

**National Taipei University of Education Undergraduate student
(Exclude Government-Funded Undergraduate Student) Exit Procedures Form**

Application Date: mm dd yyyy

Department	Department	Name		Student No.	
Identity category	(please select one): <input type="checkbox"/> ordinary student <input type="checkbox"/> foreign student <input type="checkbox"/> overseas Chinese, Hong Kong, or Macau student <input type="checkbox"/> mainland Chinese student	Program		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
		Date of Birth	mm dd yyyy		
Cell		E-mail			

I, ☐ Due to reasons of _____ applied to extend my length of schooling, and that reason no longer exists
☐ Have taken degree credits that fulfil the graduation requirements.
 Please approve my graduation and handle the exit procedures for the _____ academic year, _____ semester.

Applicant signature: _____

Department	Office of Student Affairs, Health Services Division	Office of Student Affairs, Campus Security Division	Office of Student Affairs, Student Life Assistance Division	Office of Student Affairs, Extracurricular Activities Guidance Division
Teaching assistant (Verify course credits for graduation)		(For male students)	Confirm if the conduct grade is acceptable	
Department Chair			(For overseas Chinese students and mainland Chinese students)	
			(For students living in dorms)	

Library	Office of Research and Development, Division of International Affairs	Office of Research and Development, Division of Industry–Academia Cooperation and Career Development	Office of Teacher Education, Curriculum Section	Office of Academic Affairs, Division of Registration and Curriculum
	(For foreign students and exchange students leaving school in the current semester to return to their home country)	<input type="checkbox"/> Complete the graduating student questionnaire. https://forms.gle/Bx5xq8N7FCvg4ssUA <input type="checkbox"/> Complete the UCAN universal competency assessment. http://ucan.moe.edu.tw	<input type="checkbox"/> Has completed the pre-service teacher education courses <input type="checkbox"/> Has completed the record book inspection for students in the teachers training program	1. Award the diploma based on the verification results of each unit 2. Student ID: <input type="checkbox"/> Change identity <input type="checkbox"/> Stamped void 3. Student ID hasn't been attached: <input type="checkbox"/> Loss Report Application Form <input type="checkbox"/> Written nullification pledge 4. <input type="checkbox"/> Student status registration (graduated) 5. <input type="checkbox"/> Need <input type="checkbox"/> No need Modify Payment Slip

Notes	1. This form is applicable for use by <u>undergraduate extension students, undergraduate early graduation students, exchange students leaving school in the current semester to return to their home countries, undergraduate students who have completed the requirements for graduation, and undergraduate students who graduated in the previous semester</u> in handling their graduation and exit procedures. 2. Please go to each unit to handle relevant procedures (with the Office of Academic Affairs, Division of Registration and Curriculum being the final unit). After completing all exit procedures, this form should be turned in to the Office of Academic Affairs, Division of Registration and Curriculum to be filed for reference; after which the diploma may be claimed.
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