**上海交通大学研究生暂缓学期注册审批表**

**Application Form to Postpone the Semester Registration for SJTU Graduate Students**

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| **姓名 Name** |  |
| **学号 Student ID** |  | **班级 Class No.** |  |
| **培养层次 Program** | ○ 硕士生 Master ○ 博士生 Doctoral |
| **学习形式 Study Mode** | ○ 全日制 Full-time ○ 非全日制 Part-time |
| **培养方式 Training Mode** | ○ 非定向 Regular ○ 定向 Contractual |
| **学院 School** |  |
| **专业 Major** |  | **导师 Supervisor** |  |
| **电话 Mobile** |  | **EMail** |  |
| **申请推迟至Apply to postpone the semester registration till 月/M 日/D 注册。** |
| **申请原因及说明 Personal Statement：**本人知晓并认可：1. 根据学校规定，超过指定期限未完成注册而又未提前履行暂缓注册手续并获准的，作应予退学处理。
2. 暂缓注册期间不具有有效学籍，不享受在校生待遇。
3. 暂缓注册时间自开学日起一般不超过2周，学生须在批准日期前完成学期注册。

I hereby confirm that I understand and accept:1. According to the University regulations, those who fail to register within the prescribed time frame without being approved to postpone the semester registration will be dropped out from the university.
2. During the approved grace period, the applicant does not hold valid student status, and is ineligible for the rights of regular students.
3. The grace period should be no longer than two weeks. The applicant must register before the approved date.

申请人签名Signature: 日期Date: 年Y 月M 日D |
| **在职定向单位意见（在职、定向生必填。 Not applicable to International Students）：**负责人签名： （单位盖章） 年 月 日 |
| **导师意见 Opinion of Supervisor：**签名Signature： 日期Date: 年Y 月M 日D |
| **院系意见 Opinion of School：**○ 非正当理由，不同意申请 Disapprove, non-force majeure.○ 同意推迟至Approve to postpone to 月M 日D 注册。主管领导签名Signature： （院系盖章） 年 月 日 |
| **研究生院意见 Opinion of Graduate School：**○ 非正当理由，不同意申请 Disapprove, non-force majeure.○ 同意推迟至Approve to postpone to 月M 日D 注册。签名Signature： 日期Date: |
| **备注：** |

**说明 Notice:**

1. 本表一式一份，须经本人填写、签名，导师签署意见后，于注册日前提交至院系；One copy of this form should be filled and signed, endorsed by the supervisor, and then submitted to the school BEFORE the prescribed registration date.
2. 如在外地，可填写打印并签名后扫描，与其他证明材料一起通过本人交大邮箱发送给导师，导师打印签名后于注册日前送交院系研究生教务办。In case the applicant cannot hand in the form in person, he/she can have the filled form printed, signed and then scanned. The electronic copy should be sent to the supervisor through SJTU email of the applicant, together with necessary evidences. The supervisor should print and sign the form, and then submit to the graduate affairs office of the school before the registration date.
3. 因病须提交医院证明，因事需提交相关证明。If applying due to illness, evidence from the hospital should be submitted as well. If applying due to personal issues, relevant evidence should be submitted.
4. 请双面打印。 Please print on both sides.