

For Final Semester Students Who Are Eligible to Graduate

How to Pick Up Your Diploma?

Step 0: By Thursday, **Jan. 5, 2022**, please return the borrowings to the related offices and complete the outstanding payments.

Step 1: **Activate (after Jan. 5, 2022) the school leaving procedure** <http://portal.stust.edu.tw/StudLeave/> **and make sure there are no holds.**

Step 2: Two ways to pick up your diploma

- a. In person – ensure to present your student card, ARC (required), and a copy of ARC at the Registration Office (L103).
- b. Send someone else to pick it up – make sure they have written authorization (please find attached), your student card& ARC, a copy of your ARC, and their photo ID.

Please note that faxed or otherwise electronically signed or sent copies will not be accepted. Your original signature must appear on the written authorization.

Step 3: Sign on the diploma collection sheet.

Step 4: Check and review whether or not the information on the diploma is accurate.

****If there is any problem regarding your diploma, please let the Registration Office (L103) know right away.**

When and Where to Pick Up Your Diploma

Location: L103, the Registration Office

Pick-Up Time: on and after Friday, **Feb. 3, 2023.**

If the prescribed collection date and time are not applicable to you, please pick up your diploma at the Registration Office in the business hours after the pick-up start date.

For Final Semester Students Who Plan to Delay Graduation

- 1) If you plan to **continue studying**, you are required to select courses and register for the next semester.

Students taking courses worth 9 credits and less will only be charged for credit fees; those taking courses more than 9 credits will be charged full tuition and miscellaneous fees.

The maximum accumulative extension study term is 3 years.

- 2) If you plan to **apply for suspension or withdrawal**, you are required to complete the procedure before the registration deadline of next semester. Partial registration fee will be charged on any overdue applications. The maximum accumulative suspension term is 4 years.