

SWUEF China Link 项目申请材料

Application Materials for SWUFE China Link

1. 半年内的免冠证件照 ID photo taken within 6 months
2. 目前所在院校的在读/在职证明 Proof of enrollment/employment at current institution/university

3. 申请人为学生，需提交学习成绩单（自本科阶段起） Applicants who are current students need to submit academic transcripts (from undergraduate program onwards);

成绩单应包括本科、硕士（如有）、博士（如有）学习阶段，直至最近一学期的成绩。成绩单应由就读学校教务处、研究生院或有关学生管理部门开具并盖章。

Copies of academic records from the 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.

4. 申请人为在职教职员工，需提交研学计划 Applicants who are current full-time academic staffs need to submit study plan or research proposal.

内容应包括个人申请基本信息、个人陈述、已有研究成果、研究目标及学习具体计划（1000字以上），内容只可用中文或英文书写。

The content should include personal statement, existing research results, research objectives and specific study plans (more than 1000 words). It can only be written in Chinese or English.

5. 推荐信 Recommendation letters

申请者须提交两封教授或副教授签署的推荐信，内容应重点包含对申请者来华学习目标要求、综合能力、未来发展的评价，以及中方院校或者中方导师与国外导

师的合作情况或者校际交流情况（如有）。

Two letters of recommendation from professors or associate professors with handwriting signature shall be submitted. These letters shall describe the applicants' objectives of learning in China, comprehensive abilities, and evaluation of future growth, as well as the cooperation between the supervisors or the exchanges between universities both in China and abroad (if any).

6. 语言能力证明 Valid language certificate

7. 护照个人信息页 First page of personal passport

护照有效期应晚于 2026 年 12 月。如现持有护照有效期不符合要求，请及时换发新护照。

The passport shall not expire before December, 2026. If the validity of the current passport does not meet the requirement, please apply for a new passport.

8. 《外国人体格检查记录》 Physical Examination Record for Foreigner（模版请见附件 Template refers to Attachments）

申请者应严格按照《外国人体格检查记录》中要求的项目进行检查。如出现缺项、未贴本人照片或照片上未盖骑缝章、无医师和医院签字盖章等情况均视为无效。该检查记录有效期为 6 个月。

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

9. 无犯罪记录证明 Non-Criminal Record

申请者须提交由所在地公安机关出具的有效期内的无犯罪记录证明,通常应为提交申请之日前 6 个月以内出具的证明文件。如申请者确无法提供,应签署并上传《无犯罪记录承诺书》(模版请见附件 Template refers to Attachments)

Applicants 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 applicants could not get the record from the authority, then shall sign and upload the Commitment Letter of Non-Criminal Record instead.

10. 其他证书、获奖证明、已发表的学术文章摘要等(如有)

Other certificates, awards, abstracts of published academic papers, etc. (if any)

注意事项 Important Notes

(1) 所有申请材料均须为中文或英文书写。中英文以外文本须附经公证的中文或英文的翻译件。All documents should be presented in Chinese or English. Documents in languages other than Chinese or English shall be attached with notarized translations in Chinese or English.

(2) 申请材料须清晰、完整、真实、有效。建议申请者使用专业设备扫描需提交的有关文件。Uploaded supporting documents must be clear, complete, authentic and valid. Applicants are recommended to use professional device to scan the relevant documents.

(3) 必要时,我校会要求申请者提交补充材料。If necessary, SWUFE will require applicants to submit additional documents.