**深圳国际预科学院官方成绩单、各类证明办理流程**

* + 1. 请在下面附件栏下载“官方成绩单/在读证明/准假信办理申请表”并填写相关信息；
    2. 前往学院教务处递交申请表或邮件发送申请表到milly.yu@sifc.net.cn，并根据相关收费标准完成缴费；
    3. 成绩单/证明将会在10个工作日之内以顺丰到付的形式从学院寄出

**附件:**

*Microsoft Office document icon*[*深圳国际预科学院官方成绩单/在读证明/准假信办理申请表.doc*](http://www.sifc.net.cn/upload/admin/20190104/72846521c48cbd3bdb420d66945fd166.doc)

**申请接收时间:**

周一至周五 8:00-16:30，

遇国家法定节假日及寒暑假不予办理各类证明。为保证不耽误学生的出国申请事宜，请您提前安排好申请办理时间。

**Requesting an Official Transcript/ Certificate of Study/** **Approval of Leave from SIFC**

**Procedures:**

1. Please download and fill in the Application Form for Official Transcript / Certificate of Study /Approval of Leave in the attached column below;
2. Submit the application form or send the application form to milly.yu@sifc.net.cn in the office of academic affairs, and complete the payment according to relevant charging standards;
3. Application materials will be sent from the college within 10 working days by SF Express with freight collect

**Attachment:**

*Application Form for Official Transcript / Certificate of Study /Approval of Leave. Doc*

**Application time:**

8:00-16:30, Mondays to Fridays

No application will be accepted during national holidays and summer and winter holidays. Please arrange your application in advance.

**收费标准 (5份以内免费，超出5份按照下表收费)**

Fees (Within 5 copies are free of charge, and beyond 5 copies are charged according to the following table)

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| --- | --- | --- | --- |
| **序号**  **No.** | **办理项目**  **Item** | **收费标准（元）/份Fee/per copy** | **备注**  **Notes** |
| 1 | 官方成绩单  Official Transcript | ¥20 | 在校生：免费  Current student: Free  非在校生：每份20元  Non-current student: ¥10/per copy |
| 2 | 中英文在读/就读证明Certificate of Study | ¥20 | 在校生：免费  Current student: Free  非在校生：每份20元  Non-current student: ¥10/per copy |
| 3 | 中英文准假信  Approval of Leave | ¥0 | 在校生：免费  Current student: Free |
| 支付方式  Payment | | 开户行：中国银行深圳侨香支行  账号：777062109671  户名：深圳国际预科学院  请备注打款事由 | |