

Proof Documents Collection

Southern University of Science and Technology (SUSTech)

By Lucky Chen

2025 年 6 月 20 日

Instructions / 使用须知:

- First, fill in your information, then send the PDF to the official email or the corresponding secretary for confirmation. 请先填写好信息，然后通过邮件发送 PDF 给各中心的官方邮箱或相关秘书确认。
- If you do not receive a timely reply, print this document and visit the office in person to get detailed instructions and the official stamp (盖章). 如果未及时收到回复，请直接打印文件并线下到办公室咨询并盖章。
- Note: Some centers (e.g., Sports Center) may prefer bilingual formatting: one line in Chinese, one line in English.
- For full Chinese support, please compile with **XeLaTeX**. 如需中文支持，请使用 XeLaTeX 编译；或直接使用提供的 Word 模板。
- You are encouraged to register for **语言指导服务** at the SUSTech Center for Language Education (CLE); they are very helpful with all kinds of application materials!

Overleaf Online View:

You can preview and download this document directly online via Overleaf:

<https://www.overleaf.com/read/kxgcyytxrkqf#8b3bc4>

Disclaimer / 免责声明:

This document is provided as a personal reference only. Please verify the final content and usage requirements with each relevant office.

本文件仅供个人申请参考，请以各部门实际要求为准，若因使用本文件产生任何后果，均与本人无关，本人不承担任何责任。

Good Luck! / 祝一切顺利!

May your applications go smoothly and your efforts be rewarded with success.

祝大家申请顺利，前程似锦！

If you find this kit helpful, please consider giving it a star on GitHub:

<https://github.com/LuckyChen3141/Sustech-Proof-Kit>

1 Scholarship Proof

June 20, 2025

To Whom It May Concern,

This letter is to certify that **YourName**, an undergraduate student at Southern University of Science and Technology (SUSTech), Shenzhen, China, has received multiple scholarships and financial aid in recognition of his outstanding academic performance, extracurricular accomplishments.

YourName has consistently distinguished **himself/herself/itself** through exceptional academic achievement. The Financial Aid Office at SUSTech hereby confirms that he/she has received the following scholarships and grants for specific academic years:

- **2024-2025 Academic Year:**

- First Class of the Merit Student Scholarship (top 5%), ¥5,000 CNY, funded by SUSTech.
- National Scholarship, ¥10,000 CNY, funded by the Ministry of Education of the People's Republic of China.

- **2023-2024 Academic Year:**

- First Class of the Merit Student Scholarship (top 5%), ¥5,000 CNY, funded by SUSTech
- Individual Scholarship, ¥1,000 CNY, funded by SUSTech.

- **2022-2023 Academic Year:**

- First Class of the Merit Student Scholarship (top 5%), ¥5,000 CNY, funded by SUSTech.

Sincerely,

Financial Aid Office,
Southern University of Science and Technology (SUSTech)
1088 Xueyuan Avenue, Nanshan District
Shenzhen, Guangdong 518055, P.R. China
financialaid@sustech.edu.cn

2 Sports Awards Proof

Jun 20, 2025

To Whom It May Concern,

This letter to certify that **YourName** an undergraduate student at Southern University of Science and Technology (SUSTech), Shenzhen, China, and a member of the SUSTech **XXX** Team in **XXX**, has earned multiple honors in recognition of his athletic achievements.

本函旨在证明 **YourName**，南方科技大学在读本科生，2024年曾担任南方科技大学**XXX**队队员，在其体育运动方面获得了多项荣誉。

• **2024-2025 Academic Year:**

- SUSTech Outdoor Fitness Challenge: First Prize for completing a total distance of 100 km in jogging over three months, awarded by SUSTech.

南方科技大学户外体能达人赛：以三个月内完成100公里跑步的总成绩获得一等奖。

- SUSTech 500m Rowing Ergometer Competition: First Place (X/XXX) in the Men's Division with a time of X min X sec, awarded by SUSTech.

南方科技大学500米划船测功仪比赛：在男子组别中以 X分 X秒的成绩获得第一名。

- SUSTech Pull-Up Challenge: Third Place in the Men's Division with X pull-ups, awarded by SUSTech.

南方科技大学引体向上挑战赛：在男子组别中以 X个引体向上获得第 X名。

• **2023-2024 Academic Year:**

- SUSTech Spring Sports Games: First Place (X/XXX) in the Soft Fitness Challenge, comprising BMI, Vital Capacity, Sit-and-Reach, and Standing Long Jump assessments, awarded by SUSTech.

南方科技大学春季运动会：在软体健身项目中获得第 X名。

- SUSTech Pull-Up Challenge: X Place in the Men's Division with X pull-ups, awarded by SUSTech.

南方科技大学引体向上挑战赛：在男子组别中以 X 个引体向上获得第 X名。

- SUSTech 500m Rowing Ergometer Competition: First Place (X/XXX) in the Men's Division with a time of X min XX sec, awarded by SUSTech.

南方科技大学500米划船测功仪比赛：在男子组别中以 X分 X秒的成绩获得第一名。

- SUSTech Swimming Competition: X Place in the Men's 50m Breaststroke with a time of X sec, awarded by SUSTech.

南方科技大学游泳比赛：在男子50米蛙泳项目中以 X秒的成绩获得第 X名。

- SUSTech Swimming Competition: Second Place in the Men's 50m Butterfly with a time of X sec, awarded by SUSTech.

南方科技大学游泳比赛：在男子50米蝶泳项目中以 X秒的成绩获得第二名。

• **2022-2023 Academic Year:**

- SUSTech Spring Sports Games: X Place in the Men's High-Five Push-Up Challenge with X repetitions, awarded by SUSTech.

南方科技大学春季运动会：在男子击掌俯卧撑挑战赛中以 X次的成绩获得第 X名。

- SUSTech Swimming Competition: Third Place in the Men's X m Breaststroke with a time of X sec, awarded by SUSTech.

南方科技大学游泳比赛：在男子50米蛙泳项目中以 X 秒的成绩获得第三名。

Sincerely,

Center for Physical Education
Southern University of Science and Technology (SUSTech)
1088 Xueyuan Avenue, Nanshan District
Shenzhen, Guangdong 518055, P.R. China
sports@sustech.edu.cn

3 SUSTech Admission Scholarship Proof

June 20, 2025

To Whom It May Concern,

This letter is to certify that **YourName**, an undergraduate student at Southern University of Science and Technology (SUSTech), Shenzhen, China, was admitted to SUSTech in 2023 as the X-ranked candidate from Guangdong Province, achieving a score of XXX out of 750 in the National College Entrance Examination, ranking XXX among more than XXX,XXX examinees. In recognition of his exceptional achievements, he was awarded the XXX Scholarship, ¥XXX,XXX CNY per academic year. This scholarship has been renewed each year based on his continued academic excellence.

Sincerely,

Undergraduate Admissions Office
Southern University of Science and Technology (SUSTech)
1088 Xueyuan Avenue, Nanshan District
Shenzhen, Guangdong 518055, P.R. China
zsb@sustech.edu.cn

4 SUSTech Volunteer Service Proof

June 20, 2025

To Whom It May Concern,

This letter is to certify that **YourName**, an undergraduate student at Southern University of Science and Technology (SUSTech) in Shenzhen, China, has served as a dedicated member of the SUSTech Volunteer Association. From X 2024 to X 2025, **YourName** contributed a total of XXX hours of volunteer work. In recognition of his/her/it exemplary service during the XXX, he was honored as a SUSTech Outstanding Volunteer in XXX.

Sincerely,

Volunteer Association
Southern University of Science and Technology (SUSTech)
1088 Xueyuan Avenue, Nanshan District
Shenzhen, Guangdong 518055, P.R. China
suva@sustech.edu.cn