

Instructions on collecting Graduation and Degree certificates

1. Submit archive materials to Teaching Affairs Office of College of Environmental Science and Engineering

Material Lists:

- ✓ One completed of degree application form
 - ✓ Thesis Reviewer form (Doctoral Candidate 7; Master Candidate 3)
 - ✓ Oral defense pictures on site (print out with color and put in A4)
 - ✓ Print out archived thesis (Doctoral Candidate 4; Master Candidate 3)
2. Handle with leaving procedures of Tongji University in systems
 - (1) Please login in bye.tongji.edu.cn and study-info.tongji.edu.cn, start leaving school procedures;
 - (2) Please download circulation table from study-info.tongji.edu.cn and hold this table to No. 1 building for international students and go through signing procedures;

Remarks: To get the certificate on behalf of others, you need a power of attorney, a copy of the documents of both the entrusting

student and the entrusted person. If you are a self-funded student, you also need to bring proof materials of paying tuition fees to get the graduation certificate