

## Graduation Procedure List for Undergraduates

Do the following procedure if there are matters not complete :

1. **Make sure your credits of required and selective courses and instruction to graduate.**
2. Complete the items marked incomplete.
3. **If you intend to extend your loan period, please contact the library.**
4. Print this page. (When it shows incomplete, please go to the Case Handling Unit for stamp with this page.)
5. Please go to the announced location for getting your diploma with your **student ID card, stamp and this page.**

\_\_\_\_\_ Semester, \_\_\_\_\_ Academic Year  
 Department : \_\_\_\_\_ Student ID No. : \_\_\_\_\_ Name : \_\_\_\_\_

Case Handling Unit	(Ext.)	Complete or Not	Remarks	Executive Stamp
Center for Registration-Curriculum Development(CRCD)	ext.2360~2361、2528、2734	Confirm by students	Students are expected to make sure graduation courses, credits and semesters are all done.	Confirm by students
Chueh Sheng Memorial Library	ext.2281	Incomplete	Library load period extension	
		Incomplete	Books and reference materials of Tamkang	
		Incomplete	None-Tamkang Books and referent materials	
		Incomplete	Other	
Counseling, Career Development and Learning Center	ext.2350	Incomplete	Graduate Future Development Questionnaire	
Office of Finance	ext.3793	Incomplete	Tuition and miscellaneous	

※As an international student, please contact the Office of International and Cross-Strait Affairs for leaving-school procedure before getting your diploma.