

The Graduation Procedure

1. Departure time

- (1) The bachelor class should be completed by September 4, 2026. The master and doctoral classes should be completed by August 17, 2026.
- (2) Unified processing time: on June 6, 2026 (Graduation ceremony).

2. Procedure

- (1) Please go to the school's teaching system <https://ais.ntou.edu.tw> "Graduate Leaving School" to apply for online registration. Students in the bachelor class carry a student ID card; students in the master's degree program carry a copy of the graduation procedure form, student ID card and the thesis/dissertation (Enclosed with the original copy of Master's (or Doctoral) Thesis/Dissertation Certification by Oral Defense Committee.), and go through the formalities of leaving school
- (2) Student ID will be returned upon verification
- (3) Master, doctoral class: About the graduation procedure, please refer to Appendix I.

3. Other considerations

It is impossible for a person to personally go through the formalities of leaving school. Please entrust others to do so, and attach the power of attorney and the identity document of the person to be entrusted.

Appendix I

國立臺灣海洋大學 學年度第 學期

研究生畢業離校手續單

National Taiwan Ocean University Graduation Procedure (Graduate Students)

送會順序 Step	受理單位 Unit	辦理事項 Processes	承辦人核章 Authorizing Stamp
1	各系所 Department	1、查核論文建檔。 2、繳交論文：依各系所規定繳交。 3、指導教授簽章： 1、Check if the thesis/dissertation has been catalogued. 2、Submit the thesis/dissertation. (in accordance with relevant regulations stipulated by each department/institute) 3、Signature of Advisor :	
2	國際處(外國學生) Office of International Affairs(for international students) 軍訓室 (港澳生、僑生) Military Training Office	辦理退保、出入境通報等相關事宜。 Cancellation of insurance,notification of departure, etc. (本國學生免會) For foreign students only	
3	保管組 (學位服管理站) Division of Property Management	繳還學位服(郵局2樓) Return academic regalia	線上查核 免核章。
4	圖書館 Library	1、歸還所借書刊並繳清逾期罰款。 2、確認數位檔案上傳完成。 3、繳交論文1本(內含本校授權書正本親筆簽名)。 1. Return all books checked out from the library and pay the fine for overdue books. 2. Make sure that the electronic file of the thesis/dissertation has been uploaded. 3. Submit one copy of the thesis/dissertation. (The University's Letter of Authorization to Access to the Thesis/Dissertation with your signature should be enclosed.)	
5	註冊課務組 /進修推廣組 Division of Registration and Curriculum/ Division of Continuing and Extension Education	1、確認近半年2吋照片上傳完成。 2、繳交論文1本(含學位論文及格證明正本親筆簽名)。 1、Upload a recent photo to the system. 2、Doctoral/Master's students should submit one copy of thesis/dissertation. (Enclosed with the original copy of Master's (or Doctoral) Thesis/Dissertation Certification by Oral Defense Committee.)	

說明：1. 請依表列順序，依次完成離校手續。
2. 領取學位證書時，學生證驗畢歸還，本表應繳回。
3. 非本人辦理者，請攜帶委託書及雙方身分證影本辦理。委託書請至註冊課務組/進修推廣組網頁下載。

Note: 1. Please follow the steps listed on the form to complete the procedures to leave the University.
2. While claiming the diploma, the graduate should also turn in the form and Student ID Cards.
3. If the graduate is not able to complete the procedures in person, he or she may commission an agent to complete the procedures with the Letter of Attorney and the photocopies of both parties' National ID Cards(passport). The Letter of Attorney is available to download at the NTOU website/Division of Registration and Curriculum / Division of Continuing and Extension Education.

系別 Dept./Institute :

姓名 Name :

學號 Student ID No. :

離校日期 Date of Leaving :

年

月

日 (YYYY/MM/DD)