

# Graduation Procedures

Offices	Graduate Students	Undergraduate Students
Department/ Graduate Office	Submission of advisor's signed consent and a copy of your thesis/dissertation.	Ensure you have met relevant department requirements and returned all the borrow items.
Office Of Physical Education 07-7172930#1555	Ensure you have met relevant department requirements and returned all the borrow items.	Ensure you have met relevant department requirements and returned all the borrow items.
Extra-curricular Activities Division, Office of Student Affairs 07-7172930#1252	Returning graduation gown.	Returning graduation gown.
Guidance and Counseling Division, Office of Student Affairs 07-7172930#1232	Upon receiving your diploma, graduate students are required to move out the dormitory within a week. After the room inspection and return of the key and keycard, the deposit will be returned to you.	Should students require to stay over summer, they need to follow relevant application procedure and dormitory rules and regulations. After the room inspection and return of the key and keycard, the deposit will be returned to you.
Office of International Affairs 07-7172930#3955	Withdrawal from the National Health Insurance Program.	Withdrawal from National Health Insurance Program.
Cashier Division ,Office of General Affairs 07-7172930 #1361 or 1368	Paying off tuition and credit fees.	Paying off tuition and credit fees.
Office of Library and Information Services 07-7172930 #1414 or 6401	Paying off fines Returning interlibrary loan books and paying the fees Please consult library staff for relevant thesis and dissertation requirements.	Paying off fines. Returning interlibrary loan books and paying the fees.
Practicum and Internship Division 07-7172930#1463-1464	Register at University Alumni Network.	Register at University Alumni Network.
Practicum and Internship Division 07-7172930#1804	For students who participated in the Teacher Training programs, they are required to visit our Practicum and Internship Division Office to finalize the licensure procedure.	For students who participated in the Teacher Training programs, they are required to visit our Practicum and Internship Division Office to finalize the licensure procedure.

## Diploma Collection

Office of Academic Affairs 07-7172930#1131-1136 or 6102-6106	After the completion of the graduation procedure and all grades are received, please visit the Office of Academic Affairs on Yanchao or Heping campus to hand in your student ID, 1 diploma photo, and 1 copy of your paperback thesis/dissertation to collect your diploma. If you are not able to come in person, you are required to authorize another person to collect your diploma with an authorization form signed by you. The authorized person also needs to bring your personal signature chop.	After the completion of the graduation procedure and all grades are received, please visit the Office of Academic Affairs on Yanchao or Heping campus to hand in your student ID and 1 diploma photo to collect your diploma. If you are not able to come in person, you are required to authorize another person to collect your diploma with an authorization form signed by you. The authorized person also needs to bring your personal signature chop.
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