

The procedure List of School-leaving for the Graduation Postponed Graduate Students (Thesis Remaining) [Overseas Student]

Application Date : First Semester Oct. 16~Dec. 31 ,

Second Semester March 16~May 15

Educational System : Master Program PhD Program Department/Institute : _____

Student Number : _____

Name : _____

Transacting Unit (Ext.)		Location	Transacting Matters	Signature of Transactor
Department/Institute		Department/Institute Office	1. The minimum credits required for graduation have been completed. 2. Degree examination Passed Date: _____ (month/day/year) 3. All borrowed equipment and devices have been returned.	
Library	Reader Service Section (3152) (3146)	Library	1. Books, overdue fines, inter-institution library have been settled 2. Inter-library cooperation Account Deletion	
	Edit Section (3173)	2 nd Floor, Information Counter	2 working days after the electronic version of thesis has been handed out and uploaded, then the letter of authorization can be signed	
Extracurricular Section, Student Affairs Office(5026)		1 st Floor, the Dormitory Building	Bachelor/master clothes has been returned	
Office of Accounting Services (3715)		4 th Floor, the Administration Building	Tuition fees	
Student Development Center, Student Affairs Office (5064)		1 nd Floor, the Dormitory Building	【Student information System】 Please download and complete the questionnaire at the lower left corner of the homepage and then send the basic information of the graduate via e-mail to clairehuang@cyut.edu.tw for final confirmation.	
Life Counseling Section, Student Affairs Office (5016)		1 st Floor, the Administration Building	Matters of conduct credits	
International and Cross-strait Cooperation Office (3128)		5 th Floor, the Administration Building	Relevant matters of departure assistance	
Registrar Section, Academic Affairs Office (4012~4016)		2 nd Floor, the Administration Building	1. Examination of required credits for graduation 2. 3 copies of thesis [Please make sure that the department office has sent the result of the degree examination to the Registrar Section.]	

Note : Please send the School-Leaving Checking List to the Registrar Section after complete all the procedures listed above. Please bring the student ID to the Registrar Section to receive Diploma after 10 working days.