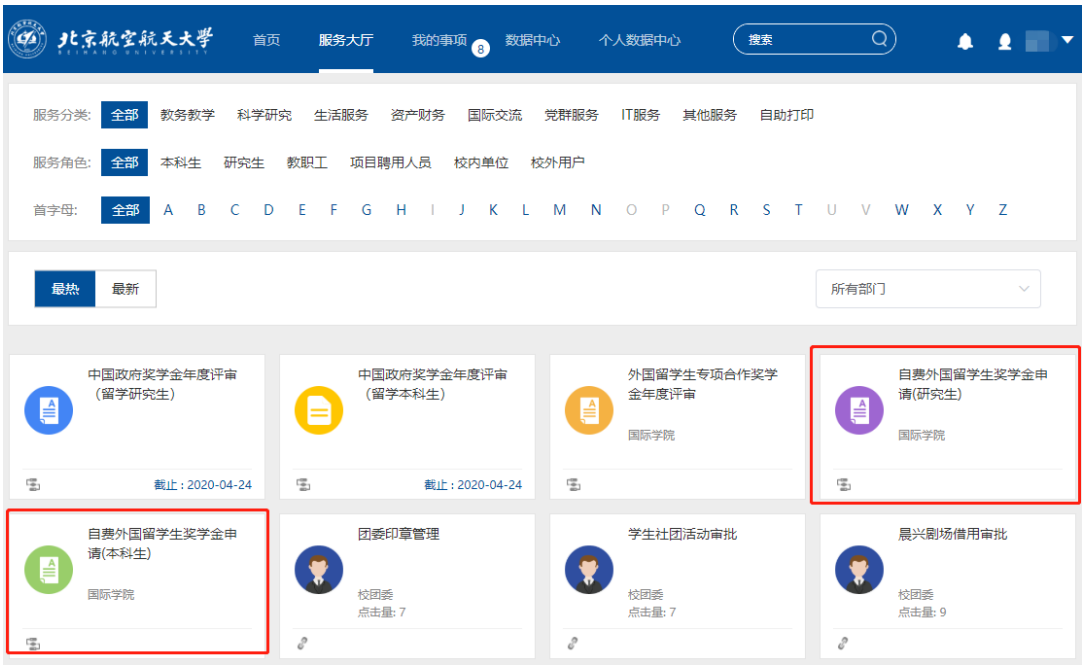
自费外国留学生奖学金在线申请操作指南（学生）

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

可使用计算机（推荐使用）或手机填写，两种方式选一种，请勿重复填写。
Please use the computer (Recommended) or the mobile phone to complete, choose one of the two ways, do NOT repeat.

方式一：使用计算机填写（推荐使用）
Method 1: Complete by Computer（Recommended）

第 1 步：访问“网上办事大厅”（http://n.buaa.edu.cn），使用统一认证账号（即：每日健康打卡小程序的登录账号）登录。在“网上办事大厅”中找到“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)（http://n.buaa.edu.cn） and log in with your unified identity authentication account of Beihang University (the same account you log in to submit your daily health report).Find the title of “自费外国留学生奖学金申请”(Self-Supported Foreign Students Scholarship Application).



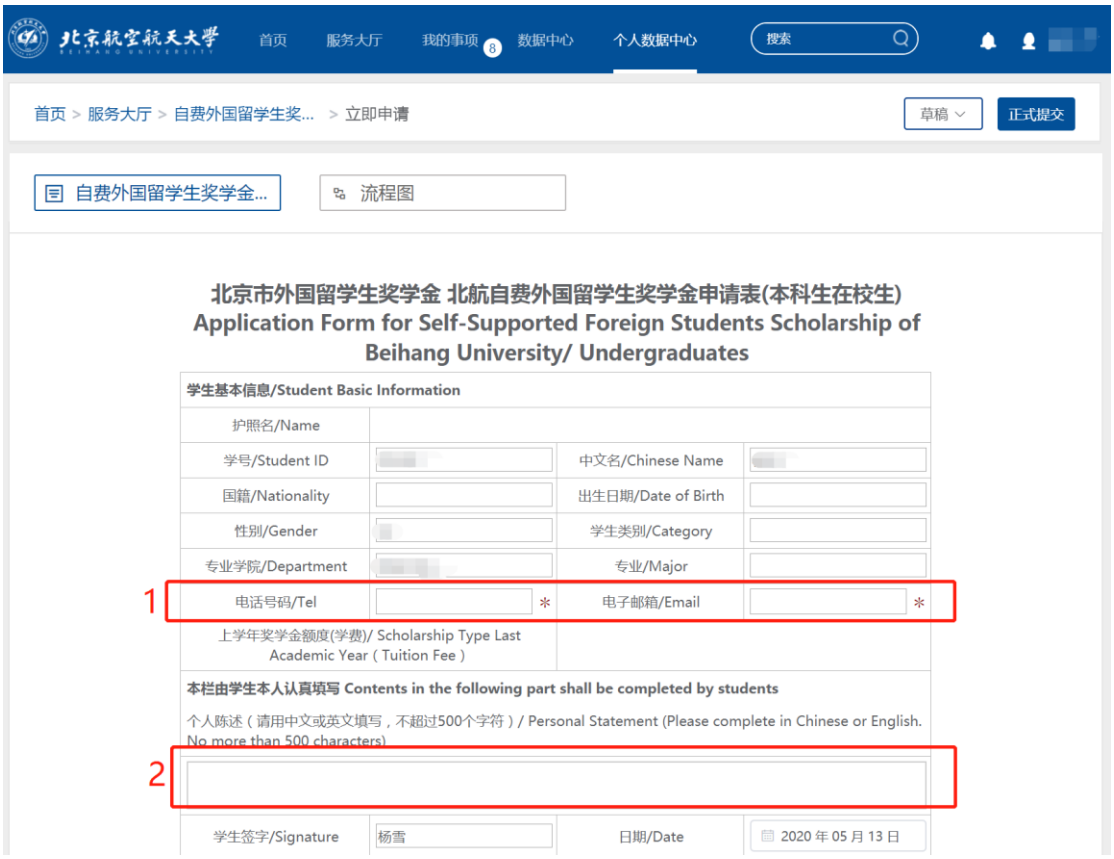
- 本科生，请点击“自费外国留学生奖学金申请（本科生）”（Self-Supported Foreign Students Scholarship Application (Undergraduates)）：
  For undergraduates, please click “自费外国留学生奖学金申请（本科生）”（Self-Supported Foreign Students Scholarship Application (Undergraduates)）

- 研究生，请点击“自费外国留学生奖学金申请（研究生）”（Self-Supported Foreign Students Scholarship Application (Postgraduates)）：
  For postgraduates, please click “自费外国留学生奖学金申请（研究生）”（Self-Supported Foreign Students Scholarship Application (Postgraduates)）

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.

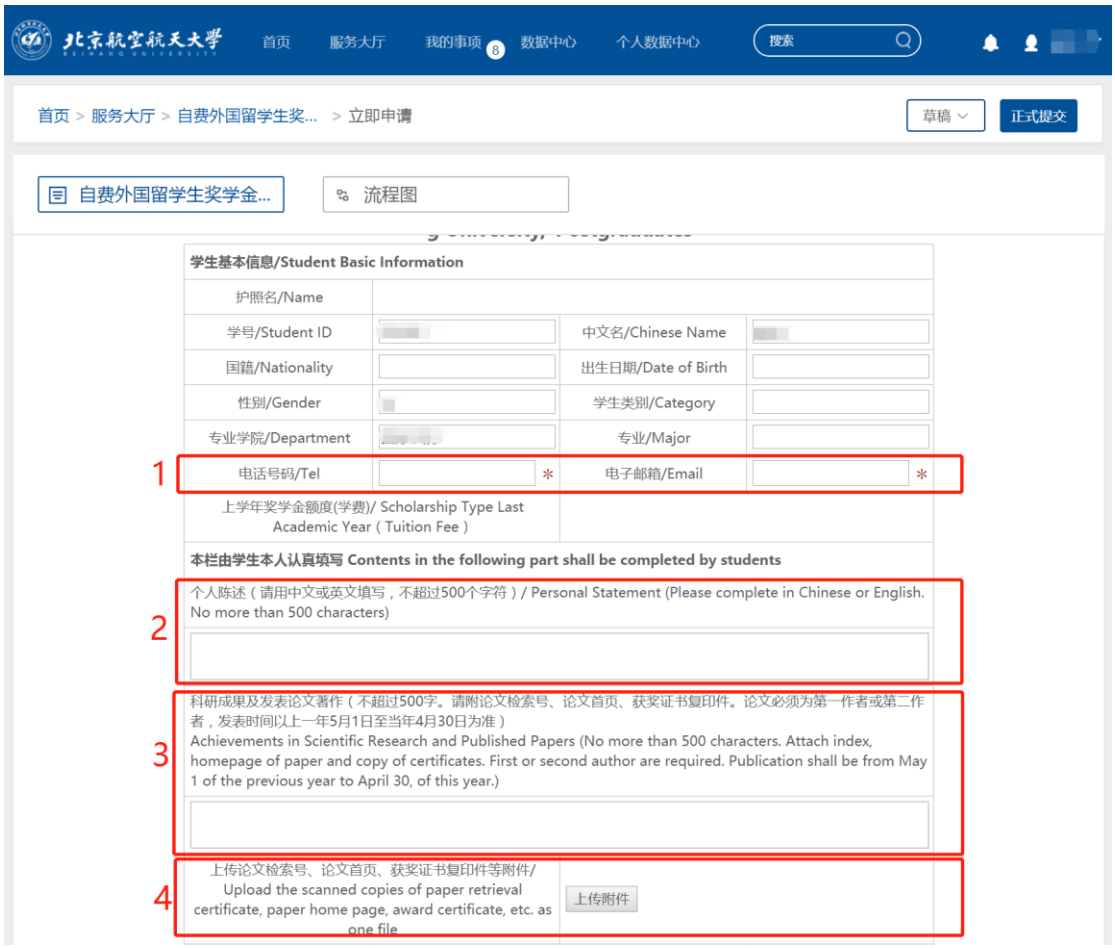
第 3 步：填写本人在本评审年度内（2019 年 5 月至 2020 年 4 月）的学习及科研情况。
Step 3: Report your academic study and research achievements in the previous year (from May 2019 to April 2020).

- 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（2019 年 5 月至 2020 年 4 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 2019 to April 2020, **no more than 500 characters (including spaces among the words)**).

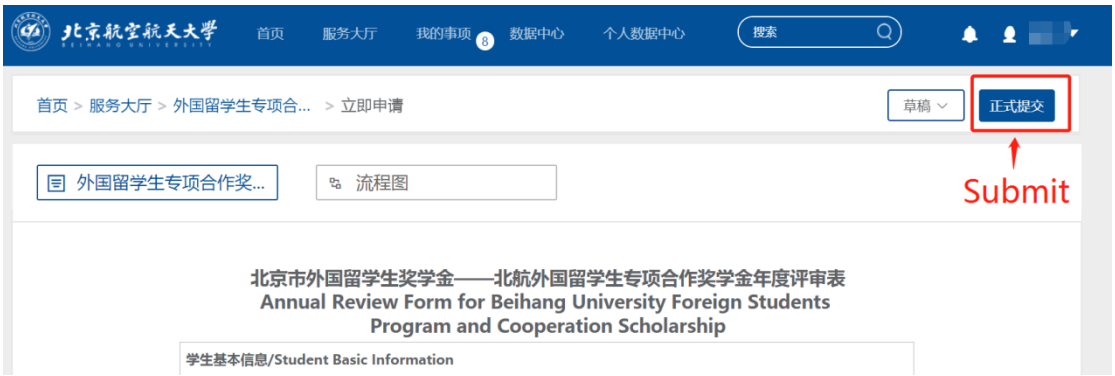


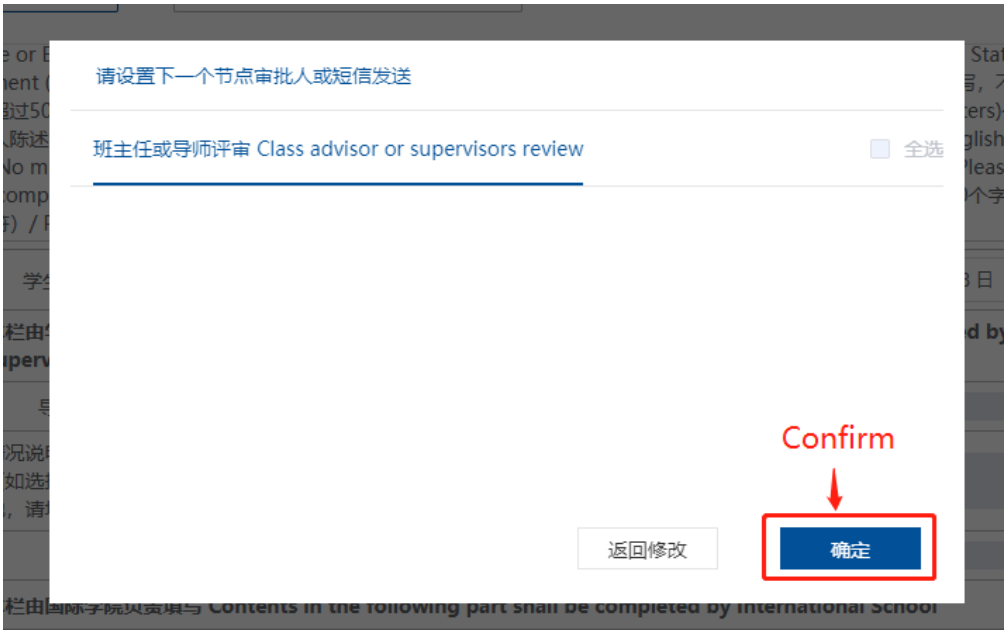
- 研究生，①填写本人电话、电子邮箱；②填写本人在本评审年度内（2019 年 5 月至 2020 年 4 月）的学习及表现情况**（不超过 500 字符（含空格））**；③科研成果及发表论文著作（**不超过 500 字符（含空格）**，论文必须为第一作者或第二作者，发表时间以上一年 5 月 1 日至当年 4 月 30 日为准）；④并将论文检索号、论文首页、获奖证书扫描件电子版**整理成一个 PDF 文件上传**。

  Postgraduate: ①Fill in your mobile phone number and email address; and ② report your academic study and performance in the previous year (from May 2019 to April 2020, **no more than 500 characters (including spaces among the words)**); and③“Achievements in Scientific Research and Published Papers” (**No more than 500 characters (including spaces among the words)**, First or second author are required, Publication shall be from May 1 of the previous year to April 30 of this year) ; and ④upload the scanned copies of paper retrieval certificate, paper home page, award certificate, etc. **as one PDF file**.



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.





方式二：使用手机填写
Method 2: Complete by Mobile Phone

第 1 步：打开“北京航空航天大学”微信小程序（即“每日健康报告”使用的小程序），点击页面下方“服务”（Services），找到“国际学生服务”（International Student Services）。

Step 1: Open Mini Program of Beihang University in WeChat App (the same Mini Program for Daily Health Report),click the bottom button “服务”（Services）, and find“国际学生服务”（International Student Services）.

- 本科生，请点击“自费本科生奖学金申请”（Self-Supported Foreign Students Scholarship Application (Undergraduates)）。
  For undergraduates, please click “自费本科生奖学金申请”（Self-Supported Foreign Students Scholarship Application (Undergraduates)）.

- 研究生，请点击“自费研究生奖学金申请”（Self-Supported Foreign Students Scholarship Application (Postgraduates)）。
  For postgraduates, please click “自费研究生奖学金申请”（Self-Supported Foreign Students Scholarship Application (Postgraduates)）.

第 2 步：点击“立即申请”，进入申请页面。

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第 4 步：点击“正式提交”（Submit）、“确定”（Confirm），完成填报。
Step 4: Click “Submit” and “Confirm” to complete the report.