

Description of the School-leaving Checklist for Graduates

Section	Description	Extension
Property Management Section	Return of graduation gown. Please refer to the website: http://ga.tmu.edu.tw/front/Home/News/news.php?ID=dG11X2dhJk51d3M=&Sn=85	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 & clear all the unpaid payments. (Login Library System by TMU email)</p> <p>2. All the sections on the Academic Affairs Information System 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>More information about graduation procedure please see the TMU Library website.</p> <p>-----</p> <p>Thesis & Dissertation Submission :</p> <p>1. Submit your final thesis to the Electronic Thesis/Dissertation System.</p> <p>2. Upload the "TMU Dissertations and Theses Copyright License Agreement" to the Academic Affairs Information System</p> <p>More information about Thesis & Dissertation Submission please see the TMU Library website.</p>	Check you have paid off fine and returned books borrowed from library(ext.2511), and upload authorization.(ext.2519)