**山东建筑大学外国留学生办理离校手续转单**

# FORM OF LEAVING SCHOOL FOR SDJZU FOREIGN STUDENTS

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| **姓 名Name** | **护照名/Passport Name** |  | **国 籍Nationality** |  | **性别Sex** | **□ 女/F** | **院 部****Colleges** |  |
| **护照号码/Passport Number** |  | **□ 男/M** |
| **国内通讯地址/Home Address** |  | **E-mail** |  |
| **离校原因/Reason** |  |
| **校图书馆(Library)** | **国际交流合作处（OFFICE OF INTERNATIONAL EXCHANGES AND COOPERATION）** |
| 1. 所借图书和报刊已还清。

Books have been returned.1. 借书证/阅览证已还。

Library card has been canceled. 经办人： 年 月 日 | 1、学费结清情况Settlement of Tuition;(Office 418)经办人：年 月 日 | 2、成绩单已领。Transcript has been returned.3、学习证明书已领Certification has been returned.(Office 418)经办人： 年 月 日 | 4、居留许可在离校后15日内注销。Residence Permit will be canceled in 15 days after students leaving the university.(Visa Office in new building)经办人：年 月 日 | 5、学生证已注销Student ID has been canceled(Office 418)经办人： 年 月 日 | 6、住宿费结清情况 Settlement ofAccommodation7、留学生公寓退房情况Check out.(Accommodation Office in new building )经办人： 年 月 日 |

**注/Note：** 1、离校学生请按此单顺序办理离校手续，办完后应及时将此转单交回学生事务办公室（文理楼418）**Students who leave school please deal with formalities according to this list, finish, give it to Students' Affairs Office(Room 418).**

2、此离校手续转单适用于各类外国留学生。**This list of school leavers suits all foreign students.**