

**National Formosa University**  
**Q&A about graduates leaving school formality**  
**and getting certificate of degree or diploma**

**Q1. Where can we get the information about leaving the school?**

Ans:

(1) Go to the official website of NFU or the website of Division of Academic Affairs of the Academic Affairs Office. Link is stated below:

<http://nfuaca.nfu.edu.tw/index.php/zh/aaa/itemlist/category/95-2015-07-29-09-32-48>



(2) What are the formalities of leaving school?

Ans: From **June 19<sup>th</sup> to September 4<sup>th</sup>, 2020**, go to 'eCare' to check the approval status of leaving school, and [print the leaving school form](#).

Login direction: home page of NFU → user category → in-school student → personal information → eCare → enquiry regarding status of leaving school

Link of NFU eCare: <https://ecare.nfu.edu.tw/>



**In case your status is 'not verified' or 'not approved', please print your form and come to our office to go through the required formalities.**

**Q2. Can I get my certificate of degree or diploma right after finishing the leaving school formalities?**

Ans: No. You can only get your certificate according to the following dates.

Group	Graduate Type	Receiving Date
1	Undergraduates taking lectures of graduating classes, or postgraduates	<b>Start from July 6<sup>th</sup>,2020</b>
2	Undergraduates taking lectures of non-graduating classes	<b>Start from July 20<sup>th</sup>,2020</b>
3	Undergraduates taking lectures in the summer session	<b>Start from September 9<sup>th</sup>, 2020</b>

**Q3. Can I get my certificate of degree or diploma on the commencement day?**

Ans: No. You can only get your certificate after all lectures have been finished (week 18), having your leaving school status approved, and the results of all of your subjects have released. You should get your certificate according to the date stated above.

**Q4. Can I get my certificate of degree or diploma if I have met the requirement of graduating credits, while the results of some subjects I enroll in this semester have not released yet?**

Ans: No. You can only get your certificate after all lectures have been finished (week 18), having your leaving school status approved, and the results of all of your subjects have released. You should get your certificate according to the date stated above.

**Q5. What should I bring to get my certificate of degree or diploma?**

Ans: You should come to our office in person and bring the following items,

- (1) Personal stamp
- (2) Leaving school form
- (3) Student card (Read Q6 in case you have lost your student card.)

**Q6. How to get my certificate of degree or diploma if I have lost my student card?**

Ans: Report loss online, come to our office to verify the loss status of student card before the day of getting your certificate. You should bring your identity card along when you come to get your certificate of degree or diploma.

**Q7. What should I do if I am not able to get my certificate of degree or diploma in person?**

Ans: **In principle, you should get your certificate by yourself. However, you can authorize a delegate to help you do it if you are not able to get your certificate in person.** The delegate should bring all of the following documents when getting the certificate. Delegation will not be accepted if any of below documents is missing.

(1) Authorize a delegate: Bring the Letter of Authorization (Letter format can be downloaded on the website of Division of Academic Affairs of the Academic Affairs Office. Website of office page → documents download → download Authorization Letter of Delegation of Collection), student card, stamp and filled form of leaving school to our office. The delegate should bring his/her identity card as well.

(2) Send by post: Finish the formalities of leaving school, complete the form of application on mailing the certificate of degree or diploma, and submit a stamped self-addressed envelope (of B4 size, the name and address of the recipient have to be stated clearly, a stamp of 107NTD and a receipt of double-registration should be attached), our office will mail the certificate.

**Q8. What is the date of getting the certificate of degree or diploma?**

Ans: **From July 6<sup>th</sup>, 2020 to the start of the coming semester.** However, if you have

met the requirement of graduation but have not completed the formalities of leaving school, you are still considered as a graduate in the coming semester. Yet, you might have no rights to use facilities of the school. You can receive your certificate of degree or diploma only after you have completed the formalities of leaving school.

**Q9. When can I get my certificate of degree or diploma if I have met the graduation requirement except the graduation threshold?**

Ans: In case you have not reached the graduation threshold such as TOEIC or several certificates, you have to have your graduation threshold reached during the following semester. If not, you will be considered as delay graduation. In this way, you can only get your certificate of degree or diploma after you are qualified to graduate and when the 109-1 semester has finished.

**Q10. What should I do if I need the school stamp sealed on the copy of my certificate of degree or diploma?**

Ans: Photocopy the original certificate by yourself, bring the copies and the reserved copy to our office. No additional fee is needed.

**Q11. What should I do if I want to serve in the army earlier?**

Ans: You may apply for the document of **certifying you meet the requirement of graduating this year.**

**Q12. Can I get my certificate of degree or diploma on the same day I finish the formalities of leaving school?**

Ans: Yes. However you can only get your certificate after you have finished the entire formalities of leaving school.

**Q13. How to apply for several documents in Chinese and English after graduation?**

Ans: Go to the website of Academic Affairs Office → Application → Download the required application form(s).