**留学生学籍更换申请表格**

**Change of International Student’s Enrolment Status**

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| **申请者填写To be filled in by Applicant** |
| 学号Student ID No.： 姓名Name (中/CH)： (英/EN)： |
| 系 Faculty： 学科专业Programme： 联系号码Contact No.： 邮箱Email：  |
| 学位类别Category： □专科/本科 Diploma/B.A. □ 硕士MA □ 博士PhD |
| 银行Bank： 户口号码Bank Account No：户口持有人名字Account Holder Name：户口持有人护照号码Account Holder Passport No： |
| 校内宿舍房号 Hostel Room No.（如有 If applicable）：【请到宿舍办公室办理退宿手续 Please proceed to Hostel Office for withdrawal procedure】 |
| 离校原因 Reason for leaving school：□休学 Deferment ：（从/From\_\_\_\_\_\_\_\_年/YY\_\_\_\_\_\_月/MM 至\_\_\_\_\_\_\_\_年/YY\_\_\_\_\_\_月/MM）□海外研习 Outbound ：（研习学校/Outbound institution： ） ：（从/From\_\_\_\_\_\_\_\_年/YY\_\_\_\_\_\_月/MM 至\_\_\_\_\_\_\_\_年/YY\_\_\_\_\_\_月/MM）□退学 Withdrawal ：（原因 Reason ： ） |
| **退款申请 Application for Refund（仅供退学者使用 Applicable to Withdrawer）** |
| 1. 本人谨此申请/ I would like to apply for the following refund： □ i. 退还保证金 □ ii. 退还宿舍抵押金（符合条件者适用） □ iii. 退还定额学费（符合退费条例者适用） □ i. Refund of personal Bond □ ii. Hostel deposit (applicable only to those who are qualified. ） □ iii. Refund fixed amount of school fees (terms and condition applied) |
| **请依序至以下部门办理签章及查核手续 Please obtain signature from the following departments** |
| **部门 Department** | **签名 Signature** | **日期 Date** | **备注 Remarks** |
| 申请者 Applicant |  |  |  |
| 家长/ 监护人Parent/Guardian(非研究生适用 Not available for graduate students) |  |  |  |
| 系 Faculty(非专班适用 Not available for special class) |  |  |  |
| 学生事务处 Student Affairs | □已退还车辆通行贴纸 Vehicle pass sticker has been returned. □已办理退宿手续 Hostel check-up procedure has been done. |
|  |  |  |
| 图书馆 Library |  |  |  |
| 财务处 Finance Department |  |
| 注册处 Registrar’s Office | □ 学生证Student ID 生效日期effective from： |
|  |  |  |
| **国际教育学院填写 To be filled in by Institute of International Education** |
| 奖贷学金处理方式Scholarship and Loan (如有 If any)： | □ 退还奖 / 贷学金 To refund scholarship/loan of RM \_\_\_\_\_\_\_\_\_\_\_□ 保留奖 / 贷学金至复学 To retain scholarship/loan until re-enrolment. |
| 国际教育学院 Institute of International Education： | 日期 Date： |