

National Taipei University of Education _____ semester of Academic year _____

Procedures for Leaving for Graduate Students

(for foreign students only; overseas students should fill out the Chinese version of this form)

Student ID No.		Name	(must be in capital letters and consistent with name shown in passport)	Date of birth	
Department/ Graduate School/ program	<input type="checkbox"/> Master's <input type="checkbox"/> PhD	Chinese Name (Optional)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Cellphone No.		Status as a Student	<input type="checkbox"/> Student teacher <input type="checkbox"/> Teacher education program <input type="checkbox"/> Quit / cancelled Teacher Education Program		

★ Documentation for leaving must be submitted to each division, and the Division of Registration & Curriculum of the Office of Academic Affairs will issue the certification for degree thereafter (three working days are required for making the certificate).

Department/ Graduate School/program	<input type="checkbox"/> In compliance with the program regulations of the department/graduate school /program <input type="checkbox"/> The dissertation is uploaded onto ND LTD (National Digital Library of Theses and Dissertations) in Taiwan <input type="checkbox"/> Review of graduation credits (submit the review of graduation credits checklist) <input type="checkbox"/> Submit dissertation (number of copies must comply with department regulations)	Clerk of the department/graduate school/program	
		Head of the Department/Graduate School/program	
Office of Research and Development (7F of Administration Building)		Division of International Affairs (Room A709)	
Library (processing will begin upon department's approval)	1. All borrowed books should be returned, and late fees paid in full	Circulation and Collection Division (reception on 2F)	
	2. Theses are to be submitted electronically via Theses & Dissertations Submission System on the library's homepage after the advisor's approval. Authorization is to be printed, signed and submitted after the library approves the theses.	Reference and Extension Division (reception on 4F, 2 to 3 working days required for reviews)	
	3. 3 copies of the thesis are to be submitted (including one copy for National Central Library) (paperback, A4 size, varnished cover)	Reference and Extension Division (reception on 4F)	
Center for Teacher Education and Career Service (7F of Administration Building)	<input type="checkbox"/> Fill out graduation survey (website: http://ctecs.ntue.edu.tw)	Counseling Division (Room A701)	
	(Stamp required for pre-service / education program students) <input type="checkbox"/> Completed pre-service teacher education program <input type="checkbox"/> Completed pre-service teacher verification record	Curriculum Division (Room A701)	

Division of Registration & Curriculum of the Office of Academic Affairs (6F of Administration Building)(Room A601)	<input type="checkbox"/> Degree exam report <input type="checkbox"/> Review of graduation credits checklist <input type="checkbox"/> Thesis cover (copy)	Without student ID card: <input type="checkbox"/> Declaration of loss <input type="checkbox"/> Card deemed invalid With Student ID card: <input type="checkbox"/> Change of status <input type="checkbox"/> Stamp of cancellation <input type="checkbox"/> Student status registration (graduation)	Division of Registration & Curriculum
	★ Full-time job upon enrollment <input type="checkbox"/> Yes <input type="checkbox"/> No		

Degree certification is issued according to reviews of each division
(to be filled out by Division of Registration & Curriculum)

★ Date of degree conferment : Year Month

Recipient's Signature :

Year Month Day

★ Please attach a power of attorney if it is picked up on your behalf

★ For application of Alumni ID card, please proceed to Alumni Center with a photo (located at the far right of the auditorium)

