

School Leaving Procedure Notices for Bachelor/Master/Doctor Program Graduates

1. Please review if there's anything undone at the "School Leaving Procedure System" after **January 2nd**, 2024. (**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 21st**.

[Notes]

1. Office hour during winter break: Monday to Friday from 9:00 A.M. to 4:00 P.M.
2. Graduates should complete the school leaving procedure before **February 21st** 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. 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 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:



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.



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