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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

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

Father Information:

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

Mother Information:

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

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

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:

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