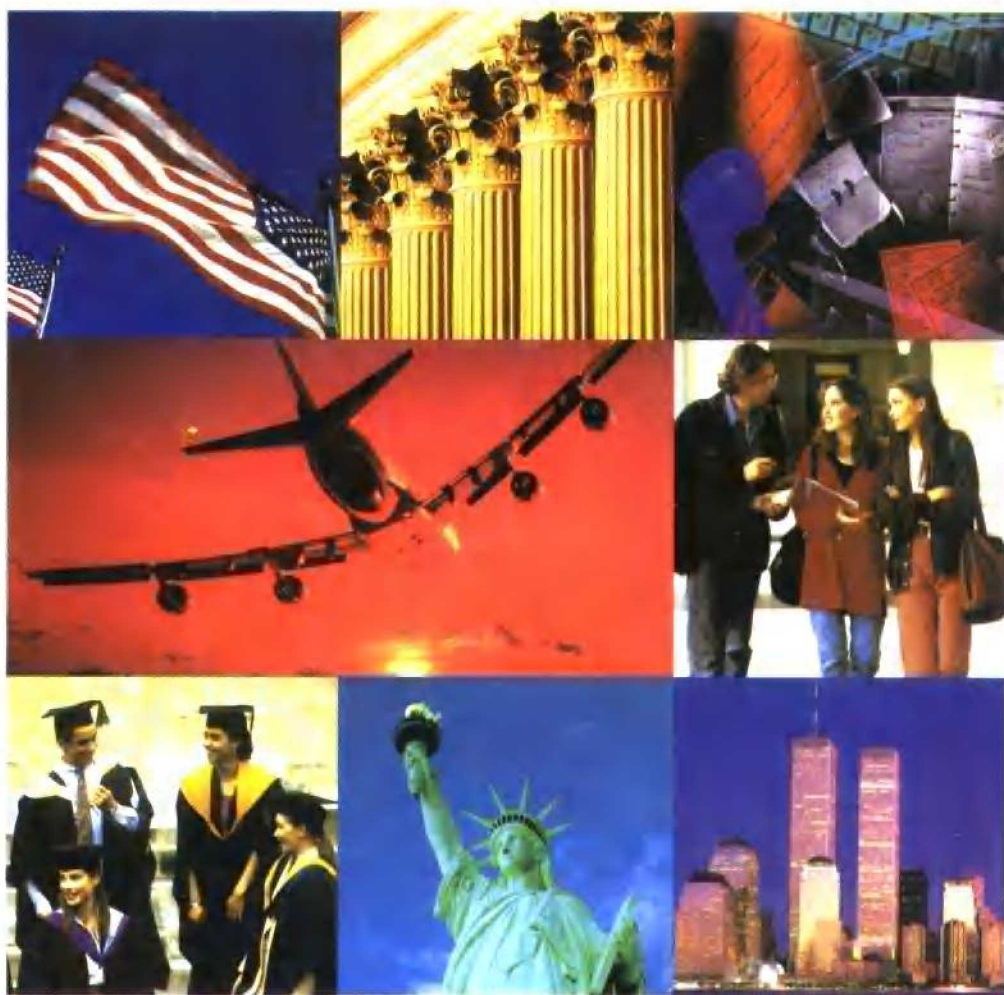


# 赴美留学申请材料剖析

李树 王尔 编著



宇航出版社

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# 序

远渡重洋,出国留学是多少莘莘学子梦寐以求的美事。一则藉此重塑自己的人生,重新书写自己的未来,选择自己喜欢的学校、喜爱的专业,为自己的人生经历添上一笔重彩;二则跨出国门,放眼世界,学习国外的先进科学技术知识。21 世纪的中国需要经过多种文化洗礼、既了解本国的国情又熟谙国外发展的高智能型人才。

然而,多少有志之士在花费了大量的时间、精力和资金去复习、考试、申请之后却竹篮打水一场空。失败是令人沮丧的,然而,只要你树立必然成功的坚定信念,细细分析整个准备和联系过程中各个环节的得与失,你就会看到“曙光在前头”。

从复习、准备考试到最后坐在飞往太平洋彼岸的飞机上这个过程,是繁琐而又复杂的,其中包括许多环节,有复习、考试、索要申请资料、填申请表、准备原大学本科、硕士研究生(乃至博士研究生)阶段中英文成绩单和中英文学位、学历证明(须到原所在学校办理,加盖公章),认真书写个人简历和读书计划,请教授或上司写推荐信,寄材料和申请费,写信到 ETS 中心要求把考试成绩寄送到准备申请的学校,与校方保持联系,时刻关心自己申请的进展,向某些教授作自我推荐,被录取后到公安局申办护照,准备申请签证,订机票、体检、办理某些证件的公证等等不下二十几个环节。任何环节的失误都将导致申请的失败。作为审核者的校方,录取海外学生,主要是基于学生寄给他们的申请表、成绩单、个人简历、读书计划、推荐信以及 GRE、TOEFL 等考试成绩。这些材料能反映出申请者的学术背景、科研能力以及英文表达能力等,即申请者是否具备到他们学校学习和从事高层次研究的能力。因此,这些材料的重要性可想而知。

本书试图从审核者的角度,以实例剖析申请材料的写作模式、写作要点,及地道的英文表述方法,以期抛砖引玉,引起各位申请者的重视,帮助申请者拉近理想与现实之间的距离。

本书是作者在漫长的申请赴美留学过程中的经验之谈、心得之作。由于时间有限,不当之处在所难免,敬请读者批评指正。

最后祝您跨越千山万水,成功到达太平洋彼岸!

作者

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# 1 个人计划

当对自己的人生重新审视,并决定出国深造之时,你或许应为自己制作一个全盘计划。这个计划对申请过程作全面的规划,从时间上控制各个程序的实施,在一个不算太长的时间段里逐步完成各个环节的工作,一步步走向成功。

联系的过程贵在“速战速决”。一旦下定决心,便应全身心地投入。时间的长短要视个人的英语基础而定。一般需经过2年左右的奋斗即可大功告成。

## 1.1 准备考试

目前中国大陆地区举办的考试有 TOEFL(托福考试,一年四次,1月份不含 TWE 测试,5月份、8月份和10月份含 TWE 测试)、GRE(研究生学能测试,分 General Test 和 Subject Test 两种类型)、GMAT(工商管理入学考试)、LSAT(法律学校入学考试)和 TSE(英语口语测试)五种。其中 TOEFL 和 TSE 考试仅为一种语言能力考试,只作为一个基本要求,只要达到了学校在 TOEFL 或 TSE 分数上的最低要求,便对申请奖学金资助没有太多本质上的影响。但 GRE、GMAT 或 LSAT 属于能力测试,其分数反映的是考生学习与思维能力的高低和健全程度,因而对申请奖学金资助影响较大。一般申请者准备并参加了 TOEFL 和 GRE 考试,便可联系美国的许多所学校。一般来讲,英语水平在六级以上者经过半年至一年的准备即可取得较为理想的成绩。

现在,参加 GRE、GMAT、TOEFL 等测试的考生面对的是一个计算机屏幕。计算机测试有其独特之处。考生考完立刻就会知道自己的考试成绩,若成绩不理想,可重新复习准备下一次,不像过去的考生需要等待漫长的两个月。

## 1.2 索要申请表及其他材料

7月份至9月份可发函向学校索要申请表,学校地址及专业情况可由当年出版的“PETERSON'S GUIDE”查到。此时,应广泛撒网,联系面应广一些,信中要写明详细的回信地址、申请者的学术背景、打算申请的专业及学位、准备入学的时间、已取得的 GRE、TOEFL 成绩(或拟参加考试的时间),同时申明索要入学申请表、奖学金资助申请表及其他相关材料。与此同时,回原毕业学校(本科、研究生学习阶段)开出中英文官方成绩单及学历、学位证明。

## 1.3 准备申请材料

9月份至10月份申请人将会收到国外学校寄回的入学申请表、奖学金资助申请表(有的学校无此表)及其他相关资料。有一部分学校寄回的是预申请表(Preliminary Application or Preapplication)而不是入学申请表,让申请人填好后寄回,初步审核合格后再寄正式申请表。有的学校要求申请人填写入学申请表和奖学金资助申请表,而有的学校是不需要填写奖学金资助申请表的,这些学校在录取一名学生的同时,便会决定是否颁授奖学金资助。此时,申请者应认真分析整理、筛选出与自己专业方向相近、能提供奖学金及表格齐全的学校。同时精心准备自己的联系材料,包括个人简历(Resume or Curriculum Vitae)、读书计划(PERSONAL STATEMENT 或其他名称)以及三封教授的推荐信(RECOMMENDATION LETTERS)。因不同的学校对此有不同的要求,应注意针对不同的学校、不同的专业,灵活地调整形式和表述方式,成为完全面对该特定学校的联系材料。这一过程至关重要,许多 GRE、TOEFL 考试的

高分得主由于不太重视联系材料的准备而惨遭失败,而许多考分不很理想的申请者正是利用联系材料,扬长避短,充分渲染自己的优势及其他成绩,如工作经验、发表论文等来打动校方教授,轻松获得资助。因此,一定要认真准备联系材料,既要格式规范、文笔流畅、又要内容新颖,突出自己的个性。

#### 1.4 寄送申请表及其他材料

从经过初选的学校中选出 10 余所学校为重点联系对象(应注意联系个人实际,好、中、差学校兼顾)。此外,联系材料要定稿打印,推荐信要请教授认同并签名,填好申请表,根据学校要求附上本科、研究生阶段的中英文官方成绩单、中英文学历及学位证明,一同寄回学校。同时,准备寄送 TOEFL、GRE 等考试的官方成绩及申请费。注意,对重点联系的学校一定要尊重校方的意见,遵照其要求办理。

#### 1.5 加强联系、自我推荐

11 月份至 12 月份可再挑选出 20 所左右的学校作次重点的联系。可先不交申请费和寄送 GRE、TOEFL 的官方成绩,等待学校反映,如果校方对你的材料很感兴趣,可及时将其调整为重点联系对象,补全所需的材料。同时,可直接与系主任或某些教授联系,作自我推荐,表示自己的敬慕,有时可能有意想不到的收获。

#### 1.6 耐心等待

第二年 2 月份至 5 月份,学校会在此期间作出决定,并寄发通知,在接到一所学校的奖学金通知后,先不要急于答复,可等待一段时间,到 4 月底,再挑出一所自己认为最为满意的学校通知校方,并尽可能地委婉拒绝其他学校,将机会留给别人。如果尚未有一所获奖学校,要耐心等待,并积极与校方联系,表达自己强烈的入学愿望。

#### 1.7 申办护照和签证

每年 5 月份到 7 月份,美国学校发出的 I-20 表雪片般地飞越太平洋,飞到许多申请者手中。幸运的申请者可同时收到几所大学的录取通知书。当选好决定入学的学校后,即可申办护照。办理护照的时间是一个月左右(包括教育局自费留学办公室审核时间)。当拿到护照后,即可去大使馆(或各领事馆)申请签证。签证成功后即可去体检,预订机票,准备赴美之行。联系留学过程至此圆满结束,梦想即将变为现实,人生即将翻开全新的一页,辉煌而又艰难的历程就要开始!

以上是联系赴美留学程序的简单介绍,本书的有关章节还要针对重点的联系文件及关键的细节作详细阐述。申请者可根据个人情况随时灵活调整。联系出国留学是一项艰苦而富有挑战性的工作,只要持之以恒,下定决心,成功一定属于您!

## 2 向学校索取申请材料

### 2.1 向申请学校发函

“好的开始即是成功的一半”，当你向学校发出第一封索取申请表及其他材料的信函时，你便开始了繁琐而又充满挑战性的联系过程。学校的师资力量、奖学金资助情况、招生情况、学校的联系地址、专业情况、对申请者 GPA、TOEFL 及 GRE 等成绩的要求等在当年的“PETERSON'S GUIDE”上有详细介绍。申请者应结合个人实际情况认真挑选与自己专业相近的或自己有意就读的学校 100 所左右，发信索取申请表及其他相关材料；也可用 E-mail 与校方联系索要材料。信函格式应规范，内容应包括以下几点：

- ①详细的回信地址；
- ②拟修的专业及学位；
- ③拟入学的时间；
- ④GRE、TOEFL 等考试的成绩(或拟参加考试的时间)；
- ⑤简单介绍一下自己的学业背景(本科、研究生阶段就读的学校和专业，毕业时 GPA 排名等)；
- ⑥表明入学愿望，索要入学申请表和奖学金资助申请表及相应学科的情况介绍、系师资概况等资料。

### 2.2 实例

这里精选了 7 份申请函作为例子，并附有关表格(表 2-1~表 2-3)供读者参考。

#### 例 1

× × ×  
P. O. BOX 9701-1  
Beijing 100101  
P. R. China  
E-mail: XYZ@WACD

Dear Sir,

I am now studying at the Institute of Geography, Chinese Academy of Sciences, with a major in economic geography. I have done very well in my undergraduate and graduate studies.

I am desirous of pursuing a doctoral degree in economics in your! department in the fall of 1998 and would like to request application materials for graduate admission and financial support.

I have taken the GRE general test in April 1997, and will take the TOEFL test in August 1997. I would greatly appreciate it if you would give me the necessary application materials and relevant information at your earliest convenience.



Sincerely yours,

× × ×

(Signature)

## 例 2

× × ×

P. O. Box 996

Beijing, 100011

P. R. China

E-mail: ABC@EFD

Dear Sir or Madam,

Since Sept. 1995, I have been working as a Research Assistant at the Institute of Physics, Chinese Academy of Sciences. I wish to pursue my Ph.D. degree in Physics at your esteemed program in Fall, 1998.

In July 1992, I got my B.S. degree in physics at Beijing Normal University.

My overall GPA during my undergraduate studies ranks the top 5% among 100 students. After my graduation from BNU, I was admitted to the Graduate school, Peking University. In 1995, I was awarded the M.S. degree in Physics.

I have taken the TOEFL and GRE general tests. My scores on the two tests are 640 (May, 1997; TWE: 5.0) and 2260 (Oct. 1997; V: 670, Q: 800, A: 790), respectively.

At your earliest convenience, please send me an application form, some information on financial support and any other relevant materials concerned with my admission. My addresses are as follows.

× × ×

P. O. Box 996

Beijing, 100011

P. R. China

E-mail: ABC@EFD

I am looking forward to hearing from you.

Best wishes,

× × ×

(Signature)

## 例 3

Dear Program Coordinator,

I wish to apply to the Molecular Biology Ph.D. program provided by your institution. My desired date of entrance is Fall, 1997. At your earliest convenience, please send me a catalog, an application and any information you may have concerning entrance requirements or financial aid. My addresses are

as follows:

× × ×

P. O. Box 2344-5-1

Beijing, 100080

P. R. China

E – mail: × × × @ × × ×

I graduated in 1994 from Shandong University with a B.S. in Biochemistry. At present, I am a second – year M.S. degree student in Biochemistry at the Institute of Microbiology, Chinese Academy of Sciences (Academia Sinica).

I took the GRE in last April and received a score of 2150 (verbal 620, 86% below; quantitative 770, 95% below; analytical 760, 92% below). I plan to take the TOEFL test and the GRE subject in August and October, 1998, respectively.

I would appreciate it if you could send me all the necessary application materials for graduate study admission.

Sincerely yours,

× × ×

(Signature)

#### 例 4

× × ×

P. O. Box 12

Beijing, 101011

P. R. China

E – mail: ASD@WE

Dear Sir,

I would like to request application materials for graduate admission and financial support. I plan to pursue a doctoral degree in physics and begin my study at your institution in Fall, 1999.

Two years ago, I completed my undergraduate study at Beijing Normal University and obtained my B.S. degree. My undergraduate record is among the top 2% of my class.

I have taken the TOEFL and GRE general tests. My scores on the two tests were 637 and 2300, respectively. I would appreciate it if you could forward the necessary application materials and relevant information at your earliest convenience.

Sincerely yours,

× × ×

(Signature)

例 5

× × ×

Department of Electronic Engineering  
Beijing Institute of Technology  
Beijing, 100087  
P. R. China  
E-mail: × × × @ × × ×

Dear Sir,

I am at present a senior student at the Department of Electronic Engineering, Beijing Institute of Technology (BIT) with a major in Optoelectronics. I am desirous of applying for your graduate program in × × ×.

I am 22 years old now. I have made good grades in the courses of Physics and Mathematics. By studying Physics, I have got not only knowledge and methods, but also plenty of pleasure. I decide to apply the knowledge of Physics to the solution of biological problems. I shall obtain my B.S. degree in the summer of 1999, after 4 years' study at BIT. I intend to take the TOEFL and GRE General Tests in the May and October of this year, respectively. I would like to know if my schedule is practical.

Being a young woman, I need more chance to study. However, I have not any financial support for my graduate study. I wish I could get your Scholarships or Assistantships to provide for my studying and living cost at your school.

Your help and advice will be very important for my future. I would greatly appreciate it if you would give me a reply and relevant information at your earliest convenience.

Sincerely yours,

× × ×

(Signature)

例 6

Dear Sir,

I, the undersigned, am at present a senior student at Huanan Institute of Technology. I am desirous of going to the United States for further studies in engineering courses, especially electric engineering. I am now beginning to gather information about one of the American Universities, which will suit my purpose best not only in my prospective courses of study but also with reference to the possibility of a scholarship before I graduate in the coming summer.

You will be helping shape my future career for me. I hope you will kindly do what you can for me and send me a catalog, an application form, and information about your entrance requirements.

Very truly yours,

× × ×

(Signature)

例 7

Dear Chairman,

I am at present a graduate student in the Geography Department of Hunan University. Upon graduation from Hunan University in this coming summer, I plan to continue my study in your University. Hence, I make bold to request your kindness in supplying me the information about my prospective courses of study and the possibility of a scholarship or an assistantship for Ph.D. program.

If possible, I would like to obtain application forms and entrance requirements for your University.

Sincerely,

× × ×

(Signature)





表 2-2 研究生申请入学财力证明表(佐治亚大学)

Office of Graduate Admissions  
The University of Georgia  
Athens, Georgia 30602 - 7402  
**CERTIFICATION OF FINANCES**

**Important:** United States visa regulations require that admission be based upon both academic acceptance and satisfactory evidence of adequate funds to meet all the expenses a student will incur each year of study. Answer all questions below and on the reverse side of this form. Obtain all required signature(s). Return bank statements and affidavits of support from individual sponsors or official letters from sponsoring organizations with this form to the office of Graduate Admissions.

1. Name \_\_\_\_\_  
LAST (FAMILY)
FIRST
MIDDLE

2. Mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Will any of your dependents(including your spouse)join you in the United States? \_\_\_\_\_ If yes, will they arrive with you? \_\_\_\_\_ If yes, list below each dependent's name as it will appear on his/her passport, date of birth, and relationship to you. (Please refer to the "Estimated Student Budget"below for the cost of each dependent per year. )

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ESTIMATED STUDENT BUDGET**  
1995 - 96

Tuition and Fees	\$ 2,265. 00
Housing	700. 00
Meals	625. 00
Books and Supplies	225. 00
Personal Expenses	750. 00
Insurance	150. 00
One Quarter Total	\$ 4,715. 00
Academic Year, 3 Quarter Total	\$ 14,145. 00
Twelve Months	\$ 18,860. 00

\* Law, Forestry and Veterinary School tuition slightly higher.

NOTE: The cost for each dependent who will accompany you is as follows: Spouse- \$ 4,500 per academic year; Child- \$ 2,400 per academic year; 2 Children- \$ 4,200 per academic year. If any dependents will accompany you, you need to inform the Graduate Admissions Office of his/her name, birth date, and relationship to you in item 3, above.

Tuition rates are subject to change without notice

续表 2-2

Source of Funds	1st Year	2nd Year	3rd Year	4th Year
Personal Funds A bank official must attach a statement on the bank's stationery verifying the amount you indicate.	US \$	US \$	US \$	US \$
Parent and/or Sponsor (print each name below*). The signature of a parent or sponsor is required as a guarantor on the certification below. Your sponsor must have an official of his/her bank attach a statement verifying his/her ability to provide you with the funds he/she has indicated.	US \$	US \$	US \$	US \$
Your Government/Sponsoring Agency (Name): Enclose with this form a signed copy of your letter of award.	US \$	US \$	US \$	US \$
The University of Georgia: (Please print type of award)	US \$	US \$	US \$	US \$
Other; please specify: (print name) Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry.	US \$	US \$	US \$	US \$
TOTALS	US \$	US \$	US \$	US \$

What is the present exchange rate of your currency to the U. S. Dollar? \_\_\_\_\_ = \$ 1

#### SPONSOR VERIFICATION

I verify the following: (1) I have read the information provided on this form; (2) all information is true and accurate; (3) sufficient funds are available and will be provided as needed and required to support the applicant's studies at The University of Georgia.

Sponsor's Name \_\_\_\_\_ Sponsor's Signature \_\_\_\_\_

Relationship of Sponsor \_\_\_\_\_ Address \_\_\_\_\_  
to Applicant \_\_\_\_\_

#### APPLICANT VERIFICATION

I verify the following: (1) I am responsible for payment of all fees and expenses required to support my studies at The University of Georgia; (2) the above information is true and correct; (3) the total amount of money (excluding travel funds) available to me for my first academic year in the United States is US \$ \_\_\_\_\_; (4) the total amount available for each subsequent year of study is/will be US \$ \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Last (Family)

First

Middle

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



表 2-3 研究生申请入学财力证明表(伊利诺伊大学)

University of Illinois  
at Springfield

Financial  
Affidavit

ATTENTION: A complete and correct affidavit is required for admission. Both sides of this form must be completed before the application for admission will be considered.

Please Print \_\_\_\_\_

(Family Name) (First Name) (Middle Name)

Country of Nationality \_\_\_\_\_ Date of Birth \_\_\_\_\_

PLEASE CHECK ( ) I plan to come alone.

APPROPRIATE BOX ( ) I plan to bring the following dependents (spouse and/or children) listed below:

Please Print \_\_\_\_\_

(Name) (Relationship)

(Name) (Relationship)

(Name) (Relationship)

The United States Department of Justice, Immigration and Naturalization Service, requires the University of Illinois at Springfield to determine your financial eligibility. An I-20AB or IAP-66 (for the issuance of a visa) cannot be issued until this form is completed to our satisfaction and returned to this office.

Refer to the information on education costs to determine the amount of money you will need for study at the University of Illinois at Springfield. You should also indicated how you will meet your expenses for each subsequent year. In computing expenses, remember Student (F-1) and Exchange Visitor (J-1) visa holders will not be authorized to work except in extraordinary circumstances. Therefore, you should not expect part-time or summer employment to be a significant means of support.

If you plan to bring your spouse and/or children, you must certify a proportionately larger amount: \$3,300 per year for your spouse and \$2,200 for each child. Note that your spouse may obtain permission to work only if you hold a J-1 Exchange Visitor visa and then only for his/her own and any children's support. Spouses of F-1 Student visa holders are not permitted to work under any circumstances.

# MINIMUM ESTIMATED EXPENSES FOR ONE YEAR

(Fall, Spring, Summer)

1995-96

	Undergraduate	Graduate
Tuition and Fees (two terms)	\$ 5,821. 20	\$ 5,893. 20
Tuition and Fees (Summer)	1,389. 30	1,407. 30
Books and Supplies	905. 00	864. 00
Incidentals (transportation, clothing, personal, etc. )	1,500.00	1,500. 00
Food, Housing, and Utilities	5,784. 00	5,784. 00
Mandatory Health Insurance	265. 00	265. 00
TOTAL:	\$ 15,664. 50	\$ 15,713. 50

NOTE: International students are not required to attend summer school; total yearly expenses may be reduced by the cost of summer school if you are not planning to attend, (Subtract the summer tuition and fees from the total cost figure.)