

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) ○Thesis ○Written Report or Technical Report ○Works ○Professional Practice Report The similarity must be within _____%, ○No regulations The similarity matching result is _____% Plagiarism detection result for the graduation dissertation, thesis, or paper : ○ Pass ○ Fail				
Single window processing						
Library		Return of borrowed books				
		Graduate students have to upload their completed thesis				
Office of Student Affairs (Student Activities Center)		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				
Language Center (Humanities Bldg. 3)		English proficiency graduation requirements met (Bachelor's program)				
Office of General Affairs		Cashier Section - Owed fees/fines				
Office of Academic Affairs		Curriculum Division (1)Comments and suggestions for academic affairs (2)Course credit fees				
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 Delegate (Delegation letter required)			Student ID		Telephone No.	
1. 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. 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).						