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**国际学生（交换生、交流生）入学申请表**

Application Form for International Students (Exchange Students)

**申请人请同时提交：**

**Applicant should submit the following documents together with the application form:**

(1)入学申请表（个人签名，推荐院校国际事务中心盖章）
 Application form with applicant’s signature and stamp of the international office in home institution

（2）学校国际事务中心交换生推荐信 Reference Letter from international office in home institution

（3）在学证明和学习成绩单 Certificate of enrollment in home institution，Academic Transcript at home institution

（4）护照复印件 Photocopy of Passport

（5）照片 digital photo

（6）保险证明书（申请人最晚须在入学时提交）Valid insurance certificate (must be submitted on your arrival)

（7）网上信息登记：微信扫描二维码或者通过下面的网址登记Basic information online Registration：
Scan the QR code with Wechat App or visit <http://zp56397jn3eggk0j.mikecrm.com/pzBASfC>

**注意NOTES：**

1. 请完整填写，并发”.pdfc”文件至学校EMAIL，同时把签名页扫描并发至学校EMAIL。报名表不符合要求者不予处理。Please fill ALL the blanks，and then email the application in \*.pdf file to university email address. Meanwhile, please scan the last page which you signed and email the scanning copy to the university email address Failure to do so shall be considered as incomplete application.
2. 报名表和其他材料请寄往上海工程技术大学。

上海市长宁区仙霞路350号10号楼410室

上海工程技术大学国际教育学院

邮政编码：200336

电话：86-21-62096501

电子邮件：hanyu@sues.edu.cn

网址：www.sues.edu.cn

 **Please send the original application form and other application materials to the following address.**

Room410，10# Building, No. 350 Xianxia Road, Changning District, Shanghai, China

Postcode: 200336

Tel: 86-21-62096501

Email: hanyu@sues.edu.cn

Website: [www.sues.edu.cn](http://www.sues.edu.cn)

**请申请人用中文或英文印刷体认真填写以下诸项，字迹要清楚。不能缺项填写，没有的请写“无”。**

**Please fill in the form in Chinese or English carefully, clearly and completely. Please put N/A if not applicable.**

|  |  |  |
| --- | --- | --- |
| **姓****Surname Name/****Last Name** |  | 照片PHOTO |
| **名****First Name/****Given Name** |  | **中间名****Middle Name** |  |
| **国籍****Nationality** |  | **性别****Gender** | □ 男 Male □ 女 Female |
| **出生日期****Date of birth** | 年/yy月/mm 日/dd | **出生地点****Place of birth** |  |
| **护照号码****Passport No.** |  | **护照有效期****Valid until** | 年/yy月/mm 日/dd |
| **婚姻状况****Marital Status** | □单身Single □已婚Married | **宗教信仰****Religion** |  |
| **手机****Mobile number** |  | **电子邮件****E-mail** |  |
| **家庭住址****Permanent Address** |  |
| **邮政编码**Post Code |  | **家庭电话/传真**Home Tel/Fax |  |
| **通信地址****Mailing address** |  |
| **收件人****Contact Name** |  | **邮政编码****Post Code** |  | **电话/传真****Tel/Fax** |  |
| **最近三次入境签证记录****3 recent VISAS to China** | 入境次数No | **逗留时间（月）****Duration（months）** | 签证类型visa type | **原因****Reason** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **所属学校、院系****Department/ Home Institution** |  | **联系人****Contact person** |  |
| **联系地址****Address** |  | **电话/传真****Tel/Fax** |  |
| 中国紧急联络人 Emergency Contact in China |
| **姓名Name** | **与本人关系Relationship** | **联系电话TEL** | **电子邮箱EMAIL** |
|  |  |  |  |
| **学习经历（高等教育起填写）Educational background（From High Education Institution）** |
| **学校名称****Institutions** | **在校时间****Years attended (from/to)** | **主修专业****Field of study** | **所获文凭****Diploma received** |
|  | —— |  |  |
|  | —— |  |  |
|  | —— |  |  |
|  | —— |  |  |
|  | —— |  |  |
| **语言能力Language proficiency** |
| **汉语能力Chinese Proficiency** | □**母语Native**□**流利Fluent**□**高级Advanced**□**良好Conversational**□**一般Basic**□**不会None** | Test(s) taken:HSK：\_**\_\_\_\_\_\_**Level **;**Other please specify\_\_\_\_\_\_\_\_\_ |
| **英语能力English Proficiency** | □**母语Native**□**流利Fluent**□**高级Advanced**□**良好Conversational**□**一般Basic**□**不会None** | Test(s) taken: TOEFL\_\_\_\_\_\_\_\_；GMAT\_\_\_\_\_\_\_\_\_；GRE\_\_\_\_\_\_\_\_\_；IELTS\_\_\_\_\_\_\_\_\_\_\_\_Other please specify\_\_\_\_\_\_\_\_\_ |
| **其他Other** |  |
| **学习计划StudyPlan at SUES** |
| **申请类别Category** | **专业或专题 Subject or field of study** | **指导教师Advisor** |
| **非学位生****N****ON****D**E**G****R****E****E** | **□高级进修生****Senior Advanced Student** | 专业Major： |  |
| **□普通交换生****Exchange Student** | 专业Major： |  |
| **□语言进修生****Language student** | **汉语/Chinese language** |  |
| **个人学习计划Personal Study plan****Please state your study plan for the Study Abroad period, in terms of academic study, Chinese language learning and cultural experience etc.** |
|  |
| **学习时间Duration of study** |
| **自/From** | 年/yy月/mm 日/dd | **至/To** | 年/yy月/mm 日/dd |
| **经费来源Financial Support** |
| **□自费**Self-sponsored | 保证人姓名Guarantor's name：与申请人关系Relationship with applicant：地址Address：电话/传真 Tel/fax：保证人签名Guarantor's signature： |
| **□校际交换****University****exchange** | 学校名称University：联系人Contact person：学院Department：地址Address：电话/传真Tel & Fax： E-mail： |
| **□奖学金****Scholarship** | 奖学金名称Scholarship：提供奖学金单位Provided by: 电话/传真Tel/Fax： E-mail： |
| **附加信息（健康状况、过敏事项等，如有需要请另附纸张）****Additional information you consider necessary (Medical problems, allergies etc. Please continue on a separate sheet if necessary)** |
|  |
| **有无过往犯罪或违规记录，如有，请说明****Please clarify if any illegal or criminal** | □**无 None**□**有Yes**----------------------------------------------- |
| **以下由推荐学校填写 For Introducer or Institutes** |
| **姓名 Name :****职位 Position :****学校 Institute :****地址 Address :****电话Tel :****电子邮箱 Email :****签字 Signature : 日期 Date :** |
| **申请人保证：I hereby affirm that** |
| 1. 上述各项中所提供的情况是真实无误的。/ All the information given in this form is true and correct.
2. 在中国学习期间遵守中国政府的法律和学校的规章制度。/ I shall abide by the laws of the Chinese Government and the regulations of the school.
3. 在学期间任何意外或经济问题本人将承担全部责任。/ I will take the responsibilities for and incidents or financial problems.

 申请人签名： 日期 年 月 日  Signature : Date YYYY MM DD (无此签名，申请无效/The application is invalid without signature) |

**新生告知书Notice**

1. 缺课超过为20%的学生将收到缺勤警告，学校对收到两次缺勤警告者勒令退学，同时出入境管理部门将注销其学习签证或居留许可。Student who is absent for more than one-fifth of the classes will receive absence warning from the university and with two absence warnings the student will be expelled from University. Meanwhile, immigration office will cancel his or her student visa or residence permit.
2. 休学申请应于开学后八周内提出；退学申请应于开学后两周内提出。休学或退学后，学校将按照相关规定注销其学生签证。In the first 8 weeks, you could apply for suspension. And if you need to drop out, you must apply in the first 2 weeks. Meanwhile, immigration office will cancel his or her student visa or residence permit.
3. 所有学生应购买“留学生来华医疗保险”，学校可代为购买。All the students are required to purchase Comprehensive Insurance & Protection Scheme

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请关注我们的微信公众号，获得进一步的信息。

Please follow us on Wechat for further information