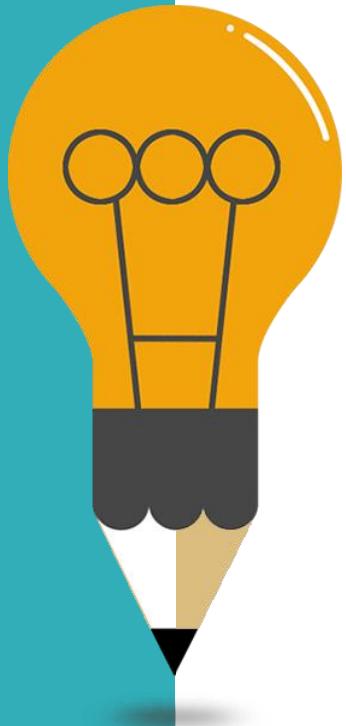


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Outline



01

Thesis Submission

02

Graduation Procedures

03

Frequently Asked Questions

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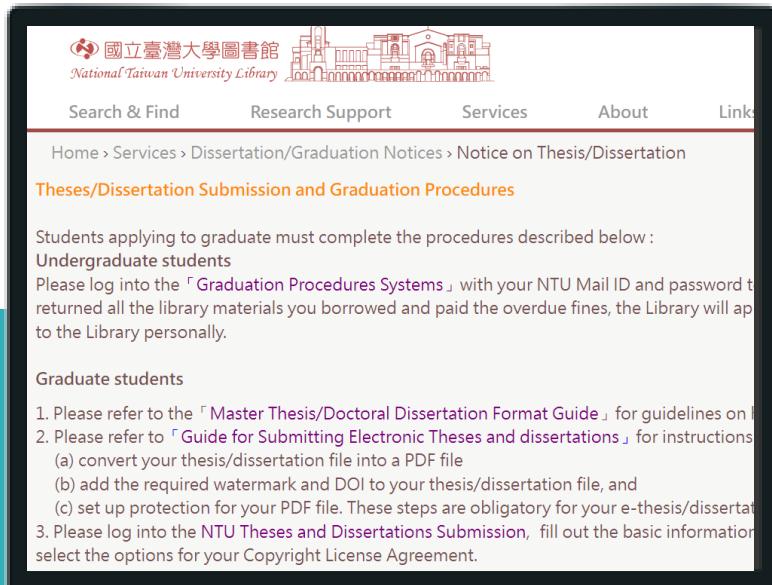
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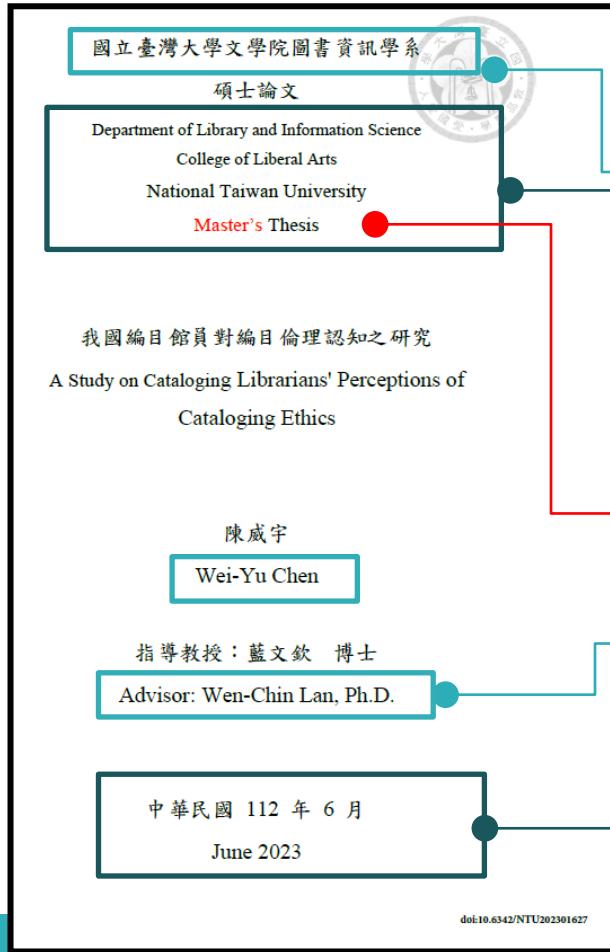
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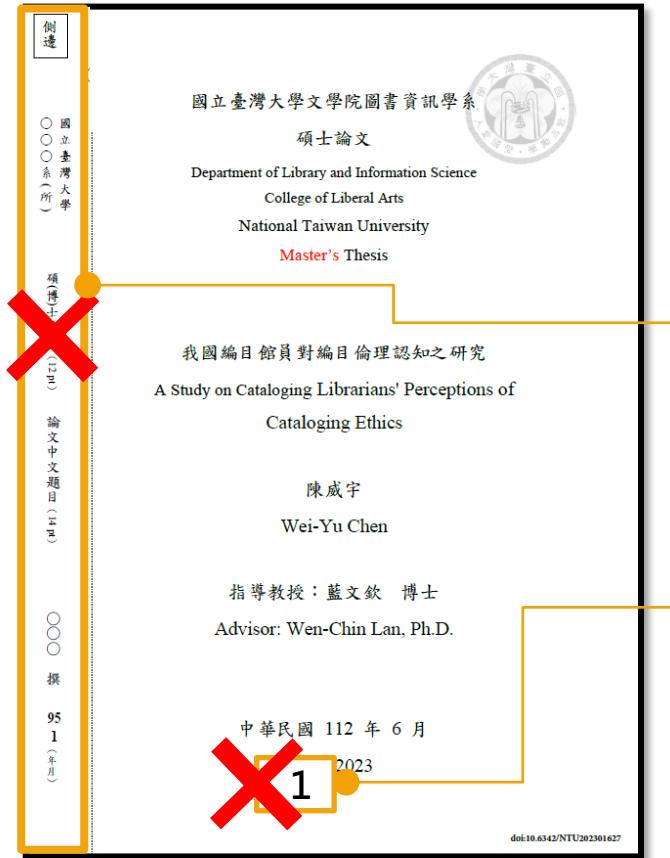
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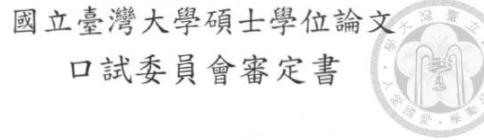
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陳 O O
oo-oo Chen

指導教授：藍 O O 博士
Advisor: oo-oo Lan, Ph.D.

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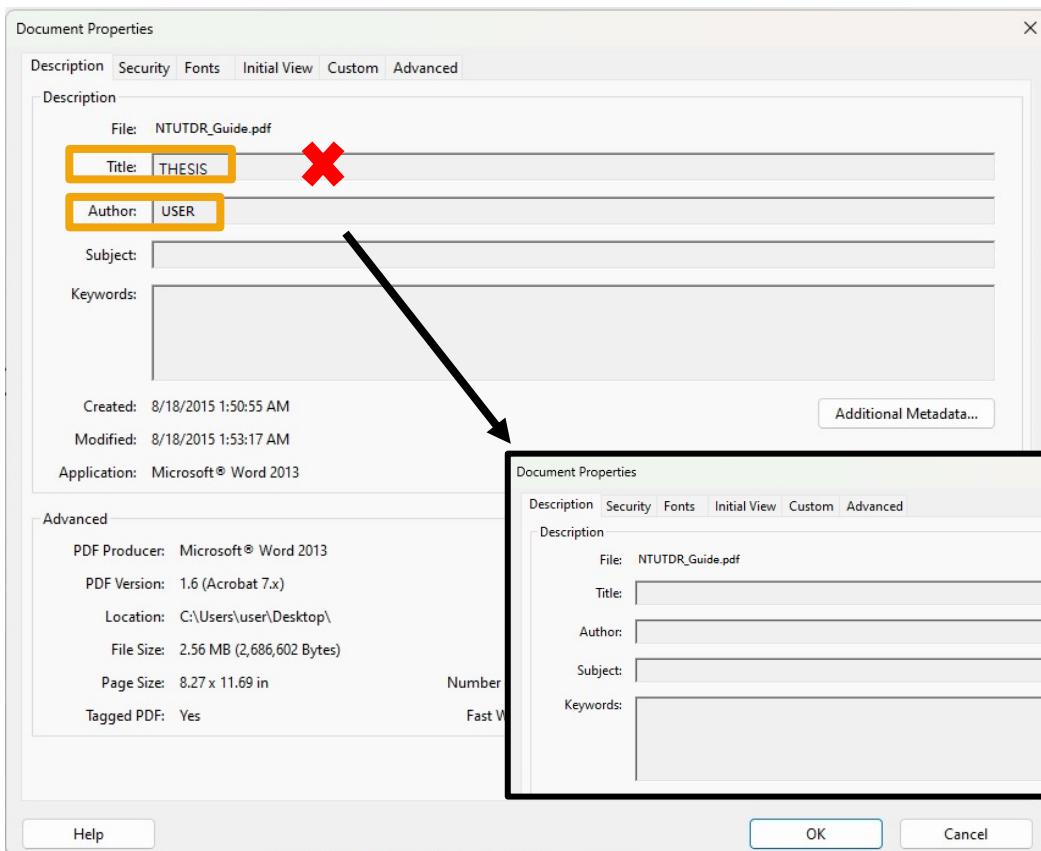
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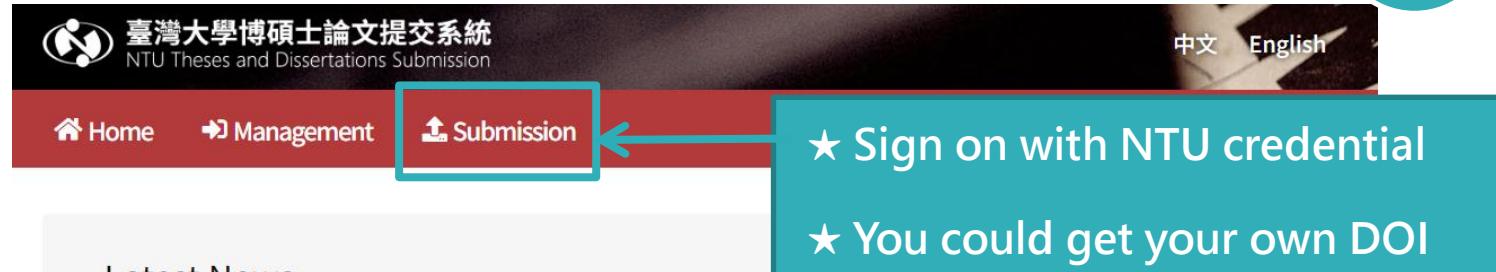
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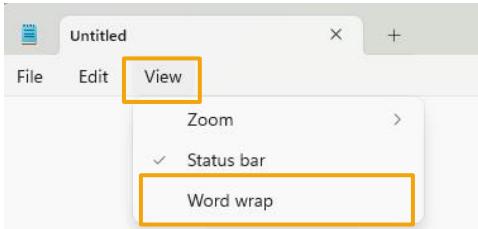
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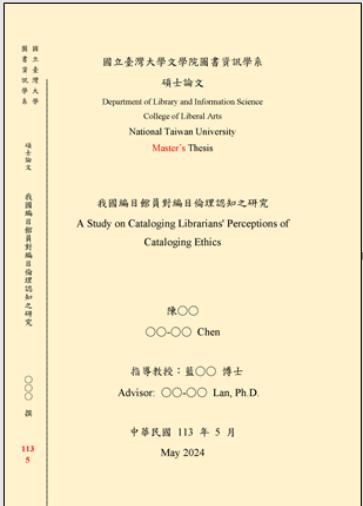
If you receive the disapproval, please edit the PDF file or Basic Information Webpage according to the reason(s).

Remember to reset the watermark, DOI and protection before re-summit.

The Format Guide of Paper Copies



Cover page (with spine)



Title page



Certificate Letter (signed)



Body Text



Paperback or Hardback are fine; color not specified

The title page and text should have watermark and DOI

Photocopies

Print in color or back-and-white, it's up to you



Graduation Procedures



Process together !!!

Log into the 「Graduation Procedures System」 to apply for graduation

Return all library materials and pay any overdue fees

Submit paper copies & 3 authorization forms

★ 【GENERAL】 2 copies

★ 【Department of Mathematics, Chemistry, Physics, Oceanography; College of Law and College of Social Sciences】 3 copies

Before Submitting Paper Copies



Please log in to 「Steps for Application to Leave School」 → Click the 「Apply for Inventory」

Apply for Inventory

Step 1

Hi 陳威宇

Logout

* Be sure to click on the 'LOGOUT' button.

Students

- Personal Info >
- Courses >
- NTU Life >
- Financial Aid >
- Activities >
- Graduation >

Courses

- Interdisciplinary Internship - Mentorship Program(Chinese ver.) >
- Curriculum Mapping more ...

Graduation

Steps for Application to Leave School

myNTU

Step 2

4

- a. An electronic version (pdf file) of the thesis has been [uploaded](#) with complete information of the thesis. An original copy of the Copyright License Agreement has been submitted after review.
- b. A hard copy of the thesis (paperback or hardcover) has been submitted (Students of the Departments of Mathematics, Physics, Chemistry, Oceanography, Atmospheric Science, College of Social Sciences, Law school, College of Medicine, and College of Public Health shall submit 3 hard copies; students of other departments shall submit 2 hard copies).
- c. All library materials returned and fines paid.

NTU Main Library
Circulation Service Counter
33662353



Make sure the
status is **Processing**

myNTU → Students → Graduation → Steps for Application to Leave School



Open Hours & Location:

Main Campus

1F Service Counter,
Main Library

Mon. to Fri.

08:00 - 17:00

Tel : 02-3366-2366

Medical Campus

Medical
Library

Mon. to Fri.
08:00 - 17:00

Tel : 02-23123456
288158

★ The deadline for submitting paper copies of this semester is **February 25th, 2026.**

★ The library will review for submission **within 2 working days**





FAQs

01

Where can I use the Adobe Acrobat Pro software to add watermarks and DOI to thesis/dissertation for submission in the library?

→ You can use OPAC 105-108 in the Main Library 1F Search Bar or Medical Library

02

Can I assign others to submit my thesis and authorization forms?

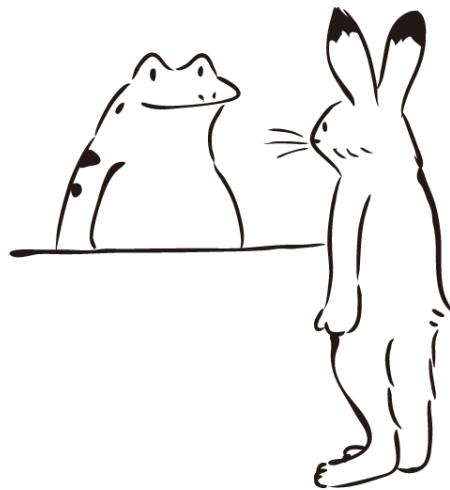
→ Sure, there would be no need to come to the Library personally. However, please remember to apply for library inventory in advance.

03

Can I resubmit the thesis? How can I alter my authorization?

→ Please contact us via email. ntuetds@ntu.edu.tw

Contact Us!!



02-3366-2366



ntuetds@ntu.edu.tw



Congratulation !