

Application for Procedure of Leave

Name : _____
 Student ID : _____
 Tel: (Home) : _____ (Cell) : _____
 E-mail : _____
 Permanent Address: Street: _____ City: _____
 State/ Province: _____ Postal Code: _____ Country: _____
 Mailing Address: Street: _____ City: _____
 State/ Province: _____ Postal Code: _____ Country: _____
 Reason: Graduated Applicant Signature: _____

| (1) Department | (2) Library | (3) Career Center and Alumni Services |
|--|---|--|
| 1. return all loans from department. | 1. graduate students must submit two binded copies of the thesis and 1 CDR; 2. clear loans and fines | 1. retrieve information package; 2. complete alumni information. |
| | | |
| (4) Accounting Office | (5) International Cooperation Education Office | |
| 1. clear remaining balance at school, if any. | 1. dealing with the visa and scholarship issues. | |
| | | |
| (6) Registrar | | |
| 1. check graduation requirement; including the thesis , its passed certificate and one piece of CD copy. 2. submit graduation photo. 3. application for procedure of leave. 4. complete return student ID. 5. receive diploma/certificate. | | |
| staff | section chief | |
| <p>Please complete (1) – (4) first. Upon completion, please hand in your student ID card and this form to the Registrar, and then receive the graduated certificate.</p> | | |
| Application Date: Y _____ M _____ D _____ | | |