

Collection of Diploma and School-Leaving Procedure for 2024 Spring Graduates (Graduate Programs)

2024.05.24

1. Complete the Online Graduation Procedures

- (1) Applicant: Current graduate students who have applied for degree examinations in the current semester and obtain the eligibility to graduate. If you have completed your degree examinations in a previous semester and expect to graduate, please contact the Registrar’s Division of the Office of Academic Affairs before **June 11, 2024**.
- (2) The Graduation Procedures System would be open from **June 24, 2024 at 10:00 am until August 21,2024 at 5:00 pm**. For graduate students, the deadline to complete the graduation procedure is **August 26, 2024 at 5:00 pm**.
- (3) Applicants are required to fill in their personal information and submit the application for graduation procedures through the system. Access to the system:
Please log in to the Taipei Tech Portal > Applications > System of Academic Affairs > Graduation Procedures System
More details would be delivered through the notification letter sent automatically by the system.

2. Collection of diploma: Students should arrive at school and collect the diploma.

- (1) Collection Time: **July 10 to August 26, 2024, Monday - Thursday 9:30 am - 16:30 pm**.
Service is not available between 12:00 pm to 13:30 pm. If you need assistance during this time, please contact the Registrar’s Division of the Office of Academic Affairs.
- (2) Collection Venue: The Office of Academic Affairs (located at the 2nd floor of the Administration building).
- (3) Bring the following documents for identification:
 - a. For those who are collecting the diploma in person:
 - (a) The screenshot of the Approval Notification Letter sent from the Graduation Procedures System (digital file or the printed hard copy of the letter would be acceptable)
 - (b) Student ID card (those who have lost their student ID cards should submit the Card Lost Application Form)
 - b. For those who authorized others to collect the diploma:
 - (a) The screenshot of the Approval Notification Letter sent from the Graduation Procedures System (digital file or the printed hard copy of the letter would be acceptable)
 - (b) The graduate’s student ID card (those who have lost their student ID cards should submit the Card Lost Application Form)
 - (c) Letter of attorney written by the graduating student
 - (d) The ID card of the authorized person
- (4) Graduate students must complete the school-leaving procedure and collect diploma before the deadline. If unable to come to school in person to collect the diploma, please authorize others to collect it.

3. Notice

- (1) Applicants must have received the Approval Notification Letter sent by the Graduation Procedures System before collecting the diploma.
- (2) Those who have lost their student ID cards should apply online through the system. Access to the system: Log in to the Taipei Tech Portal > Applications > System of Academic Affairs > Reporting a Lost Student ID Card System.
- (3) Those who authorize others to collect the diploma should download the template of the Authorization letter on this announcement board web page.
- (4) Graduates’ student ID cards will be converted into ordinary EasyCards after canceling the student status, which can still be used for normal consumption. However, the lost student ID card cannot be used as an EasyCard even if it is found.
- (5) Those who fail to graduate in Spring Semester 2024 must complete the registration process or apply for suspension of study before the commencement of Fall Semester 2024. Please refer to the website of the Office of Academic Affairs for registration issues.

4. For further information, please contact the Registrar’s Division of the Office of Academic Affairs.

College of Mechanical & Electrical Engineering	Ms. Li	ext.1115	cherry@ntut.edu.tw
College of Electrical Engineering and Computer Science	Ms. Teng	ext.1114	acteng@ntut.edu.tw
College of Engineering (exclude Department of Chemical Engineering &Biotechnology)	Ms. Lin	ext.1118	suehsin@ntut.edu.tw
College of Management (include Department of Intelligent Automation Engineering)	Mr. Liu	ext.1119	right60670@ntut.edu.tw
College of Design	Ms. Chen	ext.1119	yujia1234@ntut.edu.tw
College of Humanities & Social Science (include Department of Chemical Engineering &Biotechnology)	Mr. Chen	ext.1117	orey@ntut.edu.tw

5. Please maintain social distancing and wear a mask while collecting the diploma. Latest information will be updated on the website of the Office of Academic Affairs according to the status of the pandemic situation and CECC’s announcements.