



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)	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			
	(Graduate Students Only)	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 processing					
Office of General Affairs	Payment of outstanding fees				
	Return of graduation gowns to the Inventory Management Section				
	Payment of outstanding fees to the Vehicle Management Commission				
Office of Student Affairs	Student loans				
	Reduction and exemption from tuition and miscellaneous fees				
	Proceed to the Student Living Services Division and upload student conduct scores				
	Completion of the dorm check-out procedure at the Guidance and Counseling Section				
	Fill out the questionnaire for departing students at the Section for Overseas Graduates				
Office of Academic Affairs	Proceed to the Curriculum Section and fill out the survey on the quality of instruction and the suggestions of departing students for improvement of instruction and pay your outstanding credit fees				
Office of International Affairs	Foreign Students only (International, Oversea Chinese and Mainland Chinese students)				
Language Center	English Proficiency graduation requirements met				
Library	Return of borrowed books and payment of outstanding fees to the library				
	Graduate students have to upload their completed thesis				
Registration Section of the Office of Academic Affairs	1. Review of graduation qualifications 2. Submittal of the checklist for departing students and collection of the diploma folder				
Signature of the proxy		Student ID		Telephone No.	

Notes: Graduation scores: graduation scores for the Bachelor's program consist of their student conduct scores, while the graduation scores for the Master's and PhD programs consist of the degree exam scores, and student conduct scores. Students who have received their score reports and have completed the required procedures for departing students submit this checklist to the Registration Section.