**未成年人委托书指南**

一, 委托书内容可参考附件3 模板。写明父母、委托人及被委托人信息（姓名、出生年月、护照号码、住址）；

二，委托人声明书及其身份证或护照复印件。声明书中写愿意为其担保，最好是中国人，如果是外国人，需长期在华居住者，并且居留许可有效期可以覆盖学生学习期限，最后签字。

According to Chinese laws, students who are under 18 years old are supposed to provide these documents.

1. A letter of authorization.

Please refer to the template in appendix 3. Your parents should authorize somebody in China as the representative of them to take over all your issues. The name, birthday, passport/ID number, address should be attached.

1. Statement of acceptance from the one who is willing to charge of your issues, he/she must be a long-term resident of China. Attach copy of ID card or passport of both party.

Signature should be handwritten or electronic.