【溫馨提醒】

● 離校前請將自己的學生系統-電子履歷內相關資料匯出另存檔案，一旦開始辦理離校，將無法再匯出資料。

● 學生電子郵件帳號於畢業後轉換為「畢業生電子郵件帳號」，針對畢業生帳號將**不定期進行使用檢測，經檢測發現未持續使用者，帳號將予以取消並刪除相關資料，且不提供重建服務**。(詳見計網中心-電子郵件服務 CJCU@Google APPs for Education)

【離校步驟】

1. 至校友資訊平台(學校首頁/服務入口/畢業校友)完成註冊
   (http://eportal.cjcu.edu.tw/Alumni/Home)

2. 填寫『應屆畢業生滿意度問卷調查』
   (註冊完成，會看到提醒填寫問卷)。

3. 詳閱『長榮大學校友資訊平台-畢業生個人資料使用授權說明』。

4. 至校友資訊平台右上方的『功能選單』，點選【修改個人資料】
   →完整填寫『必填』欄位→點選『畢業流向』→按「送出個人資料」。

5. 至學生系統的「離校流程」，查詢『職涯發展與校友中心』是否有亮通過燈號，亮燈表示離校手續成功!

【Reminder】

- Before graduation, please download the relevant information from and e-resume from student system and save it. Once you start the procedures of graduation, you will no longer be able to download the information.
- After graduation, the student's email account will be converted to a "graduate email account", and the graduate account will be tested from time to time. After testing, if the user is found to be unsustainable, the account will be cancelled and the relevant information will be deleted. Rebuild service is not available. (For details, please refer to CJCU-E-mail Service CJCU@Google APPs for Education)

【Steps for Application to Leave School】

1. Log in the following website and register.

   (http://eportal.cjcu.edu.tw/Alumni/Home)

2. Fill in " CJCU student graduation survey"

(After registration is complete, you will see a reminder for fill in the questionnaire.)

3. Please read the "CJCU Alumni Information Platform- Instructions of authorization for Graduates' Personal information usage".

4. Go to the "Menu"" at the top of right of the alumni information platform, and click [Modify Personal Information] → completely fill in the "required" → click "Graduates' destination" → click "Send".

5. Go to the "Graduate process" of the student system and check the "career development and alumni center" with the option of "pass", which means the procedure successful!