

# 北航外国留学生专项合作奖学金年度评审操作指南（学生）

## User Guide of Annual Review for Program and Cooperation 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”（<http://n.buaa.edu.cn>），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“外国留学生专项合作奖学金”，点击对应条目，进入申请页面。

**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. Input “外国留学生专项合作奖学金” in the search box and click the item to enter the application page.



**第2步:** 点击“立即申请”，进入申请页面。注：如果弹出以下提示，请点击“重新开始”。

**Step 2:** Click “立即申请” (Apply Now) and enter the application page. **Notes:** If the following prompt is displayed, please click "重新开始" (Restart).



**第3步:** ①填写本人电话、电子邮箱，②填写本人在本评审年度内（2023年5月至2024年5月）的学习及科研表现情况（不超过 500 字符（含空格））。

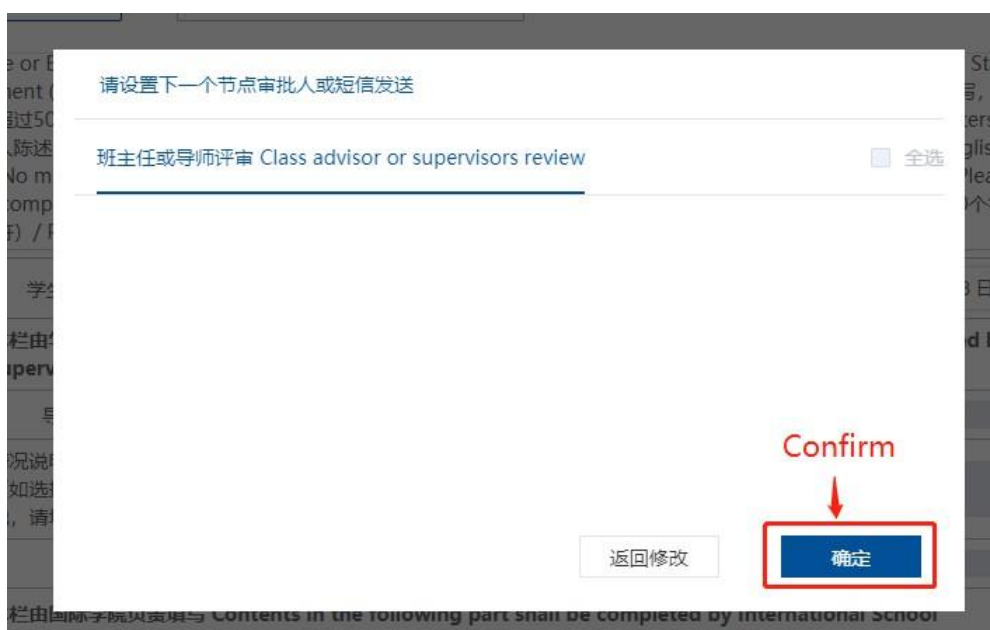
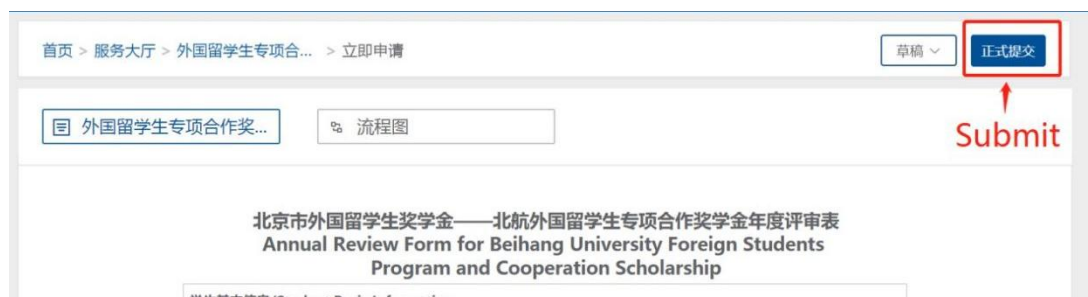
**Step 3:** ① Fill in your mobile phone number and email address, and ② report your academic study and performance in the previous year (from May 2023 to May 2024, **no more than 500 characters (including spaces among the words)**)

北京市外国留学生奖学金——北航外国留学生专项合作奖学金年度评审表  
Annual Review Form for Beihang University Foreign Students  
Program and Cooperation Scholarship

学生基本信息/Student Basic Information			
护照名/Name			
学号/Student ID	<input type="text"/>	中文名/Chinese Name	<input type="text"/>
国籍/Nationality	<input type="text"/>	出生日期/Date of Birth	<input type="text"/>
① 性别/Gender	<input type="text"/>	学生类别/Category	<input type="text"/>
专业学院/Department	<input type="text"/>	专业/Major	<input type="text"/>
电话号码/Tel	<input type="text"/>	电子邮箱/Email	<input type="text"/> *
上学年奖学金额度(学费)/ Scholarship Type Last Academic Year (Tuition Fee)			
推荐机构名称/Recommendation Organization			
<b>本栏由学生本人认真填写 Contents in the following part shall be completed by students</b>			
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)			
② <input type="text"/>			
学生签字/Signature	<input type="text"/>	日期/Date	自 2022 年 05 月 27 日

**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.



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.

**外国留学生专项合作奖学金年度评审流程 Review process for Program and Cooperation Foreign Students Scholarship:**

