

Guidance for International Students Obtaining Non-criminal Certificate at School

1. This guidance is applicable to non-Chinese students on campus.

2. Enter the website of the School of International Education and download the “*Application Form for a Certificate of Non-criminal for SUEP International Students*” (hereinafter referred to as the Form”), and fill in personal relevant information.

3. Submit the “Form” to SIE, and the international student management personnel will fill out the certification content. The form should indicate the start and end dates of the student’s enrollment, whether there is a criminal record, etc. Reviewed and signed by the person in charge of the college and stamped with the official seal.

4. After being reviewed and confirmed by the SIE , the “Form” will be sent to the Security Office for review. After confirmation, it will be stamped by the Comprehensive Office of the Security Office. A copy of the “Form” will be kept for record by the Security Office for future reference.