

Leaving Procedures

Graduating students must complete the library leaving procedures as follows:

Undergraduate Graduates

1. About two weeks after the final exams, the Library will process the leaving procedures for you through the leaving system. There is no need to come to the Library in person. If you need to complete leaving earlier or later, please call the Library for assistance.
2. Once the leaving is completed, you will no longer be able to use your student ID card to enter the Library. If you still need access, please install the NCHU Alumni APP or exchange a valid ID for a temporary library pass.

Graduate Graduates

1. Graduate students may complete the leaving procedure when submitting their hardcopy thesis, or postpone it until later.
2. Notes for submitting hardcopy theses:
 - Two hard copies of the thesis (with department stamp on the inner pages and bound with a signed copy of the NCHU Authorization Form).
 - One signed original copy of the NCHU Authorization Form and one signed original copy of the National Central Library Authorization Form.
 - One printed copy of the Turnitin similarity check receipt.
 - If requesting an embargo (delayed public release) of the hardcopy thesis, please also submit one copy each of the NCHU and National Central Library Application for Delayed Release, along with one set of supporting documents.
3. For instructions on uploading your thesis, please refer to the Library's Electronic Thesis and Dissertation website.
4. Once the leaving is completed, you will no longer be able to use your student ID card to enter the Library. If you still need access, please install the NCHU Alumni APP or exchange a valid ID for a temporary library pass.

Contact Information

For questions regarding hardcopy thesis submission or leaving procedures, please contact:
2284-0290 ext. 160 or 161 (Circulation Desk).

For questions regarding thesis uploading, please contact:
2284-0290 ext. 142 or 145 (Reference Desk).

Library Circulation Services Division
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