

# Regarding the graduation review, exit procedures, and diploma

## 1. Graduation review

(1) Go to iCAN → Choose "Services" → Select "Graduation Approval Status" to check whether the student has passed the graduation review.

(2) Contact the graduation review office if the result is unavailable.

## 2. Graduation and exit procedures

(1) Access iCAN → Select "Services" → Pick "Application" → Choose "Exit Procedures" and complete the required procedures.

(2) For any questions, please get in touch with the relevant offices and resolve the issues.

## 3. To pick up the diploma

### A. Pick up in person

Make sure exit procedures have been completed before making an appointment.

### B. Pickup by another individual

a. Another individual (consignee) may help pick up the diploma, if the student cannot pick it up in person.  
b. Present the authorization letter, and the consignor's student ID card.

### C. To receive the diploma by mail

a. Students are requested to ensure completion of the graduation review and exit procedures on the iCAN system.  
b. Then, send your student ID and an A4-sized self-addressed envelope (with recipient information filled out and affixed with \$51 registered postage Taiwan) to the Registrar Section of the Academic Affairs Office at the campus where your department of Tzu Chi University is located.

※For any questions, please call the

Zhongyang Campus Registrar Section (03)856-5301 ext. 11102, 11103 or 11134.

Jianguo Campus Registrar Section (03)857-2158 ext. 22318 or 22366

Jieren Campus Academic Affairs Office (03)857-2677 ext. 31150

<https://ican.tcu.edu.tw/login.aspx>