

▪ Sample of School-Leaving Procedure in Student Information System

系級：	智慧醫療管理英語碩士學位學程
學號：	
姓名：	
A 出納組：	已核准
B 系(所)辦公室：	未核准 [碩士論文5本、碩士袍、研究室鑰匙]
C 保管組：	未核准 [已借學位服]
D 國際事務處：	已核准
E 宿輔組：	已核准
F 註冊組：	未核准 [成績、學分是否全部到齊，完成畢業條件]
G 註冊組畢業證書：	不可領取，未完成所有程序！ [完成所有程序後，請攜帶學生證(辦畢發還)領取畢業證書。學生證遺失如何辦理？無法親自領取(委託書下載)？
H 僑輔組：	未核准 [欠繳僑生保險費]
I 圖書館：	已核准
J 圖書館推廣服務組：	未核准 [論文授權書及紙本論文是否繳交至圖書館]
K 學生諮商中心：	已核准

Please note that item A to K are the units/sections in charge of the affairs with your graduation, please make sure you have finished the items they check. The comparison chart is available in the next page.

• Check & Comparison Chart for Items in the School-Leaving Procedure List

Check	Item	Unit/Section	To-do
	A	出納組 Cashier Section	Finish all the payment or refund of tuition fee/credit fee, etc.
	B	系所辦公室 Program Office	1. 5 Hard Copies of the Finalized Thesis; 2. Cleaning up personal seat in the study room and access cancellation
	C	保管組 Property Section	Graduation Gown/Cap/Collar Return to the Program Office
	D	OIA	N/A
	E	住宿組 Dormitory Section	Finish all the required payment for the electricity/internet fee during your stay in the dormitory.
	F	註冊組 Registration Section	Confirmation on the Program requirement for graduation and scores of all the courses taken
	G	註冊組畢業證書 Registration Section for the Diploma	This is the last step. Please bring your student ID and get your diploma after you have finished all the other procedures.
	H	僑輔組 Overseas Chinese Office	Finish the required payment or refund of NHI and its cancellation
	I	圖書館 Library	Return the Library borrowed books and Pay the Overdue Fines
	J	圖書館 推廣服務組 Office of the Reference and Extension Service	1. Make sure of the finalized thesis uploading; 2. Submit the printed thesis copy and the authorization form
	K	學生諮商中心 Center of Student Counseling	N/A

When you switch your student information system to Chinese version, you will find this in the page of 離校手續