

Graduation Procedures

姓名 Name	性別 SEX	出生年月日 Birthday			身分證字號 ARC						系所 Department
畢業後 聯絡處 Address					電話 Phone			Email			
					手機 Cell Phone						
單位	學系(所、學位學程) Department				校友聯絡中心 Alumni Center			圖書館 Library			
核章人 Stamp	系所承辦人 Staff in charge in the department	指導教授 Advisor	系(所)主管 Department Chair		已上網填寫畢業生問卷 Please Fill the form http://www.cher.ntnu.edu.tw			1. 確認已上傳論文全文電子檔及書目資料，繳交授權書 Upload the electronic file of the thesis and hand in the authorization form.	2. 已繳交論文正本 Hand in the hard copy thesis	3. 圖書已還清、滯還金已繳清 Return books and pay the fines	
核章處	(修教育學程者，另需至師資培育中心，社管大樓9樓)		(修教育學程者，另需至師資培育中心，社管大樓9樓)		4th fl., Administration Hall (行政大樓四樓)						
單位	總務處 Office of General Affairs	學務處 Office of Student Affairs			國際事務處 Office of International Affairs			教務處 Office of Academic Affairs			
核章人	保管組 Division of Property Management	生活輔導組 Division of Student Life		僑生輔導室 Division of Overseas Chinese Students Affairs		外籍學生事務組/大陸事務組 Division of Foreign Student Affairs Division of Mainland Affairs		註冊組成績承辦人 Staff of Grades Division of Registration		註冊組學籍承辦人 Staff of Student Status Division of Registration	
核章處	1st fl., Administration Hall (行政大樓一樓)	(未辦就貸免) 2nd fl., Hui-Sun Auditorium (惠孫堂二樓)		(for Overseas Chinese Students only) 3rd fl., Hui-Sun Auditorium (惠孫堂三樓)		(for International Students and Students from Mainland China only) 3rd fl., Administration Hall (行政大樓三樓)		1st fl., Administration Hall (行政大樓一樓)		1st fl., Administration Hall (行政大樓一樓)	
領取畢業證書 請簽章	Please sign for receiving diploma						領取證書 日期	Date of receiving diploma			

離校手續說明 Descriptions of Graduation Procedures

一、畢業生離校前，應持本表單至下列單位核章，以確認符合離校資格，未依規定辦完離校手續者，不發予畢業證書：

Graduates have to take this form to collect stamps in each office below to complete the Graduation Procedures. It is necessary to finish these procedures before receiving diploma.

單位 Offices	審核及確認事項 Purposes
系所承辦人 Staff in Charge in the Department	畢業生已完成系(所)規定應辦理事項。(修習教育學程者需另至師資培育中心核章) Complete the graduation procedures in the department.
指導教授 Advisor	畢業生已完成論文撰寫。 Complete the thesis.
系(所)主管 Department Chair	畢業生已完成系(所)規定應辦理事項。(修習教育學程者需另至師資培育中心核章) Confirm the completion of the departmental procedures.
校友聯絡中心 Alumni Center	畢業生已上網填寫畢業生問卷。 Complete the questionnaire on-line. (http://www.cher.ntnu.edu.tw)
圖書館 Library	1、畢業生已上傳論文全文電子檔及書目資料、繳交授權書。 Upload the electronic file of the thesis and hand in the authorization form. (http://www1.lib.nchu.edu.tw/lib_main/lib_etds/etdsindex.htm) 2、畢業生已繳交論文正本。 Hand in the hard copy thesis. 3、畢業生已還清圖書、無欠繳滯還金。 Return books and pay the fines (if any).
保管組 Division of Property Management	畢業生已歸還所借學士服、儀器或用品。 Return everything borrowed from the Division of Property Management.
生活輔導組 Division of Student Life	對有辦理就學貸款之學生說明借還款事項，未辦就貸者免。 Explanations for student loan follow up. International students may skip this office.
僑生輔導室 Overseas Chinese Students Affairs	僑生需至僑生輔導室填寫基本資料，非僑生免。 Overseas Chinese students should fill out the student information form.
國際事務處 Office of International Affairs	外籍生需至國際事務處確認健保及獎學金核發情況。大陸事務組須確認陸生修業情況及離境事宜。 International students should confirm National Health Insurance and the scholarship. Division of Mainland Affairs should confirm the graduation status of students from Mainland China and their departure.
註冊組成績承辦人 Staff of Grades, Division of Registration	畢業生已修畢畢業學分及繳交論文口試結果通知書 Complete graduation credits and hand in oral defense results.

二、畢業生於各單位核章後，即可憑本單及學生證向註冊組承辦人領取畢業證書，不克親領者，得填寫委託書並檢具委託人及受委託人雙方身分證件正本委託他人代領。

Please hand in this completed form to the staff of Division of Registration for the diploma. Representatives are required to bring the authorization and personal ID when receiving diploma.

三、學生證加蓋畢業章後，將發還給畢業生，學生證遺失者，請於領取畢業證書時，一併填寫悠遊卡掛失單。

The student ID will be returned after marked as graduated. If you lost the student ID, please fill form to report loss.