

未满18 周岁申请者监护人公证书办理参考流程

Reference Procedure for Handling the Guardian Notarization Certificate for Applicants Under the Age of 18

截至申请当年9月1日未满18周岁的申请者，需提交在华监护人委托公证相关文件，具体办理步骤可参考：

1. 确定监护人并签署委托书

学生父母需委托一名在其实际学习城市（北京/杭州）常驻的人员作为在华监护人，人员需满足以下条件之一：中国公民或持有效在华工作签证的外国公民。确定后，由学生父母签署《监护人委托书》。

2. 《监护人委托书》翻译与公证

学生父母将第1步签署的《监护人委托书》翻译为中文，需携带原文件与中文翻译件，到当地公证处办理公证。

3. 在华办理《监护人保证书》公证

监护人需携带第2步完成的公证件，以及其他所需材料（学生本人护照个人信息页复印件、学生父母双方护照个人信息页复印件、学生出生证明、公证处要求的其他补充材料等），前往其在北京/杭州的居住地公证机构，现场签署《监护人保证书》并完成公证。

4. 提交材料至申请院校

将第3步获取的公证书，连同其他申请材料一并提交至申请院校。

Applicants under the age of 18 as of September 1st of the year of application shall submit relevant documents for guardian entrustment notarization in China. The specific handling steps are as follows:

1. Confirm the Guardian and Sign the Guardian Entrustment Letter

The student's parents shall entrust a person permanently residing in the student's city of actual study (Beijing/Hangzhou) as the guardian in China. The entrusted person must meet one of the following criteria: being a Chinese citizen, or a foreign citizen holding a valid work visa in China. After confirming the guardian, the student's parents shall sign the Guardian Entrustment Letter.

2. Translation and Notarization of the Guardian Entrustment Letter

Translate the Guardian Entrustment Letter signed in Step 1 into Chinese. The student's parents shall bring the original document and the Chinese translation to the local notary office to apply for notarization.

3. Apply for Guardian Notarization in China

The guardian shall bring the notarized document completed in Step 2, as well as other required materials (including a copy of the personal information page of the student's passport, copies of the personal information pages of the student's parents' passports, the student's birth certificate, and other supplementary materials required by the notary office, etc.). Then, go to the notary office in their place of residence in Beijing/Hangzhou, sign the Guardian Guarantee Letter, and complete the notarization.

4. Submit Materials to the University

Submit the notarized document obtained in Step 3 to the University together with other application materials.

Authorization to the Guardian

STUDENT INFORMATION:

Name:

Birth Date:

Address:

Passport No.:

PARENTS INFORMATION:

Father Information:

Name:

Birth Date:

Address:

Passport No./ID No.:

Mother Information:

Name:

Birth Date:

Address:

Passport No./ID No.:

GUARDIAN INFORMATION:

Name:

Birth Date:

Address:

Passport No./ID No.:

DECLARATION:

I/We, _____ and _____ (names of parents),
the parents of the said student, _____ (name of student),
hereby grant full guardianship to _____ (name of
guardian), during the student's stay in China and Beihang University,
while he/she is under the age of eighteen, I have made the
necessary arrangements for the care and support of the said student
such that the guardian should act in the place of me/us, the parents.
By signing this guardian agreement, I/We affirm that I am/we are
satisfied the above appointed guardian will be able to fulfill his/her
obligations as a guardian in the event of an emergency.

(Signature of Father)

(Signature of Mother)