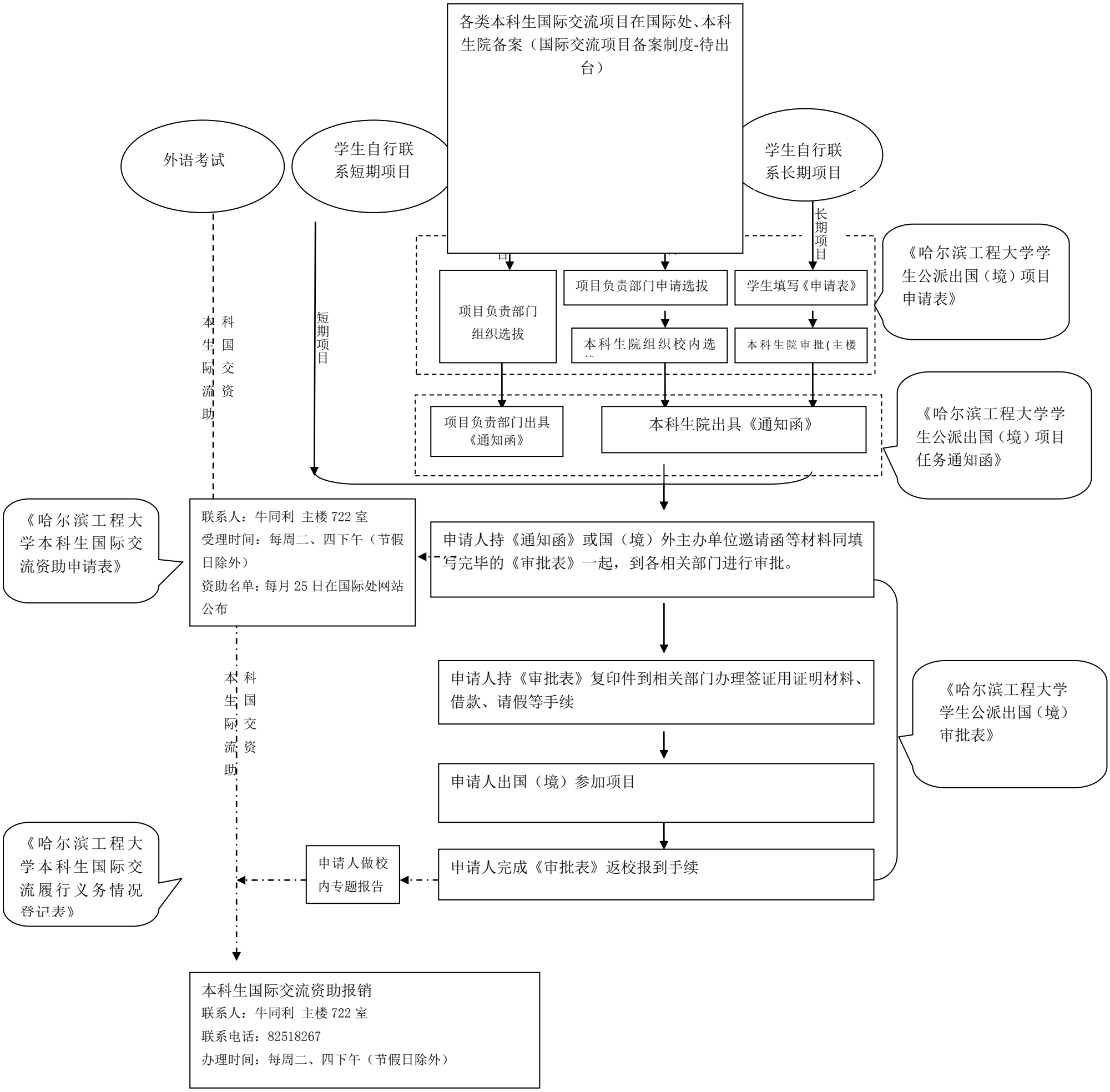哈尔滨工程大学本科生办理国际交流手续流程图