

附件 1:

中国政府奖学金来华留学管理信息系统操作流程

-适用于申请人

申请人开始奖学金申请前，请仔细阅读以下操作流程。

第 1 步：访问“留学中国”网站，点击“中国政府奖学金来华留学管理信息系统”图标进入申请系统。“留学中国”网站链接：<http://www.campuschina.org> 点击【学生注册】按钮，注册账户。注册成功后，使用注册的账户登录系统。

第 2 步：录入申请人“个人资料”。点击【编辑个人资料】开始录入个人资料，逐项完成个人资料的录入，并验证保存。完成个人资料录入后，点击【完成】返回上一界面，开始录入个人申请信息。申请人须在完成个人资料录入后，方可开始填写申请信息。

第 3 步：选择正确的“留学项目种类”。

请选择“B类”留学项目种类，点击【新增申请】按钮，开始录入申请信息。

第 4 步：填写正确的“受理机构编号（拟申请的高校提供）”。

您的受理机构编号为：

“留学项目种类”和“受理机构编号”两者彼此关联，均为“中国政府奖学金来华留学管理信息系统”中的必填内容。

申请人填写后，系统会自动显示所填写的代码代表的受理部门的名称。留学项目种类和受理机构编号存在对应关系，如果填写错误，奖学金受理部门将无法收到在线申请信息。

第 5 步：填写“申请信息”。

完成上述操作后，录入“语言能力及学习计划”并上传“补充材料”，直至点击【提交】完成申请。

提交申请前请仔细检查各项信息及补充材料，请确保信息及材料的正确性、真实性。

“B类申请”的申请人最多可向三个志愿院校提交奖学金申请，须对应填写三所高校的“受理机构编号”，但此类学生实际仅可作为一所高校的奖学金候选人，由三所高校提交推荐时间确定。建议申请人仅填写获得预录取的一所高校，保证后续录取的成功率。

第 6 步：申请一经提交，申请人将无法修改“个人资料”及“申请信息”。申请被受理前，申请人可通过点击【撤销】撤回已提交申请，并进行修改。申请被撤回后，申请人须在编辑后再次提交，否则该申请将无法被受理。申请被受理后，申请人将无法撤回该申请。

第 7 步： 点击“打印申请”下载申请表。

第 8 步： 按照受理机构要求提交奖学金申请。

奖学金院校不得委托任何个人或中介代为受理中国政府奖学金申请，请高校提醒申请人通过国家留学基金管理委员会官方网站获取有关信息，

<http://www.campuschina.org/>

备注：

注意：建议使用火狐或 IE 11 浏览器，如果使用 IE 浏览器，请去掉浏览器的“兼容性视图模式”后使用。

申请人须使用中文或英文完成全部申请信息的填写。

Instructions for Chinese Government Scholarship Information System (CGSIS)

-For Applicants

Please carefully read the instructions before applying for the scholarship.

Step 1: Visit “CSC Study in China” website and click “Scholarship Application for Students” at <http://www.campuschina.org>

Register an account through [CREATE AN ACCOUNT] and log in with your account.

Step 2: Input Personal Details. Click “Edit Personal Details” and finish inputting personal details by filling in all the information, verifying and saving the information. After the completion of this section, return to the previous page by clicking “Finish” and start filling in your application information.

Step 3: Select the correct “Program Category”.

Please select Program Category “Type B”, click “New Application”, and start filling in the application information.

Step 4: Input the correct “Agency Number (provided by the preferred designated university)”.

Your Agency Number is:

Program Category and **Agency Number** are directly matched, both are mandatory for online application.

After inputting the agency number, the matched agency name will automatically show on the page. As **Program Category** and **Agency Number** are directly matched, application processing authorities will not receive your online application if the program category or agency number is not correct.

Step 5: Input Application Information

Next, please move on to the section of “Language Proficiency and Study Plan” and upload “Supporting Documents” as requested, then click “Submit” to complete the application. Check each part of your application carefully before submission. Please make sure that all the information and uploaded documents are valid and accurate.

“Type B” applicants can apply for the scholarship program of three desired universities by providing their respective “Agency Number”. However, they, in practice, can only

be the scholarship candidates of one of these institutions, which is determined by the time when universities submit their recommendation letters. Applicants are advised to fill in the university that has offered a pre-admission letter to increase the chances of getting admitted.

Step 6: Once submitted, amendments cannot be made on “Personal Details” and “Application Information”. Before the application is processed by the processing authorities, applicants can revoke the submitted application by clicking “Withdraw” and edit the application. After revoking the application, applicants must submit it again after re-editing, or the application will not be processed. Once the application is processed, the application cannot be revoked.

Step 7: Click “Print the Application Form” and download the form.

Step 8: Submit scholarship application under the requirements of the dispatching authorities (or application processing agency).

Scholarship-awarded universities shall not entrust any individual or intermediary agent to process Chinese Government Scholarship applications. All designated institutions shall inform applicants of accessing relevant information on the official website of the China Scholarship Council (<http://www.campuschina.org/>).

Notes:

Please use Firefox or Internet Explorer (11.0).

For applicants using Internet Explorer, please close the “compatible view mode” function ahead of editing.

Please fill in all application information in Chinese or English.

附件 2:

中国政府奖学金申请材料清单

中国政府奖学金申请人可通过留学中国网 (www.campuschina.org) 了解各奖学金项目介绍、申请办法及流程、中国高校介绍等信息。

申请条件

1. 非中国籍公民，身心健康。

2. 年龄、学历、语言要求：

● 申请攻读硕士学位者，应当具有学士学位或同等学力，学习成绩优秀，年龄一般不超过 35 周岁；

● 申请攻读博士学位者，应当具有硕士学位或同等学力，学习成绩优秀，年龄一般不超过 40 周岁；

● 申请以中文为专业教学语言的攻读硕士、博士学位者，中文水平须达到汉语水平考试 (HSK) 四级；

● 申请人应当同时符合所申请学校在学术能力、语言能力及其它相关方面的入学要求。

申请材料

1. 《中国政府奖学金申请表》(中文或英文填写)。

2. 护照首页。如现持有护照有效期不符合要求 (护照有效期应晚于 2022 年 9 月)，请及时换发新护照。

3. 经公证的最高学历证明。如申请人为在校学生，须提交本人就读学校出具的预计毕业证明或在学证明。

4. 学习成绩单 (自本科阶段起)。成绩单扫描件应包括本科、硕士 (如有)、博士 (如有) 学习阶段，直至最近一学期的成绩。成绩单应由就读学校教务处、研究生院或有关学生管理部门开具并盖章。可提供中/英文成绩单，如为英语以外语种，需另提供英文翻译件并公证。

5. 语言能力证明。申请以中文为专业教学语言的申请人须提供有效期内且与相应中文水平要求相符的 HSK 成绩报告。申请以外语为专业教学语言的申请人应根据学校要求提供相应的语言能力证明，如雅思或托福成绩单。

6. 预录取材料。

(1) 拟来华就读院校出具的预录取材料，可为正式录取通知书、预录取通知

书或经中国高校国际学生招生部门认可的导师邀请函等。预录取通知或正式邀请信应使用中方院校专用信纸打印，由国内高校国际学生招生录取有关部门出具，须加盖公章。

(2) 入学通知/邀请信中应包含以下内容（中/英文）

- a. 申请人基本信息：申请人姓名、国籍、出生日期、上一学历院校名称等；
- b. 来华学习身份：硕士研究生/博士研究生；
- c. 预计来华时间：应明确起止年月，入学时间应不早于 2022 年 9 月；
- d. 申请人中国高校导师（如有）信息；
- e. 申请人来华学习/研究工作描述；
- f. 授课语言（中文或外文）；
- g. 如为导师出具的邀请信，须有国际学生招生部门负责人签字与联系方式，并加盖公章；

7. 来华学习计划。应提交中/英文学习计划（1000 字以上），博士研究生须由中方导师签字，学习计划只可以用中文或者英文书写。

8. 推荐信。提交两名教授或副教授的推荐信，内容应重点包含对申请人来华学习目标要求，中方院校或者中方导师与国外导师的合作情况或者校际交流情况，以及对学生综合能力，未来发展的评价，只可用中文或英文书写。

9. 个人作品。申请攻读艺术、设计类专业者，可通过“作品/其他支撑材料”上传个人作品类材料（如影像、绘画作品等），亦可按照申请院校要求以其他方式提供。

10. 年龄不满 18 周岁的申请人，须提交在华法定监护人的相关法律文件。

11. 《外国人体格检查表》复印件（原件自行保存，此表格由中国卫生检疫部门统一印制，须英文填写）。申请人应严格按照《外国人体格检查表》中要求的项目进行检查。缺项、未贴有本人照片或照片上未盖骑缝章、无医师和医院签字盖章的《外国人体格检查表》无效，检查结果有效期为 6 个月。

12. 无犯罪记录证明。申请人须提交由所在地公安机关出具的有效期内的无犯罪记录证明，通常应为提交申请之日前 6 个月以内的证明文件。

注意：通过系统上传的材料须清晰、真实、有效。建议申请人使用专业设备扫描需提交的有关文件，因材料不清晰或无法可识别造成的后果由申请人承担。

Chinese Government Scholarship Application

Applicants of Chinese Government Scholarship can find more information about the scholarship scheme, such as introduction to designated universities and their scholarship programs and the process of filing an application, on the website www.campuschina.org.

Eligibility: To be eligible, applicants must

- be a citizen of a country other than the People's Republic of China, and be in good health both mentally and physically.
- be a bachelor's degree holder under the age of 35 when applying for master's programs;
- be a master's degree holder under the age of 40 when applying for doctoral programs;
- have acquired the Chinese proficiency of HSK Level 4 when applying for Chinese-taught master's or doctoral programs;
- meet the admission requirements of the applied universities in terms of academic ability, language proficiency and other relevant criteria.

Application Documents

1. Application Form for Chinese Government Scholarship (in Chinese or English);
2. Copy of Passport Home Page. If the validity of the applicant's current passport does not meet the requirement (meaning the passport expires before September 2022), please apply for a new passport before submitting the application;
3. Notarized highest diploma. Prospective diploma winners must submit official proof of student status by their current school. Documents in languages other than Chinese or English must be attached with notarized Chinese or English translations;
4. Academic transcripts (from the undergraduate program onwards). Copies of academic records from first to last semester during the undergraduate, graduate (if any), and doctoral programs (if any) shall be provided. These transcripts shall be issued and sealed by the attending university's academic affairs office, graduate school, or student management department. They can be in Chinese or English, but must be attached with notarized English translations if they are in foreign languages other than English;
5. Language qualification certificates. Applicants for Chinese-taught programs must submit valid HSK reports in accordance with the corresponding Chinese proficiency requirements. Applicants for other language-taught programs shall provide relevant language proficiency certificates according to the universities' requirements, like IELTS or TOFEL report;
6. Pre-admission documents.

(1) Pre-admission documents issued by the Chinese university of preference, including an official admission letter, a pre-admission letter, or an invitation letter from a prospective supervisor recognized by the department of international students admission

at Chinese universities. The pre-admission letter or official invitation letter shall be printed on the special-purpose letter of the desired Chinese university and issued and sealed by the university's international students admission office;

(2) The enrollment letter or invitation letter shall contain the following information (in Chinese or English):

- a. Applicant information: full name, nationality, date of birth, name of the university last attended, and others;
 - b. Academic status in China: graduate student or doctoral student;
 - c. Projected time of staying in China. The study timeline shall be made clear, and the time of enrollment shall be no earlier than September 2022;
 - d. Information of the applicant's Chinese supervisor (if any);
 - e. Descriptions of the applicant's studies or research in China;
 - f. Language taught in courses (Chinese or English);
 - g. The supervisor-issued invitation letter shall be sealed by the department of international students admission and accompanied by the signature and contact information of the head of the department.
7. A study plan proposal. A study plan written in Chinese or English shall contain more than 1,000 characters or words; the proposal of a doctoral student shall be signed by the applicant's Chinese supervisor;
 8. Recommendation letters. Two letters of recommendation (written only in Chinese or English) from professors or associate professors shall be submitted. These letters shall describe the applicant's objectives of learning in China, comprehensive abilities, and evaluation of future growth, as well as the cooperation between the supervisors or the exchange between universities both in China and abroad;
 9. Example of art. To apply for majors related to art or design, applicants could submit their own works through "Example of Art/Other Supporting Documents" in the system. Applicants could also provide such materials to the applied universities directly in other ways;
 10. Applicants under the age of 18 should submit the valid documents of their legal guardians in China;
 11. A photocopy of the Foreigner Physical Examination Form completed in English (the original copy shall be kept by the applicant). The form is designed by the Chinese quarantine authority and can be obtained from the dispatching authority. The physical examinations must cover all the items listed in the Foreigner Physical Examination Form. Incomplete records or those without the signature of the attending physician, the official stamp of the hospital, or a sealed photograph of the applicants are invalid. Please select the appropriate time to take a physical examination as the result is valid for only 6 months.
 12. Non-criminal record report. The applicant shall submit a valid certificate of Non-

Criminal Record issued by the local public security authority, usually issued within 6 months prior to the submission date of the application.

Reminder: Uploaded supporting documents must be clear, authentic and valid. Applicants are recommended to use a professional device to scan the relevant documents. Applicants shall bear the consequences caused by unclear or unidentifiable uploaded materials.