

Final Semester Students Who Are Eligible for Graduation

How to Pick Up Your Diploma?

Step 0: **By Thursday, June 5, 2025**, return the borrowings to the related offices and complete the outstanding payments.

Step 1: **After Friday, June 6, 2025, activate [the school leaving procedure](#) 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 pick-up location.
- b. Send someone else to pick it up – ensure they have their photo ID, your student card, a copy of your ARC, and your written authorization letter*.

*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: Check and review whether the information on the diploma is correct.

Step 4: Sign on the diploma collection sheet.

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

Two Sessions for the Diploma Pick-Up

1) First Session

For final semester students who are eligible to graduate and take ONLY fourth year-level courses in the current semester.

Location: L103, the Registration Office

Pick-Up Begins: (6/23) June 23, 2025, Monday

2) Second Session

For final semester students who are eligible to graduate and take courses including first-/second-/third year-/master-/Ph.D.-level courses.

Location: L103, the Registration Office

Pick-Up Begins: (7/15) July 15, 2025, Tuesday

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

Students Who Plan to Delay Graduation

1) Delayed graduation students who plan to **continue studying** are required to select courses and register for the next semester.

The maximum accumulative extending study term is **3** years.

2) Delayed graduation students who plan to **apply for suspension or withdrawal** are required to complete the procedure before the registration date of next semester. A partial registration fee will be charged on any overdue applications.

The maximum accumulative suspension term is **2** years.

3) Delayed graduation students neither completing the registration nor applying for the suspension will be **dismissed** under STUST Academic Regulations.