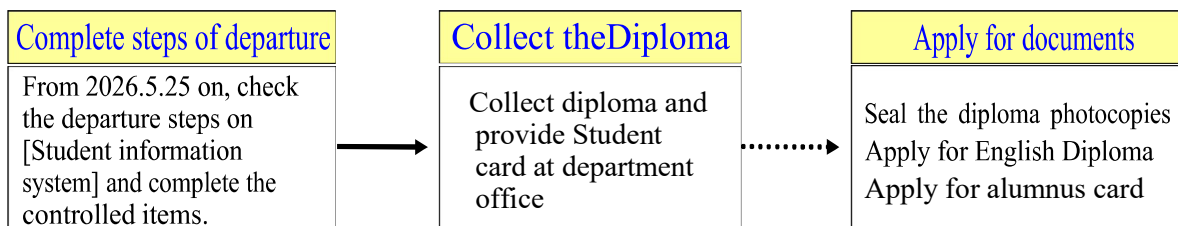


Chaoyang University of Technology

Important notice on 2025-2026 Academic Year Graduate departure procedure

Dates of this year's Commencement and attending Colleges and Department

Date2026	Attending Departments	Collect Diploma
6.12(Fri.)	Early Childhood Development and Education	Please go to the office of each department to collect the degree certificate after completing all the check-outs on the day of the graduation ceremony of your college or department.
6.13(Sat.)	Main venue (All PhD students/Representatives of the master class Awarded Representative of University/Department) Civil and Construction Engineering / Landscape and Urban Design / Environmental Engineering and Management / Visual Communication Design / Applied Chemistry / Applied English / Information Management/ Insurance and Finance Management / Computer Science and Information Engineering / Architecture / Information and Communication Engineering / Aeronautical Engineering / Graduate Institute of Aeronautics / Industrial Design	
6.14(Sun.)	Communication Arts / Social Work / Business Administration/ Golden-Ager Industry Management / Finance / Accounting/ Marketing and Logistics Management / Leisure Services Management	
6.15(Mon.)	Industrial Engineering and Management Aviation Technology	



1. Time for processing departure by graduates:

From (Mon.) May 25, 2026 on, check and complete the controlled steps on [Student information system]\[Graduates]\[School procedures].

2. Collect diploma:

Collect diploma	Those who have attained the graduation qualification (not counting lower-grade courses) and attend a graduation class	Day of the commencement and after		1. Collect at the department office and take your [Student card or Personal documents]. Time to collect not later than September 11(Fri.) . 2. Those who are taking lower-grade courses and whose results are yet to be released, please go to the Information station from July 13 (Mon.) to print a complete set of complete Transcripts for free. 3. Anyone acting on behalf should produce [Authorization letter and student card] to collect. Download Authorization letter on Office of Academic Affairs' webpage.	Department offices
	Passed the certification threshold with no courses left	From (Thur.) June 25 on			
	Those who have attained the graduation qualification subject to the completion of the course	From (Wed.) July 15 on			
	Study of summer courses (inter-institute)	Phase	Schedule of results to arrive at Office of Academic Affairs	Collection dates	Place
		4	July 9 – July 27	From July 30	Department offices
		5	July 28 – Aug. 10	From Aug. 13	
		6	Aug. 11 – Aug. 24	From Aug. 27	
	7	Aug. 25 – Sept. 7	From Sept. 10		
Digital degree certificate collection process	After receiving the paper degree certificate. The school is expected to issue the digital degree certificate application form by email to s111xxxxx@o365.cyut.edu.tw in Late July, please be sure to pay attention to the email and download and keep the [Digital Degree Certificate] by yourself.			Admissions Section, Office of Academic Affairs	
To collect on Sept. 14(Mon.) on Day Division students —Admissions Section of the Office of Academic Affairs (2ndFloor, Administration Building; ext. 4020)					Admissions Section, Office of Academic Affairs

(Note 1) Working during the summer vacation: from July 6 to September 4, 2026, Mon. to Thur., 9 a.m. to 3:30 p.m.

If you are unable to graduate successfully before the start of the semester, please select courses online within the time specified by the academic team and complete the extension registration process before September 21 (Mon.).

(Note 2) The certificate graduation threshold must be passed before the start of the semester in September 2026 and the certification must be completed before September 11, 2026 to be considered passed. Those who fail to pass must continue to register for extension students in the first semester of the academic year. After the end of the semester

(That is, you will not be able to receive your degree certificate until February 2027).

Department Certificate: For graduation requirements, the original department certificate and certificate must be sent to the department office for certification.

3. Major steps of departure:

Step	Process	Active unit (Tel. ext.)
“Confirm basic information” and “Respond the Departure questionnaire”	Complete the below processes at any time not later than July 30, 2026(Thur.): Check your basic information on [Student information system]\ [Graduates]\[confirm graduate basic information], and then respond the “Graduate Departure questionnaire”.	Office of Alumni Service and Career Development (5064)
Return the gown and cap	Rental gowns and caps must be returned on the day of Graduation Commencement (6.12-6.15) at T1-2F, Teaching Building. Also, the compensation shall be made at the above-mentioned locations if there is any loss or damage.	Extracurricular Activity Section (5025)
Upload electronic theses (For graduate students only)	1. Upload your electronic theses at Chaoyang’s electronic theses and dissertations system (https://cloud.ncl.edu.tw/cyut/); the library will notify the review results by e-mail within 3 working days. 2. When you receive the e-mail with the approval of review, please submit the thesis authorization letter signed by yourself (2 pieces in original copies, one for the National Library and one for the school), deliver them at the circulation desk on the 2nd Floor of the Library.	Acquisition and Cataloging Section, Office of Poding Memorial Library and Information Services Upload theses (3173)
Submit Thesis	Also provide 2 copies of your theses on paper without the University’s crest watermark and “Academic Research Ethics Education” to the Admissions Section.	Admissions Section, Office of Academic Affairs 4020

4. Other application forms regarding departure and important notice:

Item	Process		Active unit (ext.)
Sealing the photocopies of diploma in Chinese	Stamp “True to original”	Make the photocopies by yourself, then go to Admissions Section of the Office of Academic Affairs with the original copy for affixing this stamp.	Admissions Section, Office of Academic Affairs 4020
	Affix the University seal	1. Seal the diploma 10:00-17:00 or Weekday working hours. 2. Make the photocopies by yourself ⇒ Select “Seal the diploma photocopy” (NT\$10/copy) on the “Automated cashier” ^(Note) ⇒ Apply for sealing at the Admissions Section of Academic Affairs with the original copy, photocopies and payment receipt ⇒ Affix the University seal at the Documentation and Meeting Affairs Section of the Office of Secretariat on 3rd Floor(A-302), Administration Bldg.	
Apply for diploma in English	Documents required: application form, photocopy of passport and I.D. card, fee of NT\$100. Time to collect: Diploma in English will be issued together with diploma in Chinese, if applied for in advance.		Admissions Section, Office of Academic Affairs 4020
Apply for transcript in Chinese	1 copy accompanies the diploma. For additional copies, apply for and collect with the “Automated cashier” ^(Note) by selecting “Transcript” (NT\$10 per copy).		
E-mail account	1. In response to both Microsoft and Google limiting the resources of the education version policy, Office 365 and Google cloud resources after graduation will be retained for 1 year and then deleted, please download the backup during the period 2. During the retention period after graduation use a personal account <i>s1xxxxxx@o365.cyut.edu.tw</i> Sign in at https://www.office.com . use a personal account <i>s1xxxxxx@gm.cyut.edu.tw</i> Sign in at https://www.google.com . Please refer to the website of the <i>Office of Poding Memorial Library and Information Services</i> -> <i>Office 365 for related usage instructions</i>		Information Application Section, Office of Poding Memorial Library and Information Services 3092
Graduates apply for “Alumnus card”	After graduation, you will be able to enter the school library with the certificate to enjoy book borrowing services and promotion and education department course discounts, and membership gifts will be given to you when you join the membership. You can go to the Office of Alumni Service and Career Development → Alumni Services of the Alumni Services Section → Join the General Alumni Association link form to check the membership instructions, and fill out the membership application online, or go to the Alumni Service Section. Required. Location: A-409, 4th Floor Administration Building.		Alumni Service Section 5504

(Note): Feel free to use the Full Function Transcript Printing and Payment Service System located at the service counter in 1F Admin Building, Management Building and the dormitory building, Information Station in the 2F Admin Building, and lobby of Teaching Building.

©For details of above-listed information, visit the Office of Academic Affairs webpage on <https://acad.cyut.edu.tw/>