

为了给同学们提供更为高效快捷的服务，华希开设学生事务受理中心，为广大学生提供智慧化一站式服务。接下来向大家介绍一下学生事务受理中心的日常事务处理流程。

In order to provide more services for students, we has opened a Student Affairs Reception Center to provide one-stop services .There is the daily routine handling process of the Student Affairs Reception Center .

您留下的每个问题建议都将被用来改善我们的服务，我们将会认真跟进您关心的问题！

Your every question and suggestion will be used to improve our services. We will seriously follow up the affairs you care about.

如有任何疑问，请致电咨询学校招生服务中心 **400-1077-377**

Please call recruitment service center of the school if you have any questions:  
400-1077-377

**电子邮箱:** [service@ecnuxp.com](mailto:service@ecnuxp.com)

**E-mail:** [service@ecnuxp.com](mailto:service@ecnuxp.com)

**须知：** 领取时间及方式将通过申请流程反馈，请及时关注进度。

Note: The time and method of getting what you apply for will be specified in application flow. Please pay close attention to handling progress timely.

## 01

### 事务 1：校园卡补卡申请

#### **Affair 1: Apply for a new campus card**

适合人群：在校生遗失学生卡，全走读卡，半走读卡，接送卡（仅适用于幼儿园和小学生）

Suitable for: Students lose student card, non-resident student card, semi-non-resident student card or pickup card (only for the students in kindergarten and primary school)

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击校园卡补卡申请填写完整信息，扫码支付办卡成本费 30 元/张，并截图上传缴费凭证

Step 2: Click "Apply for a New Campus Card", fill in complete information, scan the code to pay cost price 30 yuan / card and upload screenshot of payment.

第三步：点击提交按钮

Step 3: Click "Submit" button

注意：请关注审批流程进度以便及时领取卡片。

领取时间地点：每日下午 16:00-17:30 学生或班主任到艺术中心二楼 IT 办公室签字领取。

**Note:** Please pay close attention to handling progress to get your card timely.

**Time and place:** Students or class teachers can sign name in the IT office on the 2nd floor of art center to get the card at 16:00-17:30 PM every day.

## 02

### 事务 2：增加电话联系人

#### Affair 2: Add phone contact persons

适合人群：小学在校生，初中在校生，高中在校生

Suitable for: the students in primary school, junior high school and senior high school

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端

(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击增加电话联系人填写完整信息

Step 2: Click "Add Phone Contact Persons" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

## 03

### 事务 3：增加家校沟通群联系人

#### Affair 3: Add members of family-school contact group

适合人群：全体在校生

Suitable for: all students

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端

(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击增加家校沟通群联系人填写完整信息

Step 2: Click "Add Members of Family-School Contact Group" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

## 04

#### **事务 4：开具学生在读证明**

##### **Affair 4: Apply for students' studying certificate**

适合人群：学生需要办理签证或其他用途的在读证明。

Suitable for: the students who apply for visa or need studying certificate for other purposes

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击开具学生在读证明填写完整信息

Step 2: Click "Apply for Studying Certificate" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

注意：请关注审批流程进度以便及时领取材料。领取时间地点：请每日提前致电招生服务中心（学校西门教师公寓一楼）电话预约领取。

Note: Please pay close attention to handling progress to get what you have applied for timely. Time and place: Please make an appointment by calling student recruitment service center (on the 1st floor of teachers' apartment at west gate of the school) in advance every day.

## **05**

#### **事务 5：开具学生学籍表**

##### **Affair 5: Apply for student status form**

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击开具学生学籍表填写完整信息

Step 2: Click "Apply for Student Status Form" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

注意：请关注审批流程进度以便及时领取材料。领取时间地点：请每日提前致电招生服务中心（学校西门教师公寓一楼）电话预约领取。

Note: Please pay close attention to handling progress to get what you have applied for timely. Time and place: Please make an appointment by calling student recruitment service center (on the 1st floor of teachers' apartment at west gate of the school) in advance every day.

## 06

### 事务 6：开具学生成绩单

#### Affair 6: Apply for transcript

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击开具学生成绩单填写完整信息

Step 2: Click "Apply for Transcript" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

注意：请关注审批流程进度以便及时领取材料。领取时间地点：请每日提前致电招生服务中心（学校西门教师公寓一楼）电话预约领取。

Note: Please pay close attention to handling progress to get what you have applied for timely. Time and place: Please make an appointment by calling student recruitment service center (on the 1st floor of teachers' apartment at west gate of the school) in advance every day.

## 07

### 事务 7：学生固定餐取消

#### Affair 7: Cancel fixed meal of student

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击学生固定餐取消填写完整信息

Step 2: Click "Cancel Fixed Meal of Student" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button

## 08

### 事务 8：学生寄宿状态调整申请

#### Affair 8: Apply for changing boarding status of student

第一步：使用家长账号登录师悦智慧校园 APP 或者电脑网页端  
(<https://campus.ecnuxp.com/>)

Step 1: Use account of parents to log in Shiyue Smart Campus APP or the website on computer: <https://campus.ecnuxp.com/>

第二步：点击学生寄宿状态调整申请填写完整信息

Step 2: Click "Apply for Changing Boarding Status of Student" and fill in complete information

第三步：点击提交按钮

Step 3: Click "Submit" button