

# Ming Chi University of Technology 109.1 Leaving School Procedure

1. Log onto “<https://portal.mcut.edu.tw>”, click on 應用程式(app)→學生資訊查詢系統(Student Information System)→離校手續未辦理項目(Uncompleted Items)

2. Receive Your Diploma:



Mcut Portal

a. On site:

**Master's Degree: Collect your diploma after March 5<sup>th</sup> if you pass oral defense before January 31<sup>st</sup> and complete the following requirements.**

1. Submit the Thesis Front Cover (and Spine) file and The full text of thesis file (Inside Cover and Main text of the thesis) to the Library to check formats before February 5<sup>th</sup>.
2. Upload thesis/dissertation to the National Digital Library of Theses and Dissertations platform in Taiwan before February 26<sup>th</sup>.
3. Submit 2 hardbound copies of your thesis and the signed Copyright License Agreement to the library before March 4<sup>th</sup>.

Required document: Student ID Card (for canceling student status).

Location: Registration Section.

b. Authorization:

Make sure you complete the leaving school procedure in Student Information System and fill out the Authorization Form for Collection of Diploma (Form 1). Your authorized person needs to collect your diploma with the Authorization Form as well as your Student ID Card.

c. By Post:

Make sure you complete the leaving school procedure in the Student Information System and give Registration Section the following items before you go home :

1. a self-addressed stamped envelope and your Student ID Card.
2. the completed Authorization Form for Mailing Diploma (Form 2).

Registration Section

Form 1

Authorization Form for Collection of Diploma	
I would like ( _____ ) to authorize Mr./Ms. _____ to collect my diploma on my behalf.	
Applicant : _____ (signature)	Authorized Person : _____ (signature)
Address : _____	Address : _____
Phone No. : _____	Phone No. : _____

Form 2

Authorization Form for Mailing Diploma	
I would like ( _____ ) to authorize MCUT Registration Section to mail my diploma to me on my behalf.	
Applicant : _____ (signature)	
Student ID Number : _____	
Phone Number : _____	

Date :     /     /     /