

## Notice on applying for *Transcripts and Academic Degree Certificate*

### 1. Reception Time:

Mon. – Fri. : 8:00am –17:30pm

### 2. Reception Location:

Room 328, Chen Rui Qiu Building

### 3. Reception Objects:

Current postgraduates and alumni who enrolled in or after 2002 (exclude alumnus graduating from Medical School)

### 4. Traffic routes:

**Route 1:** School buses from Xuhui Campus to Minhang Campus (for those who live in Xuhui Campus);

**Route 2:** Xuming Line (bus) from Xujiahui to Dongchuang Road (for those who live out of the university);

**Route 3:** Line 1 (subway) to Xinzhuang, and transfer Line 5 (subway) to Dongchuan Road (for those who live out of the university);

**Route 4:** Line 1 (subway) or Mingzhu Line (light rail) to Shilong Road, and transfer Cangshi Line (bus) to Minhang Campus (for those who live out of the university).

### 5. Rules & Regulations:

#### (1) *Transcripts:*

a) Current postgraduates

The postgraduates need to provide the application form (see Annex 1) and other valid documents; people who have quitted school are required to provide the *Certification Of Leaving School*.

b) Alumni who enrolled in or after 2002 (exclude alumnus graduating from Medical School)

The alumni need to provide the application form (see Annex 1) and other valid documents; the alumni who graduate before 2006 are required to provide the English (Chinese) titles of their graduate theses.

#### (2) *Academic Degree Certificate*

Alumni who enrolled in or after 2002 (exclude alumnus graduating from Medical School) are required to provide the application form (see Annex 2), Diplomas, Degree Certificates, and other valid documents.

### Notes:

- (1) The transcripts and Academic Degree Certificate of Alumni who enrolled before 2002 are transacted by SJTU Archives;
- (2) SJTU Archives is also responsible for stamping the transcripts and Academic Degree Certificate of Medical students;
- (3) Address of SJTU Archives: RM 203, Old Library, Xuhui Campus (No. 1954 Huashan Road), contact: 021- 62933032

(4) Rule & Regulations of SJTU Archives:

[http://archives.sjtu.edu.cn/platformData/infoplat/pub/shjadag\\_12/docs/200806/d\\_9502.html](http://archives.sjtu.edu.cn/platformData/infoplat/pub/shjadag_12/docs/200806/d_9502.html)

**6. Flowchart of applying for *Transcripts* and *Academic Degree Certificate***

**Annex 1: *Application Form of Transacting Transcripts***

**Annex 2: *Application Form of Transacting Academic Degree Certificate***