School Leaving & Diploma Receiving Procedures for 115-1 Graduating Students

School Leaving Single-Window Service will be open between December 21th,2026 and February 18th, 2027

Location for Diploma Receiving: Registry Division of Academic Affairs Office (401 Administration Building)

School Leaving Single-Window Service

If there is an " X " shown in the system checking items, please inquire with the respective responsible units as per the table below:

Checklist items	Point of Contact	Phone
Library (Unreturned books or items)	Library	03-890-6813
Submission of Final Dissertation/Thesis (online submission, 2 hard copies of the final dissertation/thesis together with 2 signed authorization letters)		03-890-6842
Cashier Division (Unpaid fees during the enrollment period)	Cashier Division (108 Admin Bldg.)	03-890-6366
Student Loans (Incomplete application)	Student Living Services Division (C201 Student Activities Center)	03-890-6221
Reduction & Exemption of Tuition and Miscellaneous Fees (Incomplete application)		03-890-6218
Dormitories (Unpaid fees or Incomplete check-out procedure)		03-890-6212 03-890-6213
Cross-Disciplinary Autonomous Learning Hours (Insufficient hours in certain areas		03-890-6226
English Language Requirement for Graduation (A proficiency test unpassed or insufficient supplementary course credits)	Language Center (D201 Humanities Bldg. 3)	03-890-5492 03-890-5497
Physical Fitness Requirement for Graduation (Requirement unpassed)	Physical Education Center (Indoor Sports Center)	03-890-6613
Course Credit Fees (Unpaid fees)	Curriculum Division (502 Admin Bldg.)	03-890-6123 03-890-6126
Graduates' Suggestions for the University (Incomplete online survey)		03-890-6123 03-890-6124
Graduates' Career Destinations Survey (Incomplete online survey)	Graduate Placement and Alumni Service Division (C106 Student Activities Center)	03-890-6283
Departments/Programs (Have not yet acquired professional certificates required or Unreturned borrowed equipment or items, uncleaned borrowed spaces)	Respective Department or Program Offices of the Graduates	

The final certificate issuance deadline for the 115-1 graduates who meet the graduation requirements and complete the school leaving procedures is February 18th, 2027

Undergraduate Students	Step 1	➢ Please check the conduct grades and course grades for this semester in the 【e-Portfolio】 to ensure they have all been recorded. ➢ Please make sure to visit the 【School Leaving Single-Window Service】 and confirm that all fields are marked with O. ➢ You may still receive your diploma even if you haven't completed items on the School Leaving Checklist that are not related to the essential requirements for graduation; however, if you are involved in any unreturned items of University property or unpaid fines, respective managing units will handle such cases according to applicable laws and regulations and keep relevant records and documents.
	Step 2	➢ Location for diploma receiving: Registry Division of Academic Affairs Office (401 Administration Building) ➢ Receive your diploma in person (a personal identity document required for verification) or entrust some other person to pick up your diploma for you (a signed letter of proxy from you and an identity document of the entrusted person required)
Graduate Students	Step 1	➢ Please check the conduct grades and course grades for this semester in the 【e-Portfolio】 to ensure they have all been recorded. ➢ The grade of your Degree Examination is officially recorded by the Registry Division. ➢ Please make sure to visit the 【School Leaving Single-Window Service】 and confirm that all fields are marked with O. ➢ You may still receive your diploma even if you haven't completed items on the School Leaving Checklist that are not related to the essential requirements for graduation; however, if you are involved in any unreturned items of University property or unpaid fines, respective managing units will handle such cases according to applicable laws and regulations and keep relevant records and documents.
	Step 2	➢ Please call the point of contact in the Registry Division for your department or program by phone 3 working days before your expected completion day of the school leaving and diploma receiving procedures to ensure that your diploma has been printed, verified, and stamped officially by the Documentation Division and is ready to pick up on the same day of your completion of the school leaving procedure.
	Step 3	➢ Please download and print the School Leaving Checklist to complete your School Leaving procedure. ◆ Departments (head of department, Library and laboratory and dissertation/thesis advisors) ◆ Library (online submission of dissertation/thesis, 2 hard copies of the final dissertation/thesis together with a signed authorization letter)
	Step 4	➢ Location for diploma receiving: Registry Division of Academic Affairs Office (401 Administration Building) ➢ Receive your diploma in person (a personal identity document required for verification) or entrust some other person to pick up your diploma for you (a signed letter of proxy from you and an identity document of the entrusted person required)

School Leaving & Diploma Receiving Procedures for 115-1 Graduating Students

Undergraduate Students

Graduate Students

Conduct grades and all course grades recorded on e-Portfolio
&
School Leaving Single-Window Service System checklist shows "O"

Opening Period of the System:
2026.12.21~
2027.02.18

Call your department assistant by phone 3 working days before your expected completion day of the school leaving

Student Checklist for School Leaving Procedure

Please bring your student ID to Room 401 to personally collect your graduation certificate.