



来华留学生学籍异动审批表

Application for International Student Status Alteration

异动类别 Alteration type	<input type="checkbox"/> 退学 discontinuing study (Page1+Page2 required) <input type="checkbox"/> 休学 temporary suspension (Page1+Page2 required) <input type="checkbox"/> 复学 resumption study (only Page1 required)				
学号 Student ID		国籍 Nationality		姓名 Name	
护照号码 Passport No.		专业 Major		电话 邮箱 Tel&email	
休学时间 Suspension Period (Applicable for suspension)	____ (yy) ____ (mm) ____ (dd) to ____ (yy) ____ (mm) ____ (dd), _____ months in total				
申请理由 Reasons	本人签字 Applicant's signature: ____ (yy) ____ (mm) ____ (dd)				
医院意见 Comments from hospital (Applicable for suspension/resumption due to health issues)	signature: ____ (yy) ____ (mm) ____ (dd)				
班主任意见 Comments by supervisor	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 signature: ____ (yy) ____ (mm) ____ (dd)				
国际教育学院意见 Comments from the SIE	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 院长签字 (单位公章): _____ Dean of the applicant's school: (Official stamp required) ____ (yy) ____ (mm) ____ (dd)				
分管校领导意见 Comments from the Vice-President of YCPC	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 签字 (单位公章): _____ Dean of the applicant's school: (Official stamp required) ____ (yy) ____ (mm) ____ (dd)				
备注 Remarks					

注：因病休学申请复学者，需填写医院意见，还应把医院诊断书附后。

Note: Medical proof is required for study resumption after suspension due to illness.

国际学生休学离校报退回执单

School Leaving Form for International Students for Study Suspension

姓名 Name: same as Page 1学号 Student ID: same as Page 1专业 Major: same as Page 1联系电话 Contact number: same as Page 1E-mail: same as Page 1离校原因 Reasons for leaving school: same as Page 1

部门/地点 department/location	经办人签字（盖章）signature		备注 Remarks
国际 教育 学院 办公 室 (Office of SIE)		日期 date 年 月 日	确认学费 to confirm the tuition status
		日期 date 年 月 日	退宿 to check out the dorm
		日期 date 年 月 日	缩短签证 to shorten the visa
备注 (Remarks):			
<p>1. 离校前须持本回执单完成全部报退手续。 The application must be completed before leaving school.</p> <p>2. 完成办理后，报退学生须尽快离境。 Upon completion of application, the student should leave China as soon as possible.</p> <p>3. 如因故不能本人办理而委托他人代办，须自行准备委托书并签字，方可办理。If one cannot handle it in person and entrust others to do it, he/she must prepare the letter of authorization and sign it.</p>			