

National Dong Hwa University Checklist for Departing Students

Department				Academic year _____ Semester _____	
Student ID No.		Name		Tel	
Processing unit			Processed items		Stamp of approval of responsible unit
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					
Office of General Affairs	<input type="checkbox"/> Payment of outstanding fees				
	<input type="checkbox"/> Return of graduation gowns to the Inventory Management Section				
	<input type="checkbox"/> Payment of outstanding fees to the Vehicle Management Commission				
Office of Student Affairs	<input type="checkbox"/> Student loans				
	<input type="checkbox"/> Reduction and exemption from tuition and miscellaneous fees				
	<input type="checkbox"/> Proceed to the Student Living Services Division and upload student conduct scores				
	<input type="checkbox"/> Return of borrowed items to the Extracurricular Activity Section				
	<input type="checkbox"/> Return of borrowed items to the Health and Hygiene Section				
	<input type="checkbox"/> Completion of the dorm check-out procedure at the Guidance and Counseling Section				
	<input type="checkbox"/> Fill out the questionnaire for departing students at the Section for Overseas Graduates				
Office of Academic Affairs	<input type="checkbox"/> 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				
Office of International Affairs	<input type="checkbox"/> Foreign Students only. (International, Oversea Chinese and Mainland Chinese students)				
Language Center	<input type="checkbox"/> English Proficiency graduation requirements met				
Library	<input type="checkbox"/> Return of borrowed books and payment of outstanding fees to the library				
	<input type="checkbox"/> 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.				
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: Graduation scores: graduation scores for the Bachelor's program consist of their student conduct scores, while the graduation scores for the Master's and PhD programs consist of the 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.					