

HOW TO GET THE ELECTRONIC RECEIPT

电子发票获取信息

★在您付费后，两周后按照如下操作获取发票。

★After two weeks, you can get the receipt as the following steps.



第一步：打开 www.jdcw.sjtu.edu.cn

STEP 1: OPEN THE WEBSITE www.jdcw.sjtu.edu.cn

第二步：点击右下方“缴费平台”。

STEP 2: CLICK THE SECOND BUTTON OF “缴费平台”



第三步：输入 10 位号码的学号，类似 2019020999。

STEP 3: INPUT YOUR STUDENT NUMBER, e.g. 2019020999.



第四步：进入后核对名字，点击电子票据，查看电子票据。

STEP 4: AFTER GETTING IN, PLS CHECK YOUR NAME AND CLICK THE BUTTON OF “ELETRONIC RECEIPT”.

★电子票据默认抬头为学生姓名，如果需要公司抬头，请在缴费前，提前告知。

★The title of the electronic receipt is the student's name. If you need the company name, please inform us in advance before the payment.

★For more question about the payment, please contact to Ms. Cai at caicheng@sjtu.edu.cn, Tel: 021-62820639/34208524.

上海交通大学人文学院

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