

Final Semester Students Who Are Eligible for Graduation

How to Pick Up Your Diploma?

Step 0: **By Thursday, June 2, 2022**, return the borrowings to the related offices and complete the outstanding payments.

Step 1: **After Thursday, June 2, 2022, 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 come to the Registration Office (L103) right away.

Two Sessions of Diploma Pick-Up

1) First Session

For final year 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: (6/14) June 14, 2022, Tuesday

2) Second Session

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

Location: L008

Pick-Up Begins: (7/14) July 14, 2022, Thursday

Time: 9:00~12:00

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 **4** years.

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