**邮件主题可以都用：About your application to study in USTC**

**附件一：给尚未提交材料的申请者**

正文：

Dear applicants,

Welcome to apply for study in USTC.

This is admission volunteer XXX for international students in USTC. I noticed that you registered on the USTC application system but your online application is not finished yet.

Please finish your online application ASAP (You can submit it as long as your degree certificate, transcript, CV, and other necessary documents are uploaded).

No matter you have got a hosting supervisor or not, please finish your online application first. We will check your documentation and if it is complete, all of your materials and documents will be sent to the school and department for their reference. Online interviews will be organized by schools and departments afterwards. Professors will select prospective students according to application materials and interview performances.

Please remember that the earlier you finish your online application, the earlier your application documents will be checked and sent to relevant schools/departments. Then you have bigger chance to be interviewed earlier and recommended with a host supervisor. We will inform you as soon as we get message from school.

Hope everything goes well and you are always welcome to study in USTC.

If you have any question about application, you can contact me through email.

Best regards,

XXX

Admissions Volunteer

International College

University of Science and Technology of China

**附件二：给已经提交申请，但是申请材料不全或者不符合要求的**

**邮件主题可以都用：About your application to study in USTC**

Dear XX,

Welcome to apply for study in USTC.

This is admission volunteer XXX for international students in USTC.

I noticed that your online application is not finished yet.

Some information unfilled or required documents not uploaded yet, including:

* Bachelor degree certificate
* Chinese language proficiency certificate

(以上标黄的部分需要根据申请人的具体问题编辑)

Please complete your online application as soon as possible. If you have any question, feel free to contact me.

Best regards,

XXX

Admissions Volunteer

International College

University of Science and Technology of China

**附件三：给所有材料合格的申请人**

**邮件主题可以都用：About your application to study in USTC**

Dear XX,

Welcome to apply for study in USTC.

This is XXX, an admissions volunteer for international students at USTC. I am pleased to inform you that all the required information and documents have been successfully completed and uploaded to the application system. Please continue to monitor your application status through the online platform.

The initial review process will take place in February 2025. Once your application passes the first review conducted by the International College, your materials will be forwarded to the relevant schools and departments for further consideration. If you successfully pass their review, you will be invited to participate in online interviews organized by the respective schools and departments. Professors will evaluate applicants based on their submitted materials and interview performance to select prospective students.

We encourage you to regularly check the email address you used to register on the USTC application system, as we will notify you of updates regarding your application status via email.

Wishing you the best of luck with your application. We hope to welcome you to USTC in the near future!

Best regards,

XXX

Admissions Volunteer

International College

University of Science and Technology of China

**附件三：给核心材料合格的申请人**

**邮件主题可以都用：About your application to study in USTC**

Dear XX,

Welcome to apply for study in USTC.

This is XXX, an admissions volunteer for international students at USTC. I am pleased to inform you that the required information and key documents for application have been successfully completed and uploaded to the application system. Please continue to monitor your application status through the online platform.

The initial review process will take place in February 2025. Once your application passes the first review conducted by the International College, your materials will be forwarded to the relevant schools and departments for further consideration. If you successfully pass their review, you will be invited to participate in online interviews organized by the respective schools and departments. Professors will evaluate applicants based on their submitted materials and interview performance to select prospective students.

Please note that in addition to the key documents already submitted, you will need to upload the following additional documents if you pass the second review by the relevant schools:

1. Non-criminal certificate

2. Foreigner physical examination form

(以上标黄的部分需要根据申请人缺少的文件编辑)

We strongly encourage you to prepare these documents in advance to avoid delays.

Additionally, please regularly check the email address you used to register on the USTC application system. We will send updates about your application status via email.

Wishing you the best of luck with your application. We look forward to the possibility of welcoming you to USTC!

Best regards,

XXX

Admissions Volunteer

International College

University of Science and Technology of China

**附件四：一些常见附件的上传要求**

**Passport:（目前阶段不是必须上传的文件）**

The scanned copy of the information page of your passport, which shows your name, date of birth, and so on. Should be in JPG format，and less than 3MB.

**Photo\***

It will be used on your student ID card if admitted. Make sure the photo presents the full head from the top of the hair to the bottom of the chin and please center your head with a plain or white background. Should be in JPG format and less than 500 KB.

**Degree certificate\***

Photocopy of degree certificate notarized by Ministry of Education or equivalent authority in your country.

2025应届生7月份才毕业If you will graduate by July 2025, you need to provide a Pre-graduation Certificate stamped by your current university to ensure that you will complete your study and obtain official degree certificate by July of 2025.

毕业了但是尚未拿到毕业证书 You need to provide a certificate stamped by your university proving that you have met the graduation requirement and got the degree successful, and meanwhile state the reason why your graduation certificate has not been given to you.

**Transcripts**

Photocopy of academic transcript for your whole Bachelor’s/master degree program notarized by Ministry of Education or equivalent authority in your country.

**English Certificate (申请汉语授课的不用英文证书、英语为母语或官方语言的可以不提供)**

Photocopy of valid IELTS or TOFEL result or other proof of your English proficiency. If you do not have that, the proof letter about the medium language of instruction for your previous degree program signed and stamped by university is also acceptable.

**Letter of recommendation**

Signed, dated and on official headed paper with contact phone number and email address

**Foreigner physical examination form （目前阶段不是必须上传的文件）**

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, or date of the examination are considered as invalid. Please carefully plan your physical examination schedule as the result is valid for only 6 months.