

學生事務處職涯發展暨校友服務一組 Q&A

本組 Q&A：

一、工讀相關

Q1：我想應徵校內工讀生？

A1：可至 G 棟 2 樓職涯發展暨校友服務一組填寫『校內服務同學登記表』，若有工讀機會則由該單位通知。

註：僑生、外籍生須附上工作證影本

(欲申請工作證者，請至生輔組網站 <http://students.usc.edu.tw/>

僑生輔導網站/工作證申請)

二、就業輔導相關

Q1：我想要參加職涯中心舉辦的講座？

A1：可至實踐大學職涯發展中心/實踐大學校友服務網臉書粉絲專頁報名。

三、畢業生相關

Q1：畢業的離校手續程序該如何進行？

A1：一、日間部畢業生請至註冊課務組網站下載 <http://adm.usc.edu.tw/classregister/>

(表單下載/註冊表單/學籍相關/畢業離校程序表)，或至 L 棟 1 樓註冊課務組領取『當年度畢業生離校手續程序表』；

進修部畢業生請至進修部教務組下載 <http://night-enroll.usc.edu.tw/> (表單下載/註冊業務表單/進修部 畢業離校手續程序表)，或至 A 棟 1 樓進修部教務組領取『當年度畢業生離校手續程序表』

二、請依離校程序表所規定單位辦理離校手續，最後在至註冊課務組/進修部教務組繳交本表與學生證，即完成離校手續。

三、離校手續程序職涯發展暨校友服務組部分：

1. 填妥『應屆畢業生流向調查問卷』暨『畢業生個人資料使用授權同意書』。

※請至職涯發展暨校友服務一組網站 <http://career.usc.edu.tw/main.php> (檔案下載/校友表單/離校手續文件下載)，或至 G 棟 2 樓職涯發展暨校友服務一組領取。

※因需請畢業生填寫『畢業生個人資料使用授權同意書』，故畢業生本人無法親自辦理須附上委託書即可授權他人代辦。

2. 加入實踐大學職涯發展暨校友服務網會員 (網址：<http://career.usc.edu.tw/>)

將不定期更新各項職缺、進修訊息、各項職涯活動等訊息。

另外提供下列資源，供畢業生參考。

※誠摯的歡迎您至 facebook 搜尋『實踐大學校友服務組』及『實踐大學 職涯發展中心』按讚定期追蹤我們的訊息，本組將不定期更新各項活動(旅遊、講座等)、校友好康(國際大展校園票代售等)、訊息(得獎、展演等)等相關資訊

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Q2:我是畢業校友，我想申請成績單、畢業證書等文件，申請方式為何？

A2:方法一：可直接與註冊課務組/進修部教務組申請。

※相關申請日間部畢業生請洽註冊課務組網站：

<http://appweb.usc.edu.tw/regdiv/formonline/form0.asp>；

進修部畢業生請洽進修部教務組網站：

<http://night-enroll.usc.edu.tw/>（表單下載/註冊業務表單）

方法二：職涯發展暨校友服務組受理代領畢業證書、成績單申請。

但需請校友附上代領畢業證書、成績單委託書。

※職涯發展暨校友服務一組網站：

<http://career.usc.edu.tw/main.php>

（檔案下載/校友表單/代領畢業證明書、成績單委託書）

Q3:如何申請畢業後境外就業計畫？

A3:相關資訊請洽：http://210.70.94.83/web_module/news/news_list.aspx?d_sn=166&ss_sn=5636

四、境外實習相關

Q1:我是外籍學生，是否可申請境外實習？

A1:本校學籍生皆能申請，但工作簽證是否核定須視實際狀況而定。

五、募款相關

Q1:我要如何捐贈愛心發票給學校？

A1: G 棟 2 樓職涯發展暨校友服務一組提供同學索取實踐大學愛心碼條碼「070」。在有提供愛心碼捐贈的商店結帳時，出示愛心碼條碼或口述愛心碼「070」亦可（並必須說明為愛心捐贈），即捐贈成功。向店員索取捐贈後的交易明細，交至 G 棟 2 樓職涯發展暨校友服務一組，即可得愛心碼集點卡一張，點數一點，集滿十點可兌換驚奇小禮物。

六、其他

Q1:我想知道校園展覽優惠票的訊息？

A1:可密切瀏覽校園海報牆之訊息，或至實踐大學職涯發展中心/實踐大學校友服務網臉書粉絲專頁關注。

Q2:我想借閱就業相關雜誌，怎麼辦？

A2:除至圖書館借閱外，可至 G 棟 2 樓職涯發展暨校友服務一組，同學謹須出示『學生證』填寫借閱表格即可出借，雜誌借閱期限為兩星期(含例假日，如期限當日為假日則順延至上班日)。

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1. Work-study related

Q1 : I would like to apply for work part-time at school?

A1 : Please visit Building G, 2F: "Career & Alumni Section" to fill in the form if the opportunity to work part-time would be notified by the unit.

Note: International Students and Overseas Compatriot Students shall attach a work permit photocopy.

(Get the permit to Student Campus Life Guidance Section:

http://210.70.94.83/web_module/blank_page/blank_page.aspx?d_sn=161&ss_sn=5004#)

2. Employment counseling related

Q1: I want to participate in the lectures host by "Career & Alumni Section"?

A1: Please browse these websites to sign up:

<http://career.usc.edu.tw/main.php>

<https://www.facebook.com/career.usc>

<https://www.facebook.com/USCAS>

3. Graduates related

Q1: How to carry on the Student Leave-School Procedure?

A1:

1. Registration and Curriculum Section:

Please browse <http://adm.usc.edu.tw/classregister/wp-content/uploads/sites/3/2016/11/10.pdf> or go to Building L 1F, "Registration and Curriculum Section" to get the form.

Continuing education section:

Please browse

http://210.70.94.83/upload/94/document/%e7%b8%b1%e8%82%87%e7%b7%af_20170527114219_1.odt ,or go to Building A 1F, "Continuing education section" to get the form.

2. Follow the procedures on the form. Finally, go to the "Registration and Curriculum Section" / "Continuing education section" to hand in the form and student identity card.

3. Leave-School Procedure in "Career & Alumni Section":

(1.) Please go to: <https://goo.gl/i0JIZg> and fill in the form.

(P.S.: If you can't do it personally, you can authorize others but need to affix a commission.)

(2.)To be a member: <http://career.usc.edu.tw/main.php>

Will be updated various activities and messages from time to time.

(Welcome to Facebook:

<https://www.facebook.com/career.usc>

<https://www.facebook.com/USCAS>

Follow our Facebook fan page, we will occasionally update of activities (tourism, lectures, etc.), alumni

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goodies (International Exhibition campus ticket outlets, etc.), information (winners, performances, etc.), and other related information)

Q2: I am a graduate alumnus, how can I apply for transcripts, diplomas and other documents?

A2:

1. Visit "Registration and Curriculum Section" / "Continuing education section" to apply:

- ✧ Registration and Curriculum Section: (+886)2538-1111 Ext. 2111
- ✧ Continuing education section: (+886)2538-1111 Ext. 1521

2. Career & Alumni Section: Browse <http://career.usc.edu.tw/download/recruit.php?Sn=48> get the form and fill in. Please affix the expense of the commission.

Q3.How can I apply for Intern abroad related after graduation?

A3:Please Browse http://210.70.94.83/web_module/news/news_list.aspx?d_sn=166&ss_sn=5636

4. Intern abroad related

Q1: I am a foreign student; can I apply for an intern abroad?

A1: In our school students can apply, but whether the work visa is subject to the actual situation.

5. Donate related

Q1: What is the "Love Code"?

A1: The invoice in Taiwan will have the drawing lots every 2 months, and it will give the money to the disadvantaged students.

Q2: How can I donate the invoice?

A2:Visit the Building G 2F "Career & Alumni Section" gets the "Love code". When you pay the bill, you can present the "Love code" or the number "070"and get the detailed list at the store provide the "Love code" donation.

Q3: The benefits of the donating invoice?

A3:

1. you can get loyalty card at Building G 2F "Career & Alumni Section",and you can get a gift when you donate 10 "Love code" invoices.

2. Occasionally drawing lots (movie tickets, consumer electronics, etc.)

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6. Other

Q1: How can I get the information of discounted exhibition ticket?

A1:

1. you can watch the poster wall in the campus.
2. Browse the Website:
<https://www.facebook.com/career.usc>
<https://www.facebook.com/USCAS>
3. Building G 2F "Career & Alumni Section" or Building A 1F "Continuing Education Section".

Q2: How can I buy the discounted exhibition ticket?

A2: You can buy the ticket at Building G 2F "Career & Alumni Section" or Building A 1F "Continuing Education Section".

Q3: How can I borrow the career magazine?

A3: Visit the Building G 2F "Career & Alumni Section"

(P.S: If you want to borrow the magazine, you need to bring your student identity card, and fill in the form.

The time you can borrow it is 2 weeks, including the weekend or holiday.)