

## **Procedure for Printing Transcript for International Students**

### **School of Economics, Fudan University**

- I. Fill out the ***Request for Printing Transcripts for International Students***, and get it approved and signed by the supervisor and the secretary of International Programs Office.
- II. Fill out ***Payment Notice*** and print it. Go to Finance Department and pay the fee. The standard fee for making one transcript is 10 RMB (for both Chinese and English transcripts)
- III. Bring along with the ***Request for Printing Transcripts for International Students*** and the receipt to International Programs Office and print transcripts.
- IV. Take original copy of the transcript and the receipt sheet sealed by the Finance Department to the Graduate School (Room 129, Building 8) have the transcripts checked and sealed.
- V. Handling time of Graduate School's sealing: Mondays and Wednesdays  
8:30-11:15 & 13:45-16:30
- VI. Transcript Handling time
  - 1 Tuesdays & Thursdays 8:30-11:30 & 13:30-16:30
  - 2 Transcript will not be handled in the first week of every semester.
- VII. For those applying scholarship, graduate looking for jobs and graduate applying for master degree, they will get uniform transcripts which won't be sealed by the Graduate School.

**Request for Printing Transcripts for International Students**  
**School of Economics, Fudan University**

<b>Name</b>		<b>Student ID</b>	
<b>Supervisor</b>		<b>Major</b>	
<b>Type of Transcript</b>	Chinese (      copy/copies)      English(      copy/copies)		
<b>Application Reasons</b>			
<b>Personal Commitment</b>	<p>I promise that I print the transcript only for the usage above and I will take any consequence and responsibilities incurred.</p> <p style="text-align: right;">Signature: Year      Month      Day</p>		
<b>Supervisor's Opinion</b>	<p style="text-align: right;">Signature: Year      Month      Day</p>		
<b>International Office Secretary's Opinion</b>	<p style="text-align: right;">Signature: Year      Month      Day</p>		
<b>Remark</b>			