

# Ming Chi University of Technology 2023 Spring Leaving School Procedure

1. Log onto “<https://portal.mcut.edu.tw>”, click on 應用程式(app)→學生資訊查詢系統(Student Information System)→離校手續未辦理項目(Uncompleted Items)

2. Receive Your Diploma:



a. On site:

**Graduate: Collect your diploma after March 3 if you pass oral defense before January 31 and complete the following requirements.**

1. Submit the Thesis Front Cover (and Spine) file and The full text of thesis file (Inside Cover and Main text of the thesis) to the Library to check formats before February 17. (※The library will be closed during the winter vacation, which is from January 14 to January 29.)
2. Upload thesis/dissertation to the National Digital Library of Theses and Dissertations platform in Taiwan before February 24.
3. Submit 2 hardbound copies of your thesis and the signed Copyright License Agreement to the library before March 2.

★Required document: Student ID Card

★Location: Section of Registration

b. Authorization:

Make sure you complete the School Leaving Procedure listed on the Student Information System and fill out the Authorization Form for Collection of Diploma (Form 1). The person you authorize will need to give us the Authorization Form and your Student ID Card.

c. By Post:

Make sure you complete the School Leaving Procedure listed on the Student Information System and hand in the following items for the Section of Registration before you leave the campus.

1. A self-addressed stamped envelope and your Student ID Card.
2. The completed Authorization Form for Mailing Diploma (Form 2).

Registration Section

Form 1

| Authorization Form for Collection of Diploma                                |                                       |
|---|---------------------------------------|
| I would like to authorize Mr./Ms. _____ to collect my diploma on my behalf. |                                       |
| Name : _____ (signature)  | Authorized Person : _____ (signature) |
| Tel. : _____  | Tel. : _____                          |
| Address : _____   | Address : _____                       |

Form 2

| Authorization Form for Mailing Diploma  |  |
|---|--|
| I would like to authorize MCUT Section of Registration to mail my diploma to me on my behalf. |  |
| Applicant : _____ (signature)   |  |
| Student ID Number : _____   |  |
| Tel. : _____  |  |
| Address : _____   |  |

Date :     /     /     /