

未满 18 岁学生报名所需要的资料

Application Materials for Student under Eighteen

教育部第 42 号令《学校招收和培养国际学生管理办法》规定学校招收未满十八周岁且父母不在中国境内常住的国际学生，须要求其父母正式委托在中国境内常住的外国人或者中国人作为该国际学生的监护人，并提供相关证明材料。

The Ministry of Education's Decree No. 42 "Administrative Measures for the Recruitment and Cultivation of International Students" stipulates that international students who are under the age of 18 and whose parents are not resident in China must require their parents to officially entrust foreigners or Chinese who are permanent residents in China. The guardian of the international student and provide relevant supporting materials.

注：监护人必须常住北京

Note: Guardians must live in Beijing

JW202 申请材料（所有材料提供复印件）：

JW202 application materials (copies of all materials):

一. 学生父母做监护人

一. Student parent as guardian

1. 父母的护照复印件、居留许可复印件。

1. Copy of parent's passport and copy of residence permit.

2. 出生证明需到本国中国大使馆认证（中文）。如果在中国出生，提交中国的出生证明。

2. The birth certificate must be certified by the Chinese Embassy in your country (in Chinese). If born in China, submit a birth certificate in China.

二. 监护人为非父母

二. Non-parent as guardian

（一）中国人做监护

（一）Guardian is Chinese

1. 出生证明需到本国中国大使馆认证（中文）。如果在中国出生，提交中国的出生证明。

1. The birth certificate must be certified by the Chinese Embassy in your country (in Chinese). If born in China, submit a birth certificate in China.

2. 直系亲属委托书公证，需到本国中国大使馆认证（中文）。

2. Relationship notarization certificates. It is needed to certificate by Chinese embassy in the country(in Chinese).

3. 监护人保证书公证。
3. Notarization of guardian's warranty.
4. 身份证正复复印件。
4. Guardian's identity card copy of front and back
5. 居住证（非北京户口提供）
5. Residence permit (provided by non-Beijing residency)

（二）外国人做监护

（二）Guardian is non-Chinese

1. 出生证明需到本国中国大使馆认证（中文）。如果在中国出生，提交中国的出生证明。

1. The birth certificate must be certified by the Chinese Embassy in your country (in Chinese). If born in China, submit a birth certificate in China.

2. 直系亲属委托书公证，需到本国中国大使馆认证（中文）。

2. Relationship notarization certificates. It is needed to certificate by Chinese embassy in the country(in Chinese).

3. 监护人保证书公证。

3. Notarization of guardian's warranty.

4. 监护人护照复印件、居留许可、临时住宿登记复印件。需护照，居留许可时间要涵盖学生的学习期限。

4. Copy of the guardian's passport, residence permit, and copy of temporary accommodation registration. Passport and residence permit time should cover the student's study period.

未满 18 岁学生办理居留许可：

Students under the age of 18 apply for a residence permit:

1. 出生证明，非英语国家提供出生证明英文或中文的翻译件，需正规翻译公司翻译。

1. Birth certificate, non-English speaking countries provide translations of birth certificates in English or Chinese, which need to be translated by a regular translation company.

2. 父母双方的护照首页复印件。如果一方去世，需死亡证明并到本国中国大使馆认证。

2. Parents' passport homepage photocopy. If either of them passed away, the death certificate is needed and certificated on Chinese embassy in the country.

3. 其他材料跟 18 以上学生一样

3. Other materials are the same as those over 18 years old.

在北京的公证处办理监护人公证书所需材料：

Materials needed in notary office:

1) 如果父母在国外:

1)Parents abroad:

1. 父母的委托公证书 (境外做的), 并需到本国中国大使馆认证

1.Parent's power of attorney (which is made in abroad). It is needed to certificate on Chinese embassy in the country.

2. 亲属关系证明公证, 并需到本国中国大使馆认证

2.Relationship notarization certificates. It is needed to certificate on Chinese embassy in the country.

3. 监护人的担保书

3.Guardian's warranty.

4. 监护人身份证, 户口本, 如果是非北京人还需居住证

4.Guardian's identity card, residence booklet, the temporary residence certificate is needed if guardian don't have identity card in Beijing.

5. 学生护照

5.Student's passport

6. 在职证明

6.Employment certificate

2) 如果父母在中国:

2)Parent in China

父母, 学生, 监护人一起去公证处公证。

Parent, student and guardian go to do notarization together.

1. 父母的委托书

1.Parent's power of attorney

2. 亲属关系证明公证, 并需到本国中国大使馆认证

2.Relationship notarization certificate. It is needed to certificate on Chinese embassy in the country.

3. 监护人的担保书

3.Guardian's warranty.

4. 监护人身份证, 户口本, 如果是非北京人还需居住证

4.Guardian's identity card, residence booklet, the temporary residence certificate

is needed if guardian don't have identity card in Beijing.

5. 学生护照

5.Student's passport

6. 在职证明

6.Employment certificate

北京几个公证处:

Notary office 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

1. 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 邮编: 100027

网址: <http://www.gongzheng.gov.cn>

2. 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

3. 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: 62189143