

上海交通大学研究生留学生学籍异动、请假办理流程及注意事项

1、研究生留学生学籍异动、请假办理基本流程：



2、留学生前往研究生院网站 (<http://www.gs.sjtu.edu.cn/pygl/bgxz.htm>) 下载填写注有“留学生”的相应表格：

- 1) 《退学审批表》(请用一张A4纸正反打印, 然后再填写!)
- 2) 《休学审批表(留学生)》
- 3) 《休学后复学审批表(留学生)》
- 4) 《延期毕业审批表(留学生)》
- 5) 《请假审批表(留学生)》

3、申请延长学制的学生除填写研究生院《延期毕业审批表(留学生)》外还需填写《研究生留学生学业与科研情况进度表》(见附件1), 并附上院系或研究生院盖章的成绩单及公开发表的学术成果复印件。

4、申请休学及退学的学生需先办理签证终止手续, 携带本人护照至留学生发展中心综合事务办公室(新行政楼B807), 领取《签证终止单》至学校出入境管理与服务中心(新行政楼B200)办理, 收到《取证凭证》后继续办理休学、退学手续。(注: 学生若私自离校未办理学籍异动或请假手续及签证终止手续的, 经学院、留学生发展中心联系无果2周后将上报上海出入境列入黑名单。)

5、学生因机票等原因不能按时报到注册, 除填写研究生院《请假审批表(留学生)》外, 还需附上返校机票复印件等证明材料。(注: 未准假而离开学校者, 根据学校有关规定给予批评教育, 情节严重的按照《上海交通大学学生违纪处分管理规定》进行处理, 请假具体规定见《上海交通大学研究生学籍管理实施细则》。)

6、奖学金研究生留学生在休学、退学期间的奖学金将按有关规定暂停、取消。

留学生发展中心
2016年7月11日



Notice of Graduate Students Study Status Changing and Asking for Leaving, SJTU

1、 The process of graduate students changing study status and asking for leaving are as followed:



2、 Please click (<http://www.gs.sjtu.edu.cn/pygl/bgxz.htm>) download the form related, which is marked 'International Student' :

- 1) Form of 'Quitting Study' (print out both sides in an A4 paper)
- 2) Form of 'Suspending Study' (International Student)
- 3) Form of 'Resuming Study' (International Student)
- 4) Form of 'Extending Study' (International Student)
- 5) Form of 'Asking for Leaving' (International Student)

3、 Those who want to extend study have to fill in **Form of 'Extending Study' (International Student)**, besides, fill in the 'Study and Research Progress Form of Graduate Student, SJTU' (please check Attachment 1), attach the transcript within the stamp of college or graduate school, and the copy of published academic results as well.

4、 Those who want to suspend or quit study have to cancel the visa, at first, bring the passport to General Affair Office, ISC (Room 807, New Administration Building B) get a form of cancelling visa then go to Visa Centre of SJTU (Room 200, New Administration Building B), after that please bring the 'Certificate of Withdrawing Passport' to ISC again and continue the process.

5、 Those who can NOT register on time because of the flight, except fill the **Form of 'Asking for Leaving' (International Student)**, please also attach flight information. (Those who leave the university without permission according to the university's regulations will be criticized, for serious cases will be punished according to 'Regulations of Student's Disciplinary Sanctions, SJTU' , for details of asking for leaving please check '**Implementation Rules of Study Status Management of Graduate Student, SJTU**').

6、 For scholarship student, the scholarship will be suspended or cancelled according to the related regulations.

International Student Centre
11st, July, 2016



附件1:

Attachment 1:

上海交通大学研究生留学生学业与科研情况进度表

Study and Research Progress Form of Graduate Student, SJTU

姓名 Name		学号 Student Number	
学院 College		专业 Major	
手机 Mobile		邮箱 Email	
享受何种奖学金 Type of Scholarship		是否延长奖学金 Extend Scholarship or Not	
要求学分 Required Credits		已完成学分 Obtained Credits	
科研要求 Required Research		已完成科研情况 Accomplished Research	
要求发表论文数 Required Articles		已发表论文 Published Articles	
导师意见Professor's Opinion:			
签名 Signature:		日期 Date:	
院系意见College's Opinion:			
主管领导签名Director's Signature:		盖章 Stamp:	日期 Date:



上海交通大学本科留学生学籍异动 办理流程(学生版)

Procedure of International Bachelor Degree Students Changing Study Status

Suspend Study

※ 请于学期第16周、第17周至留学生发展中心办理休学手续；

Please go to ISC and finish the process within week 16 to week 17

※ 办理休学的同学请不要进行下学期网上选课；

Students in suspension of schooling status please do not select the following semester's courses online.

※ 学校教务处将于下学期开学统一受理休学申请，如果开学收到“退学通知书”，休学申请将不被批准，应按规定办理退学手续。

Applications of suspending schooling will be accepted by the Dean's Office in the beginning of next semester.

If a student receives a Notification on Withdrawal of Study, his or her application of suspending schooling would not be permitted and he or she should go through the procedure of withdrawing study.

服兵役休学

至留学生发展中心提交
“服兵役通知书”复印件

签证终止——需携带本人护照、照片、
住宿登记单到**出入境管理与服务中心**
(新行政楼二楼大厅)办理签证终止手续。

携带已办理好的“签证终止证明”(取护照
凭证)到留学生发展中心领取休学审批
表,填写、签字并盖章。

将表格交至本人所在学院“本科教务办公室”,
请相关老师签字、盖章。

将表格交至留学生发展中心,并签收**办理
休学、复学手续告知书**。

其他原因休学 (家庭原因、生病等)

因家庭原因申请休学,请提交:

- 1) 学生本人休学申请书;
 - 2) 学生父母提交家庭情况说明;
 - 3) 如果是经济原因须提交家庭财务证明:
家长单位开具的收入情况证明或银行存折、存款证明等。
- 因病申请休学,请提交病情诊断书。

签证终止——需携带本人护照、照片、
住宿登记单到**出入境管理与服务中心**
(新行政楼二楼大厅)办理签证终止手续。

携带已办理好的“签证终止证明”(取护
照凭证)到留学生发展中心领取休学审批
表,填写、签字并盖章。

将表格交至本人所在学院“本科教务办公室”,
请相关老师签字、盖章;
因病休学,需至学校卫生科请相关医生签字、
盖章。

将表格交至留学生发展中心,并签收**办理
休学、复学手续告知书**。



上海交通大学本科留学生学籍异动 办理流程(学生版)

Procedure of International Bachelor Degree Students Changing Study Status

Military Services

1. Hand in a copy of Notification of Military Service to ISC.
2. Termination of Visa: Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
5. Please hand in the form back to the ISC, receive and sign for the Notice on the Suspension and Resumption of Schooling.

Other Reasons (family reasons, illness etc.)

- 1.(1) For students who apply for the suspension of schooling due to family reasons, please hand in the following documents:
 - Application Form for Suspension of Schooling;
 - Explanations on the family situation by the student's parents;
 - If out of economic reasons, please hand in family financial certification: Income Certificate issued by the parents' company, bankbook and proof of savings etc.
- (2) For students who apply for the suspension of schooling due to illness, please hand in the medical diagnosis.
2. Termination of Visa: Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.

For students who apply for the suspension of schooling due to illness, please go to the university's hospital and ask the responsible doctor to sign and seal the form.
5. Please hand in the form back to the ISC, receive and sign for the Notice on the Suspension and Resumption of Schooling.



上海交通大学本科留学生学籍异动 办理流程(学生版) Procedure of International Bachelor Degree Students Changing Study Status

复学

Resumption of Study

※收到休学即将期满通知后做好复学准备；休学期满返校办理复学，办理时间为开学前三天至新学期第一周，如有特殊情况请提前与留学生发展中心老师联系；

Please prepare for the resumption of Study after receiving the note on the end of suspension of study. Students could finish the procedure of resumption from three days before the semester begins to the first week of the new semester; if there is any problem, please contact ISC.

※复学后如需校内住宿请提前与留学生服务中心的老师联系：issc_minhang@sjtu.edu.cn;

Students, who want to live in university's dormitory, please contact International Student Service Center: issc_minhang@sjtu.edu.cn

※关于签证、学费事宜请查阅留学生网站：<http://isc.sjtu.edu.cn>。

For information about Visa and tuition fees, please check Study@SJTU website: <http://isc.sjtu.edu.cn>.

服兵役期满复学

携带完成兵役的纸质证明至留学生发展中心领取复学审批表，填写、签字并盖章。

将表格交至本人所在学院“本科教务办公室”，请相关老师签字、盖章。

将表格交至留学生发展中心，待复学相关手续办理完毕，在规定时间内完成选课。

因病休学期满复学

携带康复证明至留学生发展中心领取复学审批表，填写、签字并盖章。

将表格交至本人所在学院“本科教务办公室”，请相关老师签字、盖章。

将表格交至留学生发展中心，待复学相关手续办理完毕，在规定时间内完成选课。

Resumption of Study after Military Service

1. Please bring the certificate of completion of military service to ISC, then sign and seal the resumption of study form.
2. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
3. Please hand in the form to ISC and wait for the completion of procedure. Please select courses in the period of time required.

Resumption of Study due to Illness

1. Please bring the certificate of recovery to ISC, then sign and seal the resumption of study form.
2. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
3. Please hand in the form to ISC and wait for the completion of procedure. Please select courses in the period of time required.

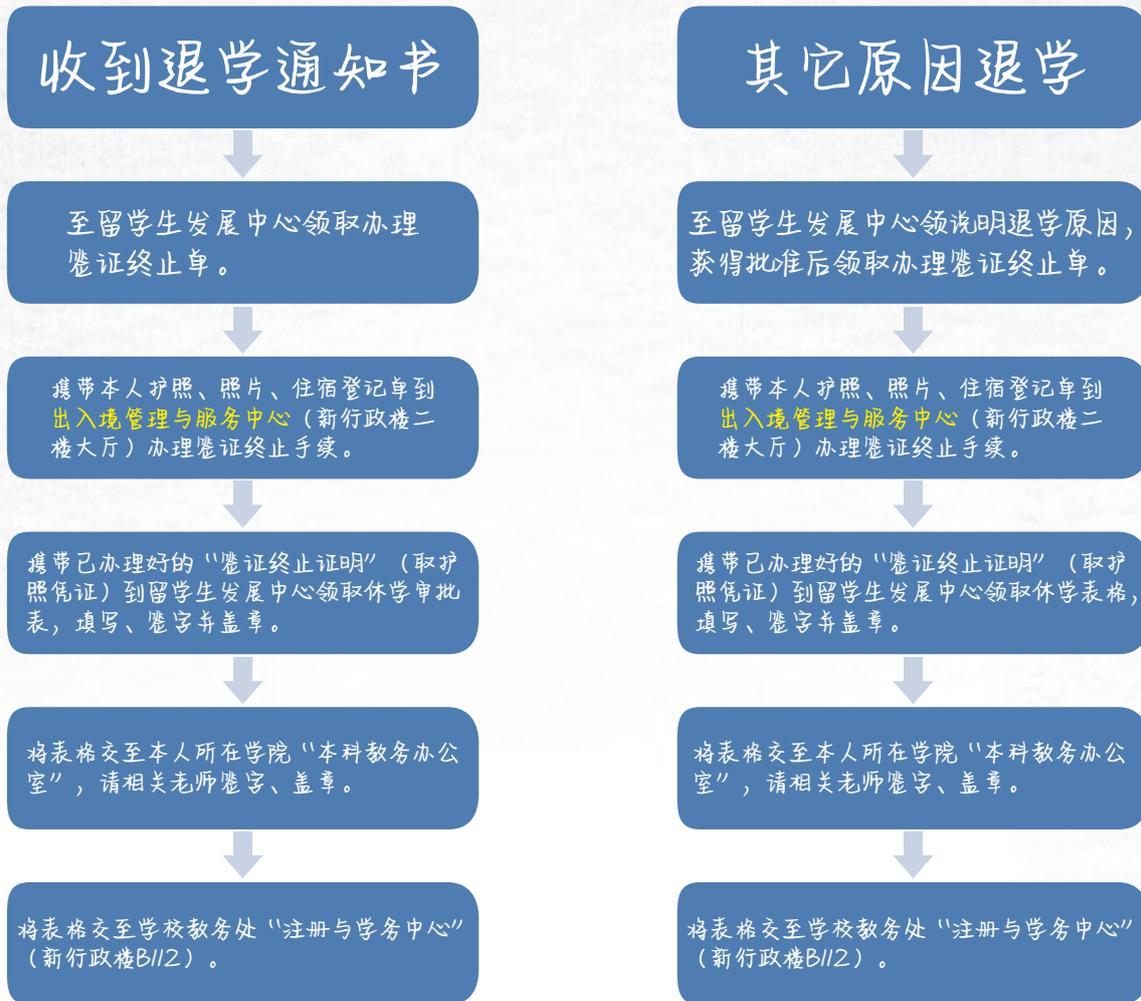


上海交通大学本科留学生学籍异动 办理流程(学生版)

Procedure of International Bachelor Degree Students Changing Study Status

退学

Withdrawal of Study



Receiving a Note on Withdrawing Study

1. Please get the Termination of Visa in ISC.
2. Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
5. Please hand in the form to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building).

Withdrawing Study due to other Reasons

1. Please explain the reason of withdrawing study in ISC, and get the Termination of Visa after permission.
2. Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
5. Please hand in the form to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building).

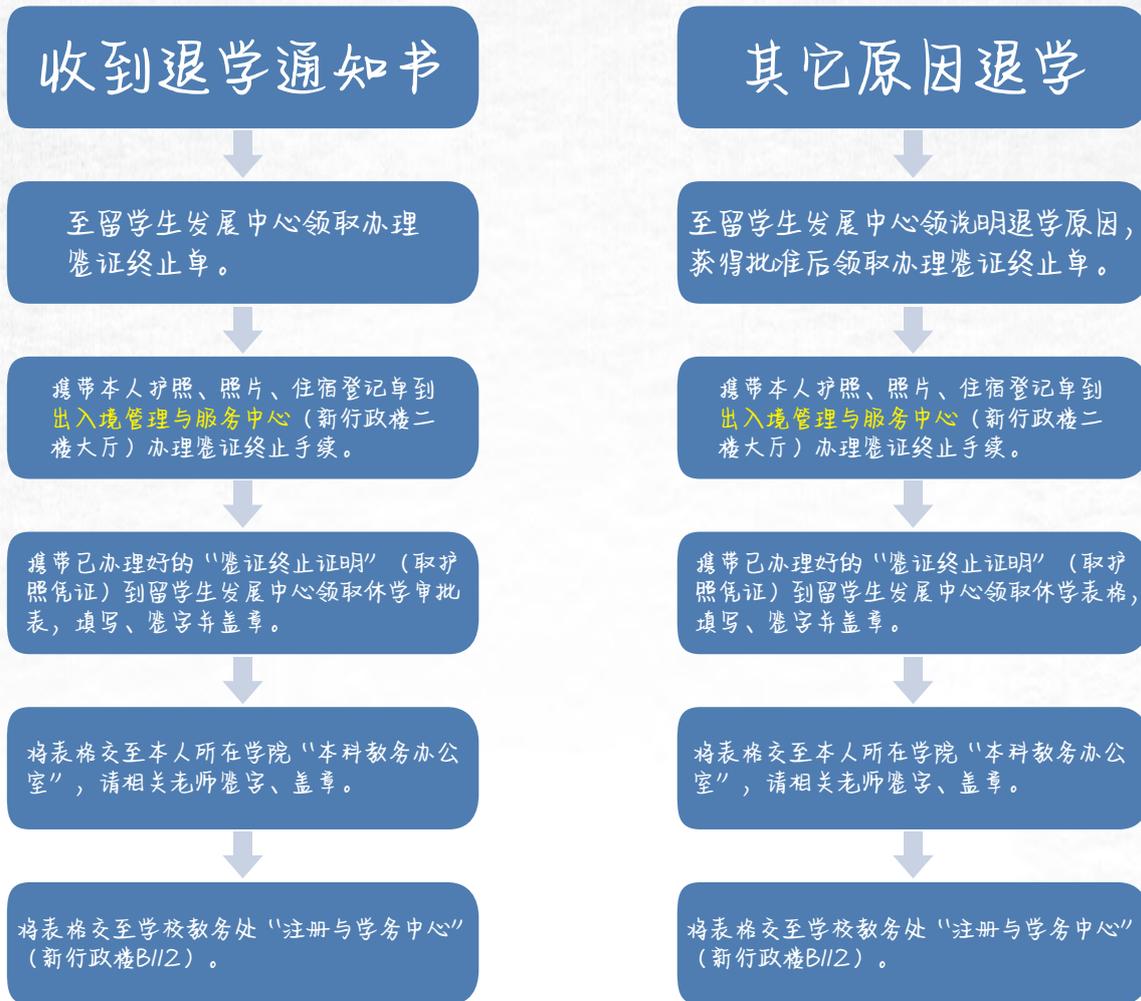


上海交通大学本科留学生学籍异动 办理流程(学生版)

Procedure of International Bachelor Degree Students Changing Study Status

退学

Withdrawal of Study



Receiving a Note on Withdrawing Study

1. Please get the Termination of Visa in ISC.
2. Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
5. Please hand in the form to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building).

Withdrawing Study due to other Reasons

1. Please explain the reason of withdrawing study in ISC, and get the Termination of Visa after permission.
2. Please bring the Passport, a photo and Residency Registration Form to the Service Center for Exit-Entry Administration (second floor, new Administration Building) to finish the procedure of Termination of Visa.
3. Please bring the Certificate on Termination of Visa(取护照凭证) to the ISC, then fulfil, sign the signature as well as seal the Suspension of Study Form.
4. Please hand in the form to the College's Undergraduate academic affairs office and ask the responsible teacher to sign and seal the form.
5. Please hand in the form to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building).



上海交通大学本科留学生学籍异动 办理流程(学生版)

Procedure of International Bachelor Degree Students Changing Study Status

转专业

Major Change

至转出和转入学院“本科教务办公室”
确认是否同意转出和转入。

至学校教务处“注册与学务中心”（新行政楼
B112）说明转专业意向，领取转专业审批表。

将表格送至留学生发展中心签字并盖章。

将表格交至转出和转入学院“本科教务办公室”，
请相关老师签字、盖章。

将表格交至学校教务处“注册与学务中心”
（新行政楼B112）。

1. Please consult the original and new colleges about whether major change is agreed.
2. Please go to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building) to explain the reason of changing major and receive the Application Form for Major Change.
3. Please hand in the form to ISC, then sign and seal the form.
4. Please hand in the form to the original and new colleges, then ask the responsible teacher to sign and seal the form.
5. Please hand in the form to the Registration and Student Affairs Center in Academic Affairs Office (B112, new Administration Building).

