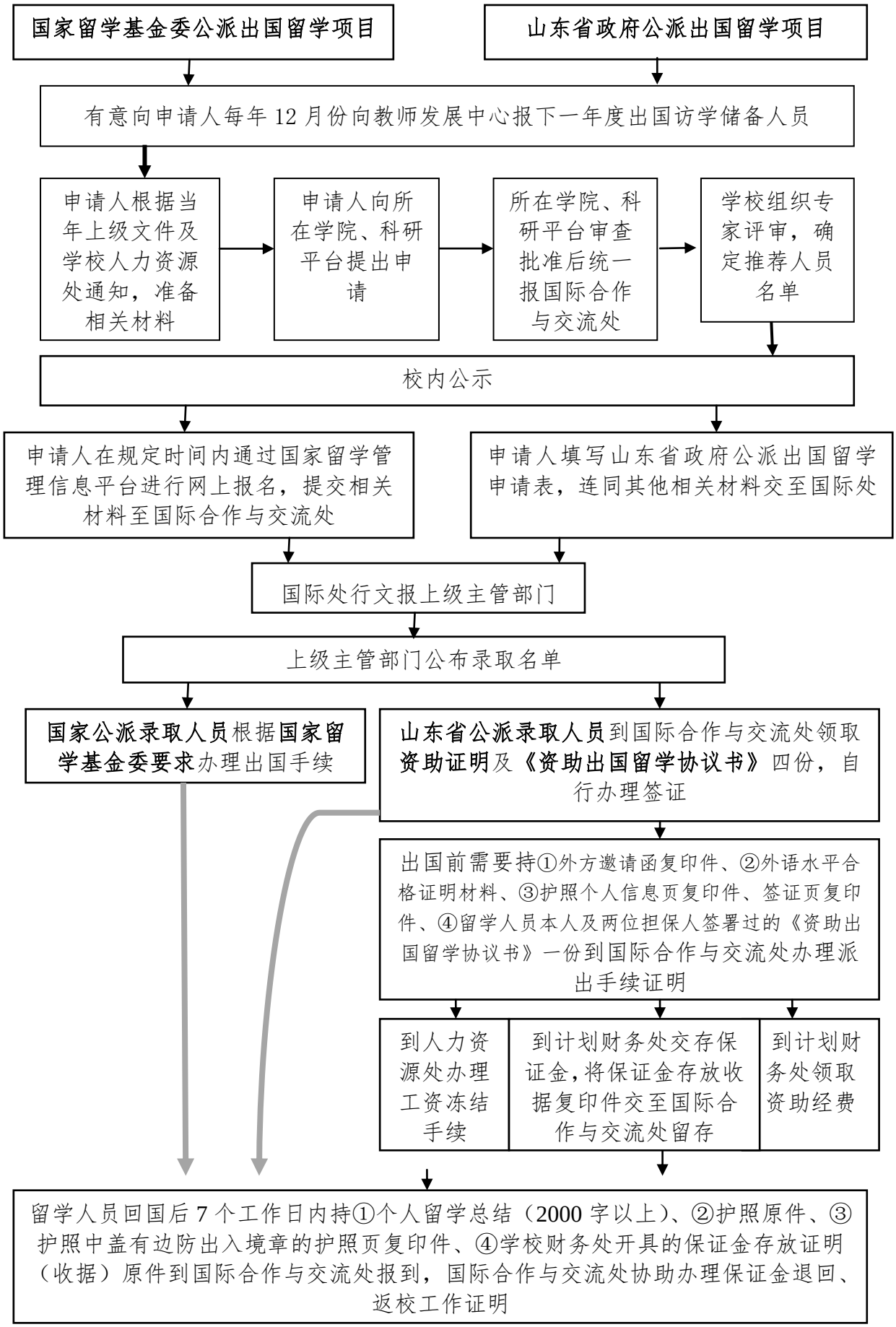济南大学公派出国留学申请及手续办理流程