

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  Yes  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	Clerk of the department/graduate school/program	
	<input type="checkbox"/> The research theme consistent with their expertise		
Library (processing will begin upon department's approval)	<input type="checkbox"/> The Thesis/Dissertation is uploaded onto NDLTD (National Digital Library of Theses and Dissertations) in Taiwan	Head of the Department/Graduate School/program	
	<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)		
	<input type="checkbox"/> *Thesis substitute whether or not? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Office of Research and Development (7F of Administration Building)	<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 Teacher Education (7F of Administration Building)	<input type="checkbox"/> Fill out graduation survey (website: <a href="https://forms.gle/Bx5xq8N7FCvg4ssUA">https://forms.gle/Bx5xq8N7FCvg4ssUA</a> )	Division of Industry-Academia Cooperation and Career Development (Room A710)	
	<input type="checkbox"/> (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	Division of Registration & Curriculum
---	---	---	---------------------------------------

Degree certification is issued according to reviews of each division  
(to be filled out by Division of Registration & Curriculum)

★ Date of degree conferment : Year Month

Recipient's Signature :

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)