

## Instruction of the School-leaving Checklist for Graduates

Section	Description	Extension
<b>Office of Global Engagement</b>	<p>As you prepare to leave TMU, please make the following link to complete the form, which is used to confirm your National Health Insurance status, dormitory residency status, and graduation survey:  <a href="https://docs.google.com/document/d/1HkUJwP_xXVXVLqBrN3str6f8i3FfRL4N8B47IQX14-E/edit?usp=sharing">https://docs.google.com/document/d/1HkUJwP_xXVXVLqBrN3str6f8i3FfRL4N8B47IQX14-E/edit?usp=sharing</a></p> <p>If you have any questions, feel free to email <a href="mailto:iss@tmu.edu.tw">iss@tmu.edu.tw</a></p>	2709/2710
<b>Property Management Section</b>	<ol style="list-style-type: none"> <li>1. Gown Return Methods: You may return your academic regalia in person (or via a proxy) or by mail.</li> <li>2. Please refer to the website: <a href="https://ga.tmu.edu.tw/">https://ga.tmu.edu.tw/</a> (Property Management Section/ Graduation Gown Rental)</li> </ol>	2342
<b>Library</b>	<ol style="list-style-type: none"> <li>1. Confirm to return all the materials borrowed from the library &amp; clear all the unpaid payments. (Login <a href="#">Library System</a> by TMU email)</li> <li>2. How to return books or clear the unpaid payments? Here are some ways for you.               <ol style="list-style-type: none"> <li>(1) Send the books back in advance or ask someone else to return the books or pay the unpaid payments.</li> <li>(2) Those who collect their diploma, please come to the library on the same day to return the books or pay the unpaid payments.</li> </ol> </li> <li>3. More information about graduation procedure please see the <a href="#">TMU Library website</a>.</li> </ol>	2511