**证明类函件申请表**

Request for Release of Information

1. 填写、打印并签名后送交留学生办公室。Complete, print and sign the form and submit to the International Student Office.

2. 未履行完学校义务（如欠学费）的学生不予受理。Requests will not be processed for students with an outstanding balance or unfulfilled obligation to the University.

**姓Surname:**

**名Given Name:**

**性别Gender:**

**出生日期Date of Birth：**

**国际Nationality:**

**护照号Number of Passport:**

**学号Student ID:**

**手机号Cell Phone:**

**电子邮件Email:**

我申请如下证明函件(请附上草拟函件)：

I hereby request and consent to release of the following (Please specify and attach a drafted document, e.g. transcript, certification of enrollment and study, certification of good standing, etc):

证明函件用于（理由并附上必要证明）：

Reason for request（Please provide attachment）:

**Signature:**

**Date:**