Flowchart of re-issuing student ID card

Reception Time	GS Service Center	Students
Mon.-Fri. 8:00-17:30	**Pay by student ID card** **Transacting** **Collecting** **（RM 328 Chen Ruiqiu Building）**	**Download and complete the *Application Form of Re-issuing Student ID Card*from the webpage of graduate school, bring a passport photo of the applicant**
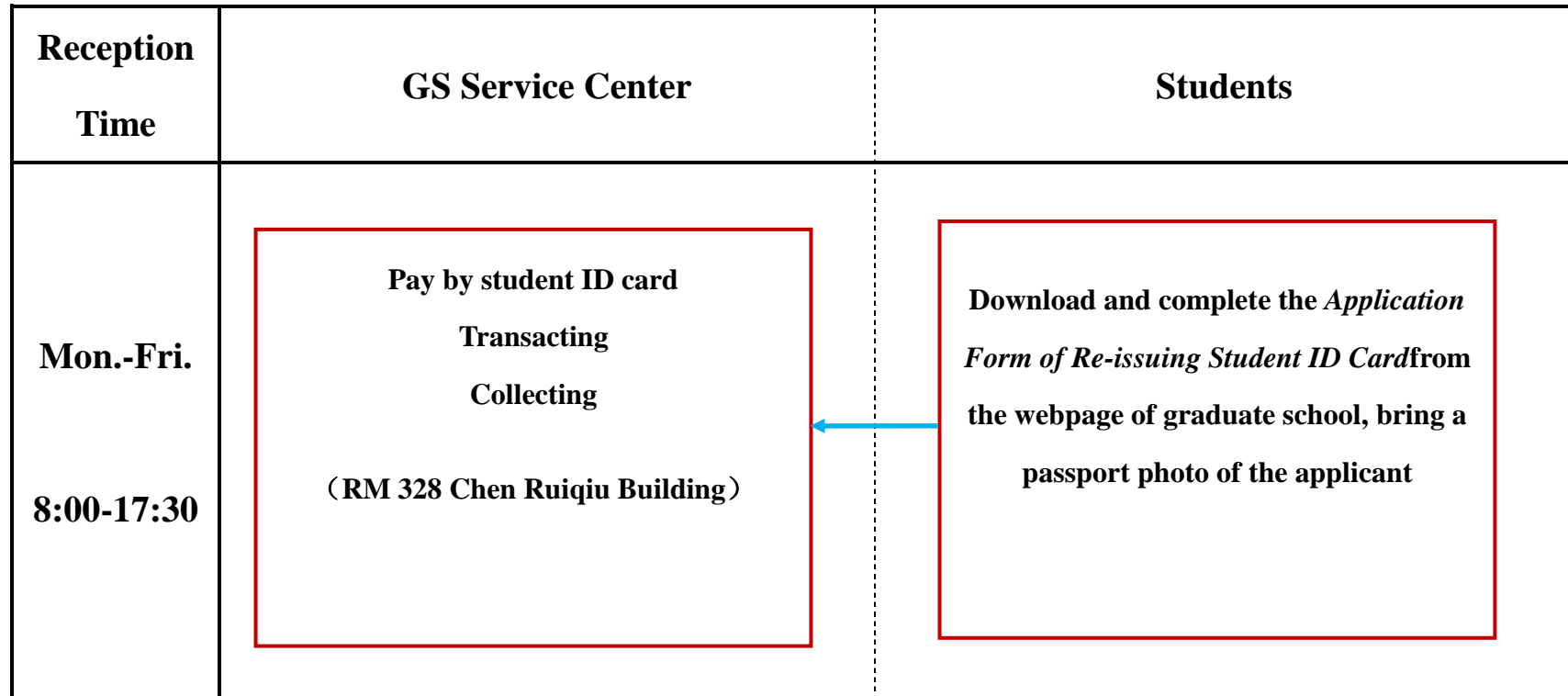
Note: Payment by cash should be made at the financial office of SJTU (New Administration Building B, Floor 1st)