

Student Checklist for School Leaving Procedure (SEMESTER YEAR)

Name				Application Date				
NDHU ID No.		Department		Telephone No.				
Unit		Event				Signature Stamp		
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					
Single-Window Procedure								
<p>Please make sure to visit the Online School Leaving Single-Window Service page to complete the checking procedures in respective units.</p> <p>Link: https://sys.ndhu.edu.tw/AA/REG/single/login.aspx</p> <p>1. "X" means an item to be finished. Please visit the responsible unit and finish it.</p> <p>2. Complete all required online surveys.</p> <p>3. Confirm the status of all the items on the checklist as "O."</p>		Office of General Affairs		<input type="checkbox"/> Cashier Section - Owed fees/fines				<p>Please refer to the Online School Leaving Single-Window Service page for the status of the items on the left.</p> <p>※ Confirm the status of these items as "O" on the online service page.</p>
				<input type="checkbox"/> Property Management Section- Graduation gowns				
				<input type="checkbox"/> Vehicle Management Committee - Owed fees/fines				
		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		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						
Signature of the Delegate (Delegation letter required)		NDHU ID Number		Telephone Number				