

Ming Chi University of Technology 108.2 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:



Mcut Portal

a. On site:

Master's Degree: Collect your diploma after July 27th if you pass oral defense before June 30th. If you pass oral defense afterwards but earlier than July 31st, you can collect your diploma after August 24th.

Required document: Student ID Card (for canceling student status).

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 the following items before you go home :

- 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.	
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 : / / /