### 未成年人监护人材料（中/英）：

**按照中国政府部门的相关规定，入学时未满18周岁（已满16周岁）的申请者除正常申请材料外，还须指定一位在京学习期间的临时监护人，并提交相关监护手续材料。**

**临时监护人可以是以下三类人：**

1. **北京户口的中国籍成年人，要求有正常工作，不能是学生。**
2. **非北京户口的中国籍成年人，有北京居住证，要求有正常工作，不能是学生。**
3. **在北京居住的外国籍人士，要求有长期居留许可类签证，且签证有效期涵盖学生的学习期限，有正常收入来源，不能是学生。**

**需要提交的监护手续材料：**

**1. 未成年人在京监护人保证书公证件（原件）:内含监护保证书与公证书 （可参考附件的样本）**

**2. 未成年人在京监护人身份证件：京籍人员提供身份证扫描件（正反面）；非京籍人员提供身份证和居住证扫描件（正反面）；外籍人士需提交护照和在华居留许可扫描件。**

**3. 根据监护人的情况，可能需要监护人提交在职证明等其他文件，我办公室另行通知。**

**监护手续一般办理流程：**

1. **学生父母按照要求指定一位符合要求的人士作为学生在我华学习期间的监护人，并出具正式的监护委托函。**
2. **学生父母在中国驻当地使领馆做监护委托函的领事认证。**
3. **监护人持监护委托函的领事认证材料及其他相关材料去北京市的任意一家公证处办理监护人保证书。（具体材料请咨询公证处）**

**注意事项：**

1. **由于各国家及中国驻外使领馆的要求会有不同，办理时请以当地相关部门和中国使领馆相关要求为准。**
2. **学生父母双方有一人是中国国籍的，且在学生学习期间与学生一同在北京，可以只提交出生证明（若在国外出生，需提供出生证明的领事认证件）。**
3. **未成年人来华时请携带以下材料：**
4. **经公正的未成年人监护人保证书原件；**
5. **父母双方的护照；**
6. **出生证明（若在国外出生，需提供出生证明的领事认证件）。**

According to the rules from the Chinese authority, applicants between the age of 16 and 18 upon registration shall find a temporary guardian for his/her study at BLCU and provide guardianship documents plus regular application documents.

Temporary guardian can be:

①an adult with Beijing ID and in employment, or

②a non-Beijing-local adult working in Beijing with residence card, or

③ a foreigner with a residence permit which covers the applicant’s study period, and regular stable income.

Required Guardianship documents:

1. Original copy of notarization of Guardian’s Letter of Guarantee, which includes Guardian’s letter of Guarantee and Notarial Certificate. (sample attached)

2. Guardian's ID: photocopy of the guardian’s ID (front side and back side) for Beijing local; photocopy of the guardian’s ID and residence card (front side and back side) for non-Beijing local; photocopy of passport and residence permit for foreigners.

3. Further documents, such as employment certificate of the guardian, may be required on certain circumstances.

How can you get notarization of Guardian’s Letter of Guarantee,

1. Applicant’s parents find an eligible guardian for applicant’s study at BLCU and write a formal letter of authorization.
2. Certify the letter of authorization at local Chinese embassy or consulates.
3. Obtain Guardian’s Letter of Guarantee and notarized it in one of Beijing notary offices(Please consult notary office for detailed information).

Notes:

1. Required documents and procedures may vary from consulate (or embassy) to consulate. Please consult local consulate (or embassy).
2. If applicant’s parent is Chinese and will stay with the applicant during his study at BLCU, birth certificate shall be submitted (if the applicant is born abroad, birth certificate shall be certified at local Chinese embassy or consulates).
3. Necessary documents that should be brought to China
4. Notarization of the minor's guardian's guarantee
5. The passports of minor's parents, both mother and father
6. Birth certificate, which should be certified at local Chinese embassy or consulates, if the applicant is born outside China.

附件：未成年人监护人保证书公证模板



