

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

**Application date: Jun. 24<sup>th</sup> ~ Sep. 7<sup>th</sup>, 2020**

**Office Hour: 9 a.m. to 5 p.m., Monday to Friday**

### Bachelor degree students:

- a. Please confirm your final score for this semester via [Grade Inquiry](#) system.
- b. Please confirm if you are allowed to proceed to leaving school application via [Online Leaving School](#) system.
- c. 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](#) and then have their representatives to complete the final procedure for them.

### Master's and Doctoral degree students:

- a. Please confirm your final score for this semester via [Grade Inquiry](#) system. Oral defense application form must be submitted prior to the end of July, 2020.
- b. Please confirm if you are allowed to proceed to leaving school application via [Online Leaving School](#) system.
- c. 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](#) and then have their representatives to complete the final procedure for them.
- d. 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.

## **English Diploma Application**

a. English Name Confirmation:

Please be noted that all students are required to confirm their names via [English Name Confirmation System](#) prior to 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 issued or re-issued after September 30, 2020.

Student shall check and confirm all information listed on English diploma and if any typo is discovered, they shall inform the personnel right away. If typo is made by students (providing wrong information via system), they shall return their English diploma, fill out [application form](#) with one hardcopy of passport picture page and then pay for application fee (NT\$10) to re-issue a new one. Students may re-collect their English diploma after 5 workings days.