

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)	<ol style="list-style-type: none"> 請登入圖書館博碩士論文系統上傳電子論文。 Please login library E-Thesis system and submit e-thesis. 繳交完成簽署之本校及國家圖書館博碩士論文電子檔上網授權書各一張(不須裝訂)。 Please bring the signed e-Thesis Authorization Form.(NTUST & NCL) 繳交論文 1 本。(碩士班：平裝本；博士班：精裝本) Submit one copy of thesis (Master's theses paperback, Ph.D. dissertations hardcover). 請歸還本校及台大、師大圖書館所借之圖書資料，及繳清積欠之賠書款或逾期罰款。 Please return the materials borrowed from the NTUST、NTU and NTNU libraries, and pay the replacement fees of lost or overdue fines.
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
僑生、本地生請至 就業輔導組 辦理 Overseas students and Local students please visit Career Counseling Division .	(除僑生以外之境外生) (For international students excluding overseas Chinese ones.) Please log in to the Student Information System to complete the leaving 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)
僑生、本地生須至學生資訊系統完成「應屆畢業生流向問卷調查」 (For Overseas Chinese students and Local students ONLY) Please log in to the Student Information System to complete the leaving process, participation in the survey is required.		