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| **汉语进修留学生退学申请单**  **(Application Form for Withdrawing from the Non-degree Language Program)** | | | | |
| 姓名(Name) |  | | 性别(Gender) |  |
| 国籍(Nationality) |  | 学习期限（Study Duration） |  | |
| 护照号码(Passport No. |  | 学校学号(Student Card No.) |  | |
| 退学原因（Reasons）： | | | | |
| 以下内容，需由学院确认（The following items need to be confirmed by School.(clpvisa@sjtu.edu.cn)）。 | | | | |
| 需办事项  （Matters to be handled） | 1.关于学习类签证或居留许可：□需要取消；□已取消。  （请在退学的5个工作日内，提交由市出入境管理局开具的《外国人签证证件受理(RECEIPT)》邮件至clpvisa@sjtu.edu.cn。否则，申请者名单将由学校上报相关部门。）  **On study visas or residence permits:** □**Need to be cancelled;** □**Cancelled** (Within 5 working days of dropping out, please submit the photo of《外国人签证证件受理(RECEIPT)》 issued by Exit-Entry Administration Bureau of Shanghai Public Security Bureau to [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn) to complete the procedure. Otherwise, it will be reported to the related sectors.) 2.关于退费：□是□否:（如需，需退还人民币 元）  **About refund:** □**Yes**□**No: (RMB\_\_\_\_\_\_\_\_\_Yuan should be refunded if refund is required)**  3.其他事项：如需要《学习证明》《离校证明》或《学习成绩单（Official Academic Transcript）》，请联系mjzhu315@sjtu.edu.cn办理。  **Other matters: If you need *Certificate of Testimony*, *Certificate of Leaving Schoo*l or *Official Academic Transcript*, please email mjzhu315@sjtu.edu.cn.** | | | |
| **申请人签名(Signature)**  **日期(Date):** | | | | |
| **学院意见:**  **日期(Date):** | | | | |
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