

Departure Procedures for International Students at Shanghai

Electric Power University

I. International students should obtain the *Form of Leaving School* from the International Students Administration Office within one week before they finish their studies and should go through the following steps:

1. Go through the school-leaving procedures at the department office where they studied;
2. Return all borrowed books to school library;
3. Refund the student card at the card center;
4. Solve the financial problem at the Final Office of SUEP;
5. Check out at management office of dormitory.

II. Language students should submit a 2-inch certificate photo to International Students Administration Office of School of International Exchange one week earlier if they need study certificates.

III. Graduation diploma, degree certificates and study certificates can only be obtained after international students submit the *Form of Leaving School*, student ID and other related cards back to SIE.

IV. Graduation diplomas, degree certificate and transcripts are available at Teaching Center of SIE.

V. International students need to check out their room and leave school within 7 days upon graduation/completion of studies. Otherwise they will be charged at the price for hotel guests.

VI. For international students who do not go through the above procedures, SUEP will not provide them with any credential documents and reserves the right to demand unpaid fee.

VII. Respected departments should report the students who cannot graduate on time to SIE before the end of May each year.