
Instructions on Supporting Documents

1. Copy of Passport Information Page.

- * The passport should be valid for **no less than 6 months**.

2. Notarized Photocopy of Highest Education Diploma.

- * Prospective diploma winners must submit official proof of student status by their current school. Information such as date of official graduate certificate obtained should be included.
- * Documents in languages other than Chinese or English must be attached with notarized Chinese or English translations.

3. 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.

4. Study or Research Plan.

- * This should be a minimum of 1000 words in Chinese or English.

5. Language Proficiency Proof.

- * TOEFL (79 or above), IELTS (6 or above), Duolingo (105 or above) or equivalent is required for applying English-taught programs. HSK level-4 is required for applying Chinese-taught programs.
- * The applicants may qualify for an exemption from the language requirement if the applicants have completed/are completing full-time academic study with a degree in a recognized university (in China or in English speaking countries) that teaches in Chinese/English.
- * The applicants may qualify for an exemption from the language requirement if the applicants are English/Chinese native speakers.

6. 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**. If you are unable to provide this document, as a substitute, applicant should explain the situation and provide a non-criminal record commitment in handwriting.

7. Two Recommendation Letters.

- * Reference letters shall be written only in Chinese or English from professors or

academic experts.

- * These letters are expected to 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.

8. Proof of Economic Ability.

- * Many financial statements are acceptable as a proof of economic ability, such as statement of job income, bank account statement, bank account activities, etc.

9. Photocopy of Physical Examination Form and the Report on Blood Examination.

*The physical examinations must cover all of the items listed in the Foreigner Physical Examination Form. Incomplete forms or forms without the signature of the attending physician, or the official stamp of the hospital, or a sealed photograph of the applicant are considered as invalid. Please carefully plan physical examination schedule as the result is **valid for only 6 months**.

*You can find the standard physical examination form on our website at <http://ic.bjfu.edu.cn> Students>Forms

Please notice:

1. Documents should be in English or Chinese or attached with translations in English or Chinese.
2. Academic Review process will only start after application fee has been successfully paid in the application system directly.
3. Applicants shall bear the consequences caused by unclear or unidentifiable uploaded materials.
5. If there are any authenticity issues with application materials, application qualification will be cancelled immediately.