



University-Leaving Procedures and Notice for Collecting Diplomas

Registrar Section of Academic Affairs Division
(Taoyuan Academic Affairs Section)
May 2, 2022





Graduation Procedures

① Pre-Graduation Check

- Please double check your personal information and English name.
- Upon confirming that you meet the graduation requirements, please complete the University-Leaving Procedures.

② Diploma Pick-up

- Upon completing the University-Leaving Procedures, pick up your diploma according to which campus your department is located on at the Registrar Section (Taoyuan Academic Affairs Section) with your student ID card.
- For doctoral and master's students, please prepare the thesis/ dissertation according to your department's (school/ program) regulations
- Students who cannot come in person to pick up their diploma, are to complete the Power of Attorney Form accordingly.

Advance Preparation for University-Leaving Procedures

- ✓ Upon completing this semester, will all credits required for graduation be completed?
- ✓ Undergraduate students: completed graduation requirements according to their department's curriculum framework? completed all the proficiency-based graduation requirements?
- ✓ Graduate students: completed graduation requirements according to their department's curriculum framework? passed the various examinations required such as qualifying examination and basic professional competency required by their department? completed filing the basic information, uploading the e-thesis according to the library's regulations, and having prepared bound printed thesis?
- ✓ Is your personal information and English name in the university database correct?
 - ◆ If personal information is incorrect, please inform the Registrar Section of the Academic Affairs Division or Taoyuan Academic Affairs Section to request data revising. The English name should be the same as on the passport. If there is an error in your English name, please revise it in the Student Information System at least one month before you leave the university.
- ✓ Is your email account a permanent one?
 - ◆ Please double check whether your email address is correct. Please revise it in the Student Information System if necessary.

Check the Correctness of Your Personal Information and English

- Check the Correctness of Your Personal Information and English
【Student Information System→Registration/Graduation→Student Status Inquiry or English Name Form】



銘傳大學 學生資訊系統
Welcome to MCU Student Information System

Registration Graduation ▾ Course Selection ▾ CourseInfo. ▾ Attendance Info. ▾ StudentAffairs Info. ▾ GradeQuery ▾ FeesQuery ▾ Apply ▾

FreshmanInformation Processing

EnglishNameForm

StudentStatusConsentForm

StudentStatusInquiry

GraduationSelf-check

University-leavingproceduresquery

DiplomaReleaseApplication/Query

Announce

Bulletin matters

MORE

注意事項 Notice

- Information on intellectual property rights advocacy
- Campus Network Management Rules
- Infringement procedures
- Description proxy

Complete University-Leaving Procedures

- Graduating class students meet the graduation requirements need to complete the University-Leaving Procedures accordingly.
- University-Leaving Procedures Query: Student Information System→Registration/Graduation→University-Leaving Procedures



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2019-20 Summer Session
...ion I_ New Classes Added
...r Course Selection Notice

注意事項 Notice

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Diploma Pick-up

- Students who completed the university-leaving procedures may pick up their diplomas according to which campus their department is located on at the Registrar Section on Taipei campus or Taoyuan Academic Affairs Section on Taoyuan campus with their students ID cards.
- If you cannot come in person to pick up the diploma, please download and complete the Power of Attorney Form from Ming Chuan University homepage/ Academic Affairs Division English homepage/ Downloadable Forms. Please give your student ID card and the signed Power of Attorney Form to your representative, and have them bring their own ID card or student ID cards for verification.
- If you want to request the school for diploma mailing service, please apply for it within the University-Leaving Procedures System, the Diploma Release Application and complete the payment (<https://reurl.cc/vde1X1>)
- Pick-up Dates:
 1. Starting from 8:30 am on June 6, 2022 (students enrolled in graduating courses only)
Collection is available according to a dispersed schedule. Please come to campus to collect your diploma according to your assigned date and time posted in the University-Leaving Procedures.
 2. Starting from 8:30 am on July 14, 2022 (students enrolled in non-graduating courses)
 - 3 Starting from 8:30 am on Aug 10, 2022 (students enrolled in Summer Session I)
 4. Starting from 8:30 am on Sept 14, 2022 (students enrolled in Summer Session II)

Depending on the epidemic situation, the collection method may be adjusted according to rolling planning management; any adjustments will be posted in the University-Leaving Procedures System.



If you have any further questions on university-leaving procedures, please contact:

Registrar Section of Academic Affairs Division

02-28824564 ext. 2705

Taoyuan Academic Affairs Section

03-3507001 ext. 3248

A decorative graphic consisting of several colorful circles (orange, red, green, blue, yellow, purple, pink) connected by thin grey lines to a blue semi-circular shape at the bottom left. The text 'Congratulations on Your Graduation' is written in red on this blue shape.

**Congratulations
on Your
Graduation**