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"（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"自费外国留学生奖学金申请"，选择对应的学生类别条目，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 "自费外国留学生奖学金申请" in the search box and click the item of your category to enter the application page .

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.

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（2023年5月至2024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 2023 to May 2024).

- 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（2023年 5月至2024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 2023 to May 2024, **no more than 500 characters (including spaces among the words)**)

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	
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)			
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)			
学生签字/Signature		日期/Date	📅 2022 年 05 月 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（2023年5月至2024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 2023 to May 2024, **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 ④Upload the scanned copies of the certificates of paper retrieval or acceptance, monograph
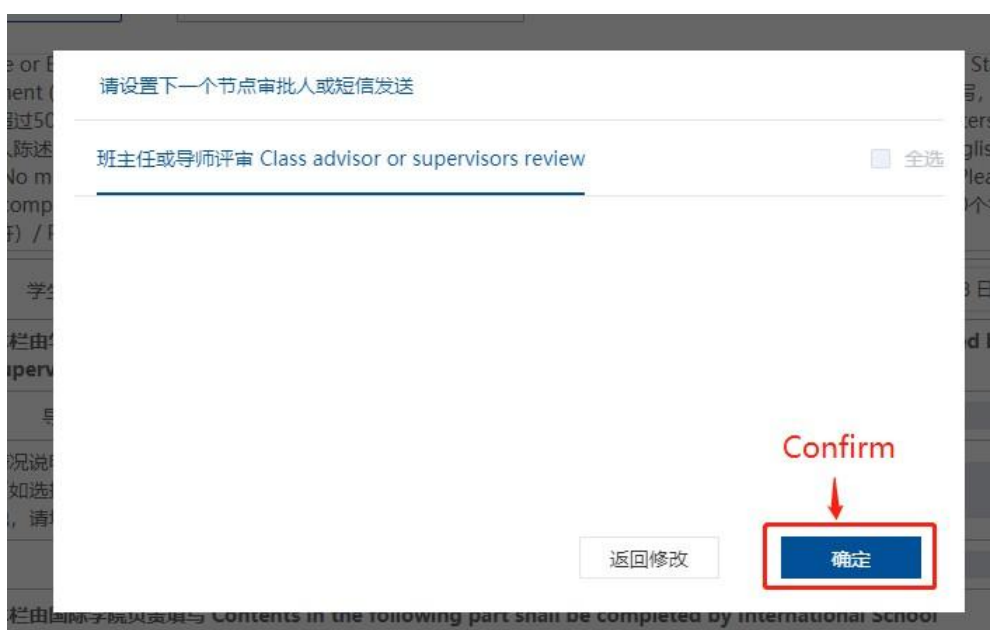
publication, or patent, and the scanned copies of the award certificate and participation certificate in extracurricular activities，etc. (if any) **as one PDF file**.

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(研究生在校生)
Application Form for Self-Supported Foreign Students Scholarship of Beihang University/ Postgraduates

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	
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)			

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)

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)
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.)

上传论文检索证明、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)。 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)

上传附件

学生签字/Signature		日期/Date	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) →
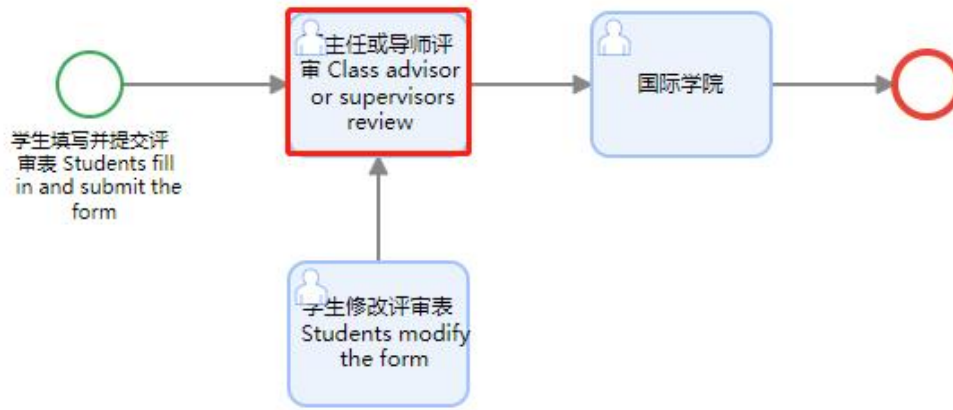③"流程跟踪" (Process Tracking) to check the progress of the online review process.

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.

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):

学生填写并提交评审表 Students fill in and submit the form

主任或导师评审 Class advisor or supervisors review

学生修改评审表 Students modify the form

国际学院

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):

学生填写并提交评审表 Students fill in and submit the form

导师评审 supervisors review

学生修改评审表 Students modify the form

专业学院审批 department review

国际学院