

Subject: Application of School-leaving Procedures for Graduate Students (Deadline: February 12, 2025)

1. The deadline for submitting the grades of oral defense to the Graduate Studies Section is January 24, 2025.
2. The deadline for completing the "School-leaving Procedures" is 5 pm on February 12, 2025.
3. To produce a degree certificate, students have to fill in or confirm their English name in the "iCGU (Campus Information System)" before 5 pm on January 24, 2025. If the name needs to be corrected after the certificate is produced, students need to pay a fee of NT\$100. It takes 7 working days to reissue a degree certificate.
4. Starting from February 8, 2025, please submit your application using the "iCGU (Campus Information System)-CGU Flow-Flow System → 090A School-leaving Procedures Form". After completing the control checkpoints and receiving a notification of completion in the student email, please bring the student ID card with you to receive the diploma from academic affairs office during the period of certificate issuance.
5. Graduates must complete the submission of their dissertation in the Library's doctoral and master's thesis system. The Library needs 3 working days for review of your submission. The deadline for submitting dissertation is February 8, 2025 (Saturday). Please contact the Library (ext. 5622 and 5279) if you have any question.
6. If graduates need to delay check-out or do not live in the school dormitory, please contact the Student Housing Section of the Student Affairs Office (ext. 2053) to verify the 090A School-leaving Procedures Form.
7. Graduation Certificate: Those who have completed the 090A School-leaving Procedures Form before the graduation deadline can go to the Graduate Studies Section of the Academic Affairs Office to collect the graduation certificate. To get graduation certificate, please present your student ID card (if lost, apply for loss report). If you entrust someone else to get graduation certificate, please fill in the power of attorney.
8. Those who passed the degree examination in a different semester and wish to leave the school this semester should submit the "Application for Graduation in the Semester after passing the degree examination" before January 24, 2025 (Friday). If you have passed the degree examination and have not yet reached the maximum number of years of study, please submit the "Application for Non-Graduation in the Current Semester after passing the degree examination" by January 24, 2025 (Friday).
9. Those who have reached the graduation qualification and completed the degree examination in this semester (except for those who have submitted a non-graduation application), their student status will be transferred from current students to graduates after all grades are completed, that is, they will not have the preferential status of Chang

Gung Memorial Hospital for medical treatment, will not have Library system service, and will not have Office 365 and OneDrive services (please refer to the Microsoft 365 service instructions for alumni who graduated from the computer center).

10. Contact Persons and Their Extensions:

Matters	Contact Person (Extension)
Office Of General Affairs Cashier- Arrears Check	Ms. Jiang (5034)
Office Of General Affairs- Car Parking Permit Return	Mr. Huang (5035)
Office of Student Affairs-Borrowed Items Check	Ms. Wei (2119)
Library-Borrowing Record Check, Thesis/Dissertation Information and Approval Notification of Electronic Thesis/Dissertation Files, Two paperback copy of thesis	Ms. Su (5279)
Office of Physical Education- Borrowed Items Check	Ms. Lin (2107)
Office of Student Affairs- Dormitory Check-out	Ms. Chen (2053)

If you want to know the progress of the approval, please go to the online approval management system - "Process Tracking" page for inquiry.

11. For transcripts, please use the self-service machine in the First Medical Building to apply and collect on-site (ranking is temporarily unavailable).

12. For graduates with special needs (e.g., childbirth), please inform the Graduate Studies Section of the Academic Affairs Office (ext. 5046 or 3438) for appropriate service.

13. To conduct The General Scholastic Ability Test, the Office of Academic Affairs will suspend services from the afternoon of January 17 to January 20, 2025.

Graduate Studies Section of the Academic Affairs Office