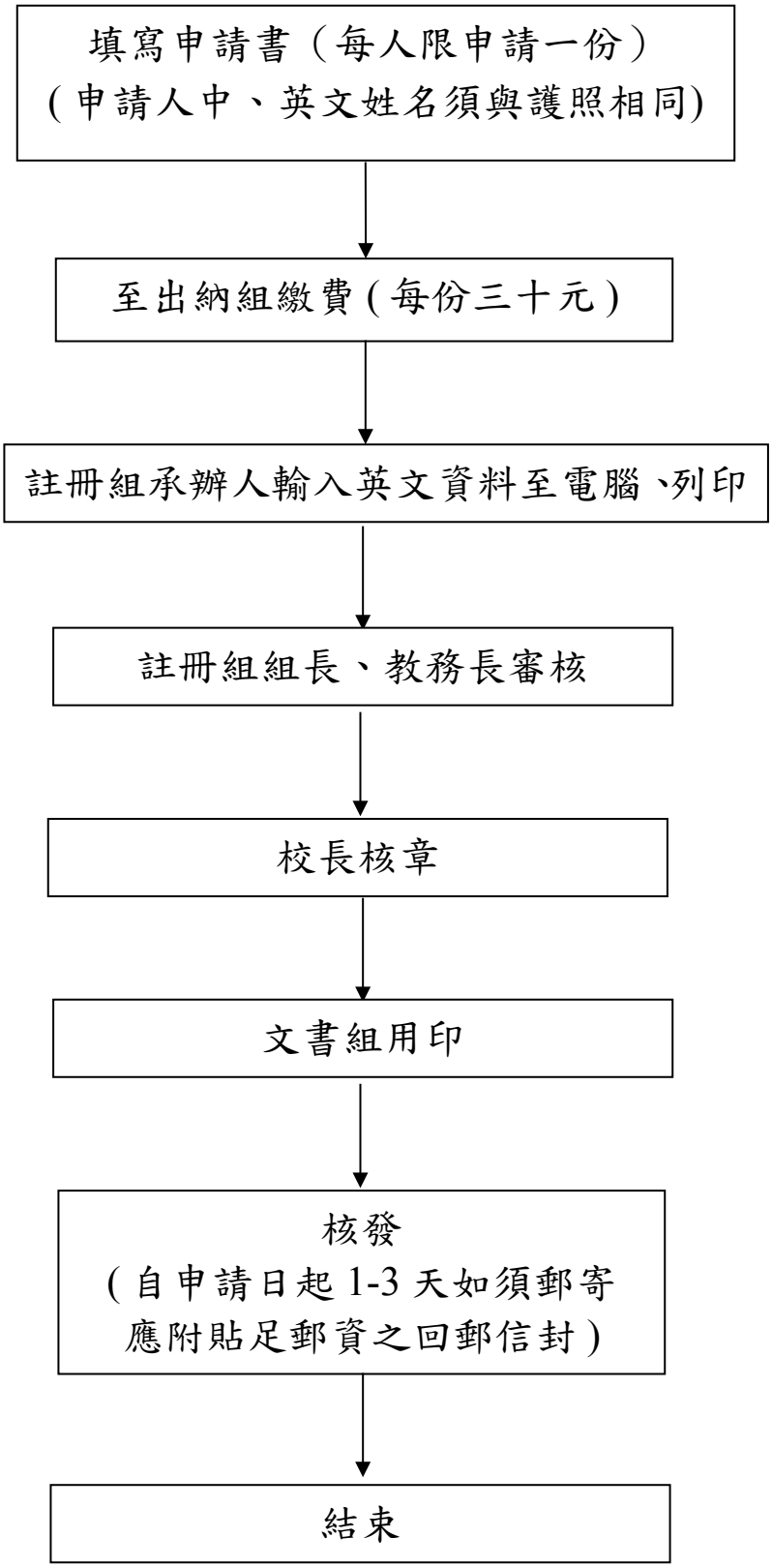【英文畢業證明書申請作業流程】