

# Collection of Diploma and School-Leaving Procedure for 2022 Fall Graduates (Five-year junior college & Undergraduate & Graduate Programs)

2022.12.19

## 1. Complete the Online Graduation Procedures

- (1) Applicant: Current five-year junior college/ undergraduate/ graduate students who obtain the eligibility to graduate. (Including those who have been approved to apply for early graduation)
- (2) The Graduation Procedures System would be open from **January 16 to February 14, 2023**. For graduate students, the deadline to complete the graduation procedure is **February 17, 2023**.
- (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: **February 7 to February 9, 2023 & February 13 to February 17, 2023.**

**9:30 am to 16:30 pm daily.**

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 2<sup>nd</sup> 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) Five-year junior college students and undergraduate 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 Fall Semester 2023 must complete the registration process or apply for suspension of study before the commencement of Spring Semester 2023. 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 <b>Mechanical &amp; Electrical Engineering</b>	<b>Ms. Li</b>	ext.1115	<b>cherry@ntut.edu.tw</b>
College of <b>Electrical Engineering and Computer Science</b>	<b>Ms. Teng</b>	ext.1114	<b>acteng@ntut.edu.tw</b>
College of <b>Engineering</b> (exclude Department of Chemical Engineering & Biotechnology)	<b>Ms. Lin</b>	ext.1118	<b>suehsin@ntut.edu.tw</b>
College of <b>Management</b> (include Department of Intelligent Automation Engineering)	<b>Mr. Liu</b>	ext.1119	<b>right60670@ntut.edu.tw</b>
College of <b>Design</b>	<b>Ms. Chen</b>	ext.1116	<b>mei0209@ntut.edu.tw</b>
College of <b>Humanities &amp; Social Science</b> (include Department of Chemical Engineering & Biotechnology)	<b>Mr. Chen</b>	ext.1117	<b>orey@ntut.edu.tw</b>

5. In response to the COVID-19 pandemic situation, 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.