中国科学院大学在学研究生成绩单办理申请表（介绍信）

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| 此处填写学生本人信息 | \*培养单位名称\_\_\_国家纳米科学中心\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*学生姓名\_\_\_\_\_\_\_\_\_\_\_\_ \*学号\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*申请办理\_\_\_\_\_份中文成绩单、\_\_\_\_\_\_份英文成绩单，用作\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（须明确填写） |
| 此处填写培养单位意见 | 培养单位意见：  培养单位研究生管理部门盖章  年 月 日 |
| 国科大教务部办理人签字  年 月 日 | |

如需GPA，请在办理成绩单时说明

------------------------------------为节省纸张，可由此裁开分别使用---------------------------------------

Template for the application form. Do NOT fill in this form. Please fill in the Chinese form above

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| 此处填写学生本人信息 | \*培养单位名称\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*学生姓名\_\_Name (In exact form with your passport)\_\_\_\_\_\_\_\_\_\_ \*学号\_\_\_Student ID No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*申请办理\_\_\_\_\_份中文成绩单(Chinese transcript)、\_\_\_\_\_\_份英文成绩单(English transcript)，用作\_\_\_Purporse for the transcript\_\_\_\_\_\_\_\_\_\_\_\_（须明确填写）(Number of transcripts) |

You need to get the stamp on the application form from graduate students office.

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| Campus | Time | 具体地址 | Tel | Type |
| Yanqihu | Monday to Friday  13:30-16:00 p.m. | 雁栖湖行政办公楼219房间  Office Building Room 219 | 69671072 | Free |
| Zhongguancun | Monday, Tuesday and Thursday 8:30-11:00 a.m. | 中关村校区教学楼S406/东小楼204  Teaching Building Room S406/East Building Room 204 | 82640466 | Free |
| Yuquan | Wednesday and Friday  8:30-11:00 a.m. | 玉泉路校区办公楼137房间  Office Building Room 137 | 88256199 | Free |
| Yanqihu | Thursday  13:30-16:00 p.m. | 雁栖湖行政办公楼219房间  Office Building Room 219 | 69671072 | Charged |
| Yuquan | Wednesday  8:30-11:00 a.m. | 玉泉路校区办公楼137房间  Office Building Room 137 | 88256199 | Charged |