**申请材料清单
Application Documents**

1、信阳师范学院外国留学生入学申请表；
Admission Application Form of Xinyang Normal University for Overseas Students.

2、普通护照；如果有进入中国的入境记录，需提供签证页扫描件（须包含入境章）及居留许可扫描件；

Passport; Scanning copy of visa（including the page of seals of entry date，if have one before）and the Residence Permit.

3、学历证明（扫描件）（如非英文，须提供翻译成中文或者英文并经过公证的扫描件）；

Education level certificate (scanning copy) . If the documents are not made in English, they shall be translated into Chinese or English and notarized by a notary organ.

4、相应学历成绩单（如非英文，须提供翻译成中文或者英文并经过公证的扫描件）；

Academic transcripts for corresponding education level. If the documents are not made in English, they shall be translated into Chinese or English and notarized by a notary organ.

5、英语水平证明；HSK等级证书；（扫描件）

English Level Certificate（TOEFL/ IELTS）;

HSK Level Certificate. (scanning copy)

6、境外人员体格检查表；（一般有效期为半年，有效期须延续至新学期报到时间当月月底）

Overseas Personnel Physical Examination Form（generally valid for six month. The period of validity should cover the month of the registration date of the new term.）

7、无犯罪记录证明原件；中英文以外文本须附经过公证的中文或英文译文;（有效期须延续至新学期报到时间当月月底）

Certificate of no criminal conviction. If the documents are not made in Chinese or English, they shall be translated into Chinese or English and notarized by a notary organ.

(The period of validity should cover the month of the registration date of the new term.）

8、简历（学习或工作简历）；学士本科生项目申请人须提供不少于400字的学习计划;硕士研究生项目申请人须提供600字以上学习计划和两封副教授以上的推荐信

CV. (Studying or working experience.)

Undergraduate program applicants are asked to submit a study plan with at least 400 words.

Postgraduate program applicants are asked to submit a study plan with at least 600 words and two recommendation letters offered by professors or associate professors.

9、照片（电子版）（二寸，像素626\*413）；

Photo（electronic form，size：3.5cm X 5.3cm，pixel： 626\*413）

注：①申请时可提交报名材料原件的扫描件；②申请材料如果不是汉语或英语版本，需翻译为汉语或英语版本并经过当地公证机关公证；③无论录取与否，以上申请材料均不予退还。

Notes:

(1) Scanning copies of application document originals can be submitted for application;

(2) In case such application documents are not made in Chinese or English, they shall be translated into Chinese or English and notified by a local notary organ;

(3) No matter admitted or declined, the above application documents will not be returned.