



# University-Leaving Procedures and Notice for Collecting Hardcopy and Digital Diplomas

Registrar Section of Academic Affairs Division  
(Taoyuan Academic Affairs Section)





## 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 Hardcopy 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.

### ③ Sending the Digital Diploma

- For students who meet the graduation requirements, complete the University-Leaving, and pick up the hardcopy diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to student's commonly used email address within 7 working days.
- **The digital diploma will be issued only after students collect the hardcopy diploma.**

## Advance Preparation for University-Leaving Procedures

- ✓ Upon completing this semester, will all credits required for graduation be completed?
- ✓ Undergraduate students: graduation requirements completed according to respective department's curriculum framework? all the proficiency-based graduation requirements completed?
- ✓ Graduate students: graduation requirements completed according to respective department's curriculum framework? various required examinations passed, such as qualifying examination and basic professional competency required by respective department? filing the basic information, uploading the e-thesis according to the library's regulations completed? and bound printed thesis prepared?
- ✓ 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 revision. English name should be the same as appears in one's 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 Name

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

EnglishName&CellPhoneForm

StudentStatusConsentForm

StudentStatusInquiry

GraduationSelf-check

University-leavingproceduresquery

DiplomaReleaseApplication/Query

Announce

Bulletin matters

more

2019-20 Summer Session

on | New Classes Added

Course Selection Notice

Academic Year 2nd Semester Midterm, Final,

注意事項 Notice

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

## Complete University-Leaving Procedures

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



The screenshot shows the MCU Student Information System interface. At the top, there is a banner with the text "銘傳大學 學生資訊系統" and "Welcome to MCU Student Information System". Below the banner is a navigation menu with the following items: Registration Graduation, Course Selection, CourseInfo., Attendance Info., StudentAffairs Info., GradeQuery, FeesQuery, and Apply. A dropdown menu is open under "Registration Graduation", listing: FreshmanInformation Processing, EnglishName&CellPhoneForm, StudentStatusConsentForm, StudentStatusInquiry, GraduationSelf-check, University-leavingproceduresquery (highlighted), and DiplomaReleaseApplication/Query. To the right of the dropdown menu, there are two buttons: "Announce" and "Bulletin matters". Below these buttons, there is a section titled "2019-20 Summer Session" with a "MORE" button. Further down, there is a "Course Selection Notice" section. On the right side of the interface, there is a "Notice" section with a megaphone icon and a list of notices: "Information on intellectual property rights advocacy", "Campus Network Management Rules", "Infringement procedures", and "Description proxy settings".



## Hardcopy 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 card for verification.
- Pick-up date and time will be posted on the homepage of University-Leaving Procedures.

## Digital Diploma Pick-up

- For students who meet the graduation requirements, complete the University-Leaving procedures, and pick up the hardcopy diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to student's commonly used email address within 7 working days.
- Students can set up or revise the commonly used e-mail address in the Student Information System.

【Student Information System→My Info→Change your password/e-mails → Revise to indicate your commonly used e-mail address】



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

Registration Graduation ▶ Course Selection ▶ Course Info. ▶ Attendance Info. ▶ Student Affairs Info. ▶ Grade Query ▶ Fees Query ▶ Apply ▶

Teaching excellence program news   Announce   Bulletin matters

▶ Ming Chuan University 2019-20 Summer Session

2019-20 Summer Session I\_New Classes Added

2020-21 Fall Semester Course Selection Notice

個人常用資料 My Info

- Change your password / e-mail
- Reporting Lost iPass
- Course Schedule
- Online Course Selection Priority

## Verifying the Digital Diploma



### How to verify a digital diploma?

#### 1 Upload Digital Diploma

Upload digital diploma from your computer. Drag and drop file into the certification box.

#### 2 Click 'Verify' to proceed verification

Check whether the file was successfully uploaded? If yes, please click 'Verify' to start the verification process.

#### 3 Check the verification result

There are totally three different results: Successful, fail and warning. If not success, please follow the suggested instructions.

After you receive your diploma, please verify it as “Success” in the Digital Diploma Verification System of Taiwan Ministry of Education (<https://dcert.moe.gov.tw/upload>). If the verification result is “Fail”, then please contact the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section).  
Note:  
Please use “Download Attachment” to retrieve your digital diploma from your e-mail. If you use the method of “Print→Save As”, it will convert the binary code of the diploma, which will result in a failed verification.





## Verification Procedures for Digital Diploma

- Please download the digital diploma from your e-mail and save it on your personal electronic device.

### Download the digital diploma

- Use “Download Attachment” to retrieve and save the digital diploma. It is suggested to save the complete e-mail to your personal electronic device.
- The verification function will be overwritten if other methods are used to save the attachment.

### Verify the digital diploma

- The downloaded file need to be successfully verified.
- Digital Diploma Verification System of Taiwan Ministry of Education <https://dcert.moe.gov.tw>

### Verification result

- The verification result will show the following (Please view the details in the e-mail for operation instructions):
- “✓”: Pass the Verification
- “x”: Fail the Verification, means that “this digital diploma is not verified by the university or the Ministry of Education”, please contact the Registrar Section of Academic Affairs Division (Taoyuan Academic Affairs Section)
- “ ! ”: Not the Latest Version, please use the latest version of the diploma to re-verify your digital diploma.



## Digital Diploma Q&A

### 1. What is the Taiwan Ministry of Education Digital Diploma?

- In the 2020-21 academic year, the Taiwan Ministry of Education appointed National Cheng Kung University to established the Digital Diploma Verification System. The digital diploma and its verification information are in the portable document format (PDF.).
- Ming Chuan University joined this project in 2022-23 academic year. So, starting from 2022-23 academic year, after graduating class students complete the University-Leaving Procedures and collect the hardcopy of their diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to students' commonly used e-mail address within 7 working days.

### 2. What are the purpose and benefit of the digital diploma?

- The digital diploma has the same authenticity as the hardcopy diploma in that it is an officially issued document and is complementary to the hardcopy version. It provides increased convenience for student use, and authenticity verified using the Ministry of Education Verification System.

### 3. How to receive the digital diploma?

- The digital diploma will be sent to students' commonly used e-mail addresses.
- Students can set up or revise the commonly used e-mail address in the Student Information System, as Student Information System→My Info→Change your password/e-mails → Revise to the commonly used e-mail address.

### 4. What should I do if I have not receive the digital diploma?

- If student completed the University-Leaving Procedures and collected the hardcopy diploma, but did not receive the digital diploma within 7 working days, please contact the Registrar Section of the Academic Affairs Division (Taoyuan Affairs Section) within 1 month to have it resent. If the resending is requested after 1 month, it is processed as reissue of lost diploma.

### 5. How to apply for reissue or name change?

- Reissue hardcopy: Please complete the reissue degree conferral certificate/ name change procedures with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section). After collecting the reissued degree conferral certificate, the new digital degree conferral will be issued as well.
- Reissue digital version: Please complete the reissue degree conferral certificate/ name change procedures with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) . The digital degree conferral certificate will be issued upon approval.



## Digital Diploma Q&A

### 6. How to verify the digital diploma?

- The Digital Diploma Verification System of Ministry of Education ([dcert.moe.gov.tw](http://dcert.moe.gov.tw)) is the official website for digital diploma verification. You can also access it via the Chinese version of the Ministry of Education website →Teacher/Student Area →Digital Diploma Verification System. Please verify your digital diploma online for yourself; this is also provided for other entities (companies or schools) to use for education document verification. One of three verification results will show up on the website: “Pass the Verification”, “Verification Alert” and “Fail the Verification”.

### 7. Why does the result show “Fail the Verification”?

- If you use the “Print and Save” method to download the digital diploma, the binary code will be converted and the system will recognize this as the diploma being tampered with, resulting in failed verification. If that is the case, please retrieve the digital diploma by downloading for re-verification. Please contact the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) if the verification is still unsuccessful.

### 8. Why does the result show “Verification Alert”?

- If you have applied for reissue or name change, the original digital diploma will be recognized as not being the newest version. If such an alert shows up, please use the latest version of your digital degree for verification as to receive a successfully verification result.

### 9. If the information is incorrect, how to apply for revision?

- Please double check the correctness of your graduation information (graduating department, double major, minor, date of birth, name, etc.) when processing the university-leaving procedures. If you find incorrect information after signing your name when you collect the diploma, then please inquire with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) to apply for revision..

### 10. Is there any fee for the digital diploma?

- Ming Chuan University cooperates with the promotion plan from the Taiwan Ministry of Education. The digital diploma and hardcopy diploma will be issued at the same time with no additional cost. If students apply for reissue and/or name change, then a fee is charged.

### 11. Can alumni apply for digital diploma?

- The digital diploma is issued to graduating class students starting from 2022-23 academic year. Planning is underway to extend the Digital Diploma Verification System to graduates graduating in or prior to 2021-22 academic year.

## Reminders

- As the system continues to be set up by the Taiwan Ministry of Education, the digital diploma is issued to graduating class students starting from 2022-23 academic year. The digital diploma is unavailable for graduates of or prior to 2021-22 academic year, nor for reissue of degree conferral certificates, or name changes.
- The verification function of the digital diploma is permanently effective, please exercise care in saving it.
- Graduating class students should check the correctness of their Chinese and English name, date of birth, Taiwan national ID (Alien Resident Certificate number for foreign students). Those revised after the deadline need to apply for reissue of degree conferral certificate and pay the respective fee.
- For students who did not complete the University-Leaving Procedures, did not collect the hardcopy diploma, or did not provide an active commonly used personal e-mail address, the digital diploma will not be provided.



**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, purple, yellow, pink) connected by thin grey lines to a blue semi-circular shape at the bottom left.

**Congratulations  
on Your  
Graduation**