Student Separation/Clearance Form

Taiwan International Graduate Program, Academia Sinica

For inquiries, please contact TIGP Office tigp@gate.sinica.edu.tw (02) 2787-1412

Sep., 2020 ver.

(A) *PERSONAL INFORMATION – *Please fill out this section completely.* *It is mandatory to complete these items.*

*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:

Postal code: City: State:

Phone Type: ☐ Mobile Phone ☐ Landline ，Country Code: Phone Number:

***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

	TIGP Administrative Staff
☐ 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)	Date
☐ 6. Return Academia Sinica ID card with TIGP affiliation	

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

***Thesis Advisor**	Signature of Thesis Advisor	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。**
Student Dorm	Signature of Dorm Manager	Date	
TIGP Office	Signature of Section Chief	Date	
Graduate Dean	Signature of Graduate Dean	Date	
TIGP Director	Signature of Vice President, Academia Sinica	Date	

(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 2 weeks for a TIGP Certificate to be issued.**

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

Certificate collected ***(Office Use Only)***

☐ in person; signature _____ Date: _____

☐ by post; sent by TIGP office Date: _____

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