

## 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.



To finish the leaving school procedures of library, The service hours for graduation clearance at the counter 4 and 5 of Main Library are Monday to Friday, 8:00 AM-12:00 PM and 1:00 PM-5:00 PM..

Please return all materials borrowed from the Library, the other three institutions of the University System of Taiwan, and reciprocal borrowing institutions, and settle all overdue fines. Ensure that all requested interlibrary loan materials, both domestic and international, as well as document delivery items, have been collected, returned, and all associated fees have been paid. 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 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