

Huazhong University of Science and Technology

Online Service for International Students

Application for Change of Student Status

User's Guide



**Step 1:** Log on Smart HUST webpage: <http://ehall.hust.edu.cn>, and use your student ID to sign in, as shown below:



**Step 2:** After sign-in, you'll go to online service homepage, roll down and click "Change of status application for international students".



**Step 3:** Now you can access your intended application by clicking a corresponding application form as shown below:

全部服务 All Services

全部 校团委 网络与信息化办公室 **国际研究生学籍异动** 研究生院 总务长办公室 学生活动场地借用  
 教务处 非全日制研究生学籍异动 网络与计算中心 财务处 档案馆 全日制研究生学籍异动  
 党委办公室, 校长办公室 学生工作处 更多

- Application Form of HUST Internation...
- Application Form of Withdrawal from...
- Application Form of Change of Status...
- Application Form of Extension of Sch...

Application Form of Suspension and Resumption of Schooling

Application Form of Withdrawal from the University

Application Form of Change of Student Status

Application Form of Extension of Schooling

**Step 4:** For example, you are applying for withdrawal from the university. Fill in the application form, upload the required document, and click “submit your application”.

Application Form of Withdrawal from the University for International Graduate Students: 申请人提交申请/Applicant submits your application 流水号: 200942, 主管部门: 研究生院, 联系方式: 87793026/87559182

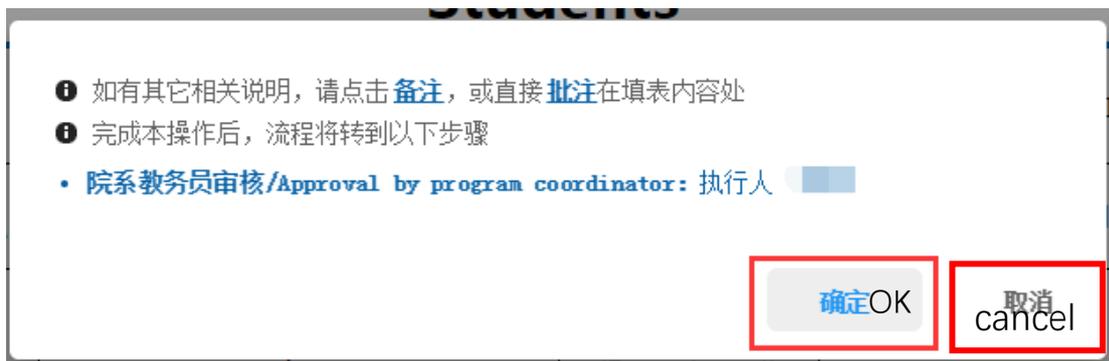
提交/Submit your application 终止

### 华中科技大学国际研究生退学审批表 Application Form of Withdrawal from the University for International Graduate Students

中文名 Chinese Name	<input type="text"/>	学号 Student ID	<input type="text"/>
护照名 Passport Name	<input type="text"/>	性别 Gender	男/Male
国籍 Nationality	<input type="text"/>	院系 School (Department)	管理学院/School of Management
专业 Major	<input type="text"/>	出生年月 Date of Birth	1984-02-04
入学时间 Enrolment Time	2016年9月	学生层次 Program Level	<input checked="" type="radio"/> 博士/Doctoral degree <input type="radio"/> 硕士/Master degree
邮箱 Email	<input type="text"/>	手机号码 Mobile Phone	<input type="text"/>
导师 Supervisor	<input type="text"/>	申请日期 Date of application	2020-01-07
退学原因 Resons for withd rawal from the University	<input type="text" value="因病/illness"/>		
请上传医院证明材料/Please upload the hospital support document			
具体退学原因 Please specify your reasons	<input type="text" value="测试"/>		
院系教务员审核 Approval by program coordinator	是否有导师	<input type="radio"/> 是/YES	<input type="radio"/> 否/NO
	是否有辅导员	<input type="radio"/> 是/YES	<input type="radio"/> 否/NO
审核人 Signature		审核时间/Date	

分管国际研究生院

**Step 5:** After submitting your application, you'll see a pop-up window, from which you need to confirm your program coordinator, who will be informed to process your application.

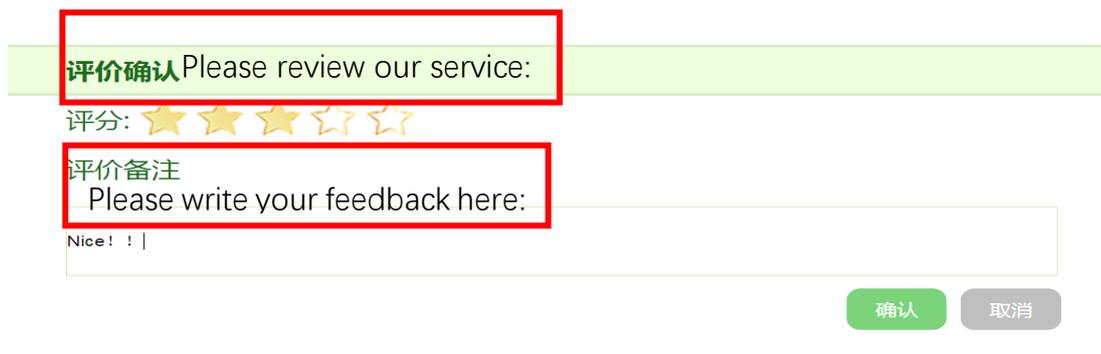


**Step 6:** Now that you have filed your application, you may go back to the online service homepage to check your application status later.



“Submitting” refers to the applications you haven’t submitted yet; “application in progress” refers to the applications that are being reviewed; “completed application” means the application process has been completed.

For the application in progress and completed application, you can click the icon to check the processing stages of your application, and you are also encouraged to provide your feedback:



**Step 7: Log out your account.**

