

# 关于 2022 年留学生毕业离校工作安排的通知

全体在校毕业生：

根据我校毕业工作相关安排，为确保外国留学生毕业生平安顺利回国，现就 2022 年在校毕业生离校工作安排通知如下：

## 一、毕业离校手续

1. 请按时到专业学院办理毕业生登记、领取和归还学位服、领取学位证书，按照要求参加专业学院的毕业活动等。
2. 请在国际学院 110 办公室领取《毕业离校手续单》，完成退书借还、欠费清缴、并于离校前一周办理退宿手续。
3. 请持办理完成并带各单位签名盖章的《毕业离校手续单》在国际学院 104 办公室领取毕业证书。
4. 离校前请将宿舍钥匙退还公寓值班室，《毕业离校手续单》报送国际学院 110 办公室。

## 二、文明毕业提示

1. 毕业留学生的群体庆祝活动不得在公寓宿舍举办，不得影响其他学生的休息，不得喧哗吵闹。必要时请提前申请公共活动室组织活动。
2. 毕业生退宿前，请将房间卫生打扫干净，家具等摆放整齐；家具破损或丢失需赔偿。将个人垃圾放置于公寓楼下的垃圾箱，不要将个人垃圾留在房间内、放置在房间门口或公共厨房。
3. 请务必在居留许可有效期截止前回国。如因特殊情况无法在居留许可有效期截止前回国，请于居留许可过期前 15 天向国际学院 110 办公室提出书面申请并详细陈述理由。

国际学院

2022 年 6 月 9 日

# Notice on Work Schedule of International Students' Graduation and Departure in 2022

Dear on-campus graduate students:

According to work schedule about graduation of NWAUFU, to ensure a smooth and safe return for all on-campus graduate students, detailed work schedule in 2022 are notified as follows:

## 1. Graduates Clearance Work

- 1.1 Please go to your college on time for graduate registration, receive and return your academic gowns and caps, receive your degree certificate and participate in graduate activities organized by your college.
- 1.2 Please receive *Clearance Form for Graduates* in CIE office 110, get all the required signatures and stamps before returning this form to office 110, and finish check-out within one week before your departure.
- 1.3 Please receive your graduation certificate in office 104 of CIE with completed *Clearance Form for Graduates*.
- 1.4 Please return your room key to the front desk of the dorm building and submit completed *Clearance Form for Graduates* to CIE office 110.

## 2. Requirements and Suggestions

- 2.1 With graduation coming, celebration of graduates should not be held in the dormitory so as not to disturb other students' normal study and rest; If necessary, please apply for the public activity room in advance.
- 2.2 Before leaving dormitory, please clean the room and properly place the furniture. If any furniture is damaged or missing, you need to compensate for it. Drop your personal garbage in the dustbin outside dormitory building, and do not leave garbage in your room, at the doorway or in the common kitchen.
- 2.3 Please be sure to go back home before the deadline of the residence permit. Those who cannot go back home before the deadline must make an application and detailed statement to CIE office 110 fifteen days before your residence permit expires.**

College of International Education

June 9, 2022