

## Description of the School-leaving Checklist for Graduates

Section	Description	Extension
Property Management Section	Return of graduation gown. Please refer to the website: <a href="http://ga.tmu.edu.tw/front/Home/News/news.php?ID=dG11X2dhJk51d3M=&amp;Sn=85">http://ga.tmu.edu.tw/front/Home/News/news.php?ID=dG11X2dhJk51d3M=&amp;Sn=85</a>	2342
Office of Global Engagement	National Health Insurance & Scholarship & Housing Status. E-mail:iss@tmu.edu.tw °	2710
Library	<p>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)</p> <p>2. All the sections on the <a href="#">Academic Affairs Information System</a> need to be reviewed, the Library is the last one. When you finish the mention above, Then, confirm the procedure on the system again for the final process completion.</p> <p>3. How to return books or clear the unpaid payments? Here are some ways for you.</p> <p>4. Send the books back in advance or ask someone else to return the books or pay the unpaid payments.</p> <p>5. Those who make an appointment to receive their diploma, please come to the library on the same day to return the books or pay the unpaid payments.</p> <p><a href="#">More information about graduation procedure please see the TMU Library website.</a></p> <p>-----</p> <p>Thesis &amp; Dissertation Submission :</p> <p>1. Submit your final thesis to the <a href="#">Electronic Thesis/Dissertation System</a>.</p> <p>2. Upload the "TMU Dissertations and Theses Copyright License Agreement" to the <a href="#">Academic Affairs Information System</a></p> <p><a href="#">More information about Thesis &amp; Dissertation Submission please see the TMU Library website.</a></p>	Check you have paid off fine and returned books borrowed from library(ext.2511), and upload authorization.(ext.2519)