

Checklist

Go to Academic Information System and check your transcript first.  
If you pass all the required credits, you can proceed with the clearance procedures.

Go to the Academic Information System, press the Graduation Process and complete all Steps.

**1** Complete step 1 to 4

**2** Complete all procedures of the offices below (all status should be ● YES) and go to the Division of Registration with student ID card and the Thesis to get the diploma.

Process	Status
Department (Institute) Stamp of the office (Department/Institute) graduation process. Please pay attention to your department's homepage or notice (announcement) for graduation procedure and follow it in order.	● YES ● NO
Library Reminders office hours: 8:30-12:00 · 13:30-17:00 Borrowing and Renewal Status (Ext 42996)	● YES ● NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	● YES ● NO
NTHU Alumni Service Center (Ext 31249)	● YES ● NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System	● YES ● NO
Overseas Chinese and foreign students can be ignored- The MOE graduates investigation: "What is your next stop" (check the footnote 1)-can be ignored	● YES ● NO
Division of General Student Affairs - Only for overseas Chinese and foreign students Visit them and check your National Health Insurance fee refund if any.	● YES ● NO
Office of International Affairs	

To finish the leaving school procedures of library, go to the 1F during main library office hours (8:30-12:00, 13:30-17:00 on Monday to Friday) and submit your thesis. Remember to return all books back before the leaving procedure.

For more information, please visit [http://www.lib.nthu.edu.tw/service/before\\_graduated.htm](http://www.lib.nthu.edu.tw/service/before_graduated.htm) (Chinese)

Bring your student ID card to get the diploma, show your student ID, and apply for your transcript at the Division of Registration.

Semester	Fall	After January 31
	Spring	After the last final exam date (Friday, after 2:00pm)

✓ If you lost the student card, come to Division of Registration to apply for a new one. You will get it after 3-5 days.

After 3 days of receiving your Diploma, check the total grade average in your transcript on Academic Information System.



**The completion of transcript :**

**Complete:** Print out your transcript with school automatic machine.

**Incomplete:** If you have to leave Taiwan immediately but do not receive all grades yet, come to the Registration and pay for post office services.

- If you need your class ranking, you may need to wait until October when summer courses are over.
- If you will further need copies of your transcript certificate, you may inquire with the Division of Registration. Please refer to the Division of Registration or Alumni website for more information.
- Two Transcript Certificate Automatic Machines are available at the 1F Administration Building.

Complete the Clearance Procedures on the Academic Information System

Receive Degree

Apply for Transcript