**上海交通大学研究生院研究生教育服务中心**

**出国成绩单和学历学位认证办理FAQ**

**(疫情防控期间)**

**（2022年3月毕业生版）**

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

**About a Transcript and Certified Translation of Diploma and Degree Certificate**

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

**（For Graduate students graduating in March 2022）**

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](file:///Users/dannie/Desktop/gs328502@sjtu.edu.cn)，特殊时期，注意安全防护！

During the epidemic period, the email address of the Graduate Education Service Center is [gs328502@sjtu.edu.cn](file:///Users/dannie/Desktop/gs328502@sjtu.edu.cn).

**Q1. 2022年3月毕业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。

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。

**Q1. How do Graduate students （graduating in March 2022） apply for a 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.

**Q2. 2022年3月毕业生如何办理学历学位认证？**

A：1. 疫情防控期间，建议暂缓办理，如特殊情况需电子版学历学位认证，请将姓名、学号、联系方式、办理学历学位认证的用途在邮件中写明，并在附件中附上毕业证书（原件）、学位证书（原件）的清晰扫描件，发送到[gs328502@sjtu.edu.cn](file:///Users/dannie/Desktop/2022.3防控期间文件/2022年3月毕业生FAQ（成绩单+学历学位认证）/gs328502@sjtu.edu.cn)。

2. 如需纸质学历学位认证，疫情解除之后，请本人或委托在校老师或在校的同学工作日周一至周五上午8：00-17：30，带上你的中文毕业证书（原件）、中文学位证书（原件）来闵行校区陈瑞球楼328室办理学历学位认证。

**Q2. How do Graduate students （graduating in March 2022） apply for certified translation of diploma and degree certificate?**

A：1. It is recommended that this be postponed for handling after the epidemic period. If you encounter special circumstances and urgently need a digital file of the certified translation of diploma and degree certificate, please send your name, SJTU graduate student number, contact information and the purpose of applying for the certified translation of diploma and degree certificate in the email, and attach the clear scanned copies of Chinese graduation certificate (original) and Chinese degree certificate (original) in the attachment, to the email address: [gs328502@sjtu.edu.cn](file:///Users/dannie/Desktop/2022.3防控期间文件/2022年3月毕业生FAQ（成绩单+学历学位认证）/gs328502@sjtu.edu.cn).

2. Hard copies will be available after the epidemic period, by the time if you need the hardcopy of certified translation of the diploma and degree certificate, please apply for them in person or authorize the current in campus teacher/student on your behalf, bring your 1) Chinese graduation certificate and 2) Chinese degree certificate (both in the original version), to the Room 328 of Chen Rui Qiu Building (Minhang Campus) from Monday to Friday in working days (8:00a.m.- 5:30p.m.).