

## **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).*