

附件 1

2026 届毕业生集中转档登记流程

一、登录中国传媒大学就业服务平台（jy.cuc.edu.cn）右上角“学生登录”，账户为学号，密码为统一身份认证密码



二、登录后点击“手续办理”



三、点击左侧“毕业生集中转档”，填写各项档案邮寄信息并提交，档案转回原籍的毕业生可参考“各生源地档案接收参考信息”。

The screenshot shows the 'Graduate Concentrated Archiving' (毕业生集中转档) form in the CUCBA system. The interface includes a top navigation bar with the university logo and '就业创业指导中心' (Career and Entrepreneurship Guidance Center). A progress bar at the top indicates five steps: 1. 毕业去向登记 (Graduation去向登记), 2. 填写户籍信息 (Fill in household registration information), 3. 填写完成已提交 (Form completed and submitted), 4. 学院审核完成 (College review completed), and 5. 学校审核完成 (School review completed). A yellow information banner below the progress bar states: "保存"或"提交"信息后, 若学院辅导员老师未审核, 均可进行修改或重新填写, 辅导员老师审核后无法进行修改, 若审核后需要修改, 请联系辅导员。 (After saving or submitting information, if the college counselor has not reviewed, you can modify or re-fill. After review by the counselor, you cannot modify. If you need to modify after review, please contact the counselor.)

The main form area is titled '户籍手续办理 -- 户口档案办理' (Household registration procedures -- Household registration and archiving). Below this is a note: '各生源地接收档案的信息详见附件各生源地档案接收参考信息, 仅供参考。请毕业生本人务必与生源地的离校毕业生档案接收单位确认是否可以接收档案。' (Information on receiving archives from various origins is in the attached 'Reference Information for Receiving Archives from Various Origins', for reference only. Graduates must confirm with the receiving unit in their origin whether they can accept the archives.)

The form fields are as follows:

- * 档案转寄类型: 转回生源地 (Archive transfer type: Return to origin)
- 档案转寄所在地: --请选择-- (Archive transfer location: --Please select--)
- * 档案转寄单位名称: (Archive transfer unit name)
- * 档案转寄地址: 北京市 朝阳区 --请选择-- (Archive transfer address: Beijing City, Chaoyang District, --Please select--)
- * 档案转寄详细地址: (Archive transfer detailed address)
- * 邮政编码: (Postal code)
- * 档案转寄联系人: (Archive transfer contact person)
- * 联系人联系方式: (Contact person's contact information)
- * 档案申请暂留学校: 否 (Archive application to temporarily stay at school: No)

The left sidebar contains a menu with the following items: 个人信息完善 (Personal information completion), 奖贷信息采集 (Award and loan information collection), 协议书/推荐表遗失补办 (Lost agreement/recommendation form replacement), 毕业去向登记 (Graduation去向登记), 毕业生集中转档 (Graduate concentrated archiving - highlighted with a red box), 毕业生非集中转档 (Graduate non-concentrated archiving), 违约手续办理 (Breach procedure handling), 毕业去向信息修改 (Graduation去向 information modification), 校友去向设置 (Alumni去向 setting), and 就业档案 (Employment archive).