Student Separation/Clearance Form

Taiwan International Graduate Program, Academia Sinica

For inquiries, please contact TIGP Office tigp@gate.sinica.edu.tw (02) 2789-9696

(A) PERSONAL INFORMATION – *Please fill out this section completely.*

Full Name: *(The name on the TIGP Certificate will appear in the same form.)*		Date of Ph.D. Degree Conferral :
TIGP Program Name:	Year Admitted:	Name of Thesis Advisor:
Institute and University Registered:		Institute of Advisor:
Email:		Current Job Position/Institute/Country:
Mailing Address:		

I certify that I have returned all TIGP property and paid all debts/bills. I hereby tender my registration from TIGP at Academia Sinica. This registration is executed by me freely and of my own free will, and is not given by reason of any threat, force, duress, or any undue influence by any person or persons.

Signature:

Date:

(B) REQUIRED DOCUMENTS and ITEMS – *Please submit all listed documents and items as required.*

- ☐ 1. Student Separation/Clearance Form *(hard copy)*
- ☐ 2. A Copy of Ph.D. Diploma *(hard copy)*
- ☐ 3. Publication list (journal papers) *(hard copy and electronic copy emailed to tigp@gate.sinica.edu.tw)*
- ☐ 4. The first page of your journal papers (with TIGP affiliation) *(hard copy)*
- ☐ 5. Fill TIGP Graduation Form online (https://goo.gl/forms/R39MnOnh5PAYKjJr2)
- ☐ 6. Academia Sinica ID Card

TIGP Administrative Staff

Date

(C) APPROVAL – *Please acquire **thesis advisor's signature** before submitting this form to TIGP Office.*

Thesis Advisor	Signature of Thesis Advisor	Date
Student Dorm	Signature of Dorm Manager	Date
TIGP Office	Signature of Chair, Academic Affairs	Date
DIA Director	Signature of DIA Director	Date
TIGP Director	Signature of Vice President	Date

If all of the personnel approve the clearance claim and the issuing of TIGP Certificate, an official seal of Academia Sinica will be affixed to the certificate by the Department of Secretariat.
擬奉核後，
移請秘書處用印。

(D) CERTIFICATE COLLECTING METHOD – *Please choose how you would like to collect the certificate.*

☐ I intend to collect my TIGP Certificate in person at TIGP Office.

☐ Please send my TIGP Certificate to the above mailing address.

If all required documents are submitted, it usually takes 3-4 weeks for a TIGP Certificate to be issued.

The student will be notified via email when the certificate is ready for collecting/mailing.

Office Use Only

Notification sent by _____ Date: _____

Certificate collected ☐ in person; signature _____ Date: _____

☐ by post; sent by _____ Date: _____

Serial Number ☐☐☐☐ ☐☐ ☐☐ Document Number ○○○○○○○