The Leaving Procedure for Overseas Degree Students at JUFE

江西财经大学学历留学生毕业离校手续表`

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| **Name 姓名** |  | **Gender**  **性别** |  | **Student ID 学生号** |  | **Major**  **专业** |  |
| **Process**  **流程** | **1. School 学院** | **2. Library**  **图书馆** | | **3.The Financial Department**  **财务部** | | **4.Overseas Student Office (221)**  **留学生办公室 （221）** | |
| **To Do List**  **应做事项** | 1.Return all the books and other documents borrowed from the School, attend graduation ceremonies ,etc.  向各学院归还所借书籍、参加毕业典礼等。  2.Submit digital dissertation (pdf format) to the graduate secretaries of each school.  上交论文的电子版（pdf格式）到各学院研究生秘书处。  Location地点:  Each School 各学院  （seal） | 1.Return all borrowed books.  归还书籍。  2.Go to the library Information Desk to clear all possible debts。  到图书馆前台归还所欠书费  Location 地点:  Information desk in the 1st floor of Library 图书馆一楼的咨询处  （seal） | | (CSC Scholarship students are not required)  （CSC奖学金生不要求）  1.Confirm all bills (tuition and accommodation fee) have been cleared.  确认已付清所有财务（学费、住宿费等）  Location 地点:  First Floor of the Comprehensive Building in the North Campus  北区综合楼一楼  （seal） | | 1.Inform the office about your date of leaving.  告知离校日期  2.Fill in potential employment information.  填写可能的就业信息  3.Check-out your room (return room card and electricity card)  退房（归还房卡和电卡）  Location 地点:  Overseas Student Office 221  留学生办公室 221  （seal） | |

**Notes 说明:**

1. You need to have the departments’ stamped on your list after the complement of each process. 各项流程结束后需盖上各部门的章。

2. The Overseas students should submit this procedure form to the Overseas Student Office (221) before leaving JUFE. 各毕业生离校前需向留学生办公室221提交已盖章的流程表。

3. Please check-out before 15th of July considering room maintenance during the summer vacation. 因假期公寓需要维修,请在7月15号前退房。

The Leaving Procedure for Non-degree Overseas Students at JUFE

非学历生离校手续表

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| **Name**  **姓名** |  | **Gender**  **性别** |  | **Student ID**  **学生卡号** |  |
| **Process**  **程序** | **1. Library**  **图书馆** | **2. The Financial Department**  **财务部** | | **3. Overseas Student Office (221)**  **留学生办公室（221）** | |
| **To Do List** | 1.Return all borrowed books. 归还所有图书  2.Go to the library Information Desk to clear all possible debts.  将学生卡带至图书馆咨询台处偿还所有可能的债务  Location 地点:  Information desk in the 1st floor of Library  图书馆1楼咨询台  （seal） | (CSC Scholarship students are not required)  （CSC奖学金生不作要求）  1.Confirm all bills (tuition and accommodation fee) are cleared.  确认所有需付款项已还清（学费和住宿费）  Location 地点:  First Floor of the Comprehensive Building in the North Campus  北区综合楼一楼  （seal） | | 1.Inform the office about your date of leaving.  告知离校日期  2.Fill in potential employment information.  填写可能的就业信息  3.Check-out your room (return room card and electricity card)  退房（归还房卡和电卡）  Location 地点:  Overseas Student Office 221  留学生办公室221  （seal） | |

Notes 说明:

1. You need to have the departments’ stamped on your list after the complement of each process. 各项流程结束后需盖上各部门的章。

2. The students should submit this procedure form to the Overseas Student Office (221) before leaving JUFE. 留学生离校前需向留学生办公室 221提交已盖章的流程表。

3. Please check-out before 15th of July considering room maintenance during the summer vacation. 考虑到公寓暑期维修事项,请于在7月15号前退房。