

温州肯恩大学线上毕业申请操作手册 (ONCE 系统)

*For English version, please go to page 14.

- 第 1 步 - 收到毕业申请邮件提示：点击邮件中的链接，或复制链接到浏览器（建议使用 Google Chrome）地址栏进入 → 学位申请表页面



点击该链接，进行相关操作

● 第 2 步：开始毕业申请或放弃本批次毕业申请

1. 毕业申请表中所有信息由系统自动带出，检查是否有误。

开始毕业申请

Graduation Application

ApplyNo: 598117318098209777cf4e54b

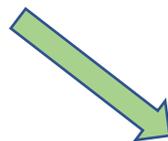
* Student ID	* Name
116XXXX	张三 (San Zhang)
* Contact No.	
188XXXX0001	
* Major	
计算机科学与技术/Computer Science	
* Kean Email	* WKU E-mail
zhangsa@kean.edu	116XXXX@wku.edu.cn
* Enrollment Date	* Student Type
2021	高考生/ Gaokao
* 美肯学位	
B.S. Degree	
* 申请毕业学期	
冬季学期/Winter	



开始申请 Start application 放弃申请 Delay to the next cycle

2. 点击“开始申请”

或放弃本批次毕业申请



开始申请 Start application 放弃申请 Delay to the next cycle



1. 如您选择放弃本批次毕业申请机会，请点击“放弃申请”。

放弃申请

您确定要放弃当前的毕业申请吗？

Are you sure you want to delay your current graduation application to the next cycle?

放弃申请后，您将无法恢复此次申请的所有信息和进度。如果您有任何疑问或需要帮助，请联系注册办公室。

If you choose to delay to the next cycle, you will not be able to recover any of the information or progress from this application. If you have any questions or need assistance, please contact the Office of Registrar.

请确认您的选择：

Please confirm your choice:

确认放弃：点击“确认放弃”按钮将放弃您当前的毕业申请。

Confirm delay: Click “Confirm” to delay your graduation application to the next cycle.

取消：点击“取消”按钮将返回到申请页面，您可以继续编辑或提交您的申请。

Cancel: Click “Cancel” to return to the application page, where you can continue editing or submitting your application.

确认放弃 Confirm

取消 Cancel

2. 仔细阅读弹窗内容，如确认放弃本批次的毕业申请，点击“确认放弃”。

- **第 3 步 - 进入毕业申请清单页：如您在上一步点击了“开始申请”，您将跳转至“温州肯恩大学毕业申请清单”页面，请仔细阅读跳转后的弹窗内容“温州肯恩大学毕业申请须知”，阅读完毕后，点击“确认”，进入清单界面。**

温州肯恩大学毕业申请须知 Notice for Wenzhou-Kean University Graduation Application

各位同学：
根据《温州肯恩大学学籍管理规定》、《温州肯恩大学学士学位授予工作细则》和《温州肯恩大学学生志愿服务和实践管理办法》等规定的相关条款，现将2025年冬季申请毕业事宜通知如下。
注意：本次毕业申请采用线上申请的形式，请务必仔细阅读附件中的《温州肯恩大学线上毕业申请操作手册》，并按照手册中的操作提示完成线上申请。

Dear Students,
In accordance with the relevant provisions of the "Regulations on Undergraduate Student Enrollment Management of Wenzhou-Kean University (Revised in May 2024)," "Wenzhou-Kean University Bachelor's Degree Conferral Policy (Modified in 2021)," and "Policies for Co-curricular Volunteer Service and Expanding Practice of Wenzhou-Kean University (Trial)," we hereby notify you of the following matters regarding the 2025 Winter graduation application.
Attention: Students are required to complete the graduation application online. Please carefully read the attached "Wenzhou-Kean University Online Graduation Application Handbook" and follow the instructions to complete the online application.

一、申请条件
申请人在2025冬季课程结束后满足专业培养计划和其他规定要求的各项毕业要求（专业课程、国情课程、课外志愿服务与拓展实践等）。
I. Application Conditions
Applicants must meet all graduation requirements (Kean University courses, Chinese Curricula courses, Co-curricular Volunteer Service and Expanding Practice Hours, etc.) as stipulated in the program of study and other regulations by the end of the 2025 Winter Session.

二、申请时间
2024年 月 日至2024年 月 日。
II. Application Period
From _____, 2024, _____, 2024.

三、申请材料
1. 学位申请表（线上填写）；
2. 学籍档案表（线上填写），附件含填写示例供参考（《（表例）温州肯恩大学毕业生学籍档案表 Graduate Information Form》）；
3. 违纪情况改正说明报告（线上提交：截止申请时有未撤销的行为规范记过处分和学术诚信处分者需在线上提交；英文书写，手写签名；如有多项违纪记录，须就每项违纪分别填表并提交；附件含填写说明报告+填写示例）
III. Application Materials
1. Graduation Application Form (to be filled out online);
2. Graduate Information Form (to be filled out online), with an example form attached for reference (see "Wenzhou-Kean University Graduate Information Form");
3. Violation Statement Form on Academic / Conduct for WKU Degree Application (to be submitted online: those with unrevoked disciplinary actions for behavioral norms and academic integrity violations as of the application deadline must submit this form. The report must be written in English and signed by hand. If there are multiple violation records, each record should be addressed with a separate form).

四、其他注意事项
1. 我校实行毕业申请制，未在指定时间提交毕业申请者将无法按期毕业及获得相关毕业材料；
2. 毕业生有辅修、有绩点重计、成绩复议、待评成绩等申请的，请最晚在2025年 月 日前提交申请；
3. 未参加集体学位照拍摄的本科毕业生（自主招生除外）申请学生务必按相关要求尽快完成学位照个人补拍，否则将影响毕业审核，一切责任由本人承担，请毕业生高度重视；
4. 休学状态的学生不得申请毕业；

确定

仔细阅读完
弹窗内容后，
点击“确认”。

● 第 4 步 – 查看毕业申请清单：该清单将显示您的所有毕业申请代办项办理进度。

The screenshot shows the graduation application checklist for a student named Zhang San (张三) from the School of Engineering (理工学院) in 2021. The student's major is Computer Science and Technology (计算机科学与技术/Computer Science). A legend indicates that black dots represent items under review, red 'x' marks represent items not completed or rejected, and green checkmarks represent completed items. The checklist consists of six items:

Item Number	Item Name	Status
1	毕业生学籍档案表	Red X (Not completed or rejected)
2	美方课程审核	Black dot (Under review)
3	中方课程审核	Red X (Not completed or rejected)
4	课外志愿服务与拓展实践审核	Red X (Not completed or rejected)
5	学术违纪	Green checkmark (Completed)
6	行为规范	Green checkmark (Completed)

At the bottom of the interface, there is a note: 注：任务清单的完成不代表学位已自动授予，学位只有在全部授予程序完成后才可正式授予学生。 Attention: The completion of the checklist does not automatically guarantee the conferral of the degree. The degree is officially conferred only when the conferral process is completed.

× 表示该项未完成或审批被拒绝，请根据弹窗提示完成相应的操作。

… 表示该项流程在审批中，请耐心等待审批结果。

✓ 表示该项已审批完成，您无须进行其他任何操作。

- **第 5 步 – 填写《毕业生学籍档案表》(所有申请者必填)**: 点击“毕业生学籍档案表”, 进入相应页面, 仔细阅读弹窗须知, 下载页面左上角的《表例文件》, 按照表例进行档案表的填写, **请务必保证填写内容的真实与完整。**

Graduate Information Form

ApplyNo: 202411181108126AA3D1

Examination and approval flow chart

Print

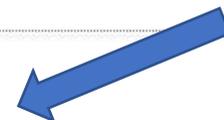
《(表例) 温州肯恩大学毕业生学籍档案表 Graduate Information Form》

1. 下载该表例文件, 并参照填写各必填项 (带*号)

Applicant information			
Name		Department	
San Zhang		Computer Science	
Contact Number		ApplyDate	
188XXXX0001		2024-11-18 11:08:06	
Information			
*姓名/Name	*性别/Gender	*出生日期/Date of birth	*籍贯/Birthplace
张三	男	2002-04-22	Please enter the content
*民族/Ethnicity	*政治面貌/Political Status	*学生类型/Student Type	*生源省份/Province
汉族	Please select	高考统招	Please enter the content
*照片/ID Photo			
 Please add the file, or click on upload			
<p>2. 请按照提示要求上传您的证件照 (jpeg, jpg, png 类型文件, 注意文件后缀必须为小写字母), 建议本科毕业申请者 (自主招生除外) 上传毕业前学校集中采集的学位照。</p> <p>请上传彩色证件照, 大小不超过50KB (ID Photo, smaller than 50KB) 注: 请本科毕业申请者 (自主招生除外) 上传毕业前学校集中采集的学位照</p>			

* 身份证号/ID card No. 请输入内容		* 手机号码/Phone No. 请输入内容				
* 学号/Student ID 102010010	* 录取专业/Admit Major 请输入内容		* 入学年月/Enrollment Date 请选择			
* 学术导师/Advisor 请输入内容	* 毕业专业/Graduate Major 系统自动带出		* 毕业年月/Graduate Date 请选择			
* 学校邮箱/WKU E-mail 请输入内容		* 个人邮箱/E-mail 请输入内容				
* 紧急联系人/Emergency Contact 请输入内容		* 紧急联系人电话/Emergency Contact Number 请输入内容				
* 家庭住址/Address 请输入内容		* 邮编/Postal Code 请输入内容				
* 学习经历 (小学起填) /Academic Experience (From Primary School)						
<input type="button" value="添加"/> <input type="button" value="删除"/> <input type="button" value="清空"/>						
<input type="checkbox"/>	#	* 开始时间/Start Time 请选择	* 结束时间/End Time 请选择	* 就读学校/Institution 请输入内容	* 学习阶段/Education Level 小学/初中/高中/大学/...	* 证明人/Contact 请输入内容
<input type="checkbox"/>	1					
本人承诺所填信息全部属实。 I certify that all the information above is complete and correct.						
* 签名/Signature <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <input type="button" value="点我签名"/> </div>						
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="提交"/> </div>						

3. 确认所有信息填写完整并无误后，
 点击此处进行签名，并提交表单。



- **第 6 步 - 中方课程审核：**如您的“中方课程审核”项状态为 **X**，则表示您的中方课程必修学分尚未修满，该清单项无法自动进入审核流程。如您在毕业申请截止前完成了必修学分的修读，可点击“中方课程审核”清单项，进入相关页面后，点击“提交”手动发起审核申请。



1. 如您在毕业申请截止前完成了必修学分的修读，可点击该清单项，进入手动发起审核页面。

中方课程毕业审核			
审批流程图		打印	
申请单号: 20241121112345356EAD			
学号	116XXXX	姓名	张三
联系电话	188XXXX0001	专业	计算机科学与技术
美肯邮箱	sanz@kean.edu	温肯邮箱	116xxxx@wku.edu.cn
入学年份	2021	招生类型	高考生
申请毕业学期	冬季学期/Winter		
<input type="button" value="提交"/>			

2. 点击提交，发起审核申请。(未修满必修学分的申请者无法提交)

- **第 7 步 – 课外志愿服务与拓展实践**：如您的“课外志愿服务与拓展实践审核”项状态为 **X**，请点击该项，进入相应页面。查看左上角“已审核活动时长”，如该时长未达毕业要求，可查看您是否有已参加但未审核的活动，如有该情况，可联系相关活动发布人催办审核。一旦有效学时达到毕业要求，该项状态会自动变成 **√**。

个人汇总 Q 输入关键词按Enter键搜索 Advanced Search 高级导出

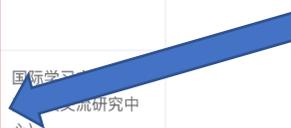
个人活动总时长:59.77 已审核活动时长: 25.66 Export Batch Download

1. 已审核的活动学时为有效学时

<input type="checkbox"/>	#	Name	司	活动结束时间	参加时长 (审核完成后显示实际时长)	活动种类	活动类别	审核状态	活动发布人	活动发布人电话号码	活动发布人部门
<input type="checkbox"/>	1	张三		2024-06-12 16:30:00	16	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心 (中美人文交流研究中心)
<input type="checkbox"/>	2	张三		2024-06-12 16:30:00	6.68	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心 (中美人文交流研究中心)
<input type="checkbox"/>	3	张三		2023-11-02 15:40:00	0	大型活动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心
<input type="checkbox"/>	4	张三		2021-11-12 21:30:00	2.72	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	学生事务部
<input type="checkbox"/>	5	张三		2024-10-10 01:00:00	0.5	志愿服务与日常生活劳动	校内发布活	已审核	李四	188XXXX0001	Office of Student A

15/page Total 18 < 1 2 >

2. 可联系未审核活动的发布人进行催办审核。



注：

- 2021 级学生的已审核时长达到 40 小时的课外拓展时长要求，即满足毕业条件。
- 2022 级及以后入学的学生需达到 40 小时的总时长，同时 40 小时中包含了 20 小时的志愿服务与日常生活劳动类时长，即满足毕业条件。
- 如学生的总时长达到 40 小时，但包括了未审核时长，需通过个人汇总中的活动信息，联系未审核活动的发布人催办，审核后的学时为有效学时。

- **第 8 步 - 学术违纪记录处理**：如您的“学术违纪”项状态为 **X**，请点击该项，进入相应页面，按下图步骤操作。

学术违纪审查

申请单号: 20241119142338798ED3

审批流程图
打印

申请人信息				
姓名	张三 (San Zhang)			
联系方式	188XXXX0001	申请时间	2024-11-19 14:23:32	
申请信息				
学院	理工学院	专业	计算机科学与技术	
请在每一条记录后提交上传承诺书				
违纪记录				
		(供下载填写) 违纪情况改正说明报告 (To fill) Violation Statement Form		(填写示例) 违纪情况改正说明报告 (Example) Violation Statement Form
<input type="checkbox"/>	#	违纪内容	处理类型	所属分类
<input type="checkbox"/>	1	测试违纪	测试处理	学术违纪
		* 承诺书 <input type="button" value="点击上传"/> <small>大小不超过 100 MB</small>		
备注	请输入内容			
<input type="button" value="提交"/>		<p>3. 上传完毕后，点击提交，等待审核结果。</p>		

1. 点击下载填写模板和填写示例，按照要求填写说明报告。

2. 正确填写完说明报告后，点击此处上传。注意每一条违纪记录对应一份说明报告。

- 第 9 步 - 行为规范记录处理：如您的“行为规范”项状态为 X，请点击该项，进入相应页面，按下图步骤操作。

行为规范审查

申请单号: 20241119142338798ED3

审批流程图
打印

申请人信息				
姓名	张三 (San Zhang)			
联系方式	188XXXX0001	申请时间	2024-11-19 14:23:32	
申请信息				
* 学院	理工学院	* 专业	计算机科学与技术	
请在每一条记录后提交上传承诺书				
违纪记录				
		(点击下载) 违纪情况改正说明报告 (To fill) Violation Statement Form		(填写示例) 违纪情况改正说明报告 (Example) Violation Statement Form
<input type="checkbox"/>	#	违纪内容	处理类型	所属分类
<input type="checkbox"/>	1	测试违纪	测试处理	行为规范
				<input type="button" value="点击上传"/> 大小不超过 100 MB
备注	请输入内容			
		<input type="button" value="提交"/>		

1. 点击下载填写模板和填写示例，按照要求填写说明报告。

2. 正确填写完说明报告后，点击此处上传。注意每一条违纪记录对应一份说明报告。

3. 上传完毕后，点击提交，等待审核结果。

- 常见 Q&A

Q1: 我是在读应届毕业生申请者，但我的温肯邮箱没有收到毕业申请的邮件？

答：您有可能屏蔽了 ONCE 系统发出的邮件导致无法接收。您还可以在 ONCE 系统的个人待办中找到毕业申请待办。

The screenshot shows the ONCE system interface for a user named San Zhang (张三). The user profile on the left includes contact information and department details. The main area displays a 'My To-Do' list with search filters and a table of tasks. The task 'Graduation Application' (毕业申请) is highlighted with a red box, showing its status as 'Processing' and the applicant as 'San Zhang'.

Process and Summary	StepName	Status	Applicant	Start time	Operation
毕业申请	毕业申请待办	Processing	San Zhang	24/11/22 15:50	Process Progress

Q2: 我已经提交了线上学位申请表，但我想撤回我的毕业申请，请问如何操作？

答：如希望撤回毕业申请，请点击毕业申请清单页面的“撤销申请”了解具体操作方式。

The screenshot shows the 'Graduation Application List' (毕业申请清单) page for user San Zhang (张三). It includes a legend for application statuses: black for 'Under Review' (审核中), red for 'Not completed or rejected' (未完成或被拒绝), and green for 'Completed' (已完成). A 'Withdraw Application' (撤销申请) button is highlighted with a red box.

Q3: 怎么查询被驳回的申请?

答: 如您的任何一项申请清单被驳回, 您会收到邮件提示, 同时您可以在 ONCE 待办中找到被驳回的申请。假设您提交的“温州肯恩大学学籍档案表”被驳回, 您将在 ONCE 待办项中找到相应被驳回的申请单, 请点击“Process”, 查看被驳回的原因, 依照评论修改后重新提交。

The screenshot shows the ONCE system interface. On the left, the user profile for San Zhang is displayed, including phone number, department (理工学院), and roles. The main area shows a navigation bar with 'My To-Do (2)', 'CC Me (19)', 'My Application (20)', 'My Completed (4157)', 'My Draft', and 'Proxy Process'. Below this is a search bar and a table of applications. The application '温州肯恩大学毕业生学籍档案表' is highlighted with a red box around the status '被退回' and a 'Process' button.

The screenshot shows the '审批记录' (Approval Record) table. The table has columns for '步骤名称' (Step Name), '处理人' (Handler), '状态' (Status), '意见' (Comments), '处理时间' (Processing Time), and '操作' (Action). The record for '注册办公室审批' (Registration Office Approval) is highlighted, showing a '退回' (Rejected) status and the comment '您上传的照片不合规, 请按照提示要求重新上传。' (Your uploaded photo is non-compliant, please re-upload according to the prompt requirements). Below the table, there is a '发起申请意见' (Initiate Application Comment) field and a '提交' (Submit) button.

1. 按照被驳回的提示重新填写表单。

2. 重新提交。

Q4: 我已经参加了毕业典礼，为什么还在毕业审核\为什么还没有颁发证书？

答：毕业典礼仅为仪式性活动，有资格参加毕业典礼不等于通过了毕业审核，也不等于获得学位。

Q5: 我申请了冬季\春季\夏季毕业，如果通过了审核，大约什么时候可以领取毕业材料？

答：毕业审核和毕业材料的发放时间会受当年教学计划日程影响，一般在学期结束后一个月左右发放；冬季毕业（因春节假期）一般在三月底至四月初领取，春季毕业一般在七月上旬领取，夏季毕业一般在八月底至九月初领取。

联系我们

注册办公室

GEH D202

0577-55870163

registrar@wku.edu.cn

Wenzhou-Kean University Online Graduation Application Handbook (ONCE platform)

*For Chinese version, please go to page 1.

- Step 1 - Upon receiving the graduation application email prompt: Click the link in the email, or copy the link into your browser (recommended to use Google Chrome) to access the degree application form page.



Click the link to access the degree application form page

● Step 2 - Start application or delay to the next cycle

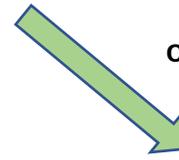
Start application

1. Check if your information is correct and complete in the application form.

Graduation Application ApplyNo: 598117318O98209777cf4e54b

☰ Examination and approval flow chart 🖨️ Print

* Student ID	* Name
116XXXX	张三 (San Zhang)
* Contact No.	
188XXXX0001	
* Major	
计算机科学与技术/Computer Science	
* Kean Email	* WKU E-mail
zhangsa@kean.edu	116XXXX@wku.edu.cn
* Enrollment Date	* Student Type
2021	高考生/ Gaokao
* 美肯学位	
B.S. Degree	
* 申请毕业学期	
冬季学期/Winter	



or Delay to the next cycle

开始申请 Start application 放弃申请 Delay to the next cycle

1. Click “Delay to the next cycle” if you choose to postpone your graduation.



放弃申请

您确定要放弃当前的毕业申请吗?

Are you sure you want to delay your current graduation application to the next cycle?

放弃申请后, 您将无法恢复此次申请的所有信息和进度。如果您有任何疑问或需要帮助, 请联系注册办公室。

If you choose to delay to the next cycle, you will not be able to recover any of the information or progress from this application. If you have any questions or need assistance, please contact the Office of Registrar.

请确认您的选择:

Please confirm your choice:

确认放弃: 点击“确认放弃”按钮将放弃您当前的毕业申请。

Confirm delay: Click “Confirm” to delay your graduation application to the next cycle.

取消: 点击“取消”按钮将返回到申请页面, 您可以继续编辑或提交您的申请。

Cancel: Click “Cancel” to return to the application page, where you can continue editing or submitting your application.

确认放弃 Confirm 取消 Cancel

2. Click “Start application”

开始申请 Start application 放弃申请 Delay to the next cycle

2. Read the pop-up notice, click “Confirm” to complete the postpone.

- **Step 3 – Enter the Graduation Application Checklist Page:** If you clicked "Start application" in the previous step, you will be redirected to the "Wenzhou-Kean University Graduation Application Checklist" page. Please carefully read the pop-up titled "Notice for Wenzhou-Kean University Graduation Application." After reading, click "Confirm" to access the checklist interface.

温州肯恩大学毕业申请须知 Notice for Wenzhou-Kean University Graduation Application

各位同学：
根据《温州肯恩大学学籍管理规定》、《温州肯恩大学学士学位授予工作细则》和《温州肯恩大学学生志愿服务和实践管理办法》等规定的相关条款，现将2025年冬季申请毕业事宜通知如下。
注意：本次毕业申请采用线上申请的形式，请务必仔细阅读附件中的《温州肯恩大学线上毕业申请操作手册》，并按照手册中的操作提示完成线上申请。

Dear Students,
In accordance with the relevant provisions of the "Regulations on Undergraduate Student Enrollment Management of Wenzhou-Kean University (Revised in May 2024)," "Wenzhou-Kean University Bachelor's Degree Conferral Policy (Modified in 2021)," and "Policies for Co-curricular Volunteer Service and Expanding Practice of Wenzhou-Kean University (Trial)," we hereby notify you of the following matters regarding the 2025 Winter graduation application.
Attention: Students are required to complete the graduation application online. Please carefully read the attached "Wenzhou-Kean University Online Graduation Application Handbook" and follow the instructions to complete the online application.

一、申请条件
申请人在2025冬季课程结束后满足专业培养计划和其他规定要求的各项毕业要求（专业课程、国情课程、课外志愿服务与拓展实践等）。
I. Application Conditions
Applicants must meet all graduation requirements (Kean University courses, Chinese Curricula courses, Co-curricular Volunteer Service and Expanding Practice Hours, etc.) as stipulated in the program of study and other regulations by the end of the 2025 Winter Session.

二、申请时间
2024年 月 日至2024年 月 日。
II. Application Period
From , 2024, , 2024.

三、申请材料
1. 学位申请表（线上填写）；
2. 学籍档案表（线上填写），附件含填写示例供参考（《（表例）温州肯恩大学毕业生学籍档案表 Graduate Information Form》）；
3. 违纪情况改正说明报告（线上提交：截止申请时有未撤销的行为规范记过处分和学术诚信处分者需在线上提交；英文书写，手写签名；如有多项违纪记录，须就每项违纪分别填表并提交；附件含填写说明报告+填写示例）
III. Application Materials
1. Graduation Application Form (to be filled out online);
2. Graduate Information Form (to be filled out online), with an example form attached for reference (see "Wenzhou-Kean University Graduate Information Form");
3. Violation Statement Form on Academic / Conduct for WKU Degree Application (to be submitted online: those with unrevoked disciplinary actions for behavioral norms and academic integrity violations as of the application deadline must submit this form. The report must be written in English and signed by hand. If there are multiple violation records, each record should be addressed with a separate form).

四、其他注意事项
1. 我校实行毕业申请制，未在指定时间提交毕业申请者将无法按期毕业及获得相关毕业材料；
2. 毕业生有辅修、有绩点重计、成绩复议、待评成绩等申请的，请最晚在2025年 月 日前提交申请；
3. 未参加集体学位照拍照的本科毕业（自主招生除外）申请学生务必按相关要求尽快完成学位照个人补拍，否则将影响毕业审核，一切责任由本人承担，请毕业生高度重视；
4. 休学状态的学生不得申请毕业；

确定

Read the pop-up notice, click "Confirm".

- **Step 4 – View the Graduation Application Checklist:** This checklist will display the progress of all your pending graduation application tasks.

Wenzhou-Kean University
Graduation Application Checklist

San Zhang

计算科学与技术 Computer Science

Black: Processing
Redx: Unfinished or declined
Green: Completed

Task List Withdraw Application

1	Graduate Information Form	×
2	KU Course Audit	...
3	Chinese Curricula Course Audit	...
4	Co-curricular Volunteer Service and Expanding Practice Hours	×
5	Academic Violation Records	✓
6	Conduct Violation Records	×

× This task is unfinished or declined. Please follow the pop-up prompts to complete the corresponding actions.

... This task is processing. Please wait patiently for the approval result.

✓ This task is completed. No further action is required from you.

注：任务清单的完成不代表学位已自动授予，学位只有在全部授予程序完成后才可正式授予学生。
Attention: The completion of the checklist does not automatically guarantee the conferral of the degree. The degree is officially conferred only when the conferral process is completed.

- Step 5 – Complete the "Graduate Information Form" (**mandatory for all applicants**): Click on "Graduate Information Form" to enter the corresponding page. Carefully read the pop-up instructions, download the "Sample Form" from the upper left corner of the page, and fill out the form according to the sample. **Please ensure the accuracy and completeness of the information provided.**

Graduate Information Form

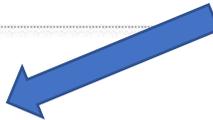
ApplyNo: 202411181108126AA3D1

Examination and approval flow chart

1. Download the sample form and refer to it to fill out all required fields (marked with *)

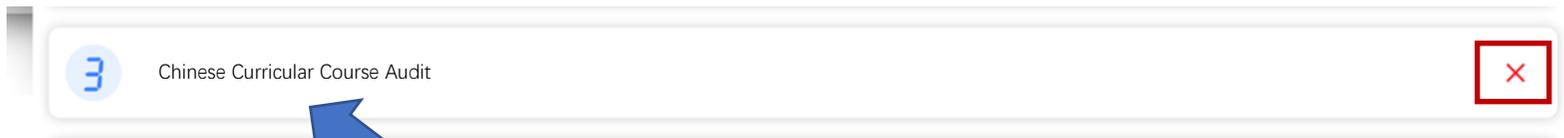
Applicant information			
Name		Department	
San Zhang		Computer Science	
Contact Number		ApplyDate	
188XXXX0001		2024-11-18 11:08:06	
Information			
*姓名/Name	*性别/Gender	*出生日期/Date of birth	*籍贯/Birthplace
张三	男	📅 2002-04-22	Please enter the content
*民族/Ethnicity	*政治面貌/Political Status	*学生类型/Student Type	*生源省份/Province
汉族	Please select <input type="button" value="v"/>	高考统招 <input type="button" value="v"/>	Please enter the content
*照片/ID Photo			
<div style="border: 1px dashed gray; padding: 5px; display: inline-block;"> Please add the file, or click on upload </div>			
<p>请上传彩色证件照，大小不超过50KB (ID Photo, smaller than 50KB)</p> <p>注：请本科毕业申请者（自主招生除外）上传毕业前学校集中采集的学位照</p>			

2. Please upload your ID photo according to the prompts (jpeg, jpg, png file types, note that the file extension must be in lowercase letters). It is recommended that undergraduate applicants (excluding independent admission) upload the photo taken for CHSI photo shooting.

* 身份证号/ID card No. 请输入内容		* 手机号码/Phone No. 请输入内容				
* 学号/Student ID 102010010	* 录取专业/Admit Major 请输入内容		* 入学年月/Enrollment Date 请选择			
* 学术导师/Advisor 请输入内容	* 毕业专业/Graduate Major 系统自动带出		* 毕业年月/Graduate Date 请选择			
* 学校邮箱/WKU E-mail 请输入内容		* 个人邮箱/E-mail 请输入内容				
* 紧急联系人/Emergency Contact 请输入内容		* 紧急联系人电话/Emergency Contact Number 请输入内容				
学习经历 (小学起填) /Academic Experience (From Primary School)						
<input type="button" value="添加"/> <input type="button" value="删除"/> <input type="button" value="清空"/>						
<input type="checkbox"/>	#	* 开始时间/Start Time 请选择	* 结束时间/End Time 请选择	* 就读学校/Institution 请输入内容	* 学习阶段/Education Level 小学/初中/高中/大学/...	* 证明人/Contact 请输入内容
<input type="checkbox"/>	1					
本人承诺所填信息全部属实。 I certify that all the information above is complete and correct.						
* 签名/Signature <div style="border: 1px dashed gray; padding: 20px; text-align: center;"> 点我签名  </div>						
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="提交"/> </div>						

3. After confirming that all information is complete and accurate, click here to sign and submit the form.

- **Step 6 – Chinese Curricular Course Audit:** If the status of this task is **X**, it indicates that you have not completed the required credits for your Chinese Curricular course, and this task cannot automatically enter the audit process. If you complete the required credits before the graduation application deadline, you can click the task, enter the relevant page, and click "submit" to manually initiate the audit request.



1. If you complete the required credits before the graduation application deadline, you can click on this checklist task to enter the page to manually initiate the audit.

中方课程毕业审核

审批流程图 | 打印

申请单号: 20241121112345356EAD

* 学号	116XXXX	* 姓名	张三
* 联系电话	188XXXX0001	* 专业	计算机科学与技术
* 美肯邮箱	sanz@kean.edu	* 温肯邮箱	116xxxx@wku.edu.cn
* 入学年份	2021	* 招生类型	高考生
* 申请毕业学期	冬季学期/Winter		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">提交</div>			

2. Click "submit" to initiate the audit process. (Applicants who have not completed the required credits cannot submit.)

- **Step 7 – Co-curricular Volunteer Service and Expanding Practice Hours:** If the status of this task is **X**, please click on this item to enter the corresponding page. Check the "Approved Hours" in the upper left corner. If the hours do not meet the graduation requirement, you can check if you have participated in any activities that have not been approved. If this is the case, you can contact the relevant activity organizer to expedite the approval. Once the valid hours meet the graduation requirement, the status of this item will automatically change to **√**.

个人汇总

个人活动总时长: 59.77 已审核活动时长: 25.66

1. Approved hours are considered valid hours.

#	Name	司	活动结束时间	参加时长 (审核后显示实际时长)	活动种类	活动类别	审核状态	活动发布人	活动发布人电话号码	活动发布人部门
1	张三		2024-06-12 16:30:00	16	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心 (中美人文交流研究中心)
2	张三		2024-06-12 16:30:00	6.68	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心 (中美人文交流研究中心)
3	张三		2023-11-02 15:40:00	0	大型活动	校内发布活动	未审核	李四	188XXXX0001	国际学习中心
4	张三		2021-11-12 21:30:00	2.72	志愿服务与日常生活劳动	校内发布活动	未审核	李四	188XXXX0001	学生事务部
5	张三		2024-10-10 01:00:00	0.5	志愿服务与日常生活劳动	校内发布活	已审核	李四	188XXXX0001	Office of Student A

2. You can contact the organizer of the unapproved activity to expedite the approval.

Notes:

- For students enrolled in 2021, the total approved hours reaching 40 hours meets the graduation requirement.
- For students enrolled in 2022 and after, besides the total approved hours reaching 40 hours, students are required to complete 20 hours in the category of "Volunteer Service and Daily Labor Activities" to meet the graduation requirement.

- **Step 8 – Academic Violation Records:** If the status of this task is **X**, please click on this task to enter the corresponding page and follow the steps shown in the image below.

学术违纪审查

申请单号: 20241119142338798ED3

审批流程图
打印

申请人信息			
姓名	张三 (San Zhang)		
联系方式	188XXXX0001	申请时间	2024-11-19 14:23:32
申请信息			
学院	理工学院	专业	计算机科学与技术
请在每一条记录后提交上传承诺书			
违纪记录			
		(供下载填写) 违纪情况改正说明报告 (To fill) Violation Statement Form	(填写示例) 违纪情况改正说明报告 (Example) Violation Statement Form
<input type="checkbox"/>	#	违纪内容	处理类型
<input type="checkbox"/>	1	测试违纪	测试处理
		所属分类	* 承诺书
		学术违纪	<div style="border: 1px solid red; padding: 2px;"> 点击上传 </div> <small>大小不超过 100 MB</small>
备注	请输入内容		
		<div style="border: 1px solid red; padding: 5px;"> 提交 </div>	

1. Click to download the form to fill and the example. Fill out the statement form according to the requirements.

2. Click to upload your filled form. Note that each record requires a corresponding statement form.

3. Click "submit" after uploading, wait patiently for the audit result.

- **Step 9 – Conduct Violation Records:** If the status of this task is **X**, please click on this task to enter the corresponding page and follow the steps shown in the image below.

行为规范审查

审批流程图 打印
申请单号: 20241119142338798ED3

申请人信息				
姓名	张三 (San Zhang)			
联系方式	188XXXX0001	申请时间	2024-11-19 14:23:32	
申请信息				
* 学院	理工学院	* 专业	计算机科学与技术	
请在每一条记录后提交上传承诺书				
违纪记录				
<div style="display: flex; justify-content: center; gap: 20px;"> (供下载填写) 违纪情况改正说明报告 (To fill) Violation Statement Form (填写示例) 违纪情况改正说明报告 (Example) Violation Statement Form </div>				
<input type="checkbox"/>	#	违纪内容	处理类型	所属分类
<input type="checkbox"/>	1	测试违纪	测试处理	行为规范
* 承诺书				
<div style="border: 1px solid red; display: inline-block; padding: 5px;">点击上传</div> 大小不超过 100MB				
备注	请输入内容			
<div style="border: 1px solid red; display: inline-block; padding: 5px;">提交</div>				

1. Click to download the form to fill and the example. Fill out the statement form according to the requirements.

2. Click to upload your filled form. Note that each record requires a corresponding statement form.

3. Click "submit" after uploading, wait patiently for the audit result.

- Q&A

Q1: I am a current graduating student, but I have not received the graduation application email in my WKU email account.

A: It is possible that you have blocked emails from the ONCE system, which is why you are not receiving them. You can also find the graduation application task in the My To-Do list on the ONCE system.

温州肯恩大学 WENZHOU KEAN UNIVERSITY

Home Service Center Public Information

请输入搜索内容

中/EN 胡思奇 (Hu.SiQi)

My To-Do (1) CC Me (19) My Application (19) My Completed (4156) My Draft Proxy Process

Applicant ProcessName Summary Time Start time End time Search Reset

Refresh Assign a task Batch Review

Process and Summary	StepName	Status	Applicant	Start time	Operation
毕业申请	毕业申请待办	Processing	San Zhang	24/11/22 15:50	Process Progress

Q2: I have already submitted the online degree application form, but I want to withdraw my graduation application. How do I proceed?

A: If you wish to withdraw your graduation application, please click on "Withdraw Application" on the graduation application checklist page to learn about the specific procedures.

Wenzhou-Kean University Graduation Application Checklist

San Zhang

计算机科学与技术 Computer Science

Black - Processing
Red - Unfinished or declined
Green - Completed

Task List

Withdraw Application

Q3: How do I check a rejected application?

A: If any of your application checklist tasks is rejected, you will receive an email notification. Additionally, you can find the rejected applications in your ONCE "My To-Do" list. For example, if your "Graduate Information Form" is rejected, you will find the corresponding rejected application in your ONCE "My To-Do" list. Please click "Process" to view the reason for rejection, make the necessary changes according to the comments, and resubmit.

The screenshot shows the ONCE system interface. On the left is a user profile for San Zhang (张三) with contact information and department (理工学院). The main area displays a 'My To-Do' list with search filters and a table of tasks. One task, '温州肯恩大学毕业生学籍档案表' (Wenzhou Kean University Graduate Student Record Form), is highlighted with a red box around its status '被退回' (Rejected) and a 'Process' button.

Applicant	ProcessName	Summary	Time	Start time	End time	Search	Reset
Refresh Assign a task Batch Review							
>	Process and Summary	StepName	Status	Applicant	Start time	Operation	
>	温州肯恩大学毕业生学籍档案表	发起申请	被退回	San Zhang	24/11/22 17:06	Process Progress	
>	毕业申请	毕业申请待办	Processing	San Zhang	24/11/22 15:50	Process Progress	

The screenshot shows the 'Approval Record' (审批记录) page. It contains a table with columns for step name, handler, status, comments, and processing time. A red box highlights the comment for the '注册办公室审批' (Registration Office Approval) step: '您上传的照片不合规，请按照提示要求重新上传。' (Your uploaded photo is non-compliant, please re-upload according to the prompt requirements). Below the table, there is a '发起申请意见' (Initiate application comments) field and a '提交' (Submit) button, both highlighted with red boxes.

步骤名称	处理人	状态	意见	处理时间	操作
发起申请	张三 (San Zhang)	提交		2024-11-22 17:05:21	
注册办公室审批	李四 (Si Li)	退回	您上传的照片不合规，请按照提示要求重新上传。	2024-11-22 17:06:54	
发起申请	张三 (San Zhang)	待审批			

发起申请意见 请输入意见

提交

1. Make necessary changes according to the comments.

2. resubmit

Q4: I have already attended the commencement ceremony, why am I still under graduation audit/why hasn't my degree been conferred yet?

A: The commencement ceremony is only a ceremonial event. Being eligible to attend the graduation ceremony does not mean that you have passed the graduation audit, nor will you receive your degree.

Q5: I applied for winter/spring/summer graduation. If I pass the audit, when can I collect my graduation materials?

A: The timing of the graduation audit and the issuance of graduation materials varies according to the academic calendar of the year. Generally, materials are issued about one month after the end of the semester/session. Students graduating in Winter can usually collect the material by the end of March to early April (due to Spring Festival), the Spring batch in early July, and the Summer batch by the end of August to early September.

Contact Us

Office of the Registrar

GEH D202

0577-55870163

registrar@wku.edu.cn