

英国申请材料清单

申请文件	说明
1. CV (个人简历)	填写我司的CV表格
2. PS (个人陈述)	填写我司的PS表格
3. RL (推荐信)	填写我司的RL表格, 提供2位学术推荐人信息 (毕业生工作满2年可选择1位学术, 1位实习/工作推荐人。如推荐人要亲自写推荐信/网推, 只需要填写part 1推荐人的个人信息即可。若定校对推荐人有额外要求, 将另行通知。
4. 成绩单中英文扫描件	1份成绩单中英文原件与1份在读证明中英文原件/1份毕业证中英文原件及1份学位证中英文原件, 放入1个学校信封密封盖章, 视为1套学历文件 (所有文件需盖上教务处章), 信封封口密封盖教务处章。密封之前一定要扫描。 *在读学生至少提供完整的前6个学期成绩单 *若成绩单上没有显示平均分或者GPA, 需单独开具证明
5. 在读证明中英文扫描件 (适用于在读学生)	
6. 毕业证、学位证中英文扫描件 (适用于已毕业生)	
7. 成绩评分体系说明/证明中英文扫描件	此评分说明通常在成绩单背面, 如无, 需单独开具并盖章, 并与成绩单放在一起。需扫描。
8. 语言成绩单 (IELTS/TOEFL, GRE/GMAT) 扫描件	*港大, 港中文网申时需要送分, 如需代送分, 请提供语言报考官网的账号密码信息。
9. 辅助材料扫描件	奖学金证书、获奖证书、排名证明、各类考级证书等。 *扫描件即可, 无需邮寄原件
10. 已签名的推荐信扫描件	推荐信需要打印在带有学校/单位抬头的信纸上, 并由推荐人签名; 然后放入学校/单位信封, 不需要粘胶水, 信封封口处签名。推荐信不用盖章 *若没有学校/单位信封, 用普通信封即可; *签名后先扫描。
11. 护照&身份证扫描件	护照个人信息页, 身份证正反面, 分别扫描在A4纸上。
12. 免冠近照电子版	三个月内拍摄, 护照型照片
13. 工作/实习证明扫描件	工作/实习单位的证明用单位的抬头纸打印并盖章。 *需要提供中英文版。

- 请参考列表, 准备文件的**扫描版**并email给我即可。(由于绝大部分专业是全网申, 所以学历文件密封件以及推荐信原件等, 无须寄送, 但请备2套在自己手中, 以备不时之需。有关信封规格: 信封无大小要求, 只要是带学校/单位名称和logo的信封装着就好。)
扫描件发到我的email: liqh@djnjgroup.com
扫描版规格: JPG格式, 要尽量把单张图片控制大小在500k内。

*关于国外就读本科的童鞋, 请准备相应的学历文件, **没有中文的则只需要准备英文版即可**; 若是2+N项目的童鞋, 请按要求准备国内的中英文成绩单以及国外的英文成绩单等相关学历文件。**有交流经历的也需要提供相关学历文件。**

中英文成绩单sample

评分体系说明sample

普通高等学校

毕业证书

学生 性别男， 年 月 日生，于二〇一二年九月至二〇一六年六月在本校法学专业四年制本科学习，修完教学计划规定的全部课程，成绩合格，准予毕业。

学 校：中山大学 校 长：罗俊

电子注册号： 二〇一六年六月十七日

查询网站: <http://www.cshi.com.cn>

This is the photocopy of original certificate.

DIPLOMA

This is to certify that whose identification is given below, has completed all the courses prescribed for the four-year undergraduate program and passed all the tests and examinations and that he is duly graduated.

Name:
Sex:
Date of birth:
Period of study: From September 2012 to June 2016
Name of major: Law
Date: June 17, 2016
Diploma No.:

LUO Jun
President
Sun Yat-sen University

Address: Department of Education Administration, Sun Yat-sen University, No. 135 Xingang Xi Road, Guangzhou 510275, P. R. China
Tel: 86-20-84112345 Fax: 86-20-84112334 E-mail: jch@jch@mail.sysu.edu.cn

中山大学
SUN YAT-SEN UNIVERSITY

学士学位证书

在 年 月 日，完成了本科学习计划，业已毕业，经审核符合《中华人民共和国学位条例》的规定，授予法学学士学位。

学 士 学 位

证书编号: 1

This is the photocopy of original certificate.

BACHELOR DEGREE CERTIFICATE

This is to certify that whose identification is given below, has completed all the courses prescribed for the undergraduate program and duly graduated, and that having satisfied *The Regulations Concerning Academic Degree in the People's Republic of China*, he is awarded the Bachelor Degree in Law.

Name:
Sex:
Date of birth:
Name of major: Law
Date:
Certificate No.:

LUO Jun
President
Sun Yat-sen University

Address: Department of Education Administration, Sun Yat-sen University, No. 135 Xingang Xi Road, Guangzhou 510275, P. R. China
Tel: 86-20-84112345 Fax: 86-20-84112334 E-mail: jch@jch@mail.sysu.edu.cn

中英文在读证明sample (在读生提供) 学历文件密封sample

中山大学 教务部
SUN YAT-SEN UNIVERSITY DEPARTMENT OF EDUCATION ADMINISTRATION

在学证明

学生 出生于 年 月，自2014年08月起至今在中山大学岭南学院经济专业学习，正常情况下，他将2018年06月毕业。如果符合《中华人民共和国学位条例》的规定，将被授予经济学学士学位。

中山大学教务部
2017年12月10日

Certificate

This is to certify that , born in , has been studying in Economics Major of Lingnan College in Sun Yat-sen University from August 2014. Without any unexpected accident, He will graduate in June 2018. At that time if He completes all the courses for the four-year undergraduate program, and satisfies *The Regulations Concerning Academic Degree in the People's Republic of China*, He will be awarded the Bachelor Degree in Economics.

Department of Education Administration
Sun Yat-sen University

学历证明专用章

Address: Department of Education Administration, Sun Yat-sen University, No. 135 Xingang Xi Road, Guangzhou 510275, P. R. China
Tel: 86-20-84112345 Fax: 86-20-84112334 E-mail: jch@jch@mail.sysu.edu.cn

SUN YAT-SEN UNIVERSITY
Department of Education Administration
Guangzhou, Guangdong
P.R. China, 510275

贴 部
票 处

航 空
PAR AVION

中山大学教务部
Department of Education Administration
Sun Yat-sen University

STATEMENT

The former Zhongshan University originally known as Guangzhong University was founded in 1924 by Dr. Sun Yat-sen (also known as Sun Zhongshan) a great democratic revolutionist in Chinese history. It was renamed Zhongshan University in 1926 in commemoration of Dr. Sun after his death. The former Zhongshan University was one of the key universities in China. The former Sun Yat-sen University of Medical Sciences originated from Baifu Medical College founded in 1906, where Dr. Sun once studied and worked. The former Sun Yat-sen University of Medical Sciences was the top four universities of its kind in China.

On October 26, 2001, Zhongshan Sun Yat-sen University and Sun Yat-sen University of Medical Sciences merged into the present Sun Yat-sen University. The merger of the two strong institutions into the present Sun Yat-sen University marks the beginning of an exciting new era for the University.

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实习证明sample (如有) 推荐信签名, 信封口签名sample



名校工坊