**关于南开大学国际研究生申请材料的说明**

1. **最高学历（学位）证书（证明）：**

（1）应届毕业生可用《预毕业证明》代替最高学历（学位）证书进行申请。入学时，须提交毕业证书原件及中文（或英文）认证件以供查验。经验证不符合入学条件者，将被取消入学资格。

（2）我校认可的最高学历（学位）证书认证件应通过以下**任一方式**获得：

**A.中国教育部留学服务中心出具的认证报告**

仅限从中国大陆境外学校取得的学历

网址链接：<http://zwfw.cscse.edu.cn/>

**B.中国教育部学位中心出具的认证报告**

仅限从中国大陆境内学校取得的学历

网址链接：[http://www.chinadegrees.cn/](http://www.chinadegrees.cn/cn/)

**C.公证机构出具的公证件及中（英）文翻译件**

**D.本国驻华大使馆（代表处）或者中国驻外使领馆出具的中（英）文认证件**

1. **个人陈述模板**

**个人陈述**

**Personal Statement**

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| **基本信息****Personal Information** |
| **护照姓名****Passport Name** |  | **护照号码****Passport No.** |  |
| 目前是否在中国境内Within Chinese territory or not  | □是（YES） □否(NO) |  |  |
| **申请陈述** **Statement for Application** |
| （建议可提供以下内容：来华学习和研究计划、家庭经济情况、奖学金申请原因、本人所获奖励和个人特长等；研究生申请人不少于800字，本科生申请人不少于300字）（It is suggested to provide the following contents：a study or research plan, financial situation, reasons for scholarship application, honors and awards, personal strengths, etc; no less than 800 words for post graduate applicants, no less than 300 words for undergraduate applicants） |
| **成绩和业绩（必填项，只填写最高学历）****Grade and Achievement (Required Fields，Highest Diploma only）** |
| 请填写原始GPA和原始GPA分制Please fill in your Unconverted GPA grade value and GPA System高中（High School）/本科（Bachelor）/硕士（Master）： |
| 请填写转换后的4分制的GPA分值Please fill in your Grade-Point Average using a 4-point system高中（High School）/本科（Bachelor）/硕士（Master）： |
| 请填写平均成绩，并说明评分体系Please fill in your Average Grade，and explain the grading system高中（High School）/本科（Bachelor）/硕士（Master）： |
| 请填写成绩排名/总人数Please fill in your Academic Ranking/ Number of the Students高中（High School）/本科（Bachelor）/硕士（Master）： |
| 请列出曾获荣誉、奖项、特殊贡献或发表的论文、专著。对于论文或专著，请提供完整的引文：Please list any honors, awards, distinctions or publications. For publications, please provide the complete citation. |
| **个人声明（必填项）****Personal Declaration(Required Fields)** |
| 1. 你是否曾被留校察看、停学、退学或接受处分？

Have you ever been placed on probation，suspended，expelled or disciplined by any universities or institutions?如果是，请解释/If yes, please explain. |
| 1. 你是否曾因任何犯罪被定罪（或现在正在针对你进行任何指控）？ Have you ever been convicted of (or is any charge currently pending against you for) any crime？

如果是，请解释/If yes, please explain. |
| 我承诺个人陈述中的信息真实准确，由我本人独立完成。我知晓如有虚假不实信息，将被南开大学取消申请、录取及学习资格。I promise that the information in my personal statement is true and accurate, and I completed it independently. I understand that if there is any false information, Nankai University will cancel my application, admission and study qualifications.签名/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 时间/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

请将此表打印并手写签名，扫描成一个PDF文件上传至申请系统。
**Please print this form and sign it, then scan it into a PDF file and upload it to the application system.**

1. **推荐信模板**

**南开大学国际学生推荐信**

**Letter of Recommendation**

**for International students of Nankai University**

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| **推荐学生基本信息****Personal Information of the Student** |
| 中文姓名Chinese Name |  | 护照姓名Passport Name |  | 国籍Nationality |  |
| 性别Gender |  | 护照号码Passport No. |  | 出生日期Date of Birth |  |
| 所在学校Current School |  |
| **推荐人基本信息****Personal Information of the Person Issuing the Recommendation** |
| 姓名Full Name |  | 工作单位Work Place |  | 职务Position |  |
| 电话Phone No. |  | 邮箱E-mail Address |  |
| **推荐理由****Recommendation Reasons** |
| 该同学在同年级的学业综合排名为： 名，同年级学生人数为： 名,该同学学业综合表现占前百分之 （精确到小数点后两位）。The student’s integrated academic grade ranking is: ;the number of students in the grade is: ;the comprehensive academic performance of the student accounts for the top percent (accurate to two decimal places).注：中国境内中学，同年级排名基数为全体外国留学生；海外中学，排名基数为同年级全体学生。Remark: The ranking base of the domestic high schools is all foreign students in the grade; the ranking base of overseas high schools is all students of the grade. |
| 请从学生学业成绩、个人品行、综合素质、学术潜能、志趣抱负等方面，填写推荐理由（可另附页）Please write the recommendation reasons from the aspects of students' academic achievements, personal conduct, comprehensive quality, academic potential, aspiration, etc.(use a separate page if necessary) |
| 签名/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 时间/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 南开大学国际教育学院制

1. **国际博士研究生导师接收函模板**

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**5.外国人体格检查表模板**

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**6.经济担保证明模板**

**经济担保书**

此担保书意在表明本人完全有能力并愿意支持 在中国学习期间的任何经济上的需要，本人的资助包他（她）在学习期间的学费，日常生活费以及国际旅行费用。

 担保人：

 日期：

 **Letter  of  Financial  Guarantee**

    This is a letter of our intention to indicate that I have financial capability and are willing to support  , during his/her stay in China to pursue studying and for whatever he/she may need financially. My support will include his/her tuition fees, living costs and travel expenses.

 Guarantor:

 Date: