Procedure on how to upload thesis on NCYU website and process clearance and diploma:

1. Congratulations! Your hard work has paid off and it’s time to process your diploma. :) 
2. Upon approval of your advisor, upload your thesis on the NCYU library website.
   - After revising your thesis, you need to put a watermark of the school’s logo in the center of your whole thesis document and save it as a PDF file. You can download the logo from this link:
     http://140.130.171.113/files/site_content/lib/%E6%96%96%E8%A0%A1%E5%BE%BDG%E6%B5%AE%E6%B0%B4%E5%8D%B0990629.jpg
   - Subsequently, go to this link:
     http://140.130.171.113/lib/content.aspx?site_content_sn=303
   - The screen will show a page similar to this:

   ![Image of the NCYU library website](http://140.130.171.113/files/site_content/lib/%E6%96%96%E8%A0%A1%E5%BE%BDG%E6%B5%AE%E6%B0%B4%E5%8D%B0990629.jpg)

   ![Image of the screen showing the page](http://140.130.171.113/lib/content.aspx?site_content_sn=303)
- Click the characters where the arrow is pointing in the image shown above. The next page will be showing guidelines for the next procedure. On the bottom part of this page you will see these characters: 登入論文上傳系統. Kindly click this to go to the next page.
- If you are not using a computer from the department’s office, a window will pop-up saying you need to change your IP address. Copy the given IP address to your network connection setting to enter the next page.

- You will be asked first to type in your library’s username and password. Then on the next page your name, email, telephone number, ID number, college and department.
- On the following page, fill out the necessary information. Those in bold dark blue font are required fields.

- Please take note to input your English thesis title in the 论文名称 (中) 'Chinese title box' or else upon receiving the confirmation from the library, the thesis title will be blank.

- Talk with your advisor whether or not to grant public access to view your thesis online. The choices range from never, after one, two or three years and right away. You will need to tick one of the boxes before submitting your thesis to the library site.

- Upon submission of your thesis, the page will say that you have successfully submitted your thesis and will show two tabs. One of which is the permission to grant public access for the school’s system while the other is for the national library.

- You have to print both of these documents and place it in front of each copy of thesis to be bind. Individually sign the documents. Do not sign one printed copy and have it photocopied. The library will check each of the copies upon submission.

- You will wait at least two days for the approval letter from the library. They will be sending a letter to the email address you have indicated on the form.

- Note that you have to wait for the approval of the library before having your thesis printed out and bind. The total number of thesis copies will depend whether your advisor and committee members would want a copy. Four thesis copies are to be
submitted to the library while allot two copies for the department. If you still have no idea where to get your thesis print and bind, you can have it done in:

○ 精展影印 located at 嘉义市弥陀路 365 号 (体育馆旁). They give discounts to NCYU students and work really fast. The layout for the front cover of the thesis for the department is already available here.

3. While waiting for the confirmation from the library you can also process your clearance.

- To see the list of departments that need clearance go to the administration system page of the school’s website. Then click "Application for Graduation".
- You do not have to print this form. You can just check this link from time to time to see if you already have completed the list.
- This tab will show you a checklist of departments and whether you are already cleared or not.

Here is a list of departments and where to go/what to do if it is still left unchecked or without mark:

○ 學生事務處 學生職涯發展中心 – The Students Affairs Office – Career Development Center.
  ▪ You have to complete the graduate survey (ask Ms. Vivian about this, last time, they exempted the department from answering this survey)

○ 駐警隊 – University Police.
  ▪ Check with the security guards both in XinMin campus or your respective dormitory. They will check whether or not you have paid for the parking fee of your motorcycle/scooter.

○ 總務處保管組 –
  ▪ Check if you have returned the graduation clothes (toga) already. The office is located in ground floor of building B, where you borrowed them.

○ 語言中心 – The Language Center.
  ▪ If you are a beginner student in Chinese class, you must have at least attended the beginner’s class during the first year and the practical modern Chinese class for the consecutive year. You have to give a photocopy of your class cards together with a form to Ms. Emily at the language center. The language center is located at the third floor, right above the library.

○ 图书馆 – The Library
  ▪ Kindly return all books borrowed from the library. You must have uploaded your thesis and upon approval print & bind 4 copies and submit it to the library. (Last time, they asked to leave the copies in the department so they can collect all of the graduating students’ theses at the same time.)

○ 体育馆 – The Gymnasium.
- You have to return any sports equipment borrowed from the gym.
  - 系所辦公室 – Department Office.
    - Any thesis or office materials borrowed must be returned. Plus, 2 copies of your thesis must be submitted before you will be cleared in this department.
  - 指導教授 – Your advisor
  - 系主任/所長 – Dean
  - 出納組 – The Cashier
    - Settle your unpaid accounts with the cashier in Lantan Campus or call the International Student Affairs office if you have scholarship.
  - 學務處生輔組 – The Student Affairs Office – Student Assistance Department
    - 宿舍事宜 – Dormitory Matters
    - 兵役事宜 – Military Matters
      - You will have to fill out the International Student Alumni General Information form. The link is http://www.ncyu.edu.tw/oia_eng/itemize_list.aspx?site_content_sn=43371. Check with the International Student Affairs regarding the procedure on how to mail it back to them.

- The last department you have to go to is the administration department located at the first floor of building B (where you borrowed the graduation clothes). You have to return your ID and make sure that all the departments have already cleared you.
- Other documents such as English diploma, transcripts and English transcripts are upon request. There are corresponding fees and limitations to each document you request.
- Allot at least three days for the process of diploma. The release of other requested documents is approximately after three days or so.

Whew! That’s it! (It’s a loooooooooooooooong process I know!) Now you have your diploma and ready to leave the university. It is time to open another chapter in your life! Good Luck! 😊