

# 北航外国留学生专项合作奖学金年度评审操作指南（学生）

## User Guide of Annual Review for Program and Cooperation Foreign Students Scholarship of Beihang University (For Student)

提示：请使用计算机填写。

**Tips: Please Complete by Computer.**

**第1步：**访问“网上办事大厅”（<http://n.buaa.edu.cn>），使用统一认证账号登录。在“网上办事大厅”首页上方的搜索栏中输入“外国留学生专项合作奖学金”，点击“搜索服务”按钮，找到“外国留学生专项合作奖学金年度评审”模块。

**Step 1:** Visit “网上办事大厅” (Online Service Hall) (<http://n.buaa.edu.cn>) and log in with your unified identity authentication account of Beihang University. Input “外国留学生专项合作奖学金” in the search box and click the button “搜索服务” to find the column of “外国留学生专项合作奖学金年度评审” (Program and Cooperation Foreign Students Scholarship Annual Review).





**第2步:** 点击“立即申请”，进入申请页面。注：如果弹出以下提示，请点击“重新开始”。

**Step 2:** Click “立即申请”(Apply Now) and enter the application page. **Notes:** If the following prompt is displayed, please click "重新开始" (Restart) .



**第3步:** ①填写本人电话、电子邮箱，②填写本人在本评审年度内（2021年5月至2022年5月）的学习及科研表现情况（不超过 500 字符（含空格））。

**Step 3:** ①Fill in your mobile phone number and email address, and ② report your academic study and performance in the previous year (from May 2021 to May 2022, **no more than 500 characters (including spaces among the words)**)

北京市外国留学生奖学金——北航外国留学生专项合作奖学金年度评审表  
Annual Review Form for Beihang University Foreign Students  
Program and Cooperation Scholarship

学生基本信息/Student Basic Information			
护照名/Name			
学号/Student ID	<input type="text"/>	中文名/Chinese Name	<input type="text"/>
国籍/Nationality	<input type="text"/>	出生日期/Date of Birth	<input type="text"/>
性别/Gender	<input type="text"/>	学生类别/Category	<input type="text"/>
① 专业学院/Department	<input type="text"/>	专业/Major	<input type="text"/>
电话号码/Tel	<input type="text"/>	电子邮箱/Email	<input type="text"/> *
上学年奖学金额度(学费)/ Scholarship Type Last Academic Year (Tuition Fee)			
推荐机构名称/Recommendation Organization			
本栏由学生本人认真填写 Contents in the following part shall be completed by students			
② 个人陈述 (请用中文或英文填写, 不超过500个字符) / Personal Statement (Please complete in Chinese or English. No more than 500 characters)			
学生签字/Signature	<input type="text"/>	日期/Date	自 2022 年 05 月 27 日

第 4 步: 点击页面右上角“正式提交” (Submit), “确定” (Confirm), 完成填报。

Step4: Click “正式提交” (Submit) and “确定” (Confirm) to complete the application.

首页 > 服务大厅 > 外国留学生专项合... > 立即申请

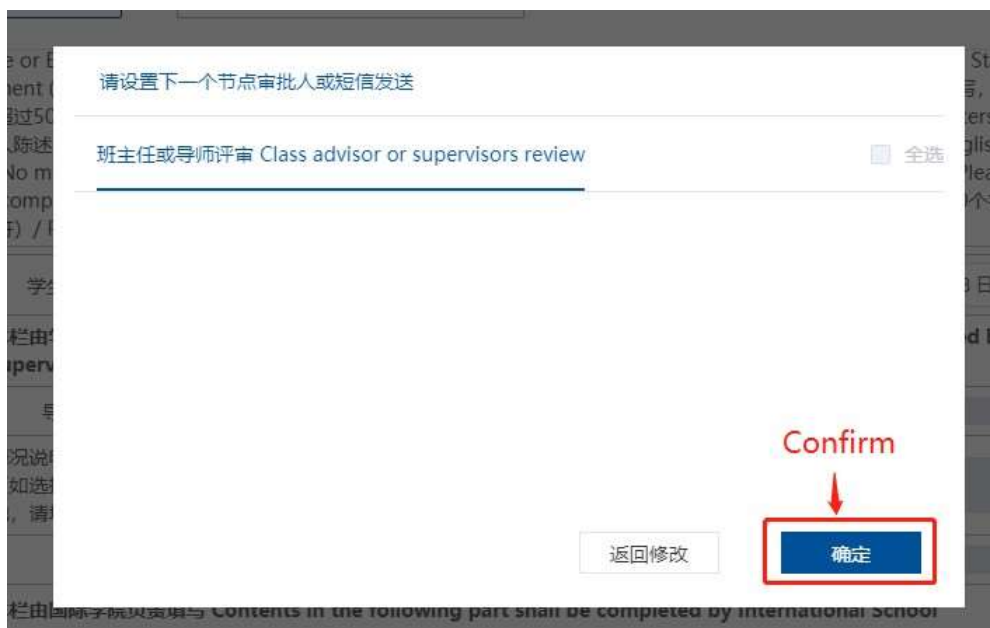
草稿 ▾ 正式提交

外国留学生专项合作奖... 流程图

Submit

北京市外国留学生奖学金——北航外国留学生专项合作奖学金年度评审表  
Annual Review Form for Beihang University Foreign Students  
Program and Cooperation Scholarship

学生基本信息/Student Basic Information



**提示：如何查看线上评审的进度**

**Tips: How to check the review progress online**

提交成功后，可在“网上办事大厅”首页的最右侧点击① “我的申请”→ ②“我的申请”：进行中→③“流程跟踪”，查看线上评审进度。

After submission, in the homepage of “网上办事大厅” (Online Service Hall), you can click ① "我的申请"(My Application) →②"我的申请": 进行中(My Application: In Progress) → ③"流程跟踪" (Process Tracking) to check the progress of the online review process.





在“流程跟踪”中，红色框表示在整个评审流程中当前正在进行中的事项。

如果你的“流程跟踪”显示如下图，即“班主任或导师评审 Class Advisor/Superior Review”为红色框，则代表你的填报已成功提交。

In "Process Tracking", the red box indicates what is currently in progress throughout the review process.

If your "Process Tracking" shows the following chart, that is, “班主任或导师评审 Class Advisor/Superior Review” is shown in the red box, it means that your personal assessment has been submitted successfully.

### 外国留学生专项合作奖学金年度评审流程 Review process for Program and Cooperation Foreign Students Scholarship:

