



Student Checklist for School Leaving Procedure

Department				Application Date	
Student ID		Name		Telephone No.	
Processing unit		Processed items			Stamp of approval of responsible unit
Departments	Head of department	Processed according to the individual regulations of the respective department			
	Library and laboratory	Return of borrowed books and items			
	Dissertation/Thesis Advisor(s) (Graduate Students Only)	Follow the policy and regulations of the individual department and advisor(s) <input type="radio"/> Thesis <input type="radio"/> Written Report or Technical Report <input type="radio"/> Works <input type="radio"/> Professional Practice Report The similarity must be within _____%, <input type="radio"/> No regulations The similarity matching result is _____% Plagiarism detection result for the graduation dissertation, thesis, or paper : <input type="radio"/> Pass <input type="radio"/> Fail			
Single-Window Procedure					
Office of General Affairs	Cashier Section - Owed fees/fines				Please make sure to visit the 【Online School Leaving Single-Window Service】 and confirm that all fields are marked with O .
	Property Management Section- Graduation gowns				
	Vehicle Management Committee - Owed fees/fines				
Office of Student Affairs	Student loans				Marked with X , please visit the responsible unit and finish it.
	Reduction/Exemption of tuition and miscellaneous fees				
	Student Living Services Division - Student conduct scores				
	Student Living Services Division - Dormitory check-out procedure				
	Graduate Placement and Alumni Service Division - Career destinations survey for graduates				
Office of Academic Affairs	Curriculum Division (1)Course and teaching evaluations (2)Comments and suggestions for academic affairs (3)Course credit fees				 離校手續單一窗口
Language Center	English language requirement for graduation				
University Library	Return borrowed books and pay owed fees/fines				
	Submit the final dissertation/thesis (online submission & two hard copies with the signed authorization)				
Registration Section, Office of Academic Affairs	1. Graduation requirements re-examined (Graduation grades include academic and student conduct grades for undergraduate students; academic, degree examination, and student conduct grades for graduate students.) 2. Submit the checklist for school leaving procedure and obtain the diploma				
Signature of the Delegate (Delegation letter required)		Student ID		Telephone No.	