# 自费外国留学生奖学金在线申请操作指南(学生)

## User Guide of Online Application for Self-Supported Foreign Students Scholarship of Beihang University (For Student)

### 提示:请使用计算机填写。

#### **Tips: Please Complete by Computer.**

**第1步:**访问"网上办事大厅"(<u>http://n.buaa.edu.cn</u>),使用统一认证账号登录。在"网上 办事大厅"首页上方的搜索栏中输入"自费外国留学生奖学金申请",点击"搜索服务" 按钮,找到"自费外国留学生奖学金申请"模块。

**Step 1:** Visit "网上办事大厅" (Online Service Hall) (<u>http://n.buaa.edu.cn</u>) and log in with your unified identity authentication account of Beihang University. Input "自费外国留学生 奖学金申请" in the search box and click the button "搜索服务" to find the column of "自费 外国留学生奖学金申请" (Self-Supported Foreign Students Scholarship Application).







第2步:点击"立即申请",进入申请页面。

Step 2: Click "立即申请"(Apply Now) and enter the application page.

本科生,在"自费外国留学生奖学金申请(本科生)"栏目下方点击"立即申请"。
 For undergraduates, please click "立即申请"(Apply Now) in the column of "自费外国留学生奖学金申请(本科生)"(Self-Supported Foreign Students Scholarship Application (Undergraduates))



 研究生,在"自费外国留学生奖学金申请(研究生)"栏目下方点击"立即申请"。
 For postgraduates, please click "立即申请"(Apply Now) in the column of "自费外国 留学生奖学金申请(研究生)"(Self-Supported Foreign Students Scholarship Application (Postgraduates))



注: 点击"立即申请"后,如果弹出以下提示,请点击"重新开始"。

Notes: After clicking "立即申请" (Apply Now), if the following prompt is displayed, please click "重新开始" (Restart).



第3步:填写本人在本评审年度内(2022年5月至2023年5月)的学习及科研情况。

**Step 3:** Report your academic study and research achievements in the previous year (from May 2022 to May 2023).

本科生:①填写本人电话、电子邮箱,②填写本人在本评审年度内(2022年 5月至 2023年5月)的学习及表现情况(不超过 500 字符(含空格))。
 Undergraduate:①Fill in your mobile phone number and email address, and ② report your academic study and performance in the previous year (from May 2022 to May 2023, no more than 500 characters (including spaces among the words))

#### 北京市外国留学生奖学金 北航自费外国留学生奖学金申请表(本科生在校生) Application Form for Self-Supported Foreign Students Scholarship of Beihang University/ Undergraduates

学生基本信息/Student Basic Information						
护照名/Name						
学号/Student ID		中文名/Chinese Name				
国籍/Nationality		出生日期/Date of Birth				
(The second sec		学生类别/Category				
U 业学院/Department		专业/Major				
电话号码/Tel		电子邮箱/Email	*			
上学年奖学金额度(学费)/ Scholarship Type Last Academic Year (Tuition Fee)						
本栏由学生本人认真填写 Contents in the following part shall be completed by students 个人陈述(请用中文或英文填写,不超过500个字符)/ Personal Statement (Please complete in Chinese or English. No more than 500 characters)						
受生签字/Signature		日間/Date	□ 2022 年 05 日 27 日			

 研究生,①填写本人电话、电子邮箱;②填写本人在本评审年度内(2022年5月至2023年5月)的学习及表现情况(不超过 500 字符(含空格));③填写学业进展或毕业论文进度情况、发表学术成果情况(如:发表论文或专著题目、刊物名称、作者排名、可索引的网址,或已录用论文的题目、作者排名,或专利名称及排名等, 发表时间以上一年5月1日至当年4月30日为准,不超过500字);④将论文检索证明、录用通知、参与发表专著证明、专利证书,以及各类获奖证书、活动参与证明等材料扫描件(如有)电子版整理成一个 PDF 文件上传。

Postgraduate: ①Fill in your mobile phone number and email address; and ② report your academic study and performance in the previous year (from May 2022 to May 2023, **no more than 500 characters (including spaces among the words)**); and ③ Academic study or graduation thesis progress and academic achievements publication (e.g. title, publisher, author ranking and indexable URL of the published papers or monographs, or the title and author ranking of the accepted papers, or the title and author ranking of the patents, etc. Achievements shall be from May 1 of the previous year to April 30, of this year. No more than 500 characters) ; and ④ Upload the scanned copies of the certificates of paper retrieval or acceptance, monograph publication, or patent, and the scanned copies of the award certificate and participation certificate in extracurricular activities, etc. (if any) as one PDF file.

学生基本信息/Student Basic Information	,,,	
护照名/Name		
学号/Student ID	中文名/Chinese Name	
国籍/Nationality	出生日期/Date of Birth	
1件别/Gender	学生类别/Category	
专业学院/Department	专业/Major	
电话号码/Tel	电子邮箱/Email	×
个人陈述 (请用中文或英文填写,不超过500 No more than 500 characters)	个字符) / Personal Statement (Please com	plete in Chinese or English
个人陈述 (请用中文或英文填写, 不超过500 No more than 500 characters) 学业进展或毕业论文进度情况、发表学术成集 或记录用论文的题目、作者排名, 或专利名称 Analysis and indexable URL of the pul accepted papers, or the title and author r revious year to April 30, of this year. No n	个字符)/ Personal Statement (Please com 情况 (如:发表论文或专著题目、刊物名称、 极排名等,发表时间以上一年5月1日至当年4, gress and academic achievements publicat blished papers or monographs, or the title anking of the patents, etc. Achievements si nore than 500 characters. )	plete in Chinese or English 作者排名、可索引的网址, 月30日为准,不超过500 ion (e.g. title, publisher, au and author ranking of the hall be from May 1 of the
<ul> <li>へ人陈述 (请用中文或英文填写, 不超过500 No more than 500 characters)</li> <li>シリンン (2)</li> <li>シリン (2)</li> <li>シリン</li></ul>	个字符) / Personal Statement (Please com 增行况 (如: 发表论文或专著题目、刊物名称、 吸排名等,发表时间以上一年5月1日至当年4, gress and academic achievements publicat blished papers or monographs, or the title anking of the patents, etc. Achievements s hore than 500 characters.) 能证明、专利证 件扫描件 (如 certificates of n publication, the award cate in any)	plete in Chinese or English 作者排名、可索引的网址, 月30日为准,不超过500 ion (e.g. title, publisher, au and author ranking of the hall be from May 1 of the p

**第 4 步:** 点击页面右上角"正式提交"(Submit), "确定"(Confirm), 完成填报。 **Step4:** Click "正式提交"(Submit) and "确定"(Confirm) to complete the application.



## 提示: 如何查看线上评审的进度

## Tips: How to check the review progress online

提交成功后,可在"网上办事大厅"首页的最右侧点击①"我的申请"→ ②"我的申请": 进行中→③"流程跟踪",查看线上评审进度。

After submission, in the homepage of "网上办事大厅" (Online Service Hall), you can click ① "我的申请"(My Application) →②"我的申请": 进行中(My Application: In Progress) → ③"流程跟踪" (Process Tracking) to check the progress of the online review process.

		2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	$\frac{1}{2} \frac{1}{2} \frac{1}{2} = \frac{1}{2} \frac{1}{2} \frac{1}{2} = \frac{1}{2} $	搜索服务		<b>派</b> 的主页
				查看更多 >	近期热点	1         土           土         土           土         土           土         土
		*=			● 校园网费 ■ 用充值    办理指南   立	₽ 1
	科研服务	生活服务	档案服务	图书服务	<ul> <li>よ</li> <li>よ</li> <li>よ</li> <li>よ</li> <li>次</li> <li>よ</li> <li>よ</li> <li>か</li> <li>よ</li> <li>か</li> <li>す</li> <li>よ</li> <li>か</li> <li>す</li> <li>す</li> <li>す</li> <li>す</li> <li>か</li> <li>す</li> <li>す</li></ul>	我的申请
Ì					● 教务处对 E ● 外印信… 办理指南 立	の かっ 理 目前
	申请CMS网站 (等保备案)	申请校内系统接入统一认证	申请高性能计算平台账号	申请 (变更) /续期云虚拟服	▲ 自费外国	填报统计

0		输入服务关键词		搜索服务	=返回篇页	
我的申请 进行中 (1) 2	我的待办 <sub>已完结</sub>	已终止	撤销	草稿	全部	
发起过的服务 请选择	~ ]	提交时间 圖 选择日期	── □ 选择日期	提交年份	请选择 >	重置
提交于: 2020-11-13 10:53	.02 / 总耗时: 560天3小	时19分钟 / 当前环节: 信息力审核			◎ 查看表单	び催か 3 5撤销 回 处理记录  品 流程跟踪

在"流程跟踪"中,红色框表示在整个评审流程中当前正在进行中的事项。

如果你的"流程跟踪"显示如下图,即"班主任或导师评审 Class Advisor/Superior Review" 为红色框,则代表你的填报已成功提交。

In "Process Tracking", the red box indicates what is currently in progress throughout the review process.

If your "Process Tracking" shows the following chart, that is, "班主任或导师评审 Class Advisor/Superior Review" is shown in the red box, it means that your personal assessment has been submitted successfully.

自费外国留学生奖学金(本科生)评审流程 Review process for Self-Supported Foreign Students Scholarship Application (Undergraduates):



自费外国留学生奖学金(研究生)评审流程 Review process for Self-Supported Foreign Students Scholarship Application (Postgraduates):

