must fill out the address in detail.

您的回答

5 市話 (加國碼) Landline Number (Include the country code) *

您的回答

6 手機(加國碼) Mobile Phone Number (Include the country code) *

您的回答

返回   **7** 繼續   Continue

(4) Remind you to return the confirmation form ("資料確認單") and whether or not you are an international student.

(4-1) If you are a Taiwanese student, please select "no" and click "submit".

請注意,等會兒提交此申請後,請迅速至您的南臺信箱收取確認表,確認資料無誤後請簽名並回傳至以下連結,未回傳者不予受理。 Attention! After you submit this application later, you'll receive a confirmation form in your STUST Email. Please re-confirm the info you provided, sign and return the signed form to the link below. Application without returning the signed form will not be accepted.

回傳確認表連結: https://forms.gle/WpNJSetgK8dmKVrb8

步驟2-上傳確認表

我已了解且會迅速回傳確認表 I acknowledged and will upload the signed confirmation form right away. *

1 ☑ 我已了解且會迅速回傳確認表 I acknowledged and will upload the signed confirmation form right away.

是否為境外生(含陸,港澳,僑,外籍生) Are you an international student? *

2 ◉ 否 No   (4-1)

○ 是 Yes   (4-2)

3

返回   繼續

按一下 [提交] 以完成表單回應。

系統會透過電子郵件將您的作答內容複本傳送到   @stust.edu.tw。

4

返回   提交   Click "submit" and check your STUST email box.

(4-2) If you are an international student, please select "yes" and upload your ARC or Exit & Entry Taiwan Permit next.

請注意,等會兒提交此申請後,請迅速至您的南臺信箱收取確認表,確認資料無誤後請簽名並回傳至以下連結,未回傳者不予受理。 Attention! After you submit this application later, you'll receive a confirmation form in your STUST Email. Please re-confirm the info you provided, sign and return the signed form to the link below. Application without returning the signed form will not be accepted.

回傳確認表連結: https://forms.gle/WpNJSetgK8dmKVrb8

步驟2-上傳確認表

① 我已了解且會迅速回傳確認表 I acknowledged and will upload the signed confirmation form right away. *

☑ 我已了解且會迅速回傳確認表 I acknowledged and will upload the signed confirmation form right away.

是否為境外生(含陸,港澳,僑,外籍生) Are you an international student? *

② ○ 否 No   (4-1)

　 ◉ 是 Yes   (4-2)

③ 返回　　繼續　Continue

(5) International students are required to upload the ARC or Exit & Entry Taiwan Permit.

境外生請上傳居留證或入臺許可證International students are required to upload the ARC or Exit & Entry Permit Taiwan Republic of China

境外生請務必上傳居留證或入臺許可證 Please Upload Your ARC or Exit & Entry Permit Taiwan Republic of China Here *

① Click "add files", you will see as below.

↑ 新增檔案

系統會透過電子郵件將您的作答內容複本傳送到 @stust.edu.tw。

返回 提交 ⑤

插入檔案 ✕

上傳 我的雲端硬碟 | 先前選取的項目

② Upload your file here.

將檔案拖曳至這裡

－或－

選取裝置中的檔案

↓

③ If successful, you will see the file here.

qr.ioi.tw.png 20.43K

加入更多檔案

④ Upload

上傳 取消 即將傳送所選檔案的副本，檔案提交後無法予以編輯或移除。

The file is about to be uploaded. No edit or removal will be allowed after submission.

(6) After submission, you'll receive two emails, one is a copy of google form answer and the other is a confirmation form ("資料確認表"). Please re-check the confirmation form("資料確認表") content, sign and return it at: **https://forms.gle/WpNJSetgK8dmKVrb8**

(6) Attention on how you sign the form("資料確認表")!

Please recheck the confirmation form ("資料確認表") content and sign **(typing is NOT allowed)** if the content is correct.

(6-1)Please print out/screenshot the confirmation form, sign and return it.

※ **Please re-ensure the content is correct.**

Typing is NOT allowed, please sign it. If you're unable to print it out, you could use painter, writing board, etc.. to sign.

(6-2) If you do not have a printer, you could use painter to create your signature, put your digital signature on the signature column and return.

(7) Upload your signed confirmation form at https://forms.gle/WpNJSetgK8dmKVrb8.
Application without returning the signed confirmation form will not be accepted.

南臺科大大學部(含五專)寄送學位證書資料確認表回傳Return of Signed Confirmation Form

請將資料確認表簽名並上傳於此表單,本組收到您的簽名切結後, 若符合可畢業資格者即交付物流業者寄送學位證書。

Please return your signed confirmation form here. Once the applicant eligible for graduation returns the signed form, we would process the procedure of the mailing degree diploma.

若未自申請者本人之南臺email回傳者, 恕不受理。

Applicants are required to return the signed form from their own STUST email.

當你上傳檔案並提交這份表單時, 系統會記錄與你 Google 帳戶相關聯的名稱、使用者名稱和相片。

不是 @stust.edu.tw 嗎? 切換帳戶

*必填

1 學號 Student Number in Capital Letters *
您的回答

2 姓名 Student Name *
您的回答

資料確認表簽名切結後上傳 Please Upload Here the Signed Confirmation Form *

Ensure you sign the form or use the digital signature and return the form.

3 Add file
⬆ 新增檔案

4A000123(王小... ✕

系統會透過電子郵件將您的作答內容複本傳送到 @stust.edu.tw。

4 提交 Submit and check your STUST email box.

(8) After submission, if you see the message below, the application is successfully submitted. If you did not see the message below, please contact the Registration Office in the office hour.

南臺科大大學部(含五專)寄送學位證書資料確認表回傳Return of Signed Confirmation Form

本組已接護您的寄送學位證書資料確認表，
台端符合可畢業資格且確認表查核無誤後，將交付物流業者遞送；交寄後將會email寄發託運單號，供台端查詢遞送進度追蹤。We received your confirmation form already. Should you are eligible to graduate and the form is verified, your degree diploma will be handed over to the courier during the designated mailing time. We would notify you of the tracking number by email after mailing.

提交其他回應

Pick up Your Degree Diploma On-Site

1. Registration Office will arrange the pickup time and notify you by email.

    In general, 8 sessions a day, 5 quota a session.

2. On-site collection: Email notification start date and on-site pick up start date are as below:

Sessions	Email Notification Start from	Pick up Start from
For students taking only 4th-year level courses	6/25/2021	6/30/2021
For students taking lower-year level courses	7/16/2021	7/22/2021
For students taking daytime summer courses	8/12/2021	8/16/2021
For students taking evening time summer courses	9/14/2021	9/17/2021

    If the arranged time does not work for you, please contact the Registration Office at
    06-2533131 #2101-2104.

【Manual for picking up your degree diploma on-site】

(1) Click the survey link below, log in to your STUST email, select "pick it up on-site" and click "submit". Registration Office will arrange the pickup time and notify you by email. If the arranged time does not work for you, please contact the Registration Office at 06-2533131#2101-2104.　**Survey link：https://forms.gle/4dMiCREEseDTZHRU9**

南臺科大大學部(含五專)應屆畢業生_學位證書領取方式調查Survey on How to Collect the Degree Diploma for Final Semester Undergraduate Students

學號 Student Number in Capital Letters *

您的回答 **1** Please fill out the correct info.

姓名 Student Name in Chinese *

您的回答 **2** Please fill out the correct info.

本人已申請畢業離校。I activated the school leaving procedure. *

離校系統連結: https://portal.stust.edu.tw/StudLeave/。學期成績公布後，屆時若因有畢業離校系統關卡未完成者，將暫緩或取消你的郵寄申請。The mailing of the degree diploma will be delayed should there be any holds on applicants' record.

3

☑ 是

學位證書領取方式 How You'd Like to Collect Your Degree Diploma? *

○ 寄送 Delivery by Mail

4

◉ 現場領取 Pick it up On Site　The pick up time will be arranged by the Registration Office.

5 繼續　Continue

(2) Notifications for picking up the degree diploma on-site:
- Wear a mask all the time.
- Implement contact-based registration, measure the forehead temperature, and sanitize your hands.
- Keep proper physical distancing.
- 8 sessions a day, 5 quota a session.

預約現場領取Reserve Online for Picking up the Degree Diploma On-Site

1.可畢業者返校領取時段，統一由註冊組安排並以email通知。

2.無法依通知時段返校者，請電洽註冊組06-2533131 分機2101調整時段。

3.返校注意事項：
(1)一律全程佩戴口罩。
(2)落實「實聯制」、量測體溫及手部消毒。
(3)保持適當社交距離。
(4)每日8时段，每時段人數5人為上限。

1.Registration Office will arrange the pick up time and notify the applicants eligible for graduation by email.

2.If the arranged time does not work for you, please contact the Registration Office at 06-2533131 # 2101-2104

3.Notifications:
(1)Wear a mask at all times
(2)Implement contact-based registration, measure the forehead temperature and sanitize your hands
(3)Keep proper physical distancing
(4)8 sessions a day, 5 quota a session

(3) Click "submit" to complete the application, wait for the pick up time email notification, and visit the Registration Office to pick up the degree diploma at the arranged time.

學位證書核發流程 Procedure of Degree Diploma Conferral

畢業離校
School Leaving Procedure
- 啓動畢業離校
Activate school leaving procedure
畢業離校系統
School leaving system
LOG IN
帳號 Username
密碼 Password
Login
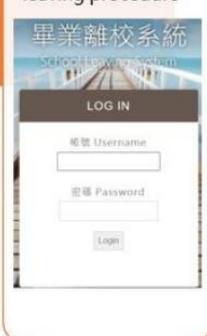
各關審核
Evaluation by Related Offices
✓ 系辦 Dept Office
✓ 會計室 Acct. Office
✓ 圖書館 Library
✓ 研產處 Questionnaire
✓ 教務處註冊組 (須待成績公告後方能開始審核)
Registration Office (Evaluation cannot be started until the final scores are released)

可畢業
Eligible to Graduate

預約現場領取
Make a Reservation for Pick up the Degree Diploma On-Site

本學期修課狀況 Sessions	現場領取開始日期 Pick up On-Site Start Date
僅修畢業班課程 For students only taking 4th-year level courses	06月30日(三)起 Start from 30 June 2021
隨在校生班級修課 For students taking lower-year level courses	07月22日(四)起 Start from 22 July 2021
修讀日間暑期課程 For students taking daytime summer courses	08月16日(一)起 Start from 16 Aug. 2021
修讀進修暑期課程 For students taking evening time summer courses	09月17日(五)起 Start from 17 Sep. 2021

系統會透過電子郵件將您的作答內容複本傳送到　　　@stust.edu.tw。

返回　　提交 Submit