



Shenzhen  
International  
Foundation  
College  
深圳国际预科学院

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Add (Application/Campus): No.157, Lishan Road, Nanshan District, Shenzhen

## 官方成绩单/在读证明/准假信办理申请表

### SIFC Application Form for Official Transcript / Certificate of Study /Approval of Leave

个人信息 Personal Information	中文姓名 Chinese Name		英文名 English Name	
	护照号/身份证号 Passport/ID No.		出生年月 Date of Birth	
	年级 Grade		学号 Student ID NO.	
	邮寄地址 Mailing Address		联系电话 phone No.	
办理内容 Item	官方成绩单_____份; 在读(就读)证明_____份, 准假信_____份 Official Transcript_____Copy, Certificate of Study_____Copy, Approval of Leave_____Copy			
申请事由 Reasons for applying				
	签名 Signature_____		日期 Date_____	

\*领取时请务必认真核对所有信息(包括姓名、学号、绩点、课程名称、学时、分数等)是否对应并准确无误。Please carefully check all the information (including name, student number, major, GPA, course name, grade, etc.)

\*非在校生申请官方成绩单只能寄往学生现就读学校的官方地址 The official transcript of non-current students can only be sent to the official address of the student's current school.