

Ming Chi University of Technology 106.2 Leaving School Procedure

1. Log onto "<http://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:

Undergraduate: The 106.2 semester ends on June 8th; please collect your diploma after July 3rd.

Graduate: Collect your diploma after July 27th if you pass oral defense before June 29th.

Collect your diploma after August 17th if you pass oral defense before July 31st.

Required document: Student ID Card.

Location: Registration Section.

b. Authorization:

Make sure you complete the leaving school procedure in the Student Information System and fill out the Authorization Form for Collection of Diploma (Form A). Your authorized person needs to collect your diploma with the Authorization Form as well as your Student ID Card.

c. By Post:

Make sure you complete the leaving school procedure in the Student Information System and give the Registration Section a self-addressed stamped envelope. You also need to provide the completed Authorization Form for Mailing Diploma (Form B).

Registration Section

Form A

| Authorization Form for Collection of Diploma | |
|--|---------------------------------------|
| I would like (_____) to authorize Mr./Ms _____ to collect my diploma on my behalf. | |
| Applicant : _____ (signature) | Authorized Person : _____ (signature) |
| Address : _____ | Address : _____ |
| Phone No. : _____ | Phone No. : _____ |

Form B

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

Date :