

Flowchart for *Certificate of Student Status* Application

Reception Time	GE Service Center	School/Department	Students
Mon.-Fri. 8:00-17:30	<div style="border: 1px solid red; padding: 10px; text-align: center;"> <p>Collecting necessary documents and processing the certificate.</p> <p>(RM 328 Chen Rui Qiu Building)</p> </div>	<div style="border: 1px solid red; padding: 10px; text-align: center;"> <p>Stamp of the school/department seal and signature of the dean in charge of graduate education is required for the <i>Application Form for Certificate of Student Status (Special)</i>.</p> </div>	<div style="border: 1px solid red; padding: 10px;"> <ol style="list-style-type: none"> 1. For general purpose <i>Certificate of Student Status</i>, students are required to apply online and print the certificate through the self-service printing machine, or download and complete the <i>Application Form for Certificate of Student Status (General)</i> and submit to Room 328, Chen Rui Qiu Building; 2. For <i>Certificate of Student Status</i> used for travelling documents, students need to apply online, download and complete the <i>Application Form for Certificate of Student Status (Special)</i>. 3. Download Address: SJTU Graduate School Website -> Forms </div>

Note: 1. Online Application: <http://www.yjs.sjtu.edu.cn/ssfw/login.jsp>

2. Self- service Printing: Please print the Certificate of Student Status through the self-service printing machine on the 3rd floor of Chen Rui Qiu Building