

# TKU Diploma Collection Guidelines for Undergraduate Students



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Undergraduate students are required to complete graduation procedures when collecting the diploma. Please visit the [Graduation Procedure Inquiry System](#) to check whether the graduation procedures have been completed. Those whose results show **'Incomplete'** need to print the [Graduation Procedure List](#) and have all relevant units stamp it (No need to print if all the results show **'Complete'**).

2

Students must bring your student ID card, personal seal, and the Graduation Procedure List (for those whose results show 'Incomplete' when collecting your diploma at the Office of Academic Affairs, Center for Registration-Curriculum Development, Registration Counters 1 to 5 (Administration Building Room A212)).

3

Q: What should I do if I lose my student ID card ?

A: Please provide an original copy of your ID card, ARC, health insurance card with a photo (excluding infant photo), or a valid driver's license.

✘ If you lose your student ID, please go to the Center for Registration-Curriculum Development (Administration Building Room A212) to report the loss and request a refund.

**Replacement student ID card will not be issued to graduates.**



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Q: Will the student ID card be collected?

A: The student ID card is only used for diploma collection verification and will be returned after the verification process is complete.

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Q: What if I don't bring my personal seal?

A: You must provide an additional original identification document, other than your student ID card, and sign your full name in Chinese characters to collect your diploma.

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Q: How can I authorize someone to collect my diploma?

A: The proxy must bring their original ID card, the graduates' original student ID card (if lost, provide the graduate's ID as detailed in point 3), the graduate's personal seal, and an authorization letter.

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The paper diplomas issued by Tamkang University contains anti-counterfeit features. It is advised not to laminate .



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TKU joined the Ministry of Education's Digital Diploma Verification System Project in the 2022 academic year. Starting from January 2023 (the first semester of the 2022 academic year), graduates will be able to receive their digital diplomas after completing the graduation procedures and collecting their paper diplomas.

✖Please refer to [TKU Digital Diploma Instruction](#).

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The digital diplomas will be sent via email to the graduates' [official TKU email accounts](#) within 10 working days starting from the day after the collection of paper diplomas.

Both the Chinese and English versions will be sent in two separate emails. If you have not received your digital diplomas within 10 working days, please contact the Center for Registration-Curriculum Development.

Phone: +886-2-2621-5656 ext. 2203, 2210, 2366, 2367, 2368, 2732, 2907;

E-mail: [athx@oa.tku.edu.tw](mailto:athx@oa.tku.edu.tw)

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For work or school applications, if you need photocopies with a Certified Copy Stamp, please make photocopies of the original paper diploma. The copies must match the original (same size ratio, color or black-and-white). Bring both the original and the photocopies to the Center for Registration-Curriculum Development for verification.

[The stamp will not be applied without the original.](#)

✖ [The digital diploma is for digital verification only and may not be printed for verification purposes.](#)

