

National Sun Yat-sen University

Graduation Procedures Sheets

Academic Year:

Date : / / (mm/dd/yy) Aug.1,2015 *update*

Student No.	Name	Dept./Faculty	Degree
		Dept. Faculty	<input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> Ph. D

※Procedures:

Responsible Unit	Formality of Leave	Signature of Authorized Officer	Responsible Unit	Formality of Leave	Signature of Authorized Officer
1 Registration Div., Office of Academic Affairs (Room 6007)	Examine the graduation qualification: Undergraduate student; <input type="checkbox"/> Not received double major and minor <input type="checkbox"/> Received double major <input type="checkbox"/> Received minor Graduate students: <input type="checkbox"/> Confirmed term results <input type="checkbox"/> Received degree results		Dorm Service Center	Returning the dorm key.	
			Health Div. (Activity Center)	Returning the lent article(s)	
2 Dept./Faculty	Tutor/Advisor	Based on regulation of each Dept./Faculty	6 Office of student Affairs	Advice & Guidance Division (Room 5008)	Moral Conduct : <input type="checkbox"/> A 87 <input type="checkbox"/> A+ Checking the status of military service(only for male students)
	Authorized Officer	1.Returning the lent book(s)/article(s) borrowed from library, lab. And workroom. 2.Graduates students submit thesis and dissertation. ※The title of the thesis need to be the same with the “Defense Online Application system”			
	Chairperson	Based on regulation of each Dept./Faculty			
3 Storeroom, Office of General Affairs (Room 4007)	Returning the lent article(s).		Counseling and Career Development Division (Room 5001)	Fill in the questionnaires.	
4 Library	Circulation and Collection Division (Information Desk, 3 rd floor)	1. Returning the lent book(s). 2. Setting the overdue fine(s). 3.Graduate students login the information of the thesis and dissertations in the on-line system and send the electronic files to the library.(3 working days) 4. Graduate students should submit one paperbacked copy of their thesis or dissertations to the library and sign the letter of authority. (The letter of authority need to be bind into the paperbacked copy of thesis or dissertations.) (a hardback edition copy is better) 5. Graduate students should return the lab. keys.	7 Office of International Affairs (Room 2004)	Withdraw the insurance. (Only for foreign students)	
	Information Systems Division (2nd floor)	Setting E-mail	8 Office of Academic Affairs	Curriculum Division (Room 6006)	Fill in the questionnaires.
5 Vehicle Management Committee(1 st of the Administration Building)	Setting the overdue fine(s).			Registration Div. (Room 6007)	1. Graduate students should submit one paperbacked copy of their thesis or dissertations. (The letter of authority need to be bind into the paperbacked copy of thesis or dissertations.) ※The title of the thesis need to be the same with the “Defense Online Application system” 2. Mark Leaving on Student Card. 3.Return the Leaving Sheet. 4. Receiving the diploma.

附註：一、 Diploma will be issued only after completing all processes of leave of absence and returning this form. For Authorization, a letter of entrustment has to be enclosed.

二、 Graduate students who graduate during the semester meet the refund regulars, please prepare the receipt and bank account to the Payroll and Cashier Division for refunding.

三、 Graduates students who are using iPASS student ID card will become an anonymous general adult card. For further information after graduation, please obey the regulations of the iPASS Corporation.

※This form is only for students who leave the school before graduation ceremony in the current academic year.