**导师接收函Supervisor Acceptance Letter**

**致申请者**：

若你申请研究生专业（硕士和博士），你需要先取得导师的接收函。请按以下流程操作：

1. 请在[www.apply.shu.edu.cn](http://www.apply.shu.edu.cn)网站上获取相关专业导师信息；
2. 请完整填写此表中“申请人信息”栏；
3. 请将此表连同其他申请材料电子邮件发给导师；
4. 导师签字后，请将“导师接收函”扫描件上传至网上申请系统，继续完成你的申请手续。

祝你成功！

**Dear applicant,**

To apply for postgraduate programs at SHU, please get the Supervisor Acceptance Letter with the following steps:

**Step1.** Get Supervisors’ information (like research field, contacts, etc) at the website: [www.apply.shu.edu.cn](http://www.apply.shu.edu.cn).

**Step2.** Fill out ***Applicant Information***.

**Step3.** Send it to your Supervisor with other application documents by e-mail.

**Step4.** Upload the **Supervisor Acceptance Letter** with **signature** to the Online system.

**Good luck!**

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| **申请人信息/ Applicant Information（申请人填写/ by the applicant）** |
| 姓名Name |  | 性别Gender |  | 生日Birth Date |  |
| 国籍Nationality |  | 宗教 Religion |  | 护照号Passport No. |  |
| 申请类别Category | □硕士/ Master□博士 / PhD | 申请专业Major |  |
| 联系电话Contact Number |  | 电子邮件E-mail |  |

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**致各位老师：**

该生有意申请攻读我校研究生，如你愿意接收该生，请填写以下信息。该函将作为学生申请入学和申请奖学金的重要材料。如有任何疑问，请联系国际教育学院国际学生招生办公室，021-66136615，apply1@oa.shu.edu.cn。

Dear Supervisor,

This student is planning to apply for the postgraduate program at Shanghai University. If you would like to accept him/her as your student, please fill out the information as follows. Your acceptance is so important for his/her application. Should you have any questions, please do not hesitate to contact us by phone 021-66136615, or email: apply1@oa.shu.edu.cn.

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| **上海大学导师信息SHU Supervisor Information（导师填写/ by the supervisor）** |
| 姓名Name |  | 学院　School |  |
| 指导语言Instructed in | □ 汉语/ Chinese □ 英语/ English  | 联系电话Contact Number |  |
| 电子邮件E-mail |  |
| 导师意见Supervisor’s Comment | 如果该生被我校录取，我愿意作为其导师，指导该生完成毕业论文研究和考核全过程。If the above student was accepted by SHU, I would like to be his/her supervisor, instructing him/her all through the dissertation research and evaluation process.Signature:Date: |