

National Taipei University of Education
Government-Funded Undergraduate Student
 Exit Procedures Form

Application Date: mm dd yyyy

Department	Department (Division)	Name	Program	Year	Student No.	
Date of Birth	mm dd yyyy	Cell			Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
		E-mail				
Teaching (department) specialty			Second specialty or other specialized knowledge requirements			

I am a government-funded student in the teacher education program. I have already taken the pre-service teacher education courses and meet the requirements stipulated in the administrative contract. Please approve my graduation and handle the exit procedures for the _____ academic year, _____ semester.

Applicant signature: _____

Department	Department of second specialty	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 that the student has taken enough course credits to graduate and fulfil their department's specialty requirements)	Teaching assistant (Verify that the student has taken the required courses for their second specialty or other specialized knowledge)		(For male students)	Confirm if the conduct grade is acceptable	
Department Chair	Department Chair			(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 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 <input type="checkbox"/> Verified to have met each condition required under the administrative contract and completed the record book inspection for government-funded students.	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)	

Notes	1. This procedural form is applicable for use by government-funded undergraduate students in handling their graduation and exit procedures. 2. Government-funded students should 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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