

A. Students Who Are Qualified to Graduate

How to Collect Your Diploma?

Step 1: **Activate and complete the school leaving procedure** <http://portal.stust.edu.tw/StudLeave/> .

Step 2: Two ways to collect the diploma

- a. In person – present your student card or photo ID at the collection stop.
- b. Authorize the other to collect the diploma for you – the agency is required to present the Letter of Authorization (attached) and the IDs of both the applicant and the agency at the collection stop.

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).**

Three Session of Diploma Collection

1) First Session

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

Location: L103, the Registration Office

Start Date: June 16, 2018, Saturday (Commencement Day)

Time: 15:00~20:00

2) Second Session

For final year students who are qualified to graduate and take courses including first-/second-/third-year courses.

Location: L008

Start Date: July 17, 2018, Tuesday,

Time: 9:00~12:00

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

B. 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 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.
Part of the registration fee will be charged on any overdue applications. The accumulative suspension term is 4 years.