

# Wenzao Ursuline University of Languages

## Graduate Student Exit Procedures

Graduate Institute:

Student ID No.:

Name:

Office		Procedure	Signature of Staff
1	Office of the graduate institute	Thesis advisor (review revisions in thesis) Similarity Score of the Final Thesis/Dissertation System Name: Overall Similarity(%): _____ %	
		Staff of graduate institute 1. Review thesis formatting and submit one copy of theses. 2. Complete required procedures of the graduate institute. 3. Complete academic ethics courses	
2	Library	1. Return all books on loan. 2. Enter thesis information and upload electronic file. 3. Submit Electronic Theses & Dissertations (ETD) Authorization Form with your original signature and submit two copies of theses.	
3	Career Development Center	Please complete the Master's degree pre-graduation survey online	
4	Alumni Center	Please log in at the university information system webpage > university affairs information system > student contact information update and complete personal contact information (including email and mailing address after graduation, home phone number, and cell phone number). After completing the information, print the webpage and take the exit checklist to the Alumni Center to complete exit procedures.	
5	Registration Section	1. Submit completed checklist of graduation procedures. 2. Surrender student ID card. 3. Submit digital photo file (upload to student status system). 4. Retrieve diploma.	

Note: The checklist for exit procedures should be returned to the Registration Section at the end of the process. Steps 2-4 can be done in any order.