

Notice on applying for *Certificate of Student Status*

1. Reception Time:

Mon. – Fri.: 8:00am –17:30pm

2. Reception Location:

Room 328, Chen Rui Qiu Building

3. Required Materials:

- a) For generous purpose *Certificate of Student Status*, one could/should apply online and print the certificate through the self-service printing machine, or download and complete the *Application Form for Certificate of Student Status (General)* (see attachment 1) and apply at Room 328, Chen Rui Qiu Building;
- b) For *Certificate of Student Status* used for travelling document application, one should apply online, download and complete the *Application Form for Certificate of Student Status (Special)* (see attachment 2). School/department seal and signature of the responsible dean are required.

4. Instructions on self-printing service

Step 1: Login the Graduate Education Information Management System and apply for *Certificate of Student Status*: <http://www.yjs.sjtu.edu.cn/ssfw/login.jsp>

Step 2: Printing the *Certificate of Student Status* through the self-service printing machine on the third floor of Chen Rui Qiu Building.

Attachments:

1: *Application Form for Certificate of Student Status (General.)*

2: *Application Form for Certificate of Student Status (Special).*