

Student Checklist for School Leaving Procedure

Department						Application Date	
Student ID			Name			Telephone No.	
Processing unit							Stamp of approval of responsible unit
	Head of department		Processed according to the individual regulations of the respective department				
	Library and laboratory		Return of borrowed books and items				
Departments Dissertation/ Advisor(s) (Graduate St Only)			○Works ○Professional Practice Report The similarity must be within%, ○No regulations				
Single window processing							
0.00	1	Cashier Section - Owed fees/fines					
Office of General Affairs		Vehicle Management Committee - Owed fees/fines					
Office of Student Affairs		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					
Office of International Affairs		Foreign Students only (International, Oversea Chinese and Mainland Chinese students)					
Language Center		English proficiency graduation requirements met (Bachelor's program) Translation fee					
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		 Review of graduation qualifications Submittal of the checklist for departing students and collection of the diploma folder 					
Signature of the Delegate (Delegation letter required)				Student ID		Геlephone No.	
 After completing the departure procedures, present this form to the Registration Section of the Office of Academic Affairs (Room 401, Administration Building) to receive the Chinese and English degree certificates. Once graduation scores are finalized (student conduct scores for the bachelor's program, and both degree exam scores and student 							

^{2.} Once graduation scores are finalized (student conduct scores for the bachelor's program, and both degree exam scores and student conduct scores for master's and PhD programs) and the departure procedures are completed, the Cashier Section of the General Affairs Office will process refunds based on the date of completion of the departure procedures (for those who leave before two-thirds of the semester).