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 | □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 invalid  With 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)

rtd19 108.08