

Graduation Procedure List for Graduate School Student

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
Registration Section	(#2360~2361、2528、2734)	Confirm by students	Students are expected to make sure graduation courses, credits and semesters are all done.	Confirm by students
Department/Graduation Institute Offices		Incomplete	Submit the Thesis / Dissertation (First make sure the Score of thesis / dissertation is passed to Registration Section. Then submit the thesis / dissertation to Registration Section in two working days after the score is passed to Registration Section)	
Chueh Sheng Memorial Library	(#2487)	Incomplete	Submit Certificate of Entrustment and the thesis / dissertation.	
	(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	(#2350)	Incomplete	Graduate Future Development Questionnaire	
Office of Finance	(#3793)	Incomplete	Tuition and miscellaneous	
Registration Section	(#2360~2361、2528、2734)	Incomplete	Submit one piece of original thesis/ dissertation to Registration Section (No.6~9 Reception)	

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