

未满 18 岁学生必须提供的材料

Application Materials Required for Students Under 18

所有未满 18 岁学生需要一名在京监护人，并提交补充材料。

All students under 18 years of age need a guardian who has residency in Beijing, and should provide additional documents.

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学生在京父母做监护人:

In case that the guardian in Beijing is the student's parent:

1. 出生证明复印件 (由中国注册的翻译公司翻译成中文)

Photocopy of birth certificate(translated into Chinese by a translation company registered in China)

2. 父母护照首页复印件

Photocopies of both the parents' passports

3. 在京父/母的居留许可复印件

Photocopy of the father/mother's Chinese residence permit

护照和居留许可有效期必须覆盖到学生满 18 岁或学生的学习期限

Both the passport and residence permit of the guardian have to be valid throughout the student's study period or until the student turns 18 years of age

申请时请将 以上材料扫描上传到系统附件中

Please scan the documents and upload in BIT system when you submit application.

非学生父母中国籍人员做监护人：

In case that the guardian is a non-parent with Chinese nationality:

1. 出生证明复印件（由中国注册的翻译公司翻译成中文）

Photocopy of birth certificate (translated into Chinese by a translation company registered in China)

2. 父母护照首页复印件

Photocopies of both the parents' passports

3. 直系亲属委托书公证，需到本国中国大使馆认证，取消领事认证的国家，需要提供附加证明书

Letter of entrustment, certified by the Chinese embassy in your country. In case the embassy certification has been canceled in your country, please submit an Apostille



4. 监护人身份证正反面复印件

Photocopy of both sides of the guardian's Chinese national ID

5. 若监护人为非北京户口，需提供北京居住证复印件

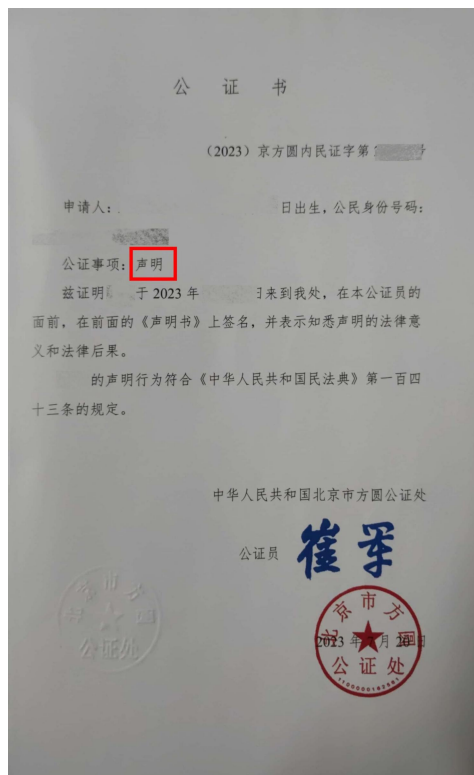
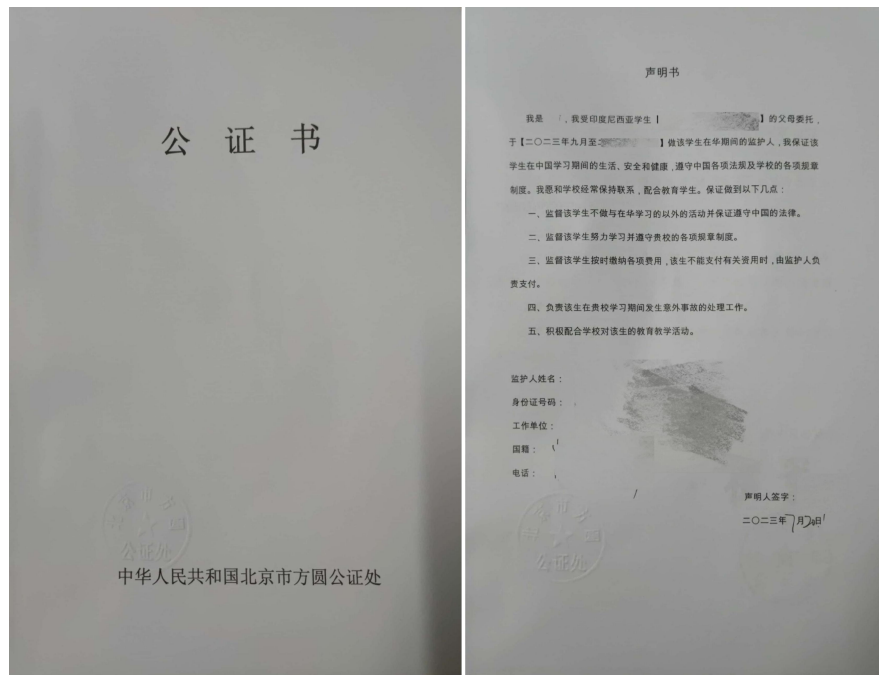
If the guardian does not have Beijing residency, photocopy of the guardian's Beijing residence permit has to be provided

6. 监护人声明公证（在北京公证处办理）

监护期限必须覆盖到学生满 18 岁或学生的学习期限

Notarization of guardian's warranty (applied at one of the notaries in Beijing)

The guardianship period has to cover the student's study period or until the student turns 18 years of age



*请在申请时将1-2中的材料扫描上传到附件中，5月1日之前将公证书原件、出生证明中文翻译原件及其他材料复印件邮寄到北京理工大学，具体地址请联系我们

*Please scan and upload the materials listed in items 1-2 as attachments during the application process. Mail the original notarized documents, certified Chinese translation of the birth certificate, and copies of other required materials to Beijing Institute of Technology by **1st May**. For the specific mailing address, please contact us.

非学生父母非中国籍人员做监护人：

In case that the guardian is a non-parent without Chinese nationality:

1. 出生证明复印件（由中国注册的翻译公司翻译成中文）

Photocopy of birth certificate(translated into Chinese by a translation company registered in China)

2. 父母护照首页复印件

Photocopies of both the parents' passports

3. 直系亲属委托书公证，需到本国中国大使馆认证。取消领事认证的国家，需要提供附加证明书。

Letter of entrustment, certified by the Chinese embassy in your country. In case the embassy certification has been canceled in your country, please submit an Apostille.



4. 监护人护照首页复印件、居留许可复印件（护照和居留许可有效期必须覆盖到学生满 18岁或学生的学习期限）

Photocopy of the guardian's passport and residence permit. Both the passport and residence permit have to be valid throughout the student's study period or until the student turns 18 years of age.

5. 监护人需在北京居住且持非学习类居留许可

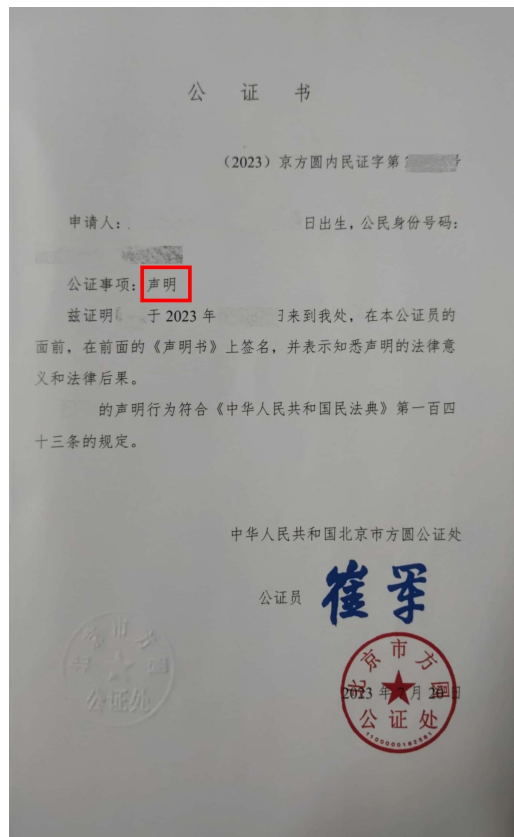
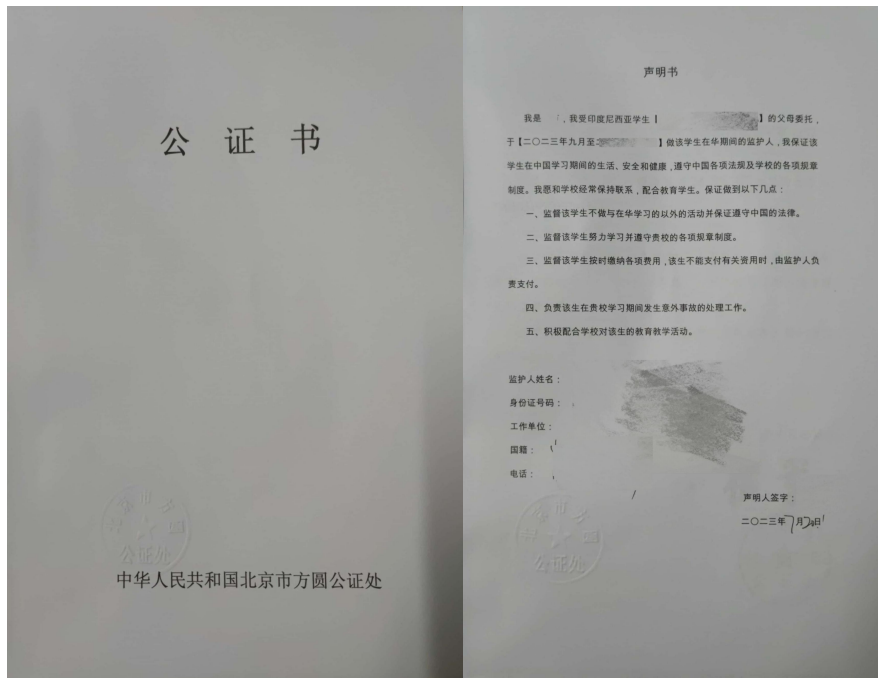
Only foreigners who reside in Beijing and hold a non-study residence permit can be the guardian .

6. 监护人声明公证（在北京公证处办理）

监护期限必须覆盖到学生满 18 岁或学生的学习期限

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北京几个公证处:

Notary offices in Beijing:

1. 北京市中信公证处

地址: 北京市西城区金融街广宁伯路 2 号铁通大厦五层

电话: 010-52601155 传真: 010-52601107 网址: www.bjgzc.com

办公时间:

星期一至星期五: 上午: 9: 00-12: 00 下午: 13: 00-17: 30 星期六至星期日: 上午: 9: 00-12: 00 下午: 13: 00-16: 00

BEIJING ZHONGXIN NOTARY PUBLIC OFFICE

Address: Fifth floor, 2 Tietong Building, Guangning Road, Financial Street, Beijing Xicheng District

Tel: 010-52601155 Fax: 010-52601107 Website: www.bjgzc.com

Office hours: Monday to Friday: a.m. 9:00-12:00 p.m.: 13:00-17:30 Saturday to Sunday: a.m. 9:00-12:00 p.m.: 13:00-16:00

2. 北京长安公证处

地址: 北京市东城区朝阳门北大街六号首创大厦七层 (东四十条立交桥港澳 中心南侧 原万泰北海大厦)

电话: 65543888 咨询电话: 65544478 传真: 65544475 网址: <http://www.gongzheng.gov.cn>

BEIJING CHANGAN NOTARY PUBLIC OFFICE

Address: Seventh floor, 6 Shouchuang Building, North Street Chaoyangmenwai, Beijing Dongcheng district (South of Hong Kong Macau Center Dongsishitiao Flyover The original Wantai Beihai Building)

Tel: 010-52601155 Consulting Tel: 65544478 Fax: 010-52601107 Postcode: 100027 Website: <http://www.gongzheng.gov.cn>

3. 北京市求是公证处

地址: 海淀区魏公村中关村南大街 24 号 (中央民族大学对面麦乐迪右侧)

电话: 62189143

BEIJING QIUSHI NOTARY PUBLIC OFFICE

Address: 24 South Zhongguancun Street, Haidian District Weigongcun (Opposite to Minzu University of China, on the right of MaiLeDi KTV)

Tel: 6218914

4. 北京市方圆公证处

地址: 东城区东水井胡同 5 号北京 INN2 号楼 A108

电话: 65538988/85197666

Address: Building no. 2 A108, Beijing INN, Dongshuijing Hutong, Dongcheng District

Tel: 65538988/85197666