

各單位辦理事項一覽表

辦理事項	辦理說明	承辦單位	校內分機
填寫離校問卷、 UCAN 測驗	請依學務處就服組最新公告配合辦理，連結： https://osa.tmu.edu.tw/app/news.php?Sn=5728	生涯發展與就業服務組	2240~2245
學位服歸還	1. 學位服歸還方式：自行(代理人)返校歸還或採郵寄歸還。 2. 若有特殊事項無法如期歸還請事先洽保管組。 3. 詳情見保管組網站公告。	保管組	2342
【境外生適用】 填寫離校問卷、 轉出健保、僑胞卡	1. 僑/陸生：證件轉換、離校問卷及健保轉出等事宜確認。 2. 外國學生：請進入以下連結填寫，已確認健保狀態、宿舍住宿狀態、畢業問卷調查。 https://docs.google.com/document/d/1HkUJwP_xXVXVLqBrN3str6f8i3FfRL4N8B47IQX14-E/edit?usp=sharing 聯絡信箱：iss@tmu.edu.tw。	國際學生組	僑/陸生：2716 外國學生： 2709、2710
圖書/資源歸還與 罰則清償	1. 查詢圖書歸還或滯還金結清：登入 圖書館個人借閱查詢 。 2. 還書及滯還金辦理方式： (1) 領取畢業證書當日先來圖書館結清(還書/滯還金)。 (2) 提前郵寄歸還圖書 或 委託他人還書/繳滯還金。 3. 詳情見 圖書館網站公告 。	圖書館	2511

Instruction of the School-leaving Checklist for Graduates

Section	Description	Extension
Office of Global Engagement	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: https://docs.google.com/document/d/1HkUJwP_xXVXVLqBrN3str6f8i3FfRL4N8B47IQX14-E/edit?usp=sharing If you have any questions, feel free to email iss@tmu.edu.tw	2709/2710
Property Management Section	Return of graduation gown. Please refer to the website: https://ga.tmu.edu.tw/ (Property Management Section/ Graduation Gown Retal)	2342
Library	1. Confirm to return all the materials borrowed from the library & clear all the unpaid payments. (Login Library System by TMU email) 2. How to return books or clear the unpaid payments? Here are some ways for you. (1) Send the books back in advance or ask someone else to return the books or pay the unpaid payments. (2) Those who collect their diploma, please come to the library on the same day to return the books or pay the unpaid payments. 3. More information about graduation procedure please see the TMU Library website.	2511