**南开大学国际研究生申请材料要求**

1. **最高学历（学位）证书（证明）要求：**

（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/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) | 是否接受线上授课  Whether accept online instruction 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函**

**Letter of Recommendation**

**for International students of Nankai University**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. **国际学生导师接收函模板**

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1. **外国人体格检查记录模板**

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1. **经济担保函模板**

**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: