

# 本科生毕业延期申请表

## Application for Undergraduates Study Period Extension

<b>1. 学生信息 Student Details</b> 1.1 姓名 Full Name: _____ 1.2 学号 Student ID. No.: _____ 1.3 专业 Major: _____ 1.4 第几次延期 Applying for the _____ extension 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	
<b>2. 延期时间 Study Period Extension</b> 2.1 申请延期至 New Extension Date: _____年 Y _____月 M _____日 D	
<b>3. 延长原因 Reason for Study Period Extension Application:</b> _____ _____ 申请人签字 Signature of the Applicant: _____ 日期 Date: _____	
<b>4. 辅导员意见 Opinion of Class Teacher:</b> 因 _____ <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved _____ 同意延期至: _____年 _____月 _____日 _____ 签字 Signature _____ 日期 Date	<b>5. 教学学院意见 Opinion of the respective faculty:</b> 因 _____ <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved _____ 同意延期至: _____年 _____月 _____日 _____ 签字 Signature _____ 日期 Date
<b>6. 教务办意见 Opinion of Teaching Affairs Office:</b> <i>(Application for the first time)</i> <input type="checkbox"/> 学分未修满 _____ Incomplete Credits _____ <input type="checkbox"/> 毕业设计未完成 Uncompleted Graduation Project <input type="checkbox"/> HSK 未通过 Failed HSK  <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved _____ 同意延期至: _____年 _____月 _____日 签字 Signature _____ 日期 Date _____	<b>Application for the second time and more</b> 上学期注册的重修学分数 _____ Credits registered for last semester _____ 上学期所获得重修学分数 _____ Credits obtained for last semester _____ <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved _____ 同意延期至: _____年 _____月 _____日 签字 Signature _____ 日期 Date _____
<b>7. 学工部门意见 Opinion of Students Affairs Office:</b> <input type="checkbox"/> 同意 Approved <input type="checkbox"/> 不同意 Disapproved _____ _____ 同意延期至: _____年 _____月 _____日 _____ 签字 Signature _____ 日期 Date	<b>8. 保险费/住宿费 (Admission Office)</b> <b>Insurance fee for the extension period paid or not</b> <input type="checkbox"/> 一学期 300 元, 300 RMB/semester _____ 签字 Signature _____ 日期 Date
<b>9. 教务办学籍变更 Change of Student Status (Teaching Affairs Office)</b> 已经注册到 _____ 班级学习 Have registered in _____ class _____ 签名 Signature: _____ 日期 Date: _____	

### 备注 Note

延期毕业的本科生每次延长期限不得超过一学期, 延长学期结束后如仍未能毕业, 且本学期未缴纳重修费用或旷课率超过 10% 的, 其学籍将自动取消, 不再为其延期居留许可。

Students who fail to graduate on time will only be able to **extend their residence permit for one semester, each time.** During this extension period, students who fail to pay relearn fees and those whose absenteeism rate is more than 10%, will have their student status canceled and OEC will be unable to extend their residence permits.

我已经阅读上述条款, 将会严格遵守毕业延期管理规定 I have read the aforementioned information and conditions, and I will comply. 申请人签字 Signature of the Applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_