

Taipei Medical University Graduation Procedure Application Form

Filled out by the Student

Date of Application: (yyyy) (mm) (dd)

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|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name (Print Name) | | Student ID | |
| Department | | E-mail | |
| Phone | | Address | (zip code) □□□ |
| Authorization | <p>Due to unforeseen circumstances, I am unable to personally participate in the graduation procedures, and hereby authorize : (Contact Phone: _____ ID number: _____) to receive the diploma on my behalf.</p> <p style="text-align: right;">Applicant's signature: _____</p> <p>[The agent shall bring his/her own identification documents and those of the applicant when applying.]</p> | | |
| Advisor (Graduate Students Only) | Instructor (Graduate Students Only) | Career Planning and Placement section | Library |
| | | Fill in the graduation questionnaire | Graduate students must upload their thesis files and hand in authorized agreement |
| Property Management Section | Cashier Section | International Student Section (Except for local students) | Registration Section |
| | | | Graduate students please confirm with the department office that- documents of passing degree examination and softcover theses have handed in to Registration Section two days ago. |

Notice :

1. Go to the Registration Section to collect your diploma, student ID card needed for verification. If student card lost, please take other valid certificate to complete procedure graduation.
2. Graduate Students please confirm the following things two days ago before the Graduation Procedure:
 - (1) Upload the theses file to TMU's Library" Electronic Theses & Dissertation Service" and hand in original authorized agreement signed by students.
 - (2) Please confirm with the department office that documents of passing degree examination and softcover theses have handed in to Registration Section.
3. Graduation Procedure
 - (1) Graduate Student: Advisor → Instructor → Career Planning and Placement section → Library → Property Management Section → Cashier Section → International Student Section → Registration Section
 - (2) Undergraduate: Career Planning and Placement section → Property Management Section → Library → Cashier Section → International Student Section → Registration Section

* The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.