



OCU Graduates Leave School Checklist

Date : / / (YY/ MM/ DD)

Division	<input type="checkbox"/> Day school <input type="checkbox"/> Night school	Program	<input type="checkbox"/> Four-year program <input type="checkbox"/> Two-year Senior college <input type="checkbox"/> Five-year college <input type="checkbox"/> Two-year Junior college <input type="checkbox"/> Graduate school	Identity	<input type="checkbox"/> Regular Student <input type="checkbox"/> Extended Student
Class		Student ID		Name	
Units		Place		Signature	
Cashier, Office Of General Affairs		JI-JHONG Hall 1F			
consultation and Service Section, Library		Library 1F			
Registration and Curriculum Division, Office Of Academic Affairs		JI-JHONG Hall 1F			
Note	<p>Extended Students:</p> <p>4. Please proceed with your Leave School process one week prior to the day you are assigned to receive your graduation certificate.</p> <p>5. After completing your Leave School process, you may get your graduation certificate by returning this checklist and your student ID card.</p> <p>6. When entrusting someone else to get your graduation certificate, you shall sign the certificate of entrustment and present all certification document.</p>				