**Notice for Leaving School Application for spring 2020**

Application date: Jun. 24th ~ Sep. 9th, 2020

Office Hour: 8 a.m. to 5 p.m., Monday to Friday

Bachelor degree students:

1. Please confirm your final score for this semester via [Grade Inquiry](http://selcrs.nsysu.edu.tw/scoreqry/) system.
2. Please confirm if you are allowed to proceed to leaving school application via [Online Leaving School](https://web70.nsysu.edu.tw/graduate/) system.
3. Please complete paper verification procedure and receive approval from all units. If yes, students may bring their student ID card to pick up their diploma at Registration and Curriculum Division. If students are not able to complete this procedure in person, they may fill out [Letter of Authorization](https://oaa.nsysu.edu.tw/app/index.php?Action=downloadfile&file=WVhSMFlXTm9MemMxTDNCMFlWOHhNRFkwTWpkZk5qTXdOalEzTjE4MU1UWTVNeTVrYjJNPQ==&fname=0054ROB0SSDCQLXXEDHG54ICSTNKFH00FGFGUS10IH25POQPUWQOYSKL5054QOOKLOWWHHIHVSPKDHDH) and then have their representatives to complete the final procedure for them.

Master’s and Doctoral degree students:

1. Please confirm your final score for this semester via [Grade Inquiry](http://selcrs.nsysu.edu.tw/scoreqry/) system. Oral defense application form must be submitted prior to the end of July, 2020.
2. Please confirm if you are allowed to proceed to leaving school application via [Online Leaving School](https://web70.nsysu.edu.tw/graduate/) system.
3. If students are allowed to proceed to leaving school application procedure, they may bring along graduation application form, student ID card and one copy of thesis/dissertation to the Office of Registration and Curriculum to collect their diploma. For those who authorize assigned representative for getting the diploma, please do bring an authorization form with both party’s signature when picking up the diploma. If students are not able to complete this procedure in person, they may fill out [Letter of Authorization](https://oaa.nsysu.edu.tw/app/index.php?Action=downloadfile&file=WVhSMFlXTm9MemMxTDNCMFlWOHhNRFkwTWpkZk5qTXdOalEzTjE4MU1UWTVNeTVrYjJNPQ==&fname=0054ROB0SSDCQLXXEDHG54ICSTNKFH00FGFGUS10IH25POQPUWQOYSKL5054QOOKLOWWHHIHVSPKDHDH) and then have their representatives to complete the final procedure for them.
4. Please complete the procedure no later than Sep. 7, 2020. Students who fail to complete the procedure before Sep.7, 2020 will require to pay for registration fees to keep their student’s status activated.
5. **Students who take courses for fall 2017:**

a. Please confirm course scores for this semester (if the scores show up in the system) and submit score report of oral defense to the Division of Academic in time (end of January) as well.

b. After verification of procedures listed as above (3-5 work days to process), students may submit graduation application.

c. Please bring along graduation application form, student ID and one copy of thesis to the Office of Registration before Feb. 26th, 2018 for getting your diploma. For those who authorize assigned representative for getting the diploma, please do bring an authorization form with both party’s signature when picking up the diploma.

**(3) Submission for Defense Score Report**

All students have to submit score report of oral defense to the Division of Academic Office by the end of January. All graduation application for fall 2017 should be submitted no later than February 26th, 2018. Late application will not be accepted.

1. **English Name Confirmation:**

Please be noted that all students are required to confirm their names with the Office of Registration when submitting the graduation application form. If any information is incorrect, students have to apply for the correction with their passport. After 5 work days, students may pick it up updated English diploma from the Office of Registration. The diploma will not be re-issued after February 27th, 2018.

1. **Graduation Procedures:**

Print out the Graduation Procedure Form (check with your program coordinator) and start the graduation process:

(1) getting adviser's signature or stamp on Graduation Procedure Form and on authorization form\*2

(2) come to the office, give us a copy of your thesis and fill out 3 questionnaires. ( 2 for school and 1 for AACSB )

If you would like to, you can fill out the 2 questionnaires for school in advance from this system: http://sis.nsysu.edu.tw/ (Mandarin ONLY!!)

and the AACSB questionnaire is http://aacsb.cm.nsysu.edu.tw/2016survey/index.php

the account is the date of your birth and the first letter of your name.

for example: ***19xx0527RS***

Also, you would need to return anything you borrowed from the office and provide us your latest TURNITIN Originality Report and your Declaration.

(3) go to the library with one copy of your thesis and get the stamp on your Graduation Procedure Form

(4) go to the Academic Affairs Office with your Graduation Procedure Form and you student ID. You will then pick up your diploma.

**A few notices:**

(1) If you are an international student and plan to authenticate your diploma before leaving Taiwan, please remember to ask Mavis for more details.

(2) If you have taken any course this semester, you need to wait until your instructors have given the grades to school.

Hope this is helpful and please let me know if you have any other concern.