

Notice for Undergraduate Students Who Plan to Graduate in **June 2025**

For undergraduate students who plan to graduate in **June 2025**, please pay attention to the following messages:

1. Please consult the "Course Checklist for Graduating Students" (PDF available on myNTU) and make sure that all courses and credits have already been taken.
2. 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 withdrawal before **May 26, 2025**.
3. Students who fulfill graduation requirements but want to postpone his/her graduation shall file an application before **May 26, 2025** to prolong the year of study.
4. 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 **May 26, 2025**. **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.**

5. The list of graduating students has been uploaded to “Steps for Application to Leave School.” From **June 9, 2025 to July 31 2025**, graduating students who have fulfilled graduation requirements may proceed with school-leaving procedures.
6. According to Article 52, *National Taiwan University Academic Regulations*, Undergraduate students who are qualified to graduate in this academic term should finish the Steps for Application to Leave School by **July 31, 2025**. The student status of those who are qualified to graduate but fail to finish the Steps for Application to Leave School will be changed into alumni as from **August 1, 2025**..