

Ming Chi University of Technology 108.1 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 108.1 semester ends on January 17th; please collect your diploma after March 2th.

Graduate: Collect your diploma after March 2th if you pass oral defense before January 31th.

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 1). 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 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.	
Applicant : _____ (signature)	Authorized Person : _____ (signature)
Address : _____	Address : _____
Phone No. : _____	Phone No. : _____

Form 2

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 :