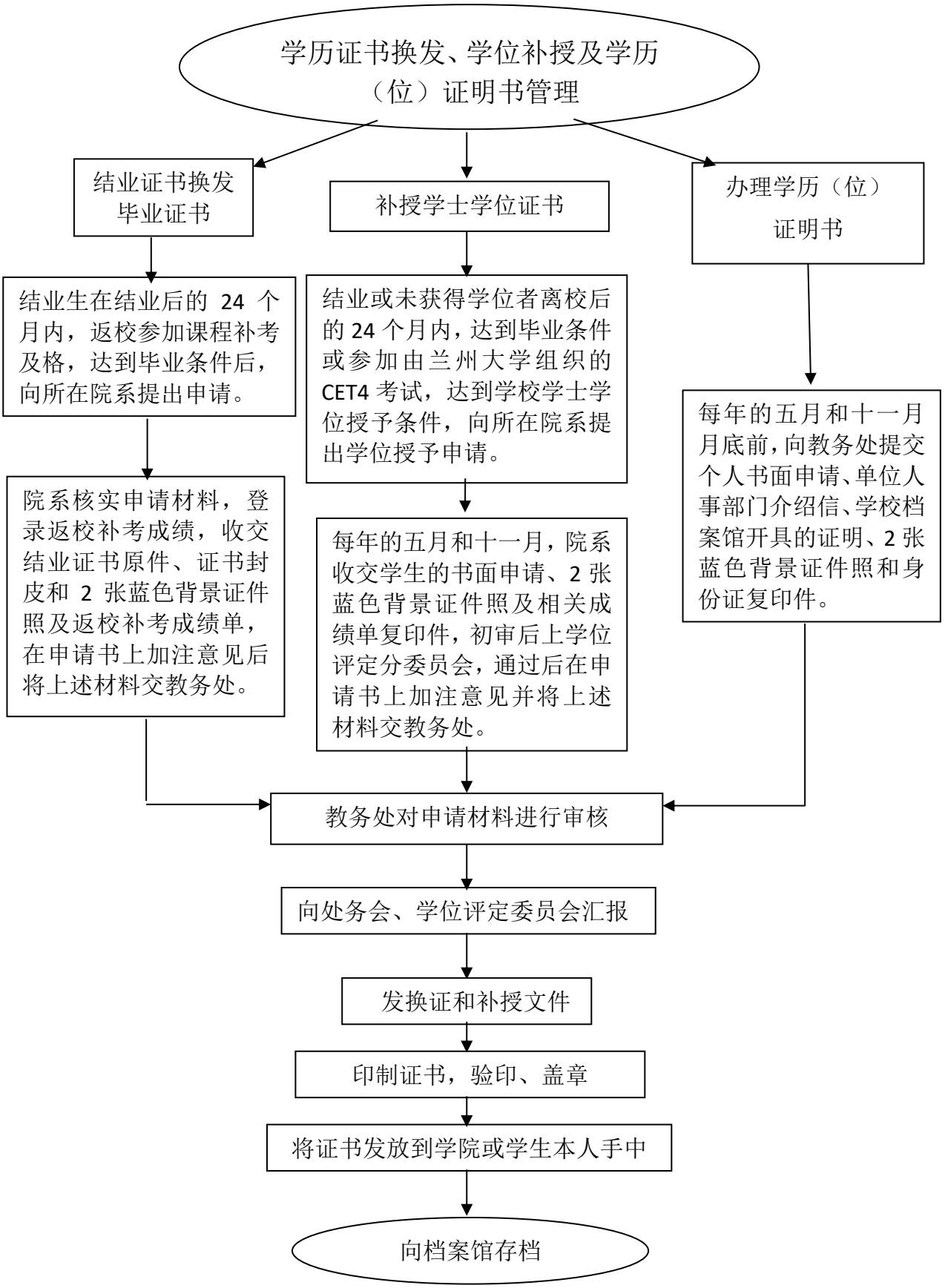学历证书换发、学位补授及学历（位）证明书管理流程图