**毕业证书学位证书领取流程**

**本科生和硕士研究生：**

1.填写并完成离校单

2.本人领取：本人带离校单至海外教育学院教务办公室403室领取

 委托他人领取：1.本人离校前将委托书交至海外教育学院教务办公室403室

2.受委托人带自己身份证件（受委托人证件）和委托人离校单至海外教育学院教务办公室403领取委托人证书。

**博士研究生：**

1.填写并完成离校单

2.博士研究生根据规定学位至颁发日起有三个月公示期，所以博士 生可以在毕业证书颁发日领取毕业证书，三个月后再领取学位证书。

3.本人领取：本人带离校单至海外教育学院教务办公室403室领取

 委托他人领取：1.离校前将委托书交至海外教育学院教务办公室403室

2.受委托人带自己身份证件（受委托人证件）和委托人离校单至海外教育学院教务办公室403领取委托人证书。

**备注：纸质版离校单及委托书海外教育学院教务办公室403领取。**

**同时也可以到海外教育学院网站下载。（<https://cis.seu.edu.cn/wraduation/list.htm>）**

**Graduation Certificate and Degree Certificate Collection Process**

**Bachelor’s and Master's Students:**

1. Fill out and complete the School Leaving Form.

2.

**Personal Collection:** Bring the School Leaving Form to Room 403 at the Academic Affairs Office, College of International Students(AAOCIS) to collect in person.

**Authorize Someone Else to Collect:**

1. Before leaving the school, submit the authorization letter to Room 403(AAOCIS).

2. The authorized person should bring their own identification documents (the authorized person's ID) and the School Leaving Form of the person who authorized them, to Room 403

(AAOCIS) to collect the Certificate of Authorization.

**PhD Students:**

1. Fill out and complete the School Leaving Form.

2. For PhD students, there is a three-month public notice period from the date of degree conferment. Therefore, doctoral students can collect their graduation certificates on the day of issuance and then receive their degree certificates three months later.

3.

**Personal Collection:** Bring the School Leaving Form to Room 403(AAOCIS) to collect it in person.

**Authorize Someone Else to Collect:**

1. Before leaving the school, submit the authorization letter to Room 403(AAOCIS).

2. The authorized person should bring their own identification documents (the authorized person's ID) and the School Leaving Form of the person who authorized them, to Room 403(AAOCIS) to collect the Certificate of Authorization.

Note: The hard copy of the School Leaving Form and the Authorization letter can be collected from Room 403(AAOCIS). Alternatively, you can also download them from the College of International Students 's website (https://cis.seu.edu.cn/wraduation/list.htm).