**Check, Correction and Changing of Graduate Students’ basic information about their student status**

Basic information about graduate students’ status refers to the information that graduate students have filled in when they were applying for the graduate entrance examination and that have been sent to the Ministry of Education for documentation after examinees have gained admission. Information includes: full name, gender, date of birth, nationality, ID card number (students from Taiwan, Hong Kong or Macao should provide MTP number or HVP number; international students, passport number.), etc. Such information is important evidence for students to gain their student status as well as for the university to make out students’ grade cards and degree certificates. In order to ensure students’ study rights, we are determined to improve the student status management. The check, correction and changing of Graduate Students’ basic information about their student status are listed as follows.

**1. Inquiry of Information about First-year Students’ status**

According to the ***Policy about Students in universities and colleges gaining student status and diploma*** issued by the Ministry of Education, China has implemented online registration of student status since 2007. Students who have no information on the website ***China Higher-education Student Information*** ***(CHSI)*** and school management system have no student status; these students cannot obtain verified degree certificate.

To ensure the correctness of student status information, first-year students should log onto the website ***XMU Information management system*** （<http://gs.xmu.edu.cn>）during the first week to enquire the ***Correction of information of student status*** part and complete it. Students who fail to complete this part cannot select their courses.

First-year students should visit the website ***China Higher-education Student Information*** ***(CHSI)*** （<http://www.chsi.com.cn>） 3 months after the first day of the school; they should register with their real name , inquire their information about their identity and student status registration and ensure these information is correct.

Basic information should be identical on both ***XMU Information management system*** and ***CHSI***. Students are not allowed to correct or change information without permission.

**2. Correction of Information about First-year Students’ status**

When you find out that your basic information on ***XMU Information management system*** and ***CHSI*** is not identical with your actual information after your enquiry, you should visit Office of Academic Affairs in Graduate School to apply for correction of related information before the first semester ends. If you fail to correct your information during the scheduled period, which might result in discrepancy between your certificates, diploma, degree certificate and your actual valid certificate, you have to take the responsibility.

To apply for correction of information about student status, students should provide with these materials:

1)Students from mainland China: you should fill out the ***Application(Confirmation) Form for Correction of Information about Student Status among Students in Fujian Province’s Colleges and Universities*** ( see attachment No.1); meanwhile, you should also provide these evidence: a. a certificate issued by the Admission Ofiice; B.a certificate issued by the college/university the students graduated from; c. student’s ID card, Household Register, Admission Ticket and its copy( these will be returned to you once they are verified); d. a household registration certificate issued by the local police station; e. a copy of the enrollment list.

2) Students from Taiwan, Hong Kong or Macao: you should provide MTP or HVP, the copy and the original of Taiwan, Hong Kong or Macao ID card (these will be returned to you once they are verified);

3) International students: you should provide the copy and the original of your passport (these will be returned to you once they are verified).

**3.Changing of Information about Students’ status**

Graduate students who have to change their information during the study period should visit the graduate school to apply for changing with valid certificates before every year’s April; the application will not be accepted at other times. The evidence should be provided:

1) Changing of full name. This refers to the act of a graduate student who has applied for name changing and has obtained approval from the Household Registration Department. Application for name changing should provide these materials:

①Students from mainland China: a. new ID card with changed full name, the original and a copy of the household registration booklet with your former name(these will be returned to you once they are verified);b. a copy of the application for name changing approved by the Household Registration Department( with residence certificate stamp on it).

②Students from Taiwan, Hong Kong or Macao: you should provide MTP or HVP, the copy and the original of Taiwan, Hong Kong or Macao ID card (these will be returned to you once they are verified); b. the original household registration booklet.

③International students: you should provide the copy and the original of your passport (these will be returned to you once they are verified); b. a certificate issued by the embassy.

2) Changing of ID card number. This refers to the act of a mainland student who has to change and update his or her ID card number when the ID card number is wrong or identical with others’, or of a Taiwan, Hong Kong, Macao or international students who have a new ID card number due to the expiration of ID card. Application for ID card number changing should provide these materials:

①Students from mainland China: a. new ID card and previous ID card, the original and a copy of the household registration booklet(these will be returned to you once they are verified); b. ***Certificate of Correction of ID Card Number*** issued by the Household Registration Department( see attachment No.2);

②Students from Taiwan, Hong Kong or Macao: you should provide MTP or HVP (these will be returned to you once they are verified);

③International students: you should provide the copy and the original of your passport (these will be returned to you once they are verified).

3) Changing of gender, date of birth and nationality. This refers to the act of a studying graduate student (limited to mainland students) who finds wrong information on his or her former valid certificate and applies for alteration at the Household Registration Department and has the new information confirmed and come into effect.

Application for Changing of gender, date of birth and nationality should provide these materials: a. the new valid ID card, the original and a copy of the household registration booklet (these will be returned to you once they are verified); a copy of the application for information changing approved by the Household Registration Department (with stamp of household certificate on it) or other certificates of household information correction.

**3. Final Review**

All materials mentioned above for changing should be verified and submitted to Fujian Province Department of Education by the graduate school for the final review; the lacking materials should be provided by the student according to the review from Fujian Province Department of Education.

Attachment No.1:

Application(Confirmation) Form for Correction of Information about Student Status among Students in Fujian Province’s Colleges and Universities

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate No. |  | Full Name |  | Gender |  | Recent Bareheaded Photo | Sealed by the university at the edge of this formE-photo on candidate card |
| ID Card No. |  | Nationality |  | Year of Enrollment  |  |
| Have enjoyed beneficial admission policy or not | * No
 | Examinee Feature |  | Place of Birth |  |
| □ Yes（Please write it down）： |
| Correction -needed Information | □Full Name □Gender □Date of Birth □ID Card No. □Nationality □Other（Please write it down）： |
| Information before Correction |  | Information after Correction |  |
| Reason for Correction | Student Signature： Year Month Date |
| **Review from the student’s last Institution and admission department of birth place at all levels** |
| **Review from the student’s last Institution** | Signature of Person in Charge： （Official Seal）Year Month Date | **Review from the county-level admission department of student’s birth place** | Signature of Person in Charge： （Official Seal）Year Month Date |
| **Review from the municipality level admission department of student’s birth place** | Signature of Person in Charge： （Official Seal）Year Month Date | **Review from the provincial level admission department of student’s birth place** | Signature of Person in Charge： （Official Seal）Year Month Date |
| **Review from Student Status Management Department of Student’s current college or university**  |
| **Review from Student Status Management Department of Student’s current college or university** | Signature of Person in Charge：（Official Seal）Year Month Date |
| Materials attached | □Copy of ID Card No. □Residence Certificate □Copy of Residence Certificate □Certificate of Correction of ID Card Number □Certificate from the last institution the examinee attended □Certificate from the County-level Admission Department of Student’s Birth place □Certificate from the Municipal-level Admission Department of Student’s Birth place □Certificate from the Provincial-level Admission Department of Student’s Birth place □Application Form for the College Entrance Examination □Copy of the Enrollment List □Other（Please write them down）： |

Attachment No.2：

