Instruction of the School-leaving Checklist for Graduates

Section	Description	Contact us
Office of Global Engagement **國際處-國際學生組**	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	Ext.22711/22714 iss@tmu.edu.tw
Property Management Section **總務處-保管組**	1. Gown Return Methods: You may return your academic regalia in person (or via a proxy) or by mail. 2. Please refer to the website: https://ga.tmu.edu.tw/ (Property Management Section/ Graduation Gown Rental)	22342 ying102826@tmu.edu.tw
Library **圖書館-讀者服務組**	1. Confirm to return all the materials borrowed from the library & clear all the unpaid payments. (Login Library System by TMU email) 2. Book Returns and Overdue Fine Payment: (1) Return books in person at the library or mail them to the library. (2) Authorize someone else to return books or pay overdue fines on your behalf. 3. More information about graduation procedure please see the TMU Library website.	22570 library@tmu.edu.tw