### 东华大学外国留学生复学流程单

### Resuming School Application form for

### Donghua University Degree International Students

* **请学生完整填写以下内容 Student information：**

|  |  |  |  |
| --- | --- | --- | --- |
| **学 号****Student ID** |  | **中英文姓名**Chinese/English Name |  |
| **国 籍** **Nationality** |  | **专业、层次****Major and Level** |  |
| **原入学年月****Enrollment Date** |  |
| **原申请休学期限**Expected suspension period | From \_\_\_\_\_ /\_\_\_ /\_\_\_ to \_\_\_\_\_ /\_\_\_\_ /\_\_\_  |
| **申请复学学期**Resuming School term |  |
| **申请校内住宿****Apply university dorm** | ○ Yes. Please apply in system: <http://admissions.dhu.edu.cn> ○ No. |
| **收取材料快递地址****Contacts of receiving documents** | Name:Address:Phone No.:Postcode: |

* 请在休学期限到期前至少提前2个月与学校联系(否则视为自动退学)，将本单发到学校并确认，学校快递复学及签证材料。 电子邮件地址： 联系人：
* **Student must apply by email to resume school at least 2 months before the end of suspension period and get a visa X to reentry China. Otherwise, he/she will be dropped out of university automatically.**
* **请学校老师办理复学流程 Student information：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号No** | **地点Place** | **内容及说明instructions** | **办理人签字****signature** | **日期****Date** |
| 1 | IECB **100 (CIP)**IECB **108 (汉本）**ICES **122（Others）** | 部门负责人审核复学申请Review student’s applicaton |  |  |
| 快递复学通知、签证表 Post documents |  |  |
| 2 | IECB **100 (CIP)**IECB **108 (汉本）**ICES **122（Others）** | 学生报到，并领取本表 Start the procedure after arriving back系统里学费、保险费 Setting tuition fee and insurance fee |  |  |
| 3 | 国际文化交流学院122室ICES 122 | 住宿Dorm Check-in **Counter for Dorm** |  |  |
| 财务结算费用Fees Settlement **Financial Counter** |  |  |
| 签证Visa checking and conversion **Counter for Visa** |  |  |
| 4 | IECB **100 (CIP)**IECB **108 (汉本）**ICES **122（Others）** | ,交还本流程单，安排课程Return back this form |  |  |