

**Reference Procedure for Handling the Guardian Notarization Certificate
for Applicants Under the Age of 18**

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Applicants under the age of 18 as of September 1st of the year of application shall submit relevant documents for guardian entrustment notarization in China. The specific handling steps are as follows:

1. Confirm the Guardian and Sign the Guardian Entrustment Letter

The student's parents shall entrust a person permanently residing in the student's city of actual study (Beijing/Hangzhou) as the guardian in China. The entrusted person must meet one of the following criteria: being a Chinese citizen, or a foreign citizen holding a valid work visa in China. After confirming the guardian, the student's parents shall sign the Guardian Entrustment Letter.

2. Translation and Notarization of the Guardian Entrustment Letter

Translate the Guardian Entrustment Letter signed in Step 1 into Chinese. The student's parents shall bring the original document and the Chinese translation to the local notary office to apply for notarization.

3. Apply for Guardian Notarization in China

The guardian shall bring the notarized document completed in Step 2, as well as other required materials (including a copy of the personal information page of the student's passport, copies of the personal information pages of the student's parents' passports, the student's birth certificate, and other supplementary materials required by the notary office, etc.). Then, go to the notary office in their place of residence in Beijing/Hangzhou, sign the Guardian Guarantee Letter, and complete the notarization.

4. Submit Materials to the University

Submit the notarized document obtained in Step 3 to the University together with other application materials.

Authorization to the Guardian

STUDENT INFORMATION:

Name:

Birth Date:

Address:

Passport No.:

PARENTS INFORMATION:

Father Information:

Name:

Birth Date:

Address:

Passport No./ID No.:

Mother Information:

Name:

Birth Date:

Address:

Passport No./ID No.:

GUARDIAN INFORMATION:

Name:

Birth Date:

Address:

Passport No./ID No.:

DECLARATION:

I/We, _____ and _____ (names of parents),
the parents of the said student, _____ (name of student),
hereby grant full guardianship to _____ (name of
guardian), during the student's stay in China and Beihang University,
while he/she is under the age of eighteen, I have made the
necessary arrangements for the care and support of the said student
such that the guardian should act in the place of me/us, the parents.
By signing this guardian agreement, I/We affirm that I am/we are
satisfied the above appointed guardian will be able to fulfill his/her
obligations as a guardian in the event of an emergency.

(Signature of Father)

(Signature of Mother)