

## Graduation Procedure List for Undergraduates

Do the following procedure if there are matters not complete :

1. **Make sure your credits of required and selective courses and instruction to graduate.**
2. Complete the items marked incomplete.
3. **If you intend to extend your loan period, please contact the library and do not get your diploma.**
4. Print this page. (When it shows incomplete, please go to the Case Handling Unit for stamp with this page.)
5. Please go to the announced location for getting your diploma with your **student ID card, stamp and this page.**

\_\_\_\_\_ Semester, \_\_\_\_\_ Academic Year  
 Department : \_\_\_\_\_ Student ID No. : \_\_\_\_\_ Name : \_\_\_\_\_

Graduation Procedure	Case Handling Unit (Ext.)	Complete or Not	Remarks	Executive Stamp
Graduation courses, credits and semesters are all done.	Registration Section (#2360~2361)	Confirm by students	Students are expected to make sure graduation courses, credits and semesters are all done.	Confirm by students
No library load period extension	Library(#2281)	Incomplete	Library loan extension should be canceled before the diploma certificates are given.	
Books and reference materials of Tamkang returned and overdue paid	Library(#2281)	Incomplete	Return books and reference materials of Tamkang and pay the overdue.	
None-Tamkang books and reference materials returned and overdue paid	Library(#2281)	Incomplete	Return none-Tamkang books and reference materials and pay the overdue.	
No matters involved with the library	Library(#2281)	Incomplete	Contact Circulation Desk of the library.	
Fill out the Graduate Future Development Questionnaire	Career Guidance Section(#2350)	Incomplete	Fill in the future development questionnaire at the website of Career Guidance Section, Office of Student Affairs(B413).	
Tuition and miscellaneous paid	Office of Finance(#2067)	Incomplete	Receive the overdue list at Office of Finance (G401) and pay the overdue at Cashier' s Section (B304). Overdue : _____	

※As an international student, please go to the Office of International and Cross-Strait Affairs (T1001) for leaving-school notice before getting your diploma.