

SBC CLEARANCE FORM 上海理工大学中英国际学院 离校单

个人信息 Personal Information

学号 Ref No.		姓名 Name		年级 Year	
专业 Programme		路径 Pathway		班级 Class	
手机 Tel/Mobile		邮箱 Email		离开 SBC 后的去向地 Location after leaving SBC	

离校手续清单 Please go to each department for signature or stamp in a Top-Down order

部门 Departments	负责人签字/盖章 Signature / Stamp	日期 Date	备注 Remarks
Student Management Dept. 学生管理部 (辅导员)			<ul style="list-style-type: none"> ➢ For Y2 students please go to TB 203 二年级学生——教学楼 203 室 ➢ For Y3 & Y4 students please go to TB 115 三、四年级学生——教学楼 115 室
Alumni Office 校友会			Room115 in Teaching Building 教学楼 115 室
Residence Teacher 生活老师			Return key and remoter to Residence Teacher 钥匙及遥控器交给晚上点名的生活老师, 并由其签字 Accommodation Tel: 64742183 宿管办电话: 64742183
Accommodation Office 宿资办(第五宿舍旁)			Including off-campus accommodation students 走读学生也必须前往宿资办签字 Accommodation Tel: 64742183 宿资办电话: 64742183
Facilities Office 行政部			Room 104 in Teaching Building 教学楼 104. (需要先有宿资办老师签字)
Dual-degree Office 双学位办公室			Only for GK students 仅限计划内学生(计划外学生无需填写) Gaokao Office: Room 101 in TB 计划内办公室: 教学楼 101 室(里间)
International Affair Office 国际事务办公室			Only for International Students 仅限国际学生(计划外学生无需填写) International Affair Office: AB 101 国际事务办公室: 行政楼 101 室
Library 图书馆			Room 106 in Library Building 图书馆 106 室
Finance Dept. 财务处			Room 204 Admin Building (2 seals) 行政楼 204 室 (必须盖 2 个章)
IT 技术部			Room 102 in Teaching Building 教学楼 102 室
Registry 教务部			Room 101 in Admin Building 教学楼 101 室(外间)

完成以上流程后必须将本表交至教务处存档 This form must be submitted to Registry for archiving before leaving SBC.

For all the students who are to graduate or transfer to the UK must complete this Clearance Form before leaving SBC. You cannot receive your degree before you complete this procedure and return this form to Registry. This form must be submitted to Registry for archiving before leaving SBC.

所有当年转入英国合作大学的或者毕业的学生必须在离院前完成本离校流程。对于当年毕业的学生, 如未完成本离校流程或未将本单交还至教务处的学生将无法领取毕业证书。完成以上流程后必须将本表交至教务处存档。

Smart Card balance refund: graduates can bring their Smart Cards to the Smart Card Center in the canteen to get their balance refunded during working days (11:00-12:45) before May 27th.

学生一卡通如仍有余额, 请于6月15日之前 (办理时间: 工作日11:00~12:45) 到食堂卡务中心办理余额退款。

本人在此申明上海理工大学学生证遗失, 若因此造成任何后果由本人自行承担。

I hereby certify that the USST Student Booklet has been lost and I will take all the responsibilities for any consequences.

本人签字 Signature _____

声明日期 Date _____