

附件 1

# 国家开放大学军盾学院 毕业申请提交操作手册 (学员)

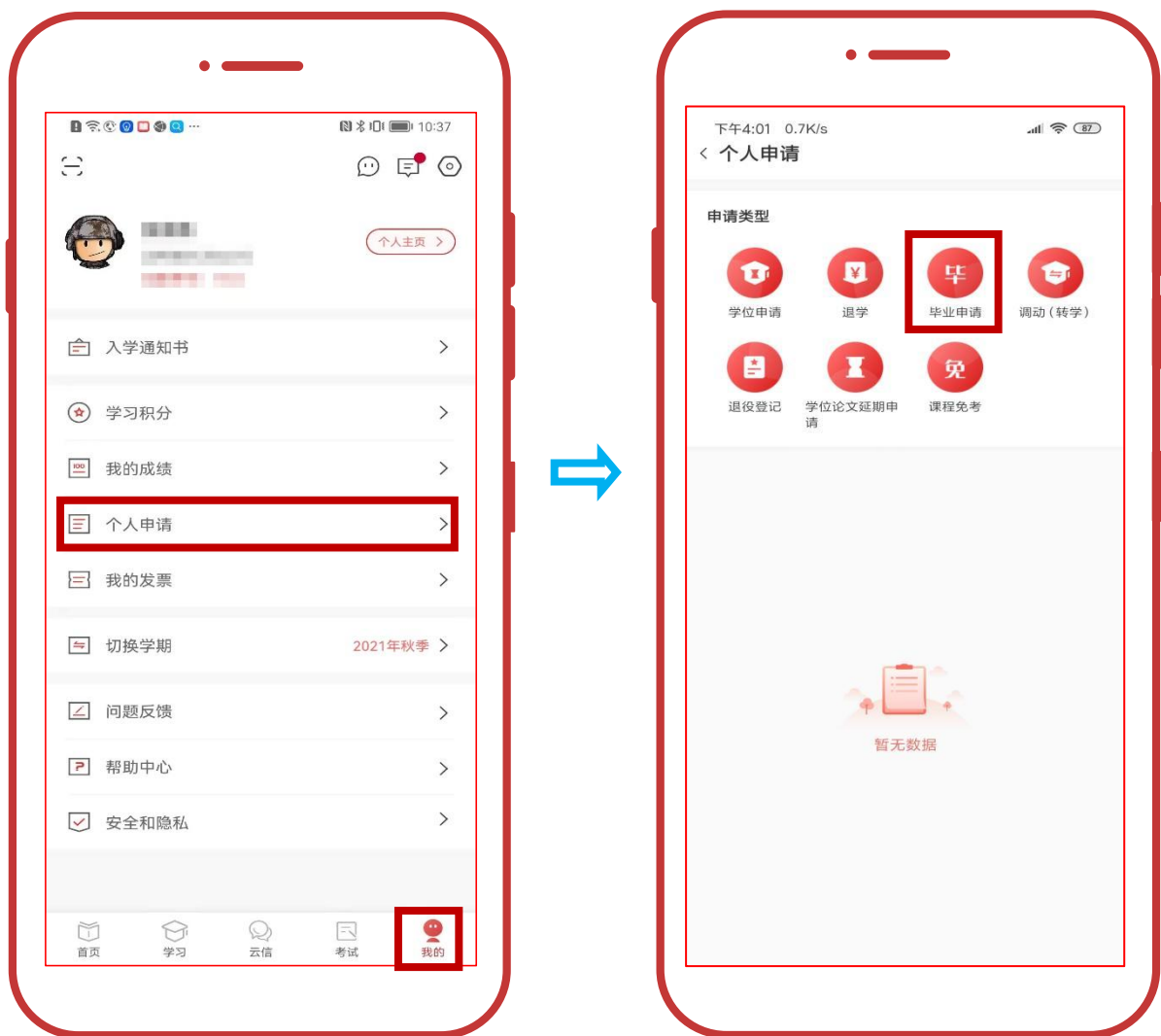


军盾教育

## 1. 进入毕业申请页面

点击“我的”-“军士远程教育”-“个人申请”中选择“毕业申请”。

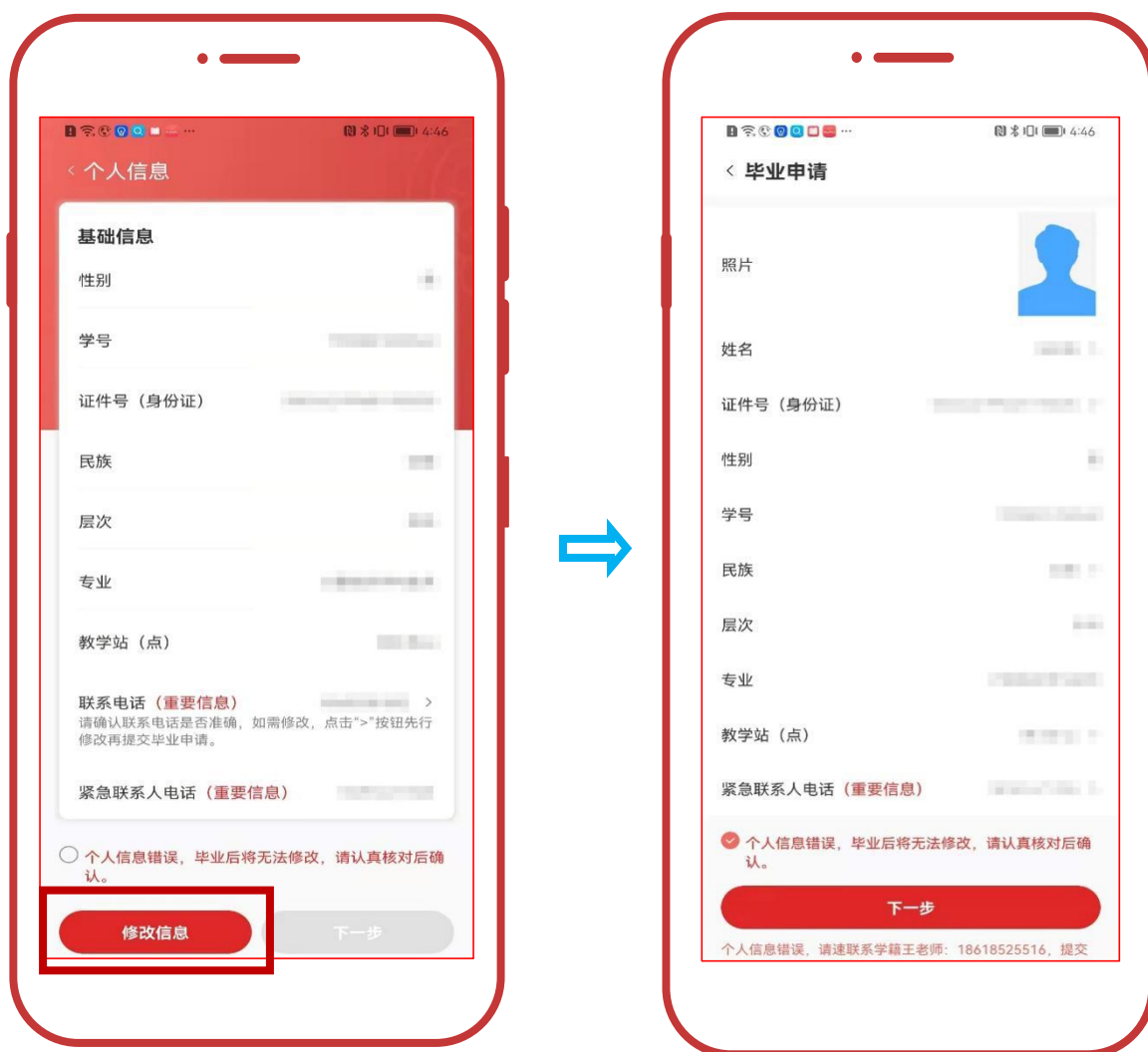
未毕业学员每学期均须提交毕业申请，教学点或学院审核未通过的，可重新提交。



## 2. 核对个人信息

根据国家开放大学《关于全面实施毕业证书颁发工作改革的通知》要求，将不再受理毕业生基本信息更正。学员可在此页面核对学籍信息，也可以登录学信网（www.chsi.com.cn）核对本人信息。

(1) 个人信息有误，点击“修改信息”进行修改，并提交相关证明材料。咨询电话：学籍王老师 18618525516。



(2) 如个人信息无误，勾选必读信息点击“下一步”

< 个人信息

**基础信息**

性别

学号

证件号 (身份证)

民族

层次

专业

教学站 (点)

**联系电话 (重要信息)** >  
请确认联系电话是否准确，如需修改，点击“>”按钮先行修改再提交毕业申请。

**紧急联系人电话 (重要信息)**

✓ 个人信息错误，毕业后将无法修改，请认真核对后确认。

修改信息 下一步

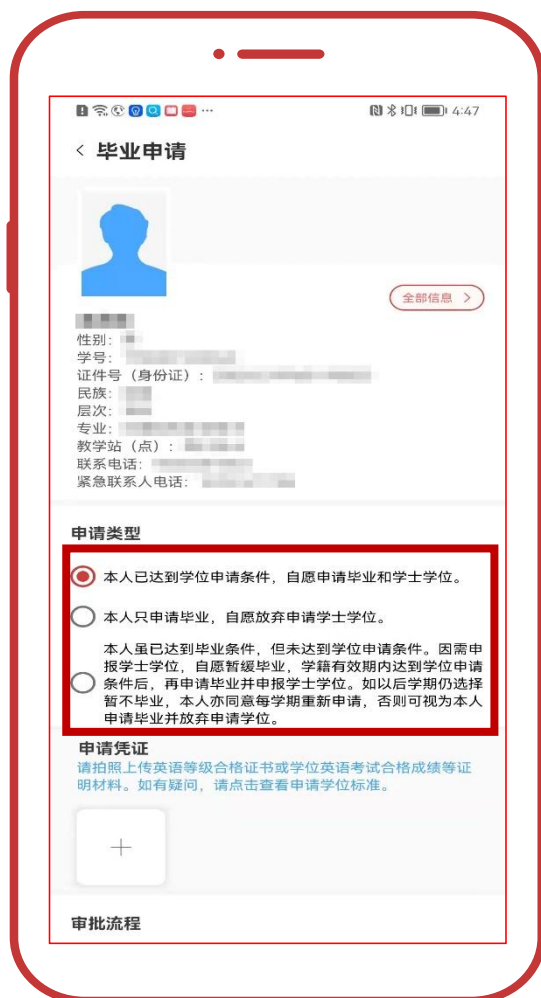
### 3. 提交申请

#### (1) 专科起点本科学员

1. 在“申请类型”中根据个人情况，选择并提交毕业申请，提交后不予更改。

The screenshot displays a mobile application interface for graduation application. At the top, the status bar shows signal strength, Wi-Fi, and battery levels. The page title is "毕业申请" (Graduation Application). Below the title is a user profile section with a blue silhouette icon and a "全部信息" (All Information) button. The profile information includes: 性别 (Gender), 学号 (Student ID), 证件号 (身份证号) (ID Card Number), 民族 (Ethnicity), 层次 (Level), 专业 (Major), 教学站 (点) (Teaching Station (Point)), 联系电话 (Contact Number), and 紧急联系人电话 (Emergency Contact Number). Below the profile is the "申请类型" (Application Type) section, which is highlighted with a red box. It contains three radio button options: 1. "本人已达到学位申请条件，自愿申请毕业和学士学位。" (I have met the graduation conditions and voluntarily apply for graduation and a bachelor's degree.) 2. "本人只申请毕业，自愿放弃申请学士学位。" (I only apply for graduation and voluntarily give up applying for a bachelor's degree.) 3. "本人虽已达到毕业条件，但未达到学位申请条件。因需申报学士学位，自愿暂缓毕业，学籍有效期内达到学位申请条件后，再申请毕业并申报学士学位。如以后学期仍选择暂不毕业，本人亦同意每学期重新申请，否则可视为本人申请毕业并放弃申请学位。" (Although I have met the graduation conditions, I have not met the graduation conditions. Because I need to apply for a bachelor's degree, I voluntarily postpone graduation. After meeting the graduation conditions within the validity period of my student record, I will apply for graduation and apply for a bachelor's degree. If I still choose not to graduate in the next semester, I also agree to re-apply every semester, otherwise it will be regarded as my application for graduation and giving up the application for a degree.) Below the application type section is the "审批流程" (Approval Process) section, which shows a vertical flow: 我 (I) - 提交毕业申请 (Submit graduation application) - 学院 (College) - 审核 (Review) - 教学点 (Teaching Point) - 教学点审核 (Teaching Point Review).

2. 若选择“毕业和学士学位”申请，须上传“学位英语合格证书”或“国开学位外语合格成绩”截图，提交后等待审核。



The image shows a mobile application interface for a graduation application. The screen is titled "毕业申请" (Graduation Application). It features a user profile section with a blue silhouette icon and a "全部信息" (All Information) button. Below the profile, there are fields for personal information: 性别 (Gender), 学号 (Student ID), 证件号 (身份证号) (ID Card Number), 民族 (Ethnicity), 层次 (Level), 专业 (Major), 教学站 (点) (Teaching Station (Point)), 联系电话 (Contact Number), and 紧急联系人电话 (Emergency Contact Number). The "申请类型" (Application Type) section is highlighted with a red box and contains three radio button options: 1. "本人已达到学位申请条件，自愿申请毕业和学士学位。" (I have met the graduation conditions and voluntarily apply for graduation and a bachelor's degree.) 2. "本人只申请毕业，自愿放弃申请学士学位。" (I only apply for graduation and voluntarily give up applying for a bachelor's degree.) 3. "本人虽已达到毕业条件，但未达到学位申请条件。因需申报学士学位，自愿暂缓毕业，学籍有效期内达到学位申请条件后，再申请毕业并申报学士学位。如以后学期仍选择暂不毕业，本人亦同意每学期重新申请，否则可视为本人申请毕业并放弃申请学位。" (Although I have met the graduation conditions, I do not meet the graduation conditions. Because I need to apply for a bachelor's degree, I voluntarily postpone graduation. After meeting the graduation conditions within the validity period of my student record, I will apply for graduation and apply for a bachelor's degree. If I still choose not to graduate in the next semester, I also agree to re-apply each semester, otherwise it will be regarded as my application for graduation and giving up applying for a degree.) Below the application type section is the "申请凭证" (Application Evidence) section, which includes a plus sign icon and a note: "请拍照上传英语等级合格证书或学位英语考试合格成绩等证明材料。如有疑问，请点击查看申请学位标准。" (Please take a photo and upload the certificate of English level qualification or the passing grade of the degree English exam, etc. If you have any questions, please click to view the application degree standard.) At the bottom of the screen is the "审批流程" (Approval Process) section.

## (2) 专科学员

直接点击“毕业申请”。



## 4. 签名确认

本人签名（横屏书写，请勿连笔），签名后点击“确认”。



注：签字确认时，弹窗小视频为“毕业图像采集途径与方法”，  
请认真观看后前往“毕业证照”完成采集。

## 5. 等待审核

毕业申请提交后，向教学点负责人报备及审核。

