**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 of  Accommodation  7、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.**