

University Copy

靜宜大學 學年度第 學期畢業生離校手續單（大學部） Exit Procedures Form for Undergraduates __yy __ semester

Dept./Class (Div.): _____ Name: _____ St. No.: _____

Signatory Units	System Annotation	Matters to be handled
Div. of Int'l Students, OIA (704 Providence Hall)	Enrollment Overseas Chinese, Int'l, and Mainland Chinese students)	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
	Insurance (Please verify.) (Overseas Chinese, Int'l, and Mainland Chinese students)	
	Native students exempt	Native students exempt
Cashier's Office (1F, BK Hall)		Clear the payment for outstanding tuition and fees.
Div. of Career Development (Rm. 702, Providence Hall)	Personal Data Confirmation and Platform for Alumni Career Development (No seal required)	1. Answer the enquiry to confirm personal profile and complete the questionnaire. 2. Upon completing the above procedure, please pick up a gift at 702 Providence Hall.
Luking Library (1F, Info. Desk)		Confirm if there is any overdue materials or charges.
Div. of R&C, Office of Academic Affairs (2F, BK Hall)		Collect the Certificate of Degree upon the submission of completed Exit Procedures Form.

【Notes】:

1. After meeting the graduation qualifications and before claiming the Certificate of Degree, the graduates should complete the above procedures (in random order).
2. Before collecting the Certificate of Degree, please have the "EXIT" stamped on your student ID card at the Div. of R&C (2F, BK Hall) or Luking Library (2F). Present your EXIT stamped ID when submitting this Form; the student ID card will be returned upon verification. The EXIT procedure is then complete. The student ID card will be invalid effective immediately and is regarded as a regular unregistered card.
3. The students shall present their student or personal ID cards upon the collection of the Certificate of Degree and sign on the Certificate Collection List.
4. For those who intend to entrust the collection of their certificate on the 3rd party, the trustee should make a print out of the "University Record" copy of the Exit Form, EXIT stamped Student ID of the graduate (Students who lost their Student ID shall present the screenshot of successful lost registration or make a printout and show their personal IDs), the seal of the principle, present the Power of Attorney (download at Div. of R&C/Form download/For students), and the trustee' personal ID and seal to collect the Certificate of Degree at the Div. of R&C.