

## APPLICATION PROCESS FOR GRADUATE/ UNDERGRADUATES PROGRAMS

研究生/本科生课程的申请程序。同样适应其他专科申请者

IMPORTANT INFORMATION: HOW TO APPLY TO UMKC

重要信息：如何申请 UMKC

All the following information from the webpage of UMKC International Student Affairs.

以下所有信息源自 UMKC 国际学生事务办公室网页

### **New Graduate applicants should follow the steps below when applying for admission:**

新的研究生课程申请人应遵循以下申请步骤：

- Step 1.** Use the UMKC [Application Instructions](#) to complete a *paper Admission Application* OR **Apply Online**. (The Online Application Process requires a credit card.)

第一步

运用 UMKC 申请指南完成纸质的入学申请或进行网上在线申请。（在线申请过程中需要使用信用卡。）

- Step 2.** On a separate sheet of paper, please write a short statement about your reasons and objectives for attending UMKC.

第二步

另外准备一张纸，写上简短的声明，写明你加入 UMKC 的原因和目标。

- Step 3.** Submit official copies of academic credentials - with literal English translation.

第三步

All previous academic work must be included, and a syllabus of coursework with English translation should be provided. (If available on the Web, include URL address.)

提交正式的学历证书复印件——附上英文翻译。

需要提供以前所有的教育经历，以及课程的教学大纲，并附上英语翻译。（如果可以参考网络信息，请提供网址。）

### **Additional Requirements for *mainland Chinese Applicants*** **对中国内地申请人的附加要求**

Before submitting your application to UMKC, please complete the following steps:

在提交申请给 UMKC 之前，请完成下列步骤：

- 1. Request a Credentials Report from CQV**

从 CQV 获取证书报告

Contact information for (CQV 的联络信息):

CQV: <http://www.cdgdc.edu.cn/rz>

<http://cqvc.chinadegrees.cn>

**Tel:** 86-10-82379480

**Fax:** 86-10-82379491,

86-10-82378617

**Email:** [cqvc@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn)

B-17 Tongfang Scientific Building, No. 1 Wangzhuang Road, Haidian District, Beijing, P.R. China 100083

中国北京海淀区王庄路 1 号清华同方科技大厦 B-17, 邮编: 100083

2. Pay fees associated with Credentials Report and courier service

支付证书报告和快递的费用

**360 CNY/each:** Credentials Report (for academic records)

**200 CNY/each:** Rush Service

**360 元人民币/每份证书报告**

**200 元人民币/加急服务费**

Credentials Reports take 20 business days.

Rush service can be purchased if you need the reports within 5 days.

证书报告的受理需要 20 个工作日。如果支付加急服务费，可在 5 日内拿到证书报告。

3. **Submit** your completed **CQV Credentials Report** along with

copies of the following credentials to UMKC:

提交已完成的 **CQV** 证书报告，同时还需提交下列证书的复印件给 **UMKC**

- Your university **transcripts** in Chinese with a literal English translation and, *if completed*:

申请人的中文大学成绩单并附英文翻译

- Your university **graduation certificate** in Chinese with a literal English translation

申请人的中文毕业证书并附英文翻译

- Your university degree certificate in Chinese with a literal English translation

申请人的中文学位证书并附英文翻译

- Step 4.**  
第四步
- Have an official TOEFL or IELTS Score Report sent - for all applicants for whom English is not their native language.
- Review <http://www.umkc.edu/isao/fyi/> for the **minimum test scores** required (and expected) for admission.
  - Review <http://www.umkc.edu/isao/fyi/> to determine if you are **exempt** from this test because of your country of citizenship or English-language-based education.

提交正式的托福或雅思成绩报告——适用于所有英语为非母语的申请人。

- 浏览 <http://www.umkc.edu/isao/fyi/> 以了解这些测验的最低及格分数
- 浏览 <http://www.umkc.edu/isao/fyi/> 以确认本人是否因为国籍、公民身份或英语教育背景而免于此项测验。

- Step 5.**  
第五步
- Have official **GRE, GMAT** or other test score report sent.
- Review UMKC's **GR**aduate **I**nformation **P**ages ("**GRIP**") for your graduate program of interest to find out whether a graduate assessment test is required, which test is required, what minimum test scores are required, and whether alternative tests are permitted to qualify for admission.
- For MSc program application only.**

提交正式的 **GRE、GMAT** 或其他测验的成绩报告。

- 浏览 UMKC 的关于研究生课程的“研究生信息指南”（GRIP），并了解是否需要进行研究生评估测试，需要的是哪种测试，最低及格分数是多少，以及其它测试的成绩是否也可以用于申请。

- Step 6.**  
第六步
- If you use the paper application, submit a non-refundable application fee of \$75 USD. (If you use the Online application, you pay this application fee by credit card online.) Instructions for how you can pay the application fee are described in <http://www.umkc.edu/isao/fyi/>

如果你填写的是纸质申请，请提交 75 美元的报名费。（如果你是在线填写的申请，你可以使用信用卡在线支付报名费。）

报名费支付指南详见 <http://www.umkc.edu/isao/fyi/>。

- Step 7.**  
第七步
- Statement of Finances.  
Applicants requesting an I-20/DS-2019 in order to obtain student visa must submit proof of sufficient funding using the [Official Statement of Finances](#) form, which can be submitted by document fax or mail (see [addresses and instructions](#)).

资金证明。

需要 I-20/DS-2019 来获得学生签证的申请人必须提交足够的资金证明，可填写资金声明表，并通过传真或邮寄来提交此表。