

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 5 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、原文件和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。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 May 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) 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.