

## 114-2 Graduation Certificate issuance for Undergraduate

- I. Undergraduate students will check the status of the school leaving procedures online.
- II. Please visit the "Graduation Qualification Inquiry" to check whether you meet the graduation requirements.



中原畢業生網站

(Website: [https://itouch.cycu.edu.tw/active\\_project/cycu2000h\\_02/cycu\\_03/gradSts.jsp](https://itouch.cycu.edu.tw/active_project/cycu2000h_02/cycu_03/gradSts.jsp))

Graduates who are required to complete clearance procedures with their respective departments and the Chang Ching-Yu Memorial Library, and have either completed or been exempted from the required procedures. Confirm that the word "Qualified" appears on the upper right of the page during the designated certificate issuance period.



畢業資格查詢

Those who meet the graduation requirements may receive their diplomas even if enrolled in final-semester courses, provided such courses do not affect graduation eligibility. The transcript will be complete only after final grades are submitted.

Inquiry Grade:

Log in to i-TOUCH→Personal Information→Student Profile→Academic Records

Log in to i-TOUCH→Study→Learning Footprint→Academic Records

Graduates who have completed clearance, collected their diplomas, and have been admitted to continue to a CYCU master's or doctoral program may contact their admitting department, which will inform the Office of General Affairs to set up access control if needed.


International students who intend to remain in Taiwan after graduation must apply to the National Immigration Agency for an extension or change of residency status within 15 days of receiving their diploma, after the University reports their graduation status.

### III. Date of issuance

No.	Date	Time	Location
1	June 6, 2026	9:00 AM~1:30 PM	Administration and Services Center (Dickson Lee Hall-1F)
2	From June 8~June 26, 2026	2:00 PM~5:00 PM (Mon.~Fri.)	Curriculum and Registration Division 408 (Dickson Lee Hall-4F)
3	From June 29~Sep. 3, 2026	2:00 PM~4:00 PM (Mon.~Thurs.)	Administration and Services Center (Dickson Lee Hall-1F)
4	From Sep. 7~Sep.18, 2026	9:00 AM~5:00 PM (Mon.~Fri.)	Curriculum and Registration Division 408 (Dickson Lee Hall-4F)

IV. School-leaving procedures

(一) Undergraduate students (including Mainland students): Check whether all school-leaving procedures have been completed.

Order	1	2	3	4
Item	Graduation Website	Chang Ching Yu Memorial Library (2F)	Diploma Collection Method	Office of Alumni Service
<b>Content</b>	<p><b><u>Graduation Qualification Inquiry</u></b></p> <p>Self-confirm the following items:</p> <p><input type="checkbox"/> Department</p> <p><input type="checkbox"/> Clearance of Department</p> <p><input type="checkbox"/> Curriculum and Registration Division</p> <p><b><u>Information Submission</u></b></p> <p><input type="checkbox"/> Personal Information Form</p> <p><input type="checkbox"/> Graduates' Destination Questionnaire</p>	<p><input type="checkbox"/> Ensure you return the borrowed books or settle any debts.</p>	<p><input type="checkbox"/> Bring your student ID card.</p>	<p><input type="checkbox"/> Activate alumni card access using your student ID card (those who have lost their student ID card should follow the alumni procedure after graduation).</p> <p><input type="checkbox"/> Take a screenshot confirming completion of the Graduates' Destination Questionnaire to receive the diploma folder.</p> 
<b>Time</b>	To be completed before receiving the diploma		Date of issuance	By announcement time

(二) International students and Overseas Compatriot students (including those from Hong Kong and Macau): Please check your graduation status online. Only International students must additionally fulfill the “International Student Departure Clearance Form” via written submission.

Order	1	2	3	4
Item	Graduation Website	Chang Ching Yu Memorial Library (2F)	Diploma Collection Method	Office of Alumni Service
<b>Content</b>	<p><b><u>Graduation Qualification Inquiry</u></b></p> <p>Self-confirm the following items:</p> <p><input type="checkbox"/> Department</p> <p><input type="checkbox"/> Clearance of Department</p> <p><input type="checkbox"/> Curriculum and Registration Division</p> <p><input type="checkbox"/> Office of International and Cross-Strait Education (<a href="#">International Student Clearance Form</a>)</p> <p><input type="checkbox"/> Completion of Graduate Destination Survey</p> <p><b><u>Information Submission</u></b></p> <p><input type="checkbox"/> Personal Information Form</p>	<p><input type="checkbox"/> Ensure you return the borrowed books or settle any debts.</p>	<p><input type="checkbox"/> Bring your student ID card.</p> <p><input type="checkbox"/> International Student Clearance Form (excluding Overseas Compatriot Student)</p>	<p><input type="checkbox"/> Activate alumni card access using your student ID card (those who have lost their student ID card should follow the alumni procedure after graduation).</p> <p><input type="checkbox"/> Receive the diploma folder.</p>

#### V. Other notes

The cashier service desk on the 2nd floor of the library is available during library hours.

Usual time : From Mon. to Fri. 8:30AM~12:00PM ; 1:30PM~5:00PM

Winter time : From Mon. to Fri. 9:00AM~12:00PM ; 1:30PM~4:30PM