FREE APPLICATION RESOURCE

China Bachelor Application Package Checklist

For international bachelor's applications in China

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IMPORTANT

This checklist brings together documents commonly requested for international bachelor's applications in China, based on official university materials reviewed by Aroma Education. It is not a final requirements list for any one university. Check the current official guide for each program and submit only what that university requests.

How to use this checklist

Label	Meaning
CORE	Prepare first. These are commonly required for undergraduate applications.
COMMON	Frequently requested, but not by every university.
IF NEEDED	Prepare these when a university, program, scholarship or your circumstances require them.

Keep one master folder, then make a separate copy for each university application.

1. Identity & application

Level	Document	What to prepare
CORE	**Online application or university form**	Complete every required field; sign/date the form if a downloadable form is used.
CORE	**Passport information page**	Use a clear color scan. The passport should cover the intended study period where the university sets a validity requirement.
COMMON	**Passport-style photo**	Check the required size, background and file format; some systems specify a 2-inch JPG photo.
IF NEEDED	**All passport pages**	A small number of universities request scans of every page, not only the information page.
IF NEEDED	**China visa and residence pages**	Prepare if you have studied, worked or lived in China before or are currently in China.
IF NEEDED	**Nationality-status evidence**	May apply to former Chinese citizens or applicants whose parent(s) are/were Chinese citizens. Follow the exact official nationality-verification rule.

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2. Academic records

Level	Document	What to prepare
CORE	**High school diploma**	Submit the final diploma. If it is not in Chinese or English, prepare the translation/certification required by the university.
IF NEEDED	**Expected graduation certificate**	For current final-year students. Replace it with the final diploma before registration if the university requires this.
CORE	**Complete high school transcript**	Include all study years/semesters and subjects. Make sure names, dates and grading scales are readable.
IF NEEDED	**Notarized or certified academic copies**	Some universities require notarized diploma/transcript copies and translations; check the university's requirements before paying for notarization.
IF NEEDED	**National or international exam results**	Examples may include national high-school leaving/entrance results or recognized curricula such as UEC, A-Level or IB when accepted.
IF NEEDED	**CSCA score report**	Submit when the university/program requires it. Check required subjects such as Mathematics, Physics, Chemistry or Chinese. CSCA is separate from a university's own entrance examination.
IF NEEDED	**Subject-specific score evidence**	Science, engineering and medicine programs may check Mathematics, Physics, Chemistry or Biology results.

3. Language evidence

Level	Document	What to prepare
IF NEEDED	**English proficiency certificate**	For programs taught in English, submit the test result accepted by the university when required, such as IELTS or TOEFL.
IF NEEDED	**Proof of English-medium instruction**	Use only when the university explicitly accepts a school-issued English-medium certificate as an alternative.
IF NEEDED	**Duolingo or internal English test result**	Do not assume acceptance. Submit only if the current official guide or the university confirms it.
IF NEEDED	**HSK certificate and score report**	Usually required for Chinese-taught programs and sometimes requested for programs with Chinese-language components.

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4. Statements, CV & supporting evidence

Level	Document	What to prepare
COMMON	**Personal statement / self-introduction**	Cover your background, motivation, study experience and future goals. Reviewed brochures include examples requiring at least 500 or 800 words.
COMMON	**Study plan**	Explain why China, why this university/program, how you will study and what you plan to do after graduation.
COMMON	**Curriculum vitae / resume**	Keep education, language, activities, awards and any gaps in education clear. Some scholarships require it from applicants who have already graduated.
IF NEEDED	**Recommendation letters**	Some university or scholarship applications request two letters. Check who is eligible to recommend you and whether signatures/contact details are required.
IF NEEDED	**Awards, publications or activity evidence**	Optional or program-specific evidence can strengthen an application, but only upload it where the system allows or requests it.

5. Health & conduct

Level	Document	What to prepare
COMMON	**Foreigner Physical Examination Form**	Use the required form. Check that the doctor has completed all items and added the doctor's signature, hospital stamp and examination date.
IF NEEDED	**Medical test attachments**	Some files or registration checks may require medical history, chest X-ray and laboratory/blood-test results in addition to the form.
IF NEEDED	**Vaccination certificate**	Prepare where the admission guide, program or campus health rule asks for it.
IF NEEDED	**Psychological health self-assessment**	Requested in some medical-university application materials.
IF NEEDED	**No drug addiction statement**	Prepare only if the university provides or requests this declaration.
COMMON	**Police clearance / no-criminal-record certificate**	Usually issued by the competent authority in your country or place of residence. Check validity, translation and certification rules.

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6. Financial & sponsor documents

Level	Document	What to prepare
COMMON	**Financial guarantee letter**	Identify the sponsor and confirm responsibility for tuition and living costs; use the university form where provided.
COMMON	**Bank statement or deposit certificate**	The amount and statement period vary. Reviewed brochures include examples around USD 5,000-6,000, but this is not a universal threshold.
IF NEEDED	**Sponsor employment/income evidence**	May be requested together with the bank evidence.
IF NEEDED	**Sponsor passport or identity document**	Make sure the name matches the guarantee and financial records.
IF NEEDED	**Property evidence and notarization**	Some universities accept or request family property evidence and may require notarization.

7. Conditional application items

Level	Document	What to prepare
IF NEEDED	**Under-18 guardian documents**	May include a guardian guarantee/authorization and the China-based guardian's identity document.
IF NEEDED	**Application or registration fee receipt**	Keep the payment record and upload it if the application system or brochure requests proof.
IF NEEDED	**Scholarship application form**	A scholarship may use a separate form and may also request a CV, recommendations, study plan or financial evidence.
IF NEEDED	**Previous China study records**	Prepare school records, visa/residence pages or related documents if you have previously studied in China.
IF NEEDED	**University-provided guarantee or declaration**	Use the exact template supplied by the university; do not replace it with a generic letter unless permitted.
IF NEEDED	**Program-specific supporting documents**	Medicine, art, design or other programs may add health, portfolio, skill or assessment documents. Verify program-level rules separately.

VALIDITY CHECK

Passports, test scores, medical reports and police certificates may have different validity periods. Some universities accept medical documents only if issued within the past six months. Check the current requirements before paying for tests or certificates.

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8. Recommended folder structure

AROMA WORKFLOW
This folder structure is an Aroma Education workflow recommendation, not an official university requirement.

Folder	Contents
01_Application	Application form, submission confirmation and payment receipt
02_Identity	Passport, photo, visa/residence and nationality evidence
03_Academic	Diploma, expected graduation certificate, transcript and exam results
04_Language	IELTS, TOEFL, HSK, English-medium or other accepted evidence
05_CSCA	CSCA score report and subject information
06_Statement_CV	Personal statement, study plan, CV and recommendations
07_Health_Conduct	Medical, vaccination, psychological and police documents
08_Financial	Guarantee, bank, sponsor identity and income evidence
09_Scholarship	Scholarship form and scholarship-specific attachments
10_University_Final	The exact final set submitted to each university

9. Pre-submission quality check

Check	What to check
Clear and complete	Use clear color scans; no cropped corners, shadows, fingers, blur or missing reverse pages.
Consistent identity	Name spelling, passport number, nationality, dates and signatures must be consistent.
Correct translation	Check whether Chinese/English translation, notarization or certification is required.
Valid documents	Check passport, test result, medical and police-certificate validity.
Correct file format	Follow the portal's PDF/JPG, page, orientation, size and file-limit rules.
Readable filenames	Use simple English filenames, for example: PASSPORT_FamilyName_GivenName.pdf.
University-specific copy	Remove irrelevant documents and check every field before each submission.
Backup retained	Save the final files, submitted version, payment receipt and confirmation email.

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10. Templates we can prepare for you

WANT THEM READY-MADE?
We prepare these templates for our Full-Service clients — filled in, formatted, and ready for each university portal. If you'd rather not draft them yourself, ask us about the Application Package.

Template	What it includes
Personal Statement & Study Plan	Bachelor versions for 500-word and 800-word requirements
Student CV	One-page and detailed versions
Financial Guarantee Letter	Applicant, sponsor, relationship and financial commitment
Sponsor Employment & Income Letter	Employer confirmation with income and contact fields
Recommendation Letter	Academic referee version with signature and contact fields
English-medium Instruction Certificate	School-issued confirmation template
Expected Graduation Certificate	For final-year high school students
No Drug Addiction Statement	Only for universities that request it
Under-18 Guardian Guarantee	Guardian identity and responsibility fields
Application Cover Sheet	A one-page submission index for each university
Requirement Verification Email	A concise email to confirm age, CSCA, language and document rules
Medical Examination Guide	Form completion, hospital stamp, attachments and validity check

Need help choosing universities?

STUDY IN CHINA WITH AROMA EDUCATION
Our Matching Report compares English-taught bachelor's options in China, including costs, scholarship opportunities, age rules, language requirements and CSCA requirements.

Website: eduaroma.com | Email: aromaedu@163.com

Educational information only. Final admission rules are determined by each university.

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