

毕业(结业)留学生离校单

Leaving Formalities by International Graduation/Completion Students

相关留学生:

根据留学生手册相关规定, 请持本表按以下相关部门规定时间办理离校手续, 办理完毕后持此表到卡务中心注销校园一卡通, 最后按规定时间凭离校通知单到留学生办公室领取毕业证、学位证或学习证明。

Dear International Graduates,

According to Rules on the students' handbook, you should follow the following guidance carefully. Please take this form to the relevant departments to finish the leaving procedures in accordance with the requirements of each department. After that, take this form to the card center to cancel your student card. You can get your certificate(s) at the designated time at international student office with this form.

International student office

Steps (Please finish these procedures according to the step number):

1. 凭已购买火车票或飞机票写下离开日期。
Write down your leaving date shown on your train or plane ticket.
2. 到图书馆归还借书, 如有罚款需缴纳, 并盖章。
Go to Library to return your books and pay off the overdue fine if you have any, and get their stamp.
3. 到信息化中心注销一卡通并盖章。
Go to West campus Card Center(next to the dining hall) to cancel your campus card and get their stamp.
4. 在留学生公寓清算房间水电费及房费并盖章。
Go to International student Apartment S101 to clear the water and electricity fees and room fees and get their stamp.
5. 到留学生办公室注销学生证并交还一卡通。
Go to International Students Office to cancel your student ID card and give back your campus card.
6. 到留学生办公室上交本表并领取相关证书。
Go to International student Office to submit this paper and obtain your certificate(s) on 4th July.
7. 填写家庭地址及电话。
Also please fill your home address and telephone number into this form.

Congratulations for your graduation and completion!

Hope you will have a wonderful future!

江西理工大学毕业(结业)留学生离校表
Leaving Form of Graduation/Completion Students

姓名 Name		学号 ID No.		一卡通号 Campus Card No.		房间号 Room No.	
护照号码 Passport No.		攻读学位 Degree		专 业 Major		电话号码 Cell Phone	
1.离校时间 Leaving Time							
2.图 书 馆 Library							
3.信息化中心 Card Center							
4.留学生公寓中心 208 International student Apartment208							
5.留学生管理办公室 International Students' Office							
6.国际教育学院审核意见 Remarks of School of International education							
8.留学生国（境）外地址和电话 Home address/Telephone:							
<p>说明：所有毕业(结业)留学生都必须办理离校手续，离校手续未办理完毕或审核不同意离校的不予发放毕业证、学位证或学习证明。</p> <p>Notice: Those who have not finished the aforementioned procedures will not be conferred degree or a certificate of studies.</p>							