

# National Dong Hwa University Checklist for Departing Students

<b>Name</b>				<b>Application Date</b>	
<b>NDHU ID No</b>		<b>Department</b>		<b>Telephone No.</b>	
<b>Processing unit</b>		<b>Event</b>			<b>Signature Stamp</b>
Department Office	Head of Department	Follow the policy and regulations of the individual department			
	Library & Laboratory	Return borrowed books and items			
	Dissertation/Thesis Advisor(s) (Graduate Students Only)	Follow the policy and regulations of the individual department and advisor(s) *Plagiarism detection result for the graduation dissertation, thesis, or paper: <input type="checkbox"/> Pass <input type="checkbox"/> Fail			
<b>Single window processing</b>					
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. Graduation requirements re-examined (Graduation grades include academic and student conduct grades for undergraduate students; academic, degree examination, and student conduct grades for graduate students.) 2. Submit the checklist for school leaving procedure and obtain the diploma			
<b>Signature of the Delegate (Delegation letter required)</b>			<b>NDHU ID Number</b>		<b>Telephone Number</b>

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.