

# CYCU Issuance and Instructions for Digital Certificate of Degree



# Issuance process

**1**

## **Check the school leaving procedures**

- Enter the Graduate website to check your email address and all examinations °
- Postgraduate students shall go through the formalities for leaving the school through written examination.

**2**

## **Receive the diploma**

**3**

## **Issue the Digital Certificate of Degree**

- After receiving the hardcopy diploma, the DCD will be emailed to the personal mailbox within 7 working days.

**4**

## **Verification of the Digital Certificate of Degree**

# 1. Check the school leaving procedures (1/4)

Please enter the Graduate website to check your email address and all examinations are completed. If you fail for procedure, please inquire related units.



本系統維護單位：校友服務中心 疑難諮詢：1999 臺服中心(分機：1999) 或使用 [意見信箱](#) 提供您的寶貴意見。



中原畢業生網站



畢業資格審核查詢

**畢業生資訊**

- 離校資料填寫
  - 個人基本資料表
  - 流向問卷
- 畢業資格審查
  - 審查辦法
  - 應修科目學分表
  - 資格審查情況**
  - 應屆畢業生歷年成績查詢
- 離校手續
  - 學位服借用
  - 研究生離校手續單
  - 論文上傳(研究所)
- 離校手續
  - 離校流程
  - 畢業證書領取日程及流程表

學號：  English

密碼：

說明：

- 請先查詢並確認各項畢業離校程序，除課註組離校外，若其它審核狀態皆通過者，即可持學生證與相關資料於領證期間至公告地點領取畢業證書。
- 非1月、6月離校者，請至教務處課務與註冊組網頁填寫「[大學部非1月、6月畢業生離校手續單](#)」，以紙本完成相關單位辦理離校程序，完成後請持單至課註組領取畢業證書。
- 欲委託他人領取畢業證書者，請填寫「[委託書](#)」。
- 外籍學生，請填寫「[外籍生離校手續單](#)」紙本辦理離校。

# 1. Check the school leaving procedures (2/4)

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

		○○○○	107	(畢業學年: 1111)
		簽領紙本學位證書後，學校將核發「數位學位證書」至以下信箱： <a href="#">更改</a>		
EMAIL 信箱		@gmail.com, @gmail.com, @cycu.org.tw, @cycu.edu.tw	@gmail.com, @cycu.org.tw, @cycu.edu.tw	
心理系 審核		通過		
教務處 審核		通過		
輔系、雙學位 審核		(輔)財金系 申請學年: 1081	狀態: 放棄 (1091)	
教育學程 審核				
應用學程 審核				
語言檢定 資格		校內會考: 通過		
心理系 離校		已辦		
圖書館 離校		已辦		
出納組 離校		免辦		
生輔組 離校		操行成績: 通過 (86)		
		已於 2022.11.06 13:52 申請提前評分操行成績		
課註組 離校		大學部學生免辦		
畢業證書 簽領		<a href="#">開啟簽名板</a>	簽領後須顯示其簽名圖才算正確	
畢業證書 核發		未核發		

# 1. Check the school leaving procedures (3/4)

Postgraduate students shall check online and go through the formalities for leaving the school through written examination.

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EMAIL 信箱	選擇前年學位證書後，學校將發放「數位學位證書」至以下信箱 @gmail.com, @cycu.edu.tw
會計系 審核	歷年成績: 通過 學位申請: 通過
教務處 審核	歷年成績: 通過 學位申請: 通過
輔系、雙學位 審核	
教育學程 審核	
應用學程 審核	
語言檢定 資格	自101學年度起，大學部學生必須具備檢定資格，詳請洽語言中心(≠6651)。 105學年以後之外籍研究生，須具備華語文檢定資格，詳請洽國際處(≠1734)。
會計系 離校	請依紙本離校手續單辦理(下載)
圖書館 離校	已辦
出納組 離校	免辦
生輔組 離校	攝行成績: 通過 (90) 已於 2022.11.18 10:13 申請提前評分攝行成績
學位論文 公開徵信	<p>碩、博士以上學位，須繳交「學位論文」後，方可取得離校許可。</p> <p>論文類型: <input checked="" type="radio"/> 學位論文 <input type="radio"/> 技術報告 <input type="radio"/> 書面報告 <input type="radio"/> 專業實踐報告</p> <p>公開設定: <input type="radio"/> 立即公開</p> <p><input type="radio"/> 不公開</p> <p><input type="radio"/> 延後公開，直到(民國) <input type="text" value=""/> 年 <input type="text" value="1"/> 月止，</p> <p>原因: <input type="text"/></p> <p><input type="checkbox"/> 相關證明已確認具在，</p> <p><input checked="" type="checkbox"/> 得學生確認</p>
課註組 離校	<input checked="" type="checkbox"/> 是，已繳交論文，許可離校
畢業證書 簽領	<input type="button" value="開始簽名板"/> 簽領後有繳交畢業證書申請單
畢業證書 核發	未核發



中原大學 研究生畢業辦理離校手續單(一般生) Chung Yuan Christian University Graduate Clearance Form for Postgraduate				
_____學年度 Academic Year 第 _____ 學期 Semester 學系 Department _____ 年級 Grade _____ 學號 Student No. : _____ 姓名 Name : _____				
單位 Office	1 指導教授(親簽) Thesis Advisor	2 圖書館 Library	3 系主任 Chairman of Department	4 系辦公室 Office of Department
辦理 簽章 Signature		(1) 至借還書櫃台確認已還書/已付罰款。 Check if all items are returned and fines are paid (if any) at Circulation Desk.		
		(2) 至諮詢服務台繳交精裝本論文一冊及授權書一份。 Submit one copy of hardbound thesis/dissertation and Copyright License Agreement to Reference Desk.		
領證人姓名 Recipients : _____ 學生證號碼 Student No. : _____ 或身分證號碼 ID No. : _____				
1.各單位對該生如有未完成事宜，應請辦妥後始可簽章。 Signature will be given when student meets all requirements.				
2.研究生經各單位簽章後，請逕向學生證及畢業論文，至公告地點領取證書。 Upon completing all the above procedures, you may go pick up diploma at announcement location with Student ID and one copy of softbound thesis/dissertation.				
3.凡因故無法親自到校而委託他人代辦離校手續者，請持當事人的委託書、學生證及代辦人有照片證件，始可代辦。 Student may authorize others to complete school-leaving procedures. Designated person is required to present authorization letter, student ID, and a photo ID to complete the procedure.				

# 1. Check the school leaving procedures (4/4)

## Revise a personal E-mail account

- Step 1 Click the word to modify



○○○○ 107 (畢業學年: 1111)

查領紙本學位證書後, 學校將核發「數位學位證書」至以下信箱 **修改**

EMAIL 信箱 @gmail.com, @gmail.com, @gmail.com, @cycu.org.tw,

- Step 2 Add another active mailbox



iT UCH 個人選填 個人資訊 校外E-MAIL設定

中原大學校園訊息通知系統E-MAIL設定

學校 E-MAIL (正本信箱) 刪除 測試寄信

@office.cycu.edu.tw

目前使用者為: 模擬104

校外 E-MAIL (副本信箱)	刪除	測試寄信	是否生效	認證日期	重新認證
12345678@gmail.com	刪除	-	否	無	重新認證

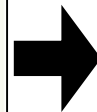
**新增一個校外 Email 副本地址**

新的Email地址:

再次輸入確認:

確定送出 重新輸入

為確保EMAIL副本信箱正確性, 新增的副本信箱, 增加EMAIL確認信, 請務必填入副本信箱收信, 點選郵件中的網址完成確認, 以保證該信箱能收到郵件, 如未從該信箱開啟 啟用條件, 七天內會自動刪除該EMAIL副本設定, 系統管理員 敬上



CYCU首頁 i-learning C-learning C-map CYCU Myself 無紙化平台 Outlook Web-mail

個人選填 > 個人資訊 > 校外E-MAIL設定

中原大學校園訊息通知系統E-MAIL設定

學校 E-MAIL (正本信箱)	刪除	測試寄信
@cycu.edu.tw	-	重新認證
@cycu.org.tw	-	重新認證

目前使用者為: 模擬104

校外 E-MAIL (副本信箱)	刪除	測試寄信	是否生效	認證日期	重新認證
@gmail.com	刪除	-	否	無	重新認證

**新增一個校外 Email 副本地址**

新的Email地址:

再次輸入確認:

確定送出 重新輸入

為確保EMAIL副本信箱正確性, 新增的副本信箱, 增加EMAIL確認信, 請務必填入副本信箱收信, 點選郵件中的網址完成確認, 以保證該信箱能收到郵件, 如未從該信箱開啟 啟用條件, 七天內會自動刪除該EMAIL副本設定, 系統管理員 敬上

# 1. Check the school leaving procedures (4/4)

## Revise a personal E-mail account

- **Step 3 Please click the link in email and then complete the procedure.**

中原大學-副本EMAIL信箱確認信 收件匣 x

中原大學副本信箱設定 <no-reply22@cycu.org.tw>  
寄給我 ▾

您好：

此封信為中原大學-副本EMAIL信箱確認信

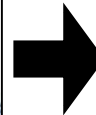
**請按以下連結來啟動EMAIL副本信箱**

[https://touch.cycu.edu.tw/active\\_project/cycu2100h\\_18/case\\_05/valid.jsp?valid\\_num=324yiev5oqjqa93zh0pelo88q6x9kpe8k15eoggs](https://touch.cycu.edu.tw/active_project/cycu2100h_18/case_05/valid.jsp?valid_num=324yiev5oqjqa93zh0pelo88q6x9kpe8k15eoggs)

如果這不是您的信箱，請忽略此信件。

.....

本信件經由系統寄送，請勿直接回覆此信。  
This letter is sent automatically. Please do not reply directly.  
Mail From: 副本信箱設定



個人選項 > 個人資訊 > 校外EMAIL設定

### 中原大學校園訊息通知系統E-MAIL設定

學校 E-MAIL (正本信箱)	刪除	測試寄信
██████████@cycu.edu.tw	-	📧
██████████@cycu.org.tw	-	📧

目前使用者為: ██████████

校外 E-MAIL (副本信箱)	刪除	測試寄信	是否生效	認證日期	是否認證
██████████@gmail.com	刪除	📧	👤	2022-12-08 16:22:38	-

新增一個校外 Email 副本地址

新的Email地址：

再次輸入確認：

**確定送出** **重新輸入**

為確保EMAIL副本信箱正確性  
新增的副本信箱，增加EMAIL確認信函，請務必輸入副本信箱收信，點選信件中的網址完成確認，以保證該信箱能收到信件，  
如未收到該信箱驗證 啟用信件，七天內會自動刪除該EMAIL副本設定，  
系統管理員 敬上

## 2. Receive the diploma(1/2)

- When receiving the degree certificate, please bring the following relevant information:
  - ◆ Undergraduates : Bring student ID card.
  - ◆ Postgraduates : Bring student ID card, the Thesis and "Graduate Clearance Form for Postgraduate".
  - ◆ Foreign Students : In addition to the above-mentioned requirements, complete the “International Student Clearance Form” via written submission.
- If the student lost the student ID card could bring the "CYCU exemption from student ID card affidavit" and other identification to verify.



## 2. Receive the diploma(2/2)

- Graduates authorizing someone to receive the diploma on their behalf are to download the "Letter of Authorization" from the Academic Affairs Office website. The trustee must present his/her ID card, the aforesaid form, the Thesis and "Graduate Clearance Form for Postgraduate" to receive the diploma on behalf of the graduate.

- Date of issuance:

序號 No.	日期 Date	時間 Time	地點 Location
1	112年6月3日 June 3, 2023	9:00 至 13:30 9:00 AM~1:30 PM	維澈樓 1 樓聯合行政服務中心 Administration and Services Center (Dickson Lee Hall-1F)
2	112年6月26日至6月29日 From June 26~June 29, 2023	週一至週四 14:00 至 16:30 2:00 PM~4:30 PM (Mon.~Thurs.)	維澈樓 4 樓 408 室課務與註冊組 Academic Affairs Office 408 (Dickson Lee Hall-4F)
3	112年7月3日至8月31日 From July 3~Aug. 31, 2023	週一至週四 14:00 至 16:00 2:00 PM~4:00 PM (Mon.~Thurs.)	維澈樓 1 樓聯合行政服務中心 Administration and Services Center (Dickson Lee Hall-1F)
	7月12日至7月13日本校為執行教育部委辦112學年度分科測驗實施停班不停課， 暫停受理畢業證書領取。 In order to conduct the Advanced Subjects Test for Academic Year 2023 commissioned by MOE, the school will not accept school leaving procedures and issue graduation certificates on July 12&13 while classes are as usual.		
4	112年9月4日至9月15日 From Sep. 4~Sep.15, 2023	週一至週五 9:00 至 17:00 9:00 AM~5:00 PM (Mon.~Fri.)	維澈樓 4 樓 408 室課務與註冊組 Academic Affairs Office 408 (Dickson Lee Hall-4F)

# 3. Issue the Digital Certificate of Degree

**After receiving the hardcopy diploma, the DCD will be emailed to the personal mailbox within 7 working days.**

 中原大學 數位學位證書服務 <registrar@cycu.org.tw>  
中原大學 數位畢業證書

收件者

 CYCU\_DD\_107\_ch\_0.pdf  
413 KB

同學您好：

此為 107 數位學位證書之發送郵件，您會收到中文及英文數位學位證書檔案，請妥善保存。建議您即刻至教育部數位證書驗證系統 (<https://dcert.moe.gov.tw>) 進行驗證。若驗證結果為「失敗」，請於收到郵件三個工作日內與課註組各學系承辦人員聯繫。未來求職、升學時，可將您的數位學位證書檔案提供給需用單位，並請告知其數位學位證書可於上述教育部網站查驗真偽，快速又便利。

**提醒您**，請以「下載附件」方式完整下載數位學位證書檔案。若以列印、另存新檔等方式，將會導致證書檔案二進位碼被修改，驗證將不會通過。請務必妥善保存電子檔案。

Dear Student:

This email is for 107 Digital Degree Certificate. You will receive Chinese version and English version separately. Please download it and safeguard it. After proper storing, please proceed immediately to the MOE Verification website (<https://dcert.moe.gov.tw>) to test whether the certificate is verified successfully. If the test result is "Failed", please contact the Department Undertaker in Curriculum & Registration Division within 3 working days after receiving this mail. In the future, when you apply for jobs or schools, you can provide the file and ask the firms or schools to verify the certificate at the MOE Verification website to check the authenticity of your degree. It is easy and convenient to verify your diploma, not necessary to go through notary institution or the University.

**REMINDER:** Please download the DCD file by "Download the Attachment".

If the storage is performed by printing, saving as new file, etc., the binary code of the certificate file will be modified, and the verification will fail. Therefore, students should be required to safeguard the e-files properly.

# 4. Verification of the Digital Certificate of Degree

## How to verify your DCD ?

上傳證書 上傳狀態 驗證結果



如何驗證數位證書？

### 1 上傳數位證書

從您的電腦上傳數位證書，或是直接將檔案拖拉至驗證框內

### 2 確認數位證書上傳狀態

確認數位證書是否上傳成功，成功後點選「進行驗證」

### 3 數位證書驗證結果

驗證後將出現三種驗證結果：成功、失敗、警告。若出現警告時，請向發證校方或是證書提供者進行確認

## 教育部數位證書驗證系統

架設於教育部，供各界「驗證」數位學位證書  
(網站網址將依教育部公告為準)

Please be sure to test whether the verification function of the downloaded file is successful.

MOE verification website  
(<https://dcert.moe.gov.tw>)

As long as the certification fails, please contact Curriculum and Registration Division.



認證成功

此數位證書已受教育部與大專院校認證



認證失敗

此數位證書未受各大專院校認證



認證警告

此數位證書已非最新版本，請向證書提供者、發證校方確認

# The Benefits of the Digital Certificate of Degree

- ❖ Digital Certificate of Degree is the Portable Document Format(PDF), can be downloaded and stored in your USB.
- ❖ It's very efficient while applying for a job and further education, the digital degree to be provided to external institutions (firms, schools, etc.) by uploading the Ministry of Education (<https://dcert.moe.gov.tw>) online. There is no need for a notary office to verify your academic qualifications.

What is MOE degree Verification?

- MOE entrusts NKCUC to build the digital Diploma Verification system, the format for verify is PDF (Portable Document Format). CYCU starts the project since 2022.

What is the advantage of MOE degree verification?

- The effectiveness of a digital Diploma which provides complementarity equals to the official diploma. Students not only could verify more conveniently, and also more quickly to identify the complementarity.

How to ensure the authenticity?

- The diploma is authorized by MOE digital Diploma Verification system build project, students could check the authenticity of diploma on MOE Verification system.

Why does the message of “Certification failed” appear?

- If you don't download file by “Download the Attachment”, the binary code of the certificate file will be modified and then the verification will fail. You must re-download the digital certificate and verify it. If it still cannot pass the verification, please contact the Curriculum and Registration Division.

Why does the message of “exclamation mark” appear?

- If there is an application for "renewal" or "name change", the original DCD will be deemed invalid and "Not" the latest version. Please use the latest version of the DCD to re-authenticate.

How to receive the Digital Certificate of Degree?

- The digital degree will be sent to graduates by email, if you do not receive it on time, please contact the Curriculum & Registration Division in two months. From the 2022-2023 Academic Year, the Curriculum & Registration Division will send the DCD to graduates' email after they complete the procedure of leaving school.

How could I deal with the problem while couldn't get the digital degree?

- After receiving the hardcopy certificate, you do not receive the Digital Certificate of Degree within 7 working days, please contact the undertaker of Curriculum and Registration Division to apply the reissue. If you apply after more than 2 months, it will be treated as a renewal.

How should I correct the wrong information on my DCD?

- Please confirm personal information containing name, birth, department, double major, minor, and email address while leaving school. If graduates need to change information on the degree which is received, please inquire the Curriculum and Registration Division.

Are there any fees for the Digital Certificate of Degree?

- In order to comply with the MOE's digital certificate promotion plan, Chinese and English digital degree certificates will be issued together with the hardcopy certificate at no additional charge.

Can alumni apply for the Digital Certificate of Degree?

- The MOE system is under continuous construction. Currently, we only supply digital certificates of degree for graduates who graduate in 2022-2023 AY. The latest information will [be announced on the Curriculum & Registration Division website](#).





**Congratulations!!**