

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（2024年5月至2025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 2024 to May 2025, **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		中文名/Chinese Name	
国籍/Nationality		出生日期/Date of Birth	
① 性别/Gender		学生类别/Category	
专业学院/Department		专业/Major	
电话号码/Tel		电子邮箱/Email	*
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			
本栏由学生本人认真填写 Contents in the following part shall be completed by students			
② 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)			
学生签字/Signature		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.

The top screenshot shows the main application page. At the top right, there is a navigation bar with a dropdown menu labeled '草稿' (Draft) and a button labeled '正式提交' (Submit). A red box highlights the '正式提交' button, and a red arrow points to it from the word 'Submit' below. The page title is '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). Below the title, there is a section for '学生基本信息/Student Basic Information'.

The bottom screenshot shows a confirmation dialog box. It has a title bar that says '请设置下一个节点审批人或短信发送' (Please set the next node approver or SMS sending). Below the title bar, there is a section for '班主任或导师评审 Class advisor or supervisors review' with a '全选' (Select All) button. At the bottom right, there is a 'Confirm' label with a red arrow pointing to a '确定' (Confirm) button, which is highlighted with a red box. There is also a '返回修改' (Return to Modify) button on the bottom left.

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, “辅导员或导师评审 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:

