**申 请 材 料 清 单**

请填写 **申请表** 及 **JW202表**（2个表均需在电脑里填写后再打印），同时，请提交以下材料：

①护照扫描件；

②最高学历证明扫描件；

③学习成绩单扫描件；

④无犯罪记录证明扫描件；

⑤外国人体格检查表及血液检查单扫描件；

⑥《长沙民政职业技术学院外国留学生入学申请表》（见附件）；

⑦《外国留学人员来华签证申请表》（见附件）。

注：以上材料均需清晰可辨；另如果申请材料为非英语或非汉语版本, 需翻译为汉语或英文版本并经过权威部门公证。

**外国留学人员来华签证申请表 （请在电脑上填写后再打印）**

## Visa Application for Study in China

## 中华人民共和国教育部印制/Printed by the Ministry of Education (MOE) of PRC JW202

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | | 接受院校/Host Institution: 长沙民政职业技术学院 | | | |
| 由    接    受    留    学    人    员    院    校    填    写 | 姓名/Name 姓/Family Name 名/Given Names | | | | |
| 国籍/Nationality: | | 护照号码/Passport No. | 性别/Sex: | 婚否/Marital Status: |
| 出生日期： 年 月 日  Date of Birth: y. m. d. | | | 出生地点/Place of Birth: | |
| 家庭地址和电话/Home Add.& Tel.: | | | | |
| 最后学历**/**Highest Academic Degree Obtained: | | | 职业/Occupation: | |
| 工作或学习单位/Employer or Institution Affiliated: | | | | |
| 来华学习专业/Field of Study in China:  学习期限：自 年 月至 年 月  Duration: from y. m. to y. m. | | | | |
| 学生类别/Student Status:  □语言生Language Student  □专科学历生 Associate Degree Student | | | 注册截止日期/Deadline for Registration:  年/y. 月/m. 日/d. | |
| 推荐单位和电话/Reference& Tel.: 申请人所在的高中（your high school） | | | | |
| 在华事务担保人和电话/Guarantor in China & Tel: 长沙民政职业技术学院 0086-731-82716455 | | | | |
| 经费来源/Financial Funding: 奖学金/Scholarship□;自费/Self-supporting□;其他/Other□  经济担保人或机构/Financial support will be provided by: 一般填写父母（usually your father or mother） | | | | |
| 审批机关盖章 | Authorized by:    (印章/Seal)    年 月 日 | | | 申请人签字：  Signature of Applicant:      年 月 日  y. m. d. | |
| 备        注 | 1、  此表仅限于非政府渠道接受的外国留学人员使用。  2、  请持本表前往中国使（领）馆申请来华学习签证。  3、  请持本表到校注册。  Note:  1. This form is for private and inter-institutional students.  2. Please present this form to apply for students entry visa at the Chinese Embassy or Consulate General.  3. Please present this form to register at the host institution. | | | | |

长沙民政职业技术学院外国留学生入学申请表

Application Form for Foreign Students to CSWC （编号 ）

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申请人基本情况**/**Personal Information** | | | | | | | | |
| 姓/Surname： | | | | | 中文名字/Chinese Name | | | 照片/Photo |
| 名/Given name： | | | | |
| 性别/Gender | | | 国籍/Nationality | | 护照号码/Passport No.  有效期至/Valid Until: | | |
| 宗教信仰/Religion | | | 婚否/Marital Status | |
| 出生日期： 年 月 日  Date of Birth： Yr. Mon. Date | | | | | 出生地/Place of Birth  国家/Country 城市/City | | | |
| 电子邮件/E-mail | | | | | 手机号码/Cell phone Number | | | |
| 职业/Occupation | | | 最后学历/Education level | | 工作或学习单位/Employer or Institution Affiliated | | | |
| 永久通信地址/Permanent Address for correspondence including postcode, contact person and telephone | | | | | | | | |
| 汉语能力  Chinese Proficiency | | 很好/Excellent ( ) 好/Good ( ) 较好/Fair ( ) 差/Poor ( ) 不会/None ( )  老（新）HSK证书 级 分/Old（New）HSK Certificate, Level Marks | | | | | | |
| **教育经历（从高中起）/Academic Background (From High School)** | | | | | | | | |
| 在校期间 (From/To) | | | 学校 (Institutions) | | | 所获学历（Diploma/Degree Obtained） | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
| **本人工作经历/Employment Record** | | | | | | | | |
| 起止时间 (From /To) | | | 工作单位 (Employer) | | | 职务及职称 (Posts Held) | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
| **申请人亲属情况/Family Members of the Applicants** | | | | | | | | |
| 姓名/Name | | | | 职业/ Occupation | | | 联系电话/Telephone | |
| 父亲/Father |  | | |  | | |  | |
| 母亲/Mother |  | | |  | | |  | |
| 配偶/Spouse |  | | |  | | |  | |

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| --- | --- | --- | --- | --- |
| **留学中国计划/Study plan in China** | | | | |
| 希望在长沙民政职业技术学院学习的专业或专题/Specialty or Field of Study in CSWC | | | | |
| 学生类别  Student Status | □ 语言生 □ 普通进修生 □ 专科学历生  Language Student General advanced Student Associate Degree Student | | | |
| 学习期限  Duration | 自/from：年/Year 月/Month 至/to：年/Year 月/Month | | | |
| 经费来源  Financial Support | 团体资助**/** Organization（ ） 家庭资助/ Family（ ） 个人支付/ Self-support（ ） | | | |
| **推荐单位信息/ Information for Reference** | | | | |
| 推荐单位/Organization or Person | | | 联系电话/Telephone | E-mail |
| 申请人所在的高中（your high school） | | |  |  |
| **在华事务担保人/ The Guarantor in China** | | | | |
| 姓名/Name：  长沙民政职业技术学院 | | 联系电话/Telephone：0086-731-82716455 | | |
| 职业/ Occupation： | | 联系地址/Address：中国湖南省长沙市雨花区香樟路22号 | | |
| **经济担保人或机构/Financial Guarantee**一般填写父母（usually your father or mother） | | | | |
| 姓名/Name： | | 联系电话/Telephone： | | |
| 职业/ Occupation： | | 联系地址/Address： | | |
| **申请人保证/I hereby affirm that**  1.上述各项中所提供的情况是真实无误的。/All the information I provided above is true and correct.  2.在校学习期间遵守中国政府的法规和学校的规章和制度。/I shall abide by the laws of the Chinese Government and the regulations of Changsha Social Work College.  3.接受长沙民政职业技术学院的学习安排。/I shall accept the arrangements of Changsha Social Work College regarding my study.  4. 将根据学校安排按时报到。/I shall arrive at CSWC in time according to the college’s schedule.  日期/Date： 申请人签字/Applicant’s signature： | | | | |
| **★填表注意事项**/**Notice for filling the application form**  1.上述所有信息均用电脑输入, 以免字迹不清延误审理时间./All the information filled in the *Application Form* should be typed by means of computer to avoid misunderstanding or mistakes.  2.在华事务担保人或机构, 须为在中国境内的人士或机构, 以便在紧急时能与其取得联系.**/**The guarantors charging your case in China, we will contact them for your case when necessary.  3.申请人在递送本申请表的同时, 请提交/Please send the following documents with this form.  ①护照复印件/One photocopy of your passport  ②最高学历证明/An official certificate of your highest education (or notarized photocopy)  ③学习成绩单/Official transcripts (or notarized photocopy)  ④经济担保或银行存款证明/ Financial guarantee or bank statement  ⑤无犯罪记录证明/Certificate of Non-criminal Record  ⑥外国人体格检查表/Foreigner physical examination form  4.如果申请材料为非英语或非汉语版本, 需翻译为汉语或英文版本并经过权威部门公证./If your original certificate is not English or Chinese version, please ask authorized department or your school to translate it into English or Chinese.  5.若无申请人签字，视为无效申请.**/** The application is invalid without the applicant’s signature. | | | | |

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