**奖学金生指南**

一、报到注册

为了确保您的奖学金，奖学金生须每个学期开学（通常是每年3月初和9月初）到虹口留学生办公室注册报到。具体时间安排另行通知。

二、奖学金领取方式

全额奖学金生须通过银行卡领取每月生活费，银行卡必须是上海本地发放的中国工商银行借记卡。奖学金生应于报到日起5日内办理中国工商银行借记卡，并将护照姓名、学生证号和银行卡号发送至指定邮箱（1478319625@qq.com）。学生在校期间每个月都需要签字确认。

三、每月签字

1. 虹口校区的学生需在每月15日前到留学生办公室（2号楼203室）签字确认。

2. 松江校区的学生可在虹口留学生办公室或松江学生公共服务中心签到。松江校园的签到时间是每月第1、2周的周三（12:00-15:00）。

3. 学生会在每个月的20-22日收到奖学金。

4. 如果您因故未按时签到，将不能获得当月的奖学金。您可以在下个月签到时，提交书面申请，予以补发。

5. 1月、2月、7月和8月无需签字。根据您12月和6月的签字情况，1、2月奖学金于1月第一周发放，7、8月奖学金于7月第一周发放。

注：

1. 奖学金生应住宿学校宿舍，如需住宿校外，必须首先获得宿舍管理部门的同意，并向留学生办公室提交《奖学金生住宿校外申请》，获得许可后方可外住。校外住宿补贴从申请日期下一个月开始和生活费一起发放。
2. 在华学习一学年以上或原定学期期限结束后申请延长奖学金期限的奖学金学生必须参加奖学金年度评审，否则将影响下一学年的奖学金。

**GUIDE FOR SCHOLARSHIP STUDENTS**

Ⅰ、REGISTRATION

To ensure your scholarship status, you MUST check in and sign up every semester (usually at the beginning of March and September) at the Office of International Student Affairs in Hongkou Campus.

Ⅱ、MONTHLY ALLOWANCES

Monthly allowances are to be paid by wire transfer or POS credit. So it is essential that an ICBC (Industrial and Commercial Bank of China) debit card issued in Shanghai be prepared beforehand. Student should send passport name, student ID number and bank card number should be sent by email to 1478319625@qq.com within FIVE DAYS from the registration date.

Ⅲ、MONTHLY SIGN UP

1) To get the allowances in time, students on Hongkou Campus need to confirm the account information and sign it at OISA (room 203 of building 2) before 15th of each month.

2）Students on Songjiang Campus should sign up at OISA of Hongkou Campus or Public Affairs Center of Songjiang Campus on first or second Wednesday of each month (12:00-15:00).

3) Usually you can get the allowances on 20th – 22nd of the month.

4) Fail to sign in time and you would not get the allowance for the month. But you can apply for a make-up pay by submitting a request letter to OISA before 15th of the following month.

5) Students don’t need to sign during summer and winter vacation. The allowances for January & February are to be paid in the first week of January, while those for July & August in the first week of July.

NOTE:

1. Scholarship students are bound to live in the dormitory. If they are in need of living off campus, they must first get approval from the management of the dormitory and then submit to OISA the “Letter of Request for Living off Campus”. Only when they have received permission from OISA could they move out of the dormitory and get the housing allowance from the next month of their application.
2. Scholarship students who have been studying in China for more than one academic year or who apply for the extension of scholarship upon the termination of planned study period MUST go through the Annual Review in order to ensure their scholarships in the following academic year.