

Announcement of Academic Affairs Division

2020/12/9

Subject: Notice of Receiving Certificate Of Degree in 2020.

Announcement:

- The certificate of degree will be issuing in **23 February 2021**.
- Place to receive certificate:
Tamsui campus: Administration building A212
Lanyang campus: CL312

- **Graduate** should check whether the **graduation procedure is completed** in the below link before receive the certificate.

Link: <http://sinfo.ais.tku.edu.tw/tkuGrd/>

(The website will be available since **12/1/2020 11:00 am** to **4/30/2021 11:00 am**.)

- ◆ If the result is 「**not finished**」, **graduate have to print the graduation procedure list out and completed graduation procedure in concerned department**. Then bring graduation procedure list, student card and seal to receive the certificate.
- ◆ If the result is 「**finished**」, do not print out the list, just bring student card and seal to receive the certificate.
- **Graduate students have to submit a thesis which is approved by library in addition.**
- **Foreign students have to submit foreign student graduation procedure list in addition.**
- If the graduates entrust other to receive the certificate,

authorized person should bring ID card, graduate's graduation procedure list, student card, seal and power of attorney. If the student card is missing, have to bring ID card and seal in person, cannot be surrogate.

- Please refer to the information announcement of the Registration Section of the Academic Affairs Office for the procedures of leaving school.
- After the searching deadlines of 「graduation procedure」, if any graduates want to receive the certificate or check whether the graduation procedure is completed, please visit the Registration Section of the Academic Affairs Office.

Dean of Academic Affairs

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