

## 新加坡申请材料清单

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及密封原件	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长章），信封封口密封盖教务处长章。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 *毕业证及学位证中文原件即复印件加盖学校教务处长章。
5. 在读证明中英文扫描件及原件（适用于在读学生）	
6. 毕业证、学位证中英文扫描件及原件（适用于已毕业生）	
7. 成绩评分体系说明/证明中英文扫描件及原件	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	*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、各类考试证书等。 *扫描件即可，无需邮寄原件
10. 已签名的推荐信扫描件及原件（港大部分专业需要寄送原件，其余大学可选网推） *若推荐人自己写推荐信/网推，则无需提供	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. 免冠近照电子版及纸质版4张	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。 *若只申请香港，可只提供中文版，若同时申请其他国外学校，则需要提供中英文版。
14. 银行存款证明	存款金额35万人民币or以上，冻结三个月 *新加坡国立大学，在申请时就需要提供

**\*关于学历文件需要开具多少套，即中英文成绩单+中英文评分体系说明+中英文在读证明原件数量（适用于在读学生）/毕业证及学位证中英文原件（适用于毕业生）：**  
**——每个专业准备1套**

**\*建议学历文件可以多开2套备用，如果后面想补申专业也方便；**

**\*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。——如需邮寄学历文件，国外学校的学历文件请学生直接联系学校用国际特快（不要用平邮）寄送至申请的program，寄件地址由文案提供。国内的学历文件建议由学生开具好密封件之后顺丰寄给文案，由文案寄送/学生亦可选择自己寄送。**

**\*寄送材料给文案时，请附上空白的学校信封及信纸若干（用于补材料或推荐人授权签名使用，此操作可省去大量时间~）**

扫描版规格: JPG格式, 要尽量把单张图片控制大小在500k内。

## 评分体系说明sample

中山大学本科成绩单说明

Grading System: A(Excellent)=90-100, B(Good)=80-89, C(Satisfactory)=70-79, D(Pass)=60-69, E(Fail)=0-59, N(Not Complete)

Course Attribute: GR(公共必修课程)-General Required Course;  
MR(专业必修课程)-Major Required Course;  
ME(专业选修课程)-Major Elective Course;  
GE(公共选修课程)-General Elective Course;  
M(辅修课程)-Minor Course;  
DM(双专业课程)-Double Major Course;  
D(双学位课程)-Double Degree Course

Address: Department of Education Administration, Sun Yat-sen University, No. 135 Xingang Xi Road, Guangzhou, P. R. China. Postal Code: 510275

电话/Tel: 86-20-84112345 传真/Fax: 86-20-84112334 E-mail: jwbxkrz@mail.sysu.edu.cn

\*排名证明sample (如有)

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

**证明**

学生 男, 出生于 年 月, 自 2012 年至 2016 年在中山大学法学院法学专业学习, 全部课程平均绩点为 3.7。

评分体系:  
85-100=4.0 80-84=3.5 75-79=3.0 70-74=2.5 60-69=2.0 0-59=1.0

中山大学教务部  
2017 年 10 月 20 日

**Certificate**

This is to certify that , Male, born in , studied in the Law Major of School of Law in Sun Yat-sen University between 2012 and 2016 as an undergraduate, with an overall GPA of 3.7.

Grading System:  
85-100=4.0 80-84=3.5 75-79=3.0 70-74=2.5 60-69=2.0 0-59=1.0

Department of Education Administration  
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: jshbjz@mail.sysu.edu.cn

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

**证明**

学生 男, 出生于 年 月, 自 2012 年至 2016 年在法学院法学专业学习。必修和选修课程的平均绩点为 3.5, 在本专业 233 人之中排名第 15

评分体系:  
(A) 90-100=4.0-5.0 (B) 80-89=3.0-3.9 (C) 70-79=2.0-2.9 (D) 60-69=1.0-1.9 (E) 0-59=0

中山大学教务部  
2017 年 10 月 11 日

**Certificate**

This is to certify that , Male, born in , has been studied in Law Major of School of Law in Sun Yat-sen University between 2012 and 2016 as an undergraduate, with a GPA of 3.5 for required and major elective courses, and ranked 15 among the 233 students in his major.

Grading System:  
(A) 90-100=4.0-5.0 (B) 80-89=3.0-3.9 (C) 70-79=2.0-2.9 (D) 60-69=1.0-1.9 (E) 0-59=0

Department of Education Administration  
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: jshbjz@mail.sysu.edu.cn

中英文毕业证/学位证sample (已毕业学生提供)

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

查询网址: <http://www.chsi.com.cn>

This is the photocopy of the 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: Luo Jun  
Sex: Male  
Date of birth: June 17, 2016  
Period of study: From September 2012 to June 2016  
Name of major: Law  
Date: June 17, 2016  
Diploma No.: 201606170001

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: jshbjz@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, 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 生 姓 名: 罗俊  
学 生 学 号: 201606170001

(普通高等教育本科毕业生) 证书编号: 1

This is the photocopy of the 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: Luo Jun  
Sex: Male  
Date of birth: June 17, 2016  
Name of major: Law  
Date: June 17, 2016  
Certificate No.: 201606170001

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: jshbjz@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** 教育部  
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学专业学习。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**。


中山大学教育部  
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  


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: jiaohu@edn.syu.edu.cn

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

贴 邮  
票 处

航 空  
PAR AVION



**STATEMENT**


The former Zhongshan University originally known as Guangsheng University was founded in 1924 by Dr. Sun Yat-sen. Since known as Sun Yat-sen University, its great development mechanism 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 Third 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 heralds the beginning of an exciting new era for the University.

中山大学印刷二厂印刷  
2018.8.1-11.0.0.0.0.0.0  
广东省邮政管理局监制  
C5 规格信封 1-1022

实习证明sample (如有)

推荐信签名, 信封口签名sample

 **JLL**  
仲量联行

May 24<sup>th</sup>, 2017  
To: Whom it may concern  
This is to certify that Mr. \_\_\_\_\_ has been working as an intern in Retail Department from March 1<sup>st</sup>, 2017 to May 24<sup>th</sup>, 2017. He is hard working and diligent.


Guangzhou Jones Lang LaSalle Property Services Co., Ltd.

**实习证明**

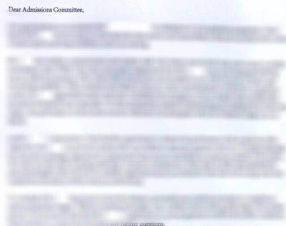
兹证明 于2017年03月01日至2017年05月24日期间在我司零售地产部实习。实习期间工作认真负责, 表现良好。  
特此证明。


广州仲量联行物业服务有限公司  
人力资源部  
二〇一七年五月二十四日


广州仲量联行物业服务有限公司  
北京仲量联行物业服务有限公司/广州分公司  
中国“广州”城市文化促进会/中国城市品牌网  
广州城大信中心2801-03单元 邮政编码: 510623  
Guangzhou Jones Lang LaSalle Property Services Co., Ltd.  
Beijing Jones Lang LaSalle Property Management Services Co., Ltd.  
Guangzhou Branch  
Room 2801-03, Guangzhou CITI Finance Centre, No. 6 Zhujiang East Road, Zhujiang New Town, Tunde District, Guangzhou 510623, China  
T +86 20 2338 8088  
F +86 20 2338 8118  
www.joneslanglaasalle.com.cn

 **中山大学**  
SUN YAT-SEN UNIVERSITY  
中国广州市新港路335号  
http://www.sysu.edu.cn  
邮编: 510275

Dear Admissions Committee,



Yours sincerely,  
  
Professor of Strategy & CSR,  
Lingnan (University) College, Sun Yat-sen University  
✉ email: sysu.edu.cn

 **中山大学**  
SUN YAT-SEN UNIVERSITY  
地址: 广州市海珠区新港路335号  
邮政编码: 510275

陈 恒 强

广东省人力资源和社会保障厅  
2017.5.24  
001 (002) 0701175  
C5规格信封 1-1022