**浙江工业大学本科留学生补办证明书申请表**

**Application Form for Supplementary Certificate for Undergraduate International Students of ZJUT**

 No:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 性别Gender |  | 出生日期Date of Birth |  | 护照号Passport No. |  |
| 学号Student ID |  | 入学日期Enrollment Date |  | 毕业日期Graduation Date |  | 培养层次Education Level |  |
| 毕业证号Graduation Certificate No. |  | 专业 Major |  | 学制Length of Schooling |  | 获何学位Academic Degree |  |
| 学位证号Degree Certificate No. |  | 联系电话Telephone |  | 所在学院Major College |  |
| 个人申请理由及责任书Reasons for Application & Liability Statement | 申请理由Reasons for Application:为了确保毕业留学生的合法权益，补办证明书的准确性及有效性，特向学校申请办理补办手续。并声明所提交的材料属实，愿意承担所有后果和责任。In order to ensure the legitimate rights of international graduates, the accuracy and effectiveness of the supplementary certificate, I apply to the school for supplementary formalities. I declare that the materials submitted are true and I will accept all the consequences and responsibilities.申请人签名Applicant Signature：年(Year) 月(Month) 日(Day) |
| 国际学院意见Opinions of International College | 负责人签名（盖章）Signature & Stamp：：年(Year) 月(Month) 日(Day) | 学校意见Opinions of ZJUT | 负责人签名(盖章)：Signature & Stamp：年(Year) 月(Month) 日(Day) |

备注Attention：

1.毕业留学生若遗失学历或学位证书，需向学校补办证明书者，将由本人填写并签名提交本申请表并提供本人护照原件与复印件，到屏峰校区健行楼B405办公室办理，联系电话0571-85290041；International graduate who has lost certificate of graduation or certificate of academic degree needs to apply for supplementary certificate. He/she should fill this form and sign it, accompany with the original and copy of passport and hand the materials to Academic affairs office。

Address:Jianxing B405 ,Pingfeng campus; Contact number :0571-85290041.

2.补办每本证明书需带二寸免冠彩色照片一张，工本费20元；Every supplementary certificate needs a two- inch identification photo, and a fee of 20 yuan.

3.若在2017年以前毕业的留学生，请先到国际学院（屏峰校区健行楼B504）开具“证书发放证明”后再到教务处办理，联系电话0571-85290785；若在2017年及以后毕业的留学生请直接到教务处来办理；International students graduated before 2017 is required to firstly issue a certificate from International College（Address:Jianxing B504 Pingfeng campus;contact number:0571-85290785）,and then go through the formalities in the Academic affairs office. International students graduated in 2017 or after 2017 can go through the formalities directly in the Academic affairs office.

4.本表交给教务处存档。The Academic affairs office will keep this form on file.

浙江工业大学教务处

 Academic affairs office of Zhejiang University of Technology