|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department  National Dong Hwa University Checklist for Departing Students |  | | | | | | | | Academic year \_\_\_\_\_\_\_  Semester \_\_\_\_\_\_\_ | | |
| Student ID No. |  | | | Name | | |  | | Tel | |  |
| **Processing unit** | | | | | | **Processed items** | | | | | **Stamp of approval of responsible unit** |
| All departments | Head of department | | | | | Processed according to the individual regulations of the respective department | | | | |  |
| Library and laboratory | | | | | Return of borrowed books and items | | | | |  |
| Supervising professor  (only for graduate students) | | | | | Processed according to the individual regulations of the respective department and supervising professor | | | | |  |
| **Single window processing** | | | | | | | | | | | |
| **Please check online whether you have a record of unreturned books or items or outstanding fees and complete your relevant entries online.** Please visit the following webpages: homepage of the Office of Academic Affairs, webpages related to student and graduate affairs, the Academic Information System, online single window for departing students  1. **If there is no record of unreturned books or items or outstanding fees, and all online entries have been completed,** students can proceed directly to the Registration Section of the Office of Academic Affairs. Stamps of approval by units listed on the right are not required in this case.  2. **If there is a record of unreturned books or items or outstanding fees, or online entries have not been completed,** please proceed to the respective units listed on the right to complete the required procedures and complete your online entries before proceeding to the Registration Section. | | | Office of General Affairs | | | | □ Inquire and check the tuition fees to the Cashier Section | | | |  |
| □ Return of graduation gowns to the Inventory Management Section | | | |  |
| □ Payment of outstanding fees to the Vehicle Management Commission | | | |  |
| Office of Student Affairs | | | | * Student loans | | | |  |
| * Reduction and exemption from tuition and miscellaneous fees | | | |  |
| * Return of borrowed items to the Extracurricular Activity Section | | | |  |
| * Return of borrowed items to the Health and Hygiene Section | | | |  |
| * Completion of the dorm check-out procedure at the Guidance and Counseling Section | | | |  |
| * Fill out the questionnaire for departing students at the Section for Overseas Graduates | | | |  |
| Office of Academic Affairs | | | | * Proceed to the Curriculum Section and fill out the survey on the quality of instruction and the suggestions of departing students for improvement of instruction and pay your outstanding credit fees | | | |  |
| Language Center | | | | * English Proficiency graduation requirements met | | | |  |
| Library | | | | * Return of borrowed books and payment of outstanding fees to the library | | | |  |
| * Graduate students have to upload their completed thesis (including the submittal of the original of the thesis and the authorization letter). Members of the Faculty of Education have to submit three copies of their thesis, while members of other faculties have to submit two copies. | | | |  |
| Office of International Affairs | | |
| Registration Section of the Office of Academic Affairs | | 1. Review of graduation qualifications  2. Submittal of the checklist for departing students and collection of the diploma folder | | | | | | | | |  |
| Signature of the proxy | |  | | | Student ID No | | |  | | Tel |  |
| Notes:   1. University graduates can check their scores for the semester by visiting the homepage of the Office of Academic Affairs and by proceeding to the Score retrieval and Personal Data Maintenance System (path: homepage>student affairs>academic information system>scores and records>score retrieval system) 2. Graduation scores: graduation scores for the Bachelor’s program consist of their academic and student conduct scores, while the graduation scores for the Master’s and PhD programs consist of the academic scores, degree exam scores, and student conduct scores. Students who have received their score reports and have completed the required procedures for departing students submit this checklist to the Registration Section. | | | | | | | | | | | |