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)

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| Student ID No. |  | Name | (must be in capital letters and consistent with name shown in passport) | Date of birth |  |
| Department/Graduate School/ program | □Master’s □PhD | Chinese Name(Optional) |  | Gender | □Male□Female |
| Cellphone No. |  | Status as a Student | □Student teacher □Teacher education program □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 | □In compliance with the program regulations of the department/graduate school /program□The dissertation is uploaded onto NDLTD (National Digital Library of Theses and Dissertations) in Taiwan□Review of graduation credits (submit the review of graduation credits checklist)□Submit dissertation (number of copies must comply with department regulations) | Clerk of the department/graduate school/program |  |
| Head of the Department/Graduate School/program~~f~~ |  |
| 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) |  |
| 1. 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) |  |
| 1. 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) | □Fill out graduation survey (website: <http://ctecs.ntue.edu.tw>)  | Counseling Division(Room A701) |  |
| (Stamp required for pre-service / education program students)□Completed pre-service teacher education program □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) | □Degree exam report □Review of graduation credits checklist□Thesis cover (copy)  | Without student ID card:□Declaration of loss □Card deemed invalidWith Student ID card: □Change of status □Stamp of cancellation□Student status registration (graduation) | Division of Registration & Curriculum |
| ★Full-time job upon enrollment  □ Yes □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)

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