

一、办理成绩单需要提供的资料

1. 在学研究生办理本人成绩单均须提供培养单位盖章的《中国科学院大学在学研究生办理成绩单申请表》(见附件 2, 请自行下载打印填写), 同时须出示本人学生证或校园卡;

2. 已毕业的研究生办理本人成绩单须出示本人有效证件(身份证、驾照、护照均可);

3. 委托他人办理成绩单, 除应出具上述 1 所述证明材料外, 还须提供本人签字的《中国科学院大学研究生成绩单代办委托书》(见附件 3, 请自行下载打印填写), 及代办人有效证件(身份证、驾照、护照均可)。

Materials for transcript:

<1> If you are studying in UCAS: 1) Application Form (attachment 2); 2) Student ID card.

<2> If you have graduated from UCAS :1) Application Form (attachment 2); 2) Passport

<3> If you ask others to help you get the transcript:1) Application Form (attachment 2); 2) authorization letter (attachment 3); 3) identification of the authorized person (ID card/passport)

二、办理地点、时间及联系电话

1. 中科院系统应届毕业的在学研究生可凭培养单位盖章的《中国科学院大学在学研究生办理成绩单申请表》领取一份中文成绩单用于国内就业, 办理地点、时间及联系电话说明如下:

Free Transcript (Only one)

Only for students who are going to graduate within the academic year.

(e.g. Suppose that you are going to graduate in 2018.07.31, you can apply for one transcript in the autumn and spring semester of 2017-2018 academic year.)

校区 Campus	时间 Time	地址 Address	咨询电话 Tel
雁栖湖校区 Yanqihu	周一到周五 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
中关村校区 Zhongguancun	周一、二、四 Monday, Tuesday and Thursday 8:30-11:00 a.m.	中关村校区教学楼 S406 房间/东小楼 204 Teaching Building Room S406/East Building 204	82640466
玉泉路校区 Yuquan	周三、周五 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

2. 收费成绩单办理地点、时间及联系电话说明如下(Charged Transcript):

校区 Campus	具体地址 Address	时间 Time	咨询电话 Tel
雁栖湖校区 Yanqihu	雁栖湖行政办公楼 219 房间 Office Building Room 219	每周四 Thursday 13:30-16:00 p.m.	69671072
玉泉路校区 Yuquan	玉泉路校区办公楼 137 房间 Office Building Room 137	每周三 Wednesday 8:30-11:00 a.m.	88256199

注意: 节假日不受理成绩单办理, 寒暑假需要预约。

Note: UCAS Office will not work during holidays. Staffs will only work on specified days during the summer and winter vacations (depending on the updated regulations.)