**东南大学留学学历生离校通知单**

Leaving Procedure for International Degree Students

of Southeast University

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| 中文姓名/ Chinese Name |  | 学号/ Student No.  |  | 电话/ Mobile |  |
| 护照姓名/ Passport Name |  | 类别/ Program | □本科生/ Undergraduate □硕士/ Master □博士/ PhD  |
| **1.学生所在院系/School of the student**a.请院系教务老师协助办理该研究生电子离校资格。/ Only master and PhD students need to complete this step.b.建筑学院学生须提供额外本院系离校通知单。/ Students from school of Architecture have to obtain an extra leaving proof from their own school. All undergraduate, master and PhD students need to complete this step. |
| **2.图书馆/ Library** | 本科生：请老师确认该生离校资格并盖章。/ For undergraduate students, the stamp of library is required. | 盖章和日期：/ Stamp&Date |
| 研究生：请老师协助办理该生电子离校资格。/ For Master and PhD students, the step is completed by teacher of library via internet system.  |
| **3.档案馆/ Archive**请老师协助办理该研究生电子离校资格。/Only Master and PhD student need to complete this step. |
| **4.所在校区辅导员****/ Manager of dorm of the campus the student live***(Remark: If the student live off-campus, please confirm with Student Affairs Office 302 of CIS)*请确认该生宿舍费已缴清。/ Confirm if the student have cleared dorm fee | □四牌楼/ Sipailou Campus □丁家桥/ Dingjiaqiao Campus□九龙湖/ Jiulonghu Campus□校外/ Off-campus |
| 签名和日期：/ Signature&Date |
| **5.海外学院财务处****/ Financial office of College for international students**确认该生学费已缴清。/ Confirm if the student have cleared tuition fee | 签名和日期：/ Signature&Date |
| **6.表格返回海外学院教学办**/ Return the form to the Academic Office of College for international students |