

# Ming Chi University of Technology 109.2 School Leaving Procedure

1. Link to "<https://portal.mcut.edu.tw>", click on "Student Information System" → "Uncompleted Items"

## 2. Receive Your Diploma:

### a. On site:

MCUT Portal



#### Undergraduate:

The 109.2 semester ends on June 4<sup>th</sup>, and you can get your diploma after July 2<sup>nd</sup>. For those who take summer courses (which end on August 7<sup>th</sup> or 20<sup>th</sup>), you can get your diploma after August 23<sup>rd</sup>. If your courses end on September 13<sup>th</sup>, your diploma will be available after September 22<sup>nd</sup>.

#### Graduate:

If you complete oral defense before July 31<sup>st</sup>, there are three time periods for you to get your diploma:

1. Submit a hard copy of thesis/dissertation to the Library to check if you follow the required format:	2. Upload your thesis/dissertation file(s) to the National Digital Library of Theses and Dissertations platform of Taiwan:	3. Submit 2 hardbound copies of your thesis/dissertation and the signed Copyright License Agreement to the Library:	Time to Get Diploma
Before July 9 <sup>th</sup>	Before July 16 <sup>th</sup>	Before July 23 <sup>rd</sup>	July 26 <sup>th</sup>
Before August 6 <sup>th</sup>	Before August 13 <sup>rd</sup>	Before August 20 <sup>th</sup>	August 23 <sup>rd</sup>
Before September 3 <sup>rd</sup>	Before September 10 <sup>th</sup>	Before September 17 <sup>th</sup>	September 22 <sup>nd</sup>

★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).

## 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 : / /