复旦大学外国留学生（非学历生）跨院系选课表

REGISTRATION FORM TO SELECT ANOTHER DEPARTMENT'S COURSES FOR NON-DEGREE STUDENTS

姓名 Name	中文名/Chinese Name		学号/Student ID	
	护照名/Passport Name		国籍/Nationality	

所在院系/ Home Department		专业/Major	

学生类别 Student Category	□高级进修生/Senior student □普通进修生/General Advanced Student □语言进修生/Language Student □研究学者/Research Student

课程名称/Course Name	学分/Credit	开课院系/ Department Offering Course	□中文授课/Chinese-taught
			□英文授课/English-taught

所在院系意见/ For Home Department ：

签名/Signature:　　　　　　　　　盖章/Seal：　　　　　日期/Date：

开课院系意见/ For Department Offering This Course ：

签名/Signature　　　　　　　　:盖章/Seal：　　　　　日期/Date：

留学生办公室备案/ For FSO：

经办人/ Signature：　　　　　　　　日期/Date：

注/Note：

1、该表由学生在每学期开学后的两周内向各院系索取，填写后分别由所在院系和开课院系签署同意与否意见。Please fill in the form within the first 2 weeks every semester. This form is invalid without the approval of the home department and the department offering the course.

2、开学后第三周由学生本人将填写完毕的表格交到留学生办公室，留学生办公室备案后将本表格复印 2 份给所在院系和开课院系，课程结束后开课院系将学生成绩添入专用《成绩登记表》并转发所在院系。Please submit the completed form to the FSO on the third week of each semester. The FSO will give your home department and the department offering the course a copy. When the course is completed, the department offering the course will send your transcripts to your home department.

3、留学生办公室负责将相应选课经费定期从所在院系中扣除并划转给开课院系。It is the responsibility of the FSO to transfer your course fee from your home department to the department offering the course.