Notice for Master or 2015 bachelor

**From September 9, 2019, all printing transcript and certificate need payment. The application time is only on every Wednesday.** The procedures and prices list as follows. If you only want to check it, **please come only on Wednesday.**

**Procedures:**

**1: Submit application form on Wednesday**

 (Appendix 1, please **print by yourself**)

**2: Get a payment note** (Appendix 2, given by Ms.Lin after checking your application)

**3: Go to financial department** (administration building, 1st floor Room 144) and pay the fee

**4: Come back to 500-1(8) and show the payment receipt**, finally get your printing transcript and certificate.

**Prices:**

**Certificate:** 1st payment: 50RMB, from 2nd payment: 2RMB/copy

**Exam results:** 1st payment: 50RMB, from 2nd payment: 2RMB/copy

**Translation of diploma and degree certificate:**

1st payment: 80RMB, from 2nd payment: 2RMB/copy

**Overseas education school**

Appendix 1南京邮电大学

Application for printing files for Master

|  |  |  |  |
| --- | --- | --- | --- |
| 学院School |  | 班级class |  |
| 学号student ID |  | 姓名name |  |
| Nationality |  | Passport No. |  |
| Date of enrollment | Year month date | Gender |  |
| 申请事由REASONS FOR APPLICAITON | □办理在读证明Apply for certificate that you study in NJPTU（用途 use for ）；* 办理中英文成绩证明 apply for prove of exam results

办理其他证明：Apply for other things. Please list the details.签名signature： date 日期： |
| 以上内容由学生本人填写 above written by students |
| 相关部门意见 | 签名： 日期： |
| 学院意见 | 签名： 日期：（公章） |

**form need to print by students themselves and submit on Wednesday.**

**Appendix 2（given by Ms. Lin, students don’t need to print）ROOM:140 administration office**

**英文证书、成绩单、证明收费说明**

**财务处：**

**请收 学生英文证书/成绩单/证明翻译费 元**

**特此说明。**

**南京邮电大学海外教育学院**

**年 月 日**

**英文证书、成绩单、证明收费说明**

**ROOM(140 ) administration office**

**财务处：**

**请收 学生英文证书/成绩单/证明翻译费 元**

**特此说明。**

**南京邮电大学海外教育学院**

 **年 月 日**