

## Student Checklist for School Leaving Procedure ( SEMESTER    YEAR )

<b>Name</b>				<b>Application Date</b>			
<b>NDHU ID No.</b>		<b>Department</b>		<b>Telephone No.</b>			
<b>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) <i>(Graduate Students Only)</i>		Follow the policy and regulations of the individual department and advisor(s) <i>*Plagiarism detection result for the graduation dissertation, thesis, or paper: <input type="checkbox"/> Pass    <input type="checkbox"/> Fail</i>				
<b>Single-Window Procedure</b>							
<p style="color: red; font-weight: bold;">Please make sure to visit the <b>Online School Leaving Single-Window Service</b> page to complete the checking procedures in respective units.</p> <p style="color: blue;">Link: <a href="https://sys.ndhu.edu.tw/AA/REG/single/login.aspx">https://sys.ndhu.edu.tw/AA/REG/single/login.aspx</a></p> <ol style="list-style-type: none"> <li>1. "X" means an item to be finished. Please visit the responsible unit and finish it.</li> <li>2. Complete all required online surveys.</li> <li>3. Confirm the status of all the items on the checklist as "O."</li> </ol>	Office of General Affairs	<input type="checkbox"/> Cashier Section - Owed fees/fines <input type="checkbox"/> Property Management Section- Graduation gowns <input type="checkbox"/> Vehicle Management Committee - Owed fees/fines			<p>Please refer to the <b>Online School Leaving Single-Window Service</b> page for the status of the items on the left.</p> <p>※ <b>Confirm the status of these items as "O" on the online service page.</b></p>		
	Office of Student Affairs	<input type="checkbox"/> Student loans <input type="checkbox"/> Reduction/Exemption of tuition and miscellaneous fees <input type="checkbox"/> Student Living Services Division - Student conduct scores <input type="checkbox"/> Student Living Services Division - Dormitory check-out procedure <input type="checkbox"/> Graduate Placement and Alumni Service Division - Career destinations survey for graduates					
	Office of Academic Affairs	<input type="checkbox"/> Curriculum Division (1) Course and teaching evaluations (2) Comments and suggestions for academic affairs (3) Course credit fees					
	Language Center	<input type="checkbox"/> English language requirement for graduation <input type="checkbox"/> Proofreading and editing service fees					
	University Library	<input type="checkbox"/> Return borrowed books and pay owed fees/fines <input type="checkbox"/> Submit the final dissertation/thesis (online submission & two hard copies with the signed authorization)					
	Registration Section, Office of Academic Affairs	<ol style="list-style-type: none"> <li>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.)</li> <li>2. Submit the checklist for school leaving procedure and obtain the diploma</li> </ol>					
	<b>Signature of the Delegate (Delegation letter required)</b>		<b>NDHU ID Number</b>			<b>Telephone Number</b>	