**成绩单/在读证明申请表**

**APPLICATION FORM FOR TRANSCRIPT/ STUDY CERTIFICATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓名Name |  | | 学号  Student ID |  |
| 专业Major |  | | 护照号  Passport No. |  |
| 申请项目  Applying for | | TRANSCRIPT/STUDY CERTIFICATE | | |
| 申请目的  Purpose | | 学生签字Signature：  时间Date: | | |
| 欠学分数  Credits to be obtained | | 教务老师签字：  时间： | | |
| 学费缴纳确认  tuition payment (Bachelor Only) | | 缴清/欠费总额：  Clear/ Default Sum:  辅导员签字Counselor:  时间Date: | | |
| 综合审核意见  Conclusion | | 审核签字Signature：  时间Date: | | |
| 备注  Notes | |  | | |