

# Graduates

English name conformation

School leaving Procedures



## English name conformation



LOGIN

校務系統登入

台北校務系統

Taipei Campus System

帳號 User ID

密碼 Password

[\[登入說明 Login Instructions\]](#)

 記住我 RememberMe

新舊學號查詢

臺北校區學生專用

Query New/Old Student ID  
Taipei Campus Students Only

重新整理

隱藏功能表



實踐大學入口



校務資訊系統(舊版)



教務資訊模組

Academic Affairs Module



教務資訊系統



學生選課系統

Student course selection  
system

(學生)微學分



系統手冊-學生篇

System Manual - Student



系統簡報-學生篇

學籍資訊(Enrollment status) ▾

課程資訊(Course Selection) ▾

課程地圖(Learning map) ▾

SB0101-新生學籍資料填報(Student Information)

SB0102-學生資料維護(Student Profile)

SB0104-輔系雙主修申請作業(Double major and minor application)

SB0107-畢業門檻與離校手續(Inquiry about graduation threshold and school leaving procedures)

SB0107ENG-Inquiry about graduation threshold and school leaving procedures

SB0110-英文姓名確認 (English name confirmation)

SB0108-在學證明書列印(Printing certificate of enrollment)

SB0109-休學證明書列印(Printing certificate of voluntary suspension)

Log in to the Administration System(New) → Find SB0110

SB0110-學生英文姓名確認

click "confirm" button

4. 英文姓名確認作業只提供給當年度為海內外畢業生、延學生與同一非職身份同學不提供確認功能。

2. 請同學詳細核對您的英文姓名，英文姓名請依【護照】為準，若無，可參考外交部姓名中譯英系統。

格式範例：

【本國籍學生】：英文姓名皆為大寫字母，姓在前，名在後，姓之後要加重點，名與名之間原則上加短橫「-」，以利發音辨識。

範例：

● 單姓複名(王小明)：WANG.HSIAO-MING

● 單姓單名(王康)：WANG.KANG

● 複姓複名(范姜明仁)：FAN CHIANG.MING-JEN


3. 輸入審核無誤後請按下〈確認〉鍵，系統將自動記載確認時間。

4. 只開放應屆畢業/延修/提前申請畢業學生

1. The English name confirmation task is only available for graduates and postgraduates of the current year. Students who do not have this status will not provide the confirmation.

2. Please check your English name in detail, and press the "Confirm" button after the input is correct, and the system will automatically record the confirmation time.

英文姓名



SHIH CHIEN UNIVERSITY  
實踐

LOGIN  
校務系統登入

台北校務系統  
Taipei Campus System

帳號 User ID

密碼 Password  
  
[\[登入說明 Login Instructions\]](#)

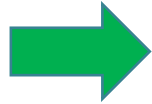
記住我 RememberMe

**登入 Login**

新舊學號查詢  
臺北校區學生專用

Query New/Old Student ID  
Taipei Campus Students Only

**ENTER**



重新整理 隱藏功能表

實踐大學入口

校務資訊系統(舊版)

**教務資訊模組  
Academic Affairs Module**

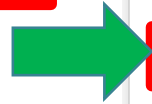
教務資訊系統

學生選課系統  
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(學生)微學分

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系統簡報-學生篇



教務行政資訊系統 台北校區

學籍作業Enrollment status ▾ 課務作業Course Selection ▾ 課程地圖Learning map ▾ 成績作業Grading ▾

SB0101-新生學籍記載表填報Student Information  
SB0101ENG-Student Information for Freshman  
SB0102-學生資料維護(Student Profile)  
SB0102ENG-Student Address  
SB0104-輔系雙主修申請作業Double major and minor application  
SB0106-證明文件線上申請

**SB0107-畢業門檻成績與離校手續資訊查詢Inquiry about graduation threshold results and school leaving proceduredst**  
SB0107ENG-Inquiry about graduation threshold results and school leaving proceduredst

SB0108-在學證明書列印Printing certificate of enrollment  
SB0109-休學證明書列印Printing certificate of voluntary suspension  
SB0110-學生英文姓名確認

Log in to the Administration System(New)→ Find SB0107

# 3

## School-leaving Procedures

Complete following procedures and request leaving school.

Check the other graduation criteria stipulated by the University, their colleges, and departments (programs).

Check the Graduation Formality.

3

1

2

✔ 查詢

Notice:

1. For example, Chinese proficiency, English proficiency, physical fitness ability, and department thresholds are all passed, and the "English Name Confirmation" can be filled in the fields of [Certificate and Delivery Information Confirmation].
2. [English name field] is blank or incorrect, please use "SB0110 English name confirmation task" to confirm.
3. If you have been unable to confirm your English name by yourself, please contact the registration department according to your school district. Extension: Taipei campus 2110~2119, 2121~2122; Kaohsiung campus: 3121-3126.
4. There is only one copy of the degree certificate. If it is lost, only the degree certificate will be reissued. Please be sure to fill in the correct address to avoid affecting your rights and interests.
5. After carefully filling in the [Certificate and Information Confirmation], please click [Submit School Leaving Application] to complete the school leaving application.

If you have any questions about each item, please contact the relevant units:  
 Chinese ability: please contact the General Education Center. English ability: please contact the Language Center. Physical fitness: please contact the Sports Group.  
 Each department threshold: please contact each department. Library review: please contact the library.  
 Questionnaire for fresh graduates and three items of the UCAN test: please contact the Career and Alumni Center.  
 Arrears: please contact the Finance Office for Taipei Campus / Contact the Cashier Team for Kaohsiung Campus.

Academic year:  Semester:

Student ID:  Name:  Department:

Chinese ability:  English ability:  Physical fitness:  Thesis:

Department threshold:  Department threshold remarks:

Confirmation of certificate and delivery information

English Name:  Method to receive degree certificate:  Submit the school leave application date:

Graduation review results and information inquiries

Graduation review results:  Note:

Graduation Formality

| Check item                                  | Check result                            | Date                 | Note                                      |
|---|---|----------------------|---|
| Arrears review                              | <input type="text" value="Uncensored"/> | <input type="text"/> |   |
| Library: pay off the borrowed books/arrears | <input type="text" value="Uncensored"/> | <input type="text"/> |   |
| Graduate questionnaire                      | <input type="text" value="Uncensored"/> | <input type="text"/> |   |
| UCAN implementation of three projects       | <input type="text" value="Uncensored"/> | <input type="text"/> |   |
| Other required items of the department      | <input type="text" value="Undone"/>     |                      | <input type="text" value="1.確認設備及空間的歸還"/> |