

在学证明、成绩单、邀请信办理规定

Regulations of applying for studying certificate, transcript and invitation letter

1. 开具在学证明、成绩单、邀请信必须提前提出预约申请，不提前预约者不予办理。

Applying for studying certificate, transcript and invitation letter must make an appointment in advance, or it will not be accepted.

预约时间：每周一至周三上午 8:30~11:00，下午 1:30~4:00；

Appointment Time: Monday-Wednesday: 8:30~11:00 13:30~16:00.

2. 统一领取证明、成绩单、邀请信时间：每周五下午 1:30~4:00。

Receiving Time: Friday: 13:30-16:00.

3. 每人每学期限开具在学证明和成绩单各一份。

Each student can only apply one studying certificate and transcript in a semester.

4. 开具邀请信需提交被邀请人的基本信息（护照姓名、护照号码等）。

The basic information of the invitee needs to be submitted for applying the invitation letter, such as name, passport number, etc.

大连理工大学

Dalian University of Technology

国际教育学院

School of International Education

2014 年 11 月 12 日

Nov.12th, 2014