

To: Graduates (Bachelor, Master, and PhD) of the Second Semester of 2019 Year

Purpose: To announce the steps to leave school and the matters of collecting graduate certificate for the graduates of the second semester of 2019 year.

Clarification:

I. Steps for Application to Leave School

1. Check the status of graduation and print the **Form for the Procedure of Leaving School** from the online system. The online system will be open from June 19th, 2020, and closed on September 4th. Anyone who would like to apply for leaving school, please go to the Office of Academic Affairs and acquire the form or visit the website to download the form and go to the relevant divisions to complete the procedure.
2. How to log in: visit the front page of NFU website—the entrance of users—registered students—personal information—eCare—inquiry about leaving school. Web address: <https://ecare.nfu.edu.tw/>
If there is any failure of review from any division of school, please bring the printed form to the division and ask for the making up. For the graduates of the four year technical program of day school who have taken the general education classes, after the classes end and the instructor submit the grades (before July 3rd), please re-print the Form for the Procedure of Leaving School again. If the grade of the general education courses shows “pass,” the student does not need to send the form to General Education Center for official seal.

Reminder:

1. Students must return all books and equipment checked out from library and any division, and pay all debts from school before checking the status of graduation online. Also, to follow the establishment of the “information platform of the flow after graduation of college students,” students are encouraged to fill in the form of “the questionnaire survey for the flow of new graduates.” Any questions please contact Career Center (Ext.# 3082).
2. During the process of reviewing the status of graduation, students must check the status of graduation by themselves. If there is any question about a certain item of the status, please contact the division in charge of that item. The process of reviewing the status depends on different working times of various divisions. So please check it online at all times.
3. To apply for the “subtraction of term of study duration due to the pandemics,” please bring the transcript of all years to Military Training Division.
4. If student has completed the required course credits, but not finished the procedure of credit waiver or transference, nor passed the TOEIC or vocational license examinations as the requirement of graduation, he or she must get the passing grade of the examinations by the beginning of next semester. The student who fails to do so will result in graduation delay, and not until the next semester (**the First semester of 109 year**) ends, will he or she be allowed to obtain the graduation certificate.
5. **The Review of the courses of general education**
 - a. **Students of four year technical program of day school: Contact General Education Center. If the review status shows “no review yet”: Please wait till the instructor submits the grades (before July 3), and then print out the Form for the Procedure of Leaving School. If the status shows “Pass,” there is no need to bring the printed form to the Center for official seal.**
 - b. **Students of two year technical program of day school: Please contact the Office of Academic Affair.**
 - c. **Students of night school: please contact the Office of Extensive Education.**

II. Checking Grades Online:

All enrolled and graduate students must have their grades of every academic years recorded and obtain the required course credits, including the required English test or vocational certificate examinations. Please check the website: <https://ecare.nfu.edu.tw/>

III. The Date of Collecting Graduation Certificate: Once the graduates make sure that the procedure of leaving school and the grades of all courses are completed, they can obtain the graduation certificate on the announced dates below:

Batch	Types of Graduates	Collecting Date	Collecting Time	Collecting Place	Note
First	Undergraduate students who take the graduation classes; Graduate Students	From July 6 th , 2020	9:00~12:00 ; 14:00~17 : 00 (except Sundays & Holidays)	●School of Day: Office of Academic Affairs, 1 st floor of Administrative Building ●Division of Extensive Education/College of Extensive Education: 6 th floor of the Fourth Education Building	●Collect in person with the required documents: Seal, Form of the Procedure of Leaving School; Student ID (if lost, check the 4 th regulation)
Second	Undergraduate students who take the non-graduation classes	From July 20 th , 2020			
Third	Undergraduate students who take the summer classes	From September 9 th , 2020			

IV. Lost ID Card Reissue: The lost student card must be officially cancelled online. Complete the confirmation of loss at the Office of Academic Affairs before the obtaining date of graduation certificate. Students who have no student ID card must show official ID card to obtain the certificate.

V. Collecting the Graduation Certificate by Authorized Person: The basic principle is to collect the certificate by the student him/herself unless there is any un-avoided reason that he or she could find an authorized person to collect the certificate for him or her. The authorized person must bring the following required documents:

- A. **Authorization Form** (which must meet with the formalization standard of NFU, and can be downloaded from the website of the Office of Academic Affairs).
- B. **The ID card and seal of authorized person.**
- C. **Form for the Procedure of Leaving School and student ID card of the graduate.**

VI. The Extension of Study and the Leave of Absence:

1. Students who have not completed the course credits (including the requirements of graduation) and have not reached the study period: No matter whether the retaken or made-up course is offered on fall or spring semester, students must complete the registration during the period of adding-and-dropping classes of the first semester. Students who are unable to take courses due to any reason must apply for leave of absence. Students who exceed the time limit of registration will be compelled to withdraw from school.
2. **Graduate students who have passed the degree examination must complete the procedure of leaving school as soon as possible and collect the graduation certificate no later than the school opening date of next semester (no including the school opening date!).** Anyone who exceeds the time limit of the procedure of leaving school and has collected the graduation certificate but not reached the study period must register for next semester. In this case, if he or she does not register, he or she will be compelled to withdraw from school.
3. **If, for some reason, student is unable to continue his/her study at NFU, he or she must apply for leave of absence first.** Anyone who would like to leave for absence must apply before the school begins. If he or she apply for the leave of absence after the school begins, he or she must pay partial tuition according to regulations. **Anyone who exceed the time limit of registration will be compelled to withdraw from school.**

4. Students who extend their study must apply for the postponement of military service at the Military Training Division within two weeks from the beginning date of school of the next semester—**the first semester of 109 year.**

VII. Notes

1. The contact persons of the matters of registration and student grade at the Office of Academic Affairs: Ms. Kuo (ext. # 5115), Ms. Hsieh (ext. # 5116), Ms. Chou (ext. # 5117), Ms. Liao (ext. # 5918); Office of Extensive Education: Mr. Hong (ext. # 5072); College of Extensive Education: Ms. Wang (ext. # 5089); Collaboration Class for Industry, School, and Training: Ms. Liao (ext. # 5087)
2. **Any change of the announcement will be updated on the official website of NFU. Please pay attention to it.**