

## Notice for Undergraduate Students Who Plan to Graduate in January 2024

For undergraduate students who plan to graduate in January 2024, please pay attention to the following messages:

1. Students who want to graduate this semester without fulfilling all credits required by the department of his/her minor or double major shall file an application to Office of Academic Affairs for cancellation of minor or double major before **December 25, 2023**.
2. Students who meet graduation requirements but want to postpone his/her graduation shall file an application for extension of study before **December 25, 2023**.
3. Starting from the academic year 2023/2024, the University graduation certificates will be presented in both Chinese and English. To facilitate the printing of graduation certificates and certificates of specialization, students are requested to verify their English names information on "**NTU ePortfolio**". If your English name is incorrect or the column of "English Name" is blank, please input your accurate English name which should match the name on your passport and other English certificate documents and submit your application. Please confirm your name by **December 22, 2023**. **Once the certificate printing is completed, an individual request for certificate reprint due to a change in your English name will be subject to an additional processing fee of \$100.**
4. From January 2, 2024 to January 31, 2024, graduating students who have fulfilled graduation requirements may proceed with school-leaving procedures.