

## 研究生畢業辦理離校手續單

### School leaving processes for final year graduate students

★畢業生應持本單至下列各單位辦理，手續完成後請將本單繳交至研教組，三個工作日後攜帶學生證領取畢業證書(學生證蓋章後會發還學生)。

Graduate students should complete these processes with stamps of related units in advance and **submit this form** to Graduate Studies Section. After three working days, please bring **Student I.D. card** to Graduate Studies Section for receiving diploma. (Student I.D. card will be returned after stamped)

學制 Program	<input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 博士班 Doctorate	系所學程 Department	
學 號 Student I.D. No.		姓 名 Name	

指導教授 Thesis Advisor	所長、系(學程)主任 Chairman	圖書館 Library
	※平裝論文至少 1 本。 (at least one copy of thesis)	1. 請利用本校 Webmail 帳號登入圖書館首頁博碩士論文系統上傳電子論文並參建檔說明網頁。 Please use NTUST Webmail account to login library E-Thesis system and submit e-thesis. 2. 繳交完成簽署之本校及國家圖書館博碩士論文電子檔案上網授權書各一張(不須裝訂)。 Please bring the signed e-Thesis Authorization Form.(NTUST & NCL) 3. 繳交精裝本論文一本。 Submit one hardcover of thesis.
學生事務處 Office of Student Affairs	國際事務處 Office of International Affairs	教務處研教組 Section of Graduate Studies
就業輔導組 Career Counseling Division	生活輔導組 Student Assistance Division	
(限本地生) Only for local students. 須先至學生資訊系統完成「應屆畢業生流向問卷調查」	(限僑生) Only for overseas Chinese students	(除僑生以外之境外生) For international students excluding overseas Chinese ones. Please log in to the Student Information System and complete the Graduation Survey. As part of the graduation process, participation in the survey is required.
		需要畢業證書影本者，請先至一樓繳費機繳費後，持正本與收據至研教組辦理。(自行影印者不受理) Students who require photocopies of diploma should pay the processing fee at cashier section and bring the original diploma along with receipt to the section of Graduate Studies. (Student who make copies themselves will not be processed)