

# Document Checklist

## *Required submissions for the NNTC Guardian Service*

Please prepare clear scanned copies (PDF preferred) of each item below and email them as attachments to guardian@nntc.com.cn.

### **A. Student Documents**

- Copy of student passport (photo page)
- Copy of valid Chinese visa or admission letter from UNNC
- Two recent passport-sized photographs (white background)
- Copy of birth certificate (with notarised English translation if applicable)
- Health declaration / vaccination record

### **B. Parent / Legal Guardian Documents**

- Copies of both parents' / legal guardians' passports or national ID
- Notarised proof of parental relationship
- Signed Guardianship Application Form (this package)
- Signed Letter of Entrustment authorising NNTC to arrange a local guardian
- Contact details (email, mobile, WeChat) for emergency communication

### **C. Submission & Payment**

- Confirmation of service-fee payment (bank receipt or screenshot)
- Preferred contact language for the appointed guardian (English / Chinese)

*Once all documents are received and verified, NNTC will issue the official Guardian Confirmation, followed by the Guardianship Letter and Apostille for visa processing.*