

Subject: Application of School-leaving Procedures for Graduate Students (Deadline: August 15, 2025)

1. Graduation Procedures:



2. The deadline to submit the grades of your oral defense to the Graduate Studies Section is July 31, 2025.

3. The deadline to complete the “School-leaving Procedures” is 5:00 pm on August 15, 2025.

4. In order to produce the degree certificate in both English and Chinese, students are requested to fill in or confirm their English name in the "iCGU (Campus Information System)" before June 20, 2025 (Friday). If the name is found to be wrong after the certificate is made, the cost of NT\$100 must be paid to re-make it, and it will be collected within 7 working days after acceptance.

5. Please submit your application using the "iCGU (Campus Information System)-CGU Flow-Flow System → 090A School-leaving Procedures Form", according to the following schedule. 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. Schedule for "090A School-leaving Procedures Form" Completion and Collection of Graduation Certificates:

Batch	Date of Receiving Original Degree Examination Results and All Grades	Time for Completing "090A School-leaving Procedures Form " and Collecting Graduation Certificates
1	Before June 20	From June 25
2	From June 23 to July 4	From July 9
3	From July 7 to July 18	From July 23
4	From July 21 to July 31	From August 6

6. In order to expedite the departure process, graduates must complete the submission of their dissertation in the library's doctoral and master's thesis system, and the library will need three working days (excluding holidays) for review, please complete the upload before August 12, 2025 (Tuesday) (ext. 5622 or 5279).

7. If there is a need to postpone the check-out or graduates who do not have accommodation, please contact the Student Housing Section of the Student Affairs Office (ext. 2053) to verify the 090A School-leaving Procedures Form.

8. Graduation Certificate: Those who have completed the 090A School-leaving Procedures Form should collect the graduation certificate at the Graduate Studies Section of the Academic Affairs Office at the above time, and please present the student

ID card (if lost, apply for loss report), and if you entrust someone else to collect it, please fill in the power of attorney.

9. 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 July 31, 2025 (Thursday); 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 July 31, 2025(Thursday).

10. 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, 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](#)).

11. 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.

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

13. 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.

Graduate Studies Section of the Academic Affairs Office