

114 學年度第 2 學期大學部雙聯學位畢業流程

Undergraduate Dual-Degree Graduation Procedures for the Second Semester of Academic Year 2025

1. 注意事項(須完成以下條件)

Important Notes (All of the following requirements must be fulfilled)

- (1) 滿足所屬科系畢業學分 Completion of the required graduation credits for your department.
- (2) 本學期成績到齊 All semester grades must be finalized.
- (3) 通過英文門檻 Passing the English proficiency requirement(**registration deadline: September 4**. Those who miss the deadline must complete an additional semester of study.)

2. 完成「[長庚大學學生完成修讀雙聯學位確認表](#)」，並檢附國外大學畢業證書及國外大學歷年成績單。

Complete the “[Dual-Degree Completed Confirmation Form by Chang Gung University and Overseas Universities](#)” and attach the following documents:

- (1) Overseas university diploma
- (2) Official academic transcripts

長庚大學 學生完成修讀雙聯學位確認表			
Dual-Degree Completed Confirmation form by Chang Gung University and Overseas Universities			
日期 Date : _____ / _____ / _____ (yyyy/mm/dd)			
<input checked="" type="checkbox"/> 系所 Department.			
<input checked="" type="checkbox"/> 學號 Student ID	<input checked="" type="checkbox"/> 姓名 Name		
<input checked="" type="checkbox"/> 修讀學校 Overseas Universities	<input checked="" type="checkbox"/> 修讀期間 Dates Attended	_____ to _____ (yyyy/mm/dd)	
學生已完成下列規定 Student complete items to the following provisions :			
<input checked="" type="checkbox"/> 勾選 Mark	項目 Items		
<input type="checkbox"/>	在二校累計修業時間至少須滿：學士學位 32 個月；碩士學位 12 個月；博士學位 24 個月。 The total academic periods spent and accumulated in both universities should meet the following requirements: - Bachelor's degree program: must be more than or equal to 32 months. - Master's degree program: must be more than or equal to 12 months. - Doctorate degree program: must be more than or equal to 24 months.		
<input type="checkbox"/>	二校當地修習學分數，累計須各達畢業應修總學分數之三分之一以上。 長庚大學規定畢業學分：_____學分（不含論文），在長庚大學已修習：_____學分。 國外大學規定畢業學分：_____學分（不含論文），在國外大學已修習：_____學分。 Students in the Dual-Degree, before graduate, are mandated to complete minimum 1/3 of the total number of required credits towards their graduation from each university independently. Graduation requirement for CGU: _____ credits (not including thesis), completed credits in CGU. Graduation requirement for Overseas Universities: _____ credits (not including thesis), completed _____ credits in Overseas Universities.		
<input type="checkbox"/>	繳交國外大學畢業證書及歷年成績單（ <input type="checkbox"/> 書面 <input type="checkbox"/> 電子檔）。 Submit diploma and transcript (<input type="checkbox"/> Written documents <input type="checkbox"/> Electronic record).		
<input type="checkbox"/>	繳交入出境紀錄證明（ <input type="checkbox"/> 書面 <input type="checkbox"/> 電子檔）。 Submit a record of the applicant's cross-border entries and exits (<input type="checkbox"/> Written documents <input type="checkbox"/> Electronic record).		
備註 Remarks :			
1、依「長庚大學辦理境外雙聯學位實施辦法」辦理。 According to "Regulations for Dual-Degree by Chang Gung University and Overseas Universities." 2、若未於修業期限內取得本校學位，只取得國外大學學歷者，國外大學學歷不予承認。 Students who fail to complete CGU degree on time are regarded as giving up the Dual-Degree (Overseas University will be not eligible for recognition). 3、本人謹此聲明，上述所填報的資料均正確無誤，並已知悉及明白任何虛報資料將承擔一切後果。 I hereby declare that the information provided on this form is true and accurate. I acknowledge and understand that if I give any false information on this form, I will undertake full responsibility for the consequences of any misrepresentation.			
學生簽名 Signature of Student : _____ <input checked="" type="checkbox"/>			
系所核簽 Department :			
<input checked="" type="checkbox"/> 系所主管 Chairperson of the Department	<input checked="" type="checkbox"/> 導師/指導教授 Tutor/Advisor		
表單請交至教務處（大學部請繳至註冊組，研究生請繳至研教組）。Please submit this form to the Office of Academic Affairs (for undergraduate students, please submit it to the Registry Section; for graduate students, please submit it to the Graduate Studies Section).			

3. [Flow](#) 送出離校申請單。The School Leaving Procedures Form must be submitted through the Flow system by September 4, 2026.

(1) 長庚大學線上核簽系統 Chang Gung University Online Signature Verification System
Online Form→0600 Academic Affairs Office→090A Graduate Departure Procedures→
Fill out→Send

School leaving procedures form

academic year/semester 114 1	Form filling day 2026/02/09	Form serial number CGUD00000798859
Department [redacted] 5 Year 甲 class		body undergraduate school
Students leaving school [redacted]	Number of semesters 9	Graduation Certificate Number [redacted]

(1) Are you willing to accept employment services? (If alumni are eligible for employment but have not yet found a job, the Ministry of Labor will proactively provide guidance and job matching.)

(2). I have read and understood the Chang Gung University Personal Data Authorization Statement and have processed the data for the "Graduate Destination Survey" in accordance with the law.

(2) 填寫畢業生問卷：<https://www.cgu.edu.tw/academic/Subject/Detail/77709?nodeId=10897>

Complete the following survey:

Filling it out on this platform: <https://ep.cgu.edu.tw/>

Please note: Completing the survey is required for approval.

If you have any questions, please contact Ms. Huang at extension #5613

Email: d000020135@cgu.edu.tw

以上皆完成後，請持「長庚大學學生完成修讀雙聯學位確認表」及學生證，至教務處領取畢業證書。

After completing all of the above steps, please bring the **“Dual-Degree Completed Confirmation Form by Chang Gung University and Overseas Universities” and student ID card** to the Office of Academic Affairs to collect your diploma.

如無法親自來領取畢業證書，可填寫委託書，併同「[長庚大學學生完成修讀雙聯學位確認表](#)」及學生證，委託他人辦理代領。

If you are unable to collect your diploma in person, you can fill out a **letter of authorization** and, along with the **“Dual-Degree Completed Confirmation Form by Chang Gung University and Overseas Universities” and student ID card**, authorize another person to collect it on your behalf.