

School Leaving Procedure Notices for Bachelor/Master/Doctor Program Graduates (2023 Spring Semester)

1. Please review if there's anything undone at the "School Leaving Procedure System" after **January 3rd**, 2023. (**Located in your student information system.**)
 - A. Grades/Scores are all recorded over your years of study, and have met the graduation threshold.
 - B. Confirmation of every unit related to the school leaving procedure. (Each department, Library, Cashier Section, International Affairs etc.)
 - ※ **To return books to the Library**, in person, through book drop or with registered mail. (Please note "Return" on the envelope.).
 - ※ Confirmation from the Center of Comparative Law Documentation/ Reference & Extension Services Section of Library are excluded for Bachelor degree students.
2. All graduates should **finish the school leaving procedure before February 17th**.

[Notes]

1. Office hour during winter break: Monday to Friday from 9:00 A.M. to 4:00 P.M.
2. According to school academic calendar, classes begin on February 20th. Thus, graduates should complete the school leaving procedure before **February 17th** to avoid any influence on further education.
3. Students who is in urgent need of graduation certificate, please take note to go through the process early.
4. Student Information System and E-learning Academy 2.0 and 3.0 accounts will be deactivated after the graduation certificate was collected. Kindly back up all of the information for further references if needed.
5. Before leaving school, students who still is the school part-time assistant should go through the contract termination process in each responsible unit. (Personnel Division, Office of Academic Affairs, Office of Student Affairs, Office of Research and Development Affairs).
6. A trial run of the **digital diploma** will be conducted this semester. The digital diploma will be mailed to the mailbox listed in the student information system within 3 working days after the paper degree certificate is collected. Please **confirm that the email address in the student information system registration system is correct**(please go to the system→menu →Enrollment Status→Change of personal profile→Contact Information). If you need to change your email address, please complete it before school leaving procedure.
 - (1) Please **download the digital certificate by "Download Attachment"** instead of "Print->Save New File", which will cause the certificate file encoding to be modified and cannot be verified.
 - (2) **When changing the file name of a digital certificate, do not use the symbol "." (dot)** to prevent the system from interpreting the file format incorrectly.
 - (3) How to verify a digital diploma?

You can provide your own digital files, as well as the website of the Digital Diploma Verification System of the Ministry of Education to outside institutions for degree verification. The attached picture is as follows:

Digital Diploma Verification System of the Ministry of Education

<https://dcert.moe.gov.tw>

Ministry of Education, Republic of China (Taiwan)
Digital Diploma Verification System

Home | Diploma Verification | Participating Partners | 中文

Diploma Verification

Upload File | Upload Status | Verification Result

Drag and drop file here
or [Browse files](#)

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.

FAQ | Contact Us | Privacy Policy | The Ministry of Education



Verification Successful

This digital diploma has been verified by the MOE and your university.



Verification Unsuccessful

This digital diploma has not been successfully verified by your university.



Warning

This digital diploma is not the newest version, please check and confirm with the issuing institution

✳️For further question , please contact NTPU Registration Section at
(02)86741111 #66101-66103 or email: register@mail.ntpu.edu.tw