

NYCU Graduation Procedures

1. Please confirm your English name and birthday.

NYCU Portal→NYCU Campus→【學籍成績管理系統 Grading System】

2. Notices:

- (1) When you apply on-line process of graduation please make sure you fulfill graduation eligibility. If you start up the process, you may clean up and move out of your dorm room in 7 days. After receiving your diploma your student ARC will expire within 10 days.
- (2) Students who particularly affected by COVID-19 and apply the flexible measures for graduate diploma pick up and leaving school process.
 - i. Students who have completed the process before Friday, October 28, 2022 will be considered as “graduated” and will not be required to pay Fall Semester of the Academic Year 2022-2023 tuition fees. During the flexible measures (September, 8 to October, 28) will not extend the period of your dorm room.
 - ii. Students who have not yet reached the maximum term of their study periods by the end of the Spring Semester of Academic Year 2021-2022 but fail to complete the process before Friday, October 28, 2022, will still be required to pay Fall Semester of the Academic Year 2022-2023 tuition fees. Students who have reached the maximum term of their study periods by the end of the Spring Semester of Academic Year 2021-2022 semester will be dismissed from the university according to the university regulations.

3. Please login the system of Graduation Procedures.

(1) NYCU portal→NYCU Campus→Graduation Procedures



(2) Please click the button of **【我已閱讀】**.

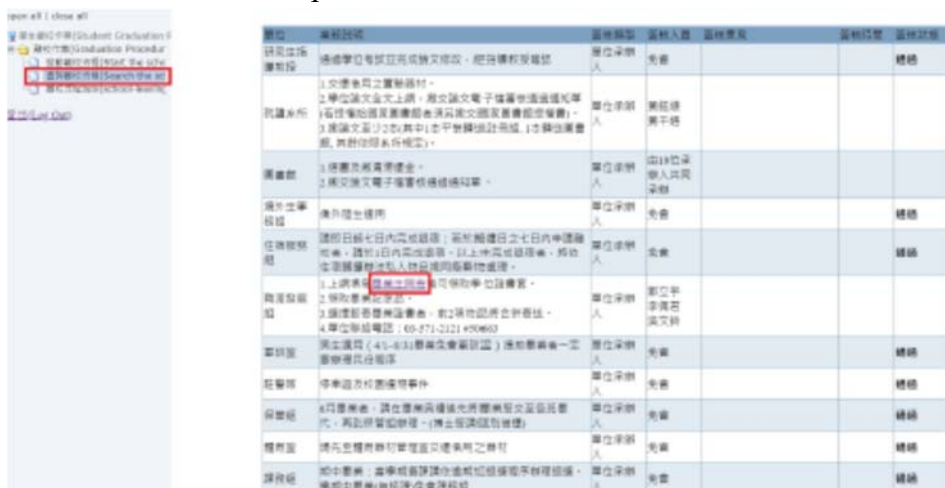


(3) Please confirm your personal information and click the button of **【啟動流程 Start process】**.



(4) Then you will see the whole process of graduation.

(5) You also can check the process. Please click the button of **【查詢離校流程】**



(6) When the administrative units have been approved, student will receive e-mail (at 12:00 pm each day).

Then please follow the number 1→2→3



- (7) You will find the website as below:
Then please follow the number 1→2



- (8) Please check the administrative units whether approved.
If all approve please click the button of 【通過】



- (9) Congrats!
Please bring your student ID card to go to the Division of Registrar during the working time. If you are graduate students, please prepare one hardcopy thesis.
Finally don't forget to go to the Career Center first to pick up the folder of diploma and souvenir for graduating students.