

National Taipei University of Education _____ semester of Academic year _____

Procedures for Leaving for Graduate Students (**for foreign students only**)

Student ID No.		Name (must be in capital letters and consistent with name shown in passport)	Date of birth	
Department/ Graduate School/ program	<input type="checkbox"/> Master <input type="checkbox"/> PhD	Chinese Name (Optional)	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Cellphone No.		E-mail		
★Full-time job upon enrollment <input type="checkbox"/> Yes <input type="checkbox"/> No				
★ Documentation for leaving must be submitted to each division, and the Division of Registration & Curriculum of the Office of Academic Affairs will issue the certification for degree thereafter (three working days are required for making the certificate).				
Department/ Graduate School/program	<input type="checkbox"/> In compliance with the program regulations of the department/graduate school /program <input type="checkbox"/> The research theme consistent with their expertise <input type="checkbox"/> The Thesis/Dissertation is uploaded onto NDLTD (National Digital Library of Theses and Dissertations) in Taiwan <input type="checkbox"/> Review of graduation credits (submit the review of graduation credits checklist) <input type="checkbox"/> Submit Thesis/Dissertation (number of copies must comply with department regulations) ※Thesis substitute whether or not? <input type="checkbox"/> Yes <input type="checkbox"/> No		Clerk of the department/graduate school/program	
			Head of the Department/Graduate School/program	
Library (processing will begin upon department's approval)	<input type="checkbox"/> All borrowed books should be returned, and overdue fees paid in full.		Circulation and Collection Division (1F)	
	<input type="checkbox"/> Submit 2 copies of authorization letters of the Thesis / Dissertation (NTUE and NCL) with your handwritten signature .		Reference and Extension Division (4F)	
	<input type="checkbox"/> Submit 3 copies of printed Thesis / Dissertation. (binding: paperback with glossy coating, A4 size) *Thesis substitute: comply with department regulations.			
Office of Research and Development (7F of Administration Building)	<input type="checkbox"/> Fill out graduation survey (website: https://forms.gle/Bx5xq8N7FCvg4ssUA)		Division of Industry-Academia Cooperation and Career Development (Room A710)	
	(Stamp required for exchange students and international degree students)		Division of International Affairs (Room A709)	
Office of Teacher Education (7F of Administration Building)	(Stamp required for pre-service / education program students) <input type="checkbox"/> Completed pre-service teacher education program <input type="checkbox"/> Completed pre-service teacher verification record		Curriculum Division (Room A701)	
Division of Registration & Curriculum of the Office of Academic Affairs (6F of Administration Building)(Room A601)	<input type="checkbox"/> Degree exam report <input type="checkbox"/> Review of graduation credits checklist <input type="checkbox"/> Check the title on-line <input type="checkbox"/> Student status registration (graduation)		<u>Without student ID card:</u> <input type="checkbox"/> Application form for reporting loss <input type="checkbox"/> Affidavit for cancelling card <u>With Student ID card:</u> <input type="checkbox"/> Change of status <input type="checkbox"/> Stamp of cancellation	
Degree certification is issued according to reviews of each division (to be filled out by Division of Registration & Curriculum)			Recipient's Signature :	
★ Date of degree conferment : Year Month			<input type="checkbox"/> certificate folder	
			Year Month Day	
			★ Please attach a power of attorney if it is picked up on your behalf.	

★ For application of Alumni ID card, please proceed to Alumni Center with a photo (located at the far right of the auditorium)