

## Students Who Are Qualified to Graduate at the End of This Semester

### How to Pick Up Your Diploma?

Step 1: **Activate (after January 6, 2020) 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 pick-up location.
- b. Send someone else to pick it up – make sure they have a written authorization (attached), your student card, ARC, a copy of 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 come to the Registration Office (L103) right away.**

### When and Where to Pick Up Your Diploma

Location: L103, the Registration Office

Pick-Up Begins: **(2/7)** February 7, 2020, Friday

Time: 9:00 ~12:00

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

## Students Who Cannot Graduate on Time

1) Deferred students who plan to **continue studying** are required to select courses and register in the next semester.

The maximum accumulative deferring study term is 4 years.

2) Deferred students who plan to **apply for suspension or withdrawal** are required to complete the procedure before the registration date of next semester. Part of the registration fee will be charged on any overdue applications. The maximum accumulative suspension term is 4 years.