

Academy of Sinology, University of Wales Trinity Saint David (UWTSD)

英國威爾士三一聖大衛大學漢學院

Academic year 2025-2026 admission application Document Checklist

2025-2026 學年申請人提交資料清單

Essential application documents 報名時必需文件	
1.	<p>Both Chinese and English language application forms (for the Chinese application form, please use the English template version)</p> <p>中英文申請表各一份（<u>中文申請表請以中文直接填寫在英文申請表裡</u>）</p>
2.	<p>Handwritten personal statement in classical Chinese and traditional Chinese characters (including your prior learning and experiences in Sinology)</p> <p>以正體字親筆書寫 800 字左右的文言文自傳（須包含自身學習漢學的經歷與體會）</p>
3.	<p>Two reference letters (the letters must be in both Chinese and English languages and signed by the referees with their contact telephone numbers and email addresses. The signature can be in either Chinese or English.)</p> <p>兩封中英文推薦函</p> <p>（中英文推薦函都須有推薦人親筆簽名，簽中文名或英文名皆可。須註明推薦人的電子郵箱與電話號碼。）</p>
4.	<p>ID card and passport copies. ID card must be translated into English and certified by a notary department.</p> <p>身分證與護照（影本）和身分證英文譯本（均須由公證部門認證蓋章）</p>
5.	<p>Fresh graduate – Degree’s certificate and/or graduation certificate copies, must be translated into English and certified by a notary department.</p> <p>Students in their penultimate year– Prior offer letter from the current school or proof of study certificate copy, student ID card copy and all documents must be translated into English and certified by a notary department.</p>

	<p>畢業生——學位證書和/或畢業證書（影本）和英文譯本（須由公證部門認證蓋章）；</p> <p>隔年畢業的在校學生——所在學校的原錄取通知書或現在就讀證明、學生證（影本）和英文譯本（須由公證部門認證蓋章）。</p>
6.	<p>Scanned copies of final academic transcripts or academic transcripts over the years in English and all must be certified by a notary department.</p> <p>畢業成績單或歷年成績單（影本）和英文譯本（須由公證部門認證蓋章）</p>
7.	<p>2025-2026 Background information</p> <p>2025-2026 申請人背景資料表</p>
8.	<p>Previous UK student visa copy (if applicable)</p> <p>先前英國簽證資料（影本）（只限曾在英國就讀者而言）</p>
<p>Documents required after the applicant has received an unconditional offer letter)</p> <p>獲錄取後必需文件（只適用於收到錄取通知書者）</p>	
9.	<p>Self-funding applicants – Bank statement</p> <p>BA: At least £18,000 (circa 180,000 RMB)</p> <p>MA: At least £26,000 (circa 260,000 RMB)</p> <p>Funds must be deposited into applicant’s bank account by May 2025 at the latest and provide the bank statement at the end of June 2025. Funds can be re-allocated after the student visa is granted.</p> <p>自費生 銀行存款證明</p> <p>本科：至少£18,000（約十八萬人民幣）</p> <p>碩士：至少£26,000（約二十六萬人民幣）</p> <p>最晚於 2025 年 5 月底必須存入，獲得學生簽證之後才能動用。此資料可於 2025 年 6 月底遞交。</p>
	<p>A financial sponsorship certificate by scholarship or student loan students (this can be submitted at the end of June 2025).</p>

	獲得獎學金或助學貸款的財務贊助證明（此文件可於 2025 年 6 月底遞交）。
10.	<p>No criminal conviction record and must be translated into English and certified by a notary department. (It is usually valid for 1 to 3 months and it can be submitted at the end of June 2025).</p> <p>無犯罪記錄證明書(良民證)和英文譯本(須公證)(有效期通常為一至三個月。可於 2025 年 6 月底遞交)</p>
11.	<p>TB test certificate in English (it is usually valid for 6 months and for visa application purpose, can be submitted at the end of June 2025.) For the approved clinics, please visit https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk</p> <p>英文肺結核檢查報告 (TB Test) (有效期為 6 個月；作簽證用途，可於 2025 年 6 月底遞交) (指定的肺結核檢測機構：https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk)</p>
12.	<p>IELTS result report (IELTS for UKVI and Immigration Academic), must be submitted by the end of May 2025.</p> <p>雅思成績單 (IELTS for UKVI and Immigration Academic) (最遲須於 2025 年 5 月底申辦學生簽證時提供)</p> <p>For applicants who studied in an English-speaking country, they can provide a Statement of Comparability by using the UK NARIC service.</p> <p>UK NARIC qualification & Institution check (for overseas qualifications only) 適用於取得英語系國家學歷證書者，需申請 NARIC 同等學歷認證。</p>

Please note:

1. All English translated documents must be translated based on the original documents. Please include translation date, name of translator and contact information, as well as signed by the translator.
2. Please group all the “essential application documents” into one PDF file to avoid missing items. If the PDF file is too big, please separate it into several files and name each file clearly (including applicant’s English name), in order for International Registry to file your documents easily.

3. Please send the PDF file(s) to Academy of Sinology at sinology@uwtsd.ac.uk by **15th May 2024**.
4. Please use the applicant's full name on the email sender display name when sending through the application documents.
5. Please use English to name all the file names and see example below (short form for English version is ENG while CHI for Chinese version).

注意事項：

1. 所有英文翻譯文件必須註明是根據原件所譯，並請註明翻譯日期、翻譯人全名和聯繫方式，且翻譯人須簽名。
2. 請將「報名時必需文件」掃描成一個 PDF 文檔，以避免文件散失。萬一檔案太大，需分成幾個檔案時，請在每個檔案名稱都標明申請人的英文姓名，以方便國際註冊組歸檔。
3. 請將上述 PDF 文檔，**於報名截止日 2024 年 5 月 15 日之前**傳到 sinology@uwtsd.ac.uk (英國漢學院郵箱)
4. 為便於辨識，申請人電子郵箱的寄件者名稱，請用全名(例：王○○)。
5. 遞交的文件請以英文命名，如下例所示 (English Version 縮寫 ENG；Chinese Version 縮寫 CHI)：

Example 例示：

List of Application Documents (applicant's name: **Names shown on passport 護照上的中英文姓名**)

Please find the following documents attached in the PDF:

- 001 Completed UWTSO application form (ENG)_Applicant's Name
- 002 Completed UWTSO application form (CHI)_Applicant's Name
- 003 Autobiography in Classical Chinese _Applicant's Name
- 004 Two recommendation letters (both in Chinese and English) _Applicant's Name
- 005 Certified copy of ID _Applicant's Name
- 006 Certified copy of passport _Applicant's Name
- 007 Certified copy of qualification certificates _Applicant's Name
- 008 Certified copy of academic transcripts _Applicant's Name
- 009 List of background information _Applicant's Name

And so on. (其餘附加檔案依此類推)。

6. There is only an English version of the application form so please use this template for both Chinese and English application form respectively. Please also use traditional Chinese characters when filling in the form and ensure that you fill in the last section on the application form.

6.關於中英文申請表說明：由於目前學校官方網站只有英文版本的申請表，因此請申請人以此英文版本之申請表，分別以中英文各填一份申請表。中文版本的申請表請以正體字輸入。

申請表最末頁所提醒的確認項目，請確實勾選。

SECTION M : CHECKLIST

ONE COMPLETED APPLICATION FORM WITH SIGNED AND DATED DECLARATION	✓
CERTIFIED * COPIES OF ORIGINAL QUALIFICATION CERTIFICATES / TRANSCRIPTS	✓
CERTIFIED * COPIES OF PASSPORT	✓
CERTIFIED * COPIES OF CURRENT AND PREVIOUSLY ISSUED VISAS	
IELTS certificates from a UKVI approved IELTS centre (where English / Welsh is not the first language)	✓

7. Please ensure that the stamps or signatures on the certified documents are clear.

7. 請確認公證單位在文件上用印或簽署的資訊清晰。

8. Please ensure that to select “IELTS for UKVI and Immigration (Academic)” category when taking the English language test.

8.請報考 IELTS 的學子們注意，IELTS 分二大類的考試，校方認可的雅思考試為 IELTS for UKVI (Academic)。

	Category 種類	Type 組別
1.	IELTS	Academic
		General
2.	IELTS for UKVI and Immigration	Academic
		General