

### **12203 Student ID Card Application 办事指南**

服务对象	OEC students
服务部门	OEC
办理地点	22
办理时间	a.m.,Mon;a.m.Wed;Fri
用印情况	JSU Official Stamp
办理时限	即办件 ( ) 承诺件 (√)
联系电话	88792566
业务负责人	Wang Bin
办理所需材料及材料说明	Freshman registration form and one photo
办理流程	<ol style="list-style-type: none"><li>1. submit the registration form to your class teacher</li><li>2. class teacher submit to OEC</li><li>3. make student ID book at one stop service center</li><li>4. inform all the class teacher to collect it at OEC</li></ol>