

未满 18 周岁申请者监护人公证书办理流程

Procedure of Guardian Notarization Documents for the Applicant under the Age of 18

未满 18 周岁(截至申请当年 8 月 30 日)的申请者,需提交在华监护人委托证明相关文件。
办理步骤如下:

- 1、学生父母委托一位在京常驻的中国公民(持有效北京户口或北京暂住证)或外国公民(持有效的在北京工作签证)作为学生在华学习期间的监护人,学生父母签署《监护人委托书》。
- 2、《监护人委托书》(第 1 步中完成)需翻译成中文版,原文件及中文翻译件需到当地公证处进行公证。
- 3、原文件、中文翻译件的公证文件(第 2 步中完成)需到中国驻当地使馆进行认证。
- 4、监护人携带认证件(第 3 步中完成)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、被委托人身份证或护照个人信息页复印件及公证处要求的其他材料)到北京的公证处,现场签署《监护人保证书》,并进行公证。
- 5、北京的公证处出具《监护人保证书》(第 4 步中完成)的公证书
- 6、最后,将公证书(第 5 步中完成)及其他申请材料提交至申请院校。

Applicants under the age of 18 (by August 30 of the year of application) shall provide certified documents of designation signed by their entrusted legal guardian in China.

1. Parents designate a Chinese citizen (with valid Beijing resident certificate) or foreigner (with valid WORK visa in Beijing) as the guardian of the student during his/her study in Beijing, and parents issue an authorization letter of guardian.
 2. The authorization letter of guardian (completed in step 1) should be translated to a Chinese version and to be notarized by the notary office in your country.
 3. The notarized document (with English version and Chinese version) (completed in step 2) should be authenticated by the Chinese embassy in your home country.
 4. The guardian should bring the authenticated document (completed in step 3) and other required documents (parents' passport page, student's passport page, birth certificate, guardian's passport page or ID card) and sign a guardian letter for the notarization in the public notary office in Beijing.
 5. The public notary office in Beijing will issue a notarization document for the guardian letter (completed in step 4).
- Finally, the notarization document for the guardian letter should be submitted with other required documents for application.

Authorization to the Guardian

STUDENT INFORMATION:

Name: _____; Birth Date: _____;
Nationality: _____; Passport No: _____;
Address: _____

PARENTS INFORMATION:

Father Information:

Name: _____; Birth Date: _____;
Nationality: _____; Passport No: _____;
Address: _____

Mother Information:

Name: _____; Birth Date: _____;
Nationality: _____; Passport No: _____;
Address: _____

GUARDIAN INFORMATION:

Name: _____; Birth Date: _____;
Nationality: _____; Passport No: _____;
Address: _____

DECLARATION:

I/We am/are _____ and _____ (names of parents), the parents of the said student, _____ (name of student). According to this power of attorney, guardian will represent me/us as a guardian of _____ (name of student) during his/her studies in Beijing, and will hand over the materials to China University of Petroleum (Beijing), the People's Republic of China, and apply for and sign on my behalf Admission documents and any other materials such as necessary documents, acceptance letter issued by the school.

The entrusted party is hereby entrusted to handle all the related matters, submit and accept applications, certificates, and sign these documents on behalf of me in state organs, enterprises, and other institutions, and pay various fees when necessary. Until the above mentioned student reaches adulthood; that is, ___d, ___m, ___y.

(Signature of Father)

(Signature of Mother)

Data:

委托书

学生信息:

姓名:_____ ; 出生日期:_____ ;
国籍:_____ ; 护照号:_____ ;
地址:_____

父母信息:

父亲信息:

姓名:_____ ; 出生日期:_____ ;
国籍:_____ ; 护照号:_____ ;
地址:_____

母亲信息:

姓名:_____ ; 出生日期:_____ ;
国籍:_____ ; 护照号:_____ ;
地址:_____

被委托人信息:

姓名:_____ ; 出生日期:_____ ;
国籍:_____ ; 护照号:_____ ;
地址:_____

陈述:

我(我们)是_____和_____ (父母名), 所指学生
_____ (学生名)的父母。根据本委托书, _____ (被委托
人姓名)将代表我作为_____ (学生名)在北京学习期间的监护人,
代表我将资料交给中华人民共和国中国石油大学(北京), 代表我提出申请、签
署必要文件、接受学校颁发的录取通知书等录取材料。

特委托被委托人办理全部与此相关的事务, 在国家机关、企业和其他机构代
表我、提交和接受申请书、证明书、签署这些文件, 需要时支付各类费用。直到
他达到成年年龄为止; 即____年____月____日。

(父亲签名)

(母亲签名)

日期: