**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 | | | | | | | | | |