

中原大學  
 研究生畢業辦理離校手續單(一般生)  
 Chung Yuan Christian University  
 Graduate Clearance Form for Postgraduate

\_\_\_\_\_學年度 Academic Year 第\_\_\_\_\_學期 Semester  
 \_\_\_\_\_學系 Department \_\_\_\_\_年級 Grade 學號 Student No. : \_\_\_\_\_ 姓名 Name : \_\_\_\_\_

單位 Office	1 指導教授(親簽) Thesis Advisor	2 圖書館 Library	3 系主任 Chairman of Department	4 系辦公室 Office of Department
辦 理 簽 章 Signature		(1) 至借還書櫃台確認已還書/ 已付罰款。 Check if all items are returned and fines are paid (if any) at Circulation Desk. _____。 (2) 至諮詢服務台繳交精裝本 論文一冊及授權書一份。 Submit one copy of hardbound thesis/dissertation and Copyright License Agreement to Reference Desk. _____		
領證人姓名 Recipients : _____ 學生證號碼 Student No. : _____ 或身分證號碼 ID No. : _____				

1.各單位對該生如有未完成事宜，應請辦妥後始可簽章。

Signature will be given when student meets all requirements.

2.研究生經各單位簽章後，請連同學生證及平裝論文，至公告地點領取證書。

After all procedures are completed with stamps of related units, submit student ID card and one copy of thesis to announced location for receiving diploma.

Upon completing all the above procedures, you may go pick up diploma at announcement location with Student ID and one copy of softbound thesis/dissertation.

3.凡因故無法親自到校而委託他人代辦離校手續者，請持當事人的委託書、學生證及代辦人有照片證件，始可代辦。

Student may authorize others to complete school-leaving procedures. Designated person is required to present authorization letter, student ID, and a photo ID to complete the procedure.