**上海交通大学研究生院研究生教育服务中心业务办理FAQ**

**(疫情防控期间)**

**（学生版）**

**Service FAQ of Graduate Education Service Center of Shanghai Jiao Tong University Graduate School**

**(during epidemic prevention and control period)**

**（For Students）**

**Q1. 疫情防控期间，研究生教育服务中心可以办理业务吗？联系方式是什么？**

A：可以。疫情防控期间，研究生教育服务中心的业务办理联系邮箱：gs328502@sjtu.edu.cn。在读证明、出国成绩单及学位论文答辩证明等仅提供电子版。

**Q1. During the epidemic period, does the Graduate Education Service Center provide services? What is the contact information of the Graduate Education Service Center?**

A：Yes, it does. During the epidemic period, the email address of the Graduate Education Service Center is gs328502@sjtu.edu.cn. Currently, proof of studentship, grade report/transcript and proof of dissertation defense are available only in electronic versions.

**Q2. 如何办理普通在读证明？**

A：请将姓名、学号、联系方式和办理在读证明用途等信息通过电子邮件发送至gs328502@sjtu.edu.cn。相应的纸质在读证明可在疫情解除之后，本人或委托在校老师或在校同学工作日周一至周五上午8:00-17:30至闵行校区陈瑞球楼328室或徐汇校区新上院502室办理，医学院研究生也可于每周二、四至卢湾校区东院1号楼三楼自助打印。

**Q2. How to apply for a proof of studentship？**

A：Please send your name, SJTU graduate student number, contact information and the purpose of applying for proof of studentship to gs328502@sjtu.edu.cn for an electronic version. Hard copies will be available after the epidemic period, by the time please apply for them in person or authorize the current in-campus teacher or student to help you apply for it, in the Room 328, Chen Rui Qiu Building (Minhang Campus), or Room 502, New Upper Hall (Xuhui Campus) from Monday to Friday in working days (8:00a.m.- 5:30p.m.). Graduate students in the School of Medicine can also print them out using the self-service printers on the third floor of Building 1 in the East Luwan Campus every Tuesday and Thursday.

**Q3. 在读研究生如何办理出国成绩单？**

A：1. 如需办理电子成绩单，请通过电脑端交我办（https://my.sjtu.edu.cn）—研究生—研究生电子成绩单，根据页面相关提示进行操作、申请可信电子成绩单；

完成申请后，你可通过电脑端交我办（https://my.sjtu.edu.cn）- 办事 - 已办事项 中下载电子可信成绩单。

2. 如特殊情况急需办理成绩单，请邮件联系：gs328502@sjtu.edu.cn，提供姓名、学号、联系方式、需要中文还是英文成绩单和办理成绩单用途等信息。

纸质出国成绩单可在疫情解除之后，本人或委托在校老师或在校同学工作日周一至周五上午8:00-17:30至闵行校区陈瑞球楼328室或徐汇校区新上院502室办理，医学院研究生请于每周二、四至卢湾校区东院1号楼三楼自助打印。

**Q3. How do current students apply for the grade report/** **transcript?**

A：1. For Official Electronic Transcript Request for Graduate Students, current degree students please apply it through MySJTU on PC (https://my.sjtu.edu.cn) - Postgraduate - Official Electronic Transcript Request, please follow the instructions on the page and request the secure electronic transcript.

After completing the request, you can download your secure electronic transcript from the MySJTU on PC (https://my.sjtu.edu.cn) - Service - Completed.

2. If you encounter special circumstances and urgently need a transcript, please send your name, SJTU graduate student number, contact information， Chinese or English transcript required and the purpose of applying for a transcript to gs328502@sjtu.edu.cn for an electronic version.

Hard copies will be available after the epidemic period, by the time please apply for them in person or authorize the current in-campus teacher or student to help you apply for it, in the Room 328, Chen Rui Qiu Building (Minhang Campus), or Room 502, New Upper Hall (Xuhui Campus) from Monday to Friday in working days (8:00a.m.- 5:30p.m.). Graduate students in the School of Medicine can also print them out using the self-service printers on the third floor of Building 1 in the East Luwan Campus every Tuesday and Thursday.

**Q4. 毕业研究生如何办理出国成绩单？**

A：请将姓名、学号、联系方式、需要中文还是英文成绩单和办理成绩单用途等信息通过电子邮件发送至gs328502@sjtu.edu.cn。相应的纸质出国成绩单可在疫情解除之后，委托在校老师或在校同学工作日周一至周五上午8:00-17:30至闵行校区陈瑞球楼328室办理。

**Q4. How do the students who have already graduated apply for the grade report/transcript?**

A：Please send your name, SJTU graduate student number, contact information， Chinese or English transcript required and the purpose of applying for a transcript to gs328502@sjtu.edu.cn for an electronic version.

Hard copies will be available after the epidemic period, by the time please authorize the current in-campus teacher or student to help you apply for it, in the Room 328, Chen Rui Qiu Building (Minhang Campus), or Room 502, New Upper Hall (Xuhui Campus) from Monday to Friday in working days (8:00a.m.- 5:30p.m.).

**Q5. 如何办理学位论文答辩证明？**

A：在研究生教育管理信息系统中上传学位论文归档稿后，请将姓名、学号、联系方式、答辩日期、预计授予学位时间、办理答辩证明用途（英文版需提供护照和校园卡扫描件）通过电子邮件发送至gs328502@sjtu.edu.cn，相应的纸质学位论文答辩证明可在疫情解除之后至闵行校区陈瑞球楼328室或徐汇校区新上院502室办理。

**Q5. How to apply for the proof of dissertation defense？**

A：After the dissertation being filed into the Graduate Education Information Management System with review and approval by the school/department, you could send your name, SJTU graduate student number, contact information, date of dissertation defense, the expected time of awarding you the degree and the purpose of applying for proof of dissertation defense (as for an English version of the proof, please attach the photocopy of your original passport and campus ID card) to gs328502@sjtu.edu.cn for an electronic version. Hard copies will be available after the epidemic period, in the Room 328, Chen Rui Qiu Building (Minhang Campus), or Room 502, New Upper Hall (Xuhui Campus).

**Q6. 如何办理学历学位认证？**

A：建议延迟办理。疫情防控期间，请邮件联系gs328502@sjtu.edu.cn。

**Q6. How to apply for the certified translation of diploma and degree certificate？**

A：It is recommended that this be postponed for handling after the epidemic period. During the epidemic period, please contact by email: gs328502@sjtu.edu.cn .