

# 上海财经大学留学生毕业离校循环表

## Shanghai University of Finance and Economics International Students Graduation Process Checklist

学号 *Student ID*:

姓名 *Name*:

英文姓名 *English Name*:

专业 *Major*:

① 国际文化交流学院财务室 (609 室) ICES Financial Office (Rm. 609)	② 图书馆 (武川路校区) Library of Wuchuan Campus
1、办理学费等相关费用结算手续。 Finance Section Of ICES	1、开通过借书服务的同学, 携带一卡通、归还图书资料, 结清逾期图书款。 Take your student ID card with you and return books. 地点: 图书馆一楼总借还台 (武川路校区) Location: First floor of Library(Wuchuan Campus)
③ 国际文化交流学院培养科 (603 室) ICES Academic Affairs Office (Rm. 603)  1、填写毕业生登记表 Fill out Graduate Registration form. 2、领取毕业证书、学位证书等并填写签收表。 Pick up your certificates and fill out receipt.  <b>注意: 非本人领取的, 须提供委托书, 方能领取。</b> <b>Notes: Please supply the letter of authorization if you cannot come by yourself.</b>	办理人签名: Signature:    年 月 日 Year Month Day

说明: 循环表盖章完毕后, 由国际文化交流学院培养科汇总存查。

Notes: When you finish this form, ICES Academic Affairs Office will save and keep it.