

National Chin-Yi University of Technology

Instructions for Applying for a Diploma

- I. Please complete the school leaving procedure according to the Instructions for the Day School Graduate School Leaving Procedure (<http://oaa.web2.ncut.edu.tw/files/11-1002-1075.php>) before submitting your student ID to the Register Division, Office of Academic Affairs and applying for your diploma.
- II. After receiving your application, the Register Division, Office of Academic Affairs, will send the semester transcript and complete graduation qualification review after the scores of the semester are all submitted. The Division will announce the diploma acquisition date for those who have qualified to graduate.
- III. After the semester grades are announced, if the applicant fails to graduate as planned, the diploma application will automatically become invalid.
For further questions regarding the acquisition of your diploma, please contact 04-23924505#2205-2210.
For further questions regarding freshman registration, please contact 04-23924505 #2653 (PhD Program and MA Program)
#2721 (on-the-job MA Program/ Industrial MA Program)

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National Chin-Yi University of Technology Diploma Acquisition Application Form

To: The Register Division, Office of Academic Affairs, National Chin-Yi University of Technology:

I am _____ (Student No.: _____), a new graduate/ former graduate being admitted to the Department _____ (PhD Program MA Program on-the-job MA Program Industrial MA Program by the University. For a specific reason, I cannot acquire my diploma in person. I have completed the graduate school leaving procedure and returned my student ID. I specifically entrust the Register Division to submit my diploma to Division of General Affairs/ Division of Academic Affairs, School of Continuing Education to complete the registration procedure.

Student: (Signature)

Department (Institute):

Student No.:

Telephone:

YYMMDD

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Ratified by the enrollment unit: (MMDD)