SBC CLEARANCE FORM
上海理工大学中英国际学院 离院单

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(由上至下)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） (教学楼 Teaching Building S201 & S202)			➢ For Y1&Y2 Free Entry students please go to TB S201 一、二年级计划外自主招生学生——教学楼 S201 室 ➢ A IS students please go to TB S201 所有国际学生——教学楼 S201 室 ➢ For Y3 & Y4 students please go to TB S202 三、四年级学生——教学楼 S202
Dormitory Office 宿管办 （第五宿舍旁 Near No.5 Dormitory）			➢ Return key and remoter to Dormitory Office；Including off-campus accommodation students ➢ 住宿学生需将钥匙及遥控器交还给宿管办；走读学生也必须前往宿管办确认
International Affair Office 国际事务办公室 (行政楼 Admin Building 101)			➢ **Only for International Students** ➢ 仅限国际学生
FD & Library 行政部&图书馆 (图书馆 Library 106)			➢ 需要先有宿管办老师签字 ➢ Dormitory office should be signed at first
Finance Dept.财务部 (行政楼 Admin Building 204)			➢ 2 seals 必须盖 2 个章
IT 技术部 (教学楼 Teaching Building S102)			➢ Return SBC smart card or temporary card to IT ➢ 归还 SBC 学生卡或临时卡
Registry 教务部 (教学楼 Teaching Building S101)			➢ When finish the above procedures, please take it to registry finally. ➢ 以上离院流程走完后，将该离院单交至教务部

本表须最终交至教务部，即视为离院手续办理完成。 This form must be submitted to Registry for archiving before leaving SBC.

For all 1+3, 2+2, 2+1+1, 3+1, 4+0 students must complete this Clearance Form before leaving SBC. For graduates, you cannot receive your degree before you complete this procedure and return this form to Registry. For students who transfer to the UK, you cannot get relevant documents of degree endorsement before you complete this procedure and return this form to Registry.
所有1+3，2+2，2+1+1，3+1，4+0学生须办理完离院手续后方可离开SBC。对于毕业生，如未完成离院流程将无法领取学位证书。对于1+3，2+2，2+1+1，3+1学生，如未完成离院流程，学院将不提供任何学位认证相关证明。

本人在此申明：若因上海理工大学学生证遗失而造成任何后果，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_____