



## Request for Withdrawal from NYU Shanghai 上海纽约大学退学申请表

Office of the Registrar, NYU Shanghai 上海纽约大学注册办公室

N928, 567 West Yangsi Road, Pudong, Shanghai, China 200124 中国上海市浦东新区杨思西路567号N928室 邮编: 200124

Email: [shanghai.registrar@nyu.edu](mailto:shanghai.registrar@nyu.edu) 邮箱: [shanghai.registrar@nyu.edu](mailto:shanghai.registrar@nyu.edu)

Before requesting a withdrawal from NYU Shanghai, you are advised to consider all alternative options, such as taking a leave of absence, reducing your workload by withdrawing from a course, changing your major etc. You should discuss these options with your academic advisor. If you proceed with a withdrawal from NYU Shanghai and subsequently wish to return to your studies, you would need to reapply for admission.

注册办公室建议学生在申请从上海纽约大学退学之前,能够考虑所有其他替代方式,诸如申请休学,退课以减少学习负担,更改专业等。学生需要与教学事务辅导员讨论替代方式。如果学生在办理退学后希望再回校学习,将需要重新申请入学。

Name 姓名: \_\_\_\_\_ Net ID \_\_\_\_\_ NYU N number 学号: N \_\_\_\_\_

Permanent Address 通讯地址: \_\_\_\_\_

Phone Numbers 电话号码: \_\_\_\_\_  
(cell 手机) \_\_\_\_\_ (permanent 固定电话) \_\_\_\_\_

Email Address 电子邮箱: \_\_\_\_\_  
(NYU email NYU 邮箱) \_\_\_\_\_ (other email 其他邮箱) \_\_\_\_\_

### Reason 退学原因:

Transfer to another University 转校       Financial 经济原因       Academic Difficulty 学术难度       New Career Opportunity 职业新机遇  
 Personal 私人原因       Health 健康原因       Other 其他 (please specify 请注明) \_\_\_\_\_

### Course Attendance 课程出勤情况:

OR 或

Never Attended 从未出勤

Last Date of Attendance 最后出勤日期 \_\_\_\_\_

**Student Signature:** By signing below, I certify that the information contained on this form is true and accurate. I understand misrepresentations of fact are a violation of the Community Commitment to Integrity. 学生签名: 本人通过签名保证所有提供的信息均属实。本人明白虚报事实违反社会诚信承诺。

Student Signature 学生签名

Print Name 姓名

Date 日期

Vice Provost for Academic Affairs Signature 学术事务部副教务长签名

Print Name 姓名

Date 日期

Dean of Students Signature 学生事务部主任签名

Print Name 姓名

Date 日期

Registrar 注册办公室主任签名

Print Name 姓名

Date 日期

Chancellor 校长签名/盖章

Print Name 姓名

Date 日期

# **Chinese Immigration Requirements for Students who are on Leave/Suspension/Withdrawal**

## **General**

According to the Entry-Exit Administration Law of the People's Republic of China, a student who is not enrolled in a school or program (e.g., is on leave or has been suspended) is required to cancel their student visa or convert their student visa to a visa based on the actual purpose of their stay in China (e.g., tourist visa, business visa, etc.). This process must be completed within 10 days of confirmation of the leave and/or suspension/Withdrawal. According to the Exit-Entry Administration Law, failure to comply with these requirements may lead to fines, detention and/or deportation.

## **Visa Cancellation/Change Process**

Below are the steps a student should take after their leave/suspension/withdrawal has been confirmed:

Step 1: Contact NYU Shanghai Student Mobility ([shanghai.student-mobility@nyu.edu](mailto:shanghai.student-mobility@nyu.edu)) to get the documents for visa change/cancellation.

Step 2: Go to the Shanghai Entry-Exit Bureau to cancel or convert your Chinese study visa.

*Please note, for certain types of visa, like the tourist visa, you cannot apply within China but have to leave first and then apply from outside of China.*

Step 3: Get your new visa to stay in China or leave the country after your visa cancellation.

When students come back to Shanghai after their leave/suspension, they should contact NYU Shanghai Student Mobility for guidance and documents in order to apply for a new visa.

If a student is not within China when their leave/suspension/withdrawal has been confirmed, their current study residence permit cannot be used to enter China if the visiting purpose is not to study at NYU Shanghai.

## **Responsibilities**

NYU Shanghai Student Mobility will remind, guide and assist students on their visa application, change or cancellation. It is each student's responsibility to comply with the Exit Entry Administration Law and related regulations and policies to finish the required immigration actions. Please note that NYU Shanghai is obligated to report to the Entry Exit Bureau when a student who is on leave, has withdrawn or has been suspended, fails to complete the required visa cancellation, modification or related actions.

I HAVE READ THE CHINESE IMMIGRATION REQUIREMENTS, FULLY UNDERSTAND ITS CONTENT, AND MY RESPONSIBILITIES. I AGREE TO THE TERMS AND CONDITIONS STATED ABOVE.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Additional Actions for Chinese Students That Withdraw from NYU Shanghai**

When a Chinese student submits a petition to withdraw from NYU Shanghai, they need to take additional actions listed below to make sure their personal dossier and Hukou are transferring out as well. Personal dossier and Hu Kou are essential documents that follow a student's' life and study. Please read the following information carefully.

### **Personal Dossier 个人档案转出**

Step 1, Please make sure you have contacted Shanghai Registrar and have completed NYU Shanghai Request for Withdrawal Form.

第一步：请联系上海纽约大学注册办公室填写上海纽约大学退学申请表

Step 2, Please contact the local organization maintaining personal dossiers to get their agreement on receiving your dossier. Please send the address and responsible person's contact information to Chinese Student Resources at [shanghai.chinesestudentsresources@nyu.edu](mailto:shanghai.chinesestudentsresources@nyu.edu) after you receive the confirmed information. According to the law and policies, your personal dossier cannot be picked up by person but has to be sent via assigned dossier delivery services.

第二步：联系本人原籍所在地的人才服务中心落实档案接收事宜，落实后，请将档案的接收地址、联系人通过邮件发送至[shanghai.chinesestudentsresources@nyu.edu](mailto:shanghai.chinesestudentsresources@nyu.edu)，根据法律法规要求，个人档案不能个人领取，只能通过指定的档案邮寄专线进行邮寄。

If the student is studying overseas after their withdrawal from NYU Shanghai, students can also contact Ministry of Education Study Abroad Service Center to retain their dossier.

如果学生退学后继续前往海外国家留学的，学生还可以联系教育部留学服务中心落实档案接收事宜。

For questions relating to the transfer of your Personal dossier, please contact with Chinese student resources at [shanghai.chinesestudentsresources@nyu.edu](mailto:shanghai.chinesestudentsresources@nyu.edu)

其他档案相关的问题，请咨询邮件[shanghai.chinesestudentsresources@nyu.edu](mailto:shanghai.chinesestudentsresources@nyu.edu)

### **HuKou 户口转出**

Step 1. Please make sure you have contacted the Shanghai Registrar and have completed the NYU Shanghai Request for Withdrawal Form found [here](#).

第一步：请联系上海纽约大学注册办公室填写上海纽约大学退学申请表

Step 2, Please contact Public Safety ([nyush.dps@nyu.edu](mailto:nyush.dps@nyu.edu)) to transfer your Hukou out.

第二步：请联系上海纽约大学公共安全办公室进行户口转出相应事宜。

For questions relating to the transfer of your HuKou, please contact NYU Shanghai Public Safety at [nyush.dps@nyu.edu](mailto:nyush.dps@nyu.edu).