研究生申请者如何获得导师意向表？

How to get the mentor’s co nsent form to apply for po stgr aduate programs ？

获取导师意向表是研究生申请流程中至关重要的步骤，一般需要较长的准备时间，因此建议

研究生申请者优先开始准备此项材料。以下为获取导师意向表的分步指导：

I t is the most important proced ure to g et a mentor’s consent form w hen applying for

postg rad uate prog rams. It t akes usuall y most of your time t o prepare and succeed. Please

prioritize your preparation for thi s document once you start y our application. Here are some

ti ps:

第 一步 仔细阅读 官网发布的 外籍研究 生硕博招 生简章 ，并参照 附件中的 “导 师名 录” 选定申

请专业及导师。此时可选择一位到多位符合自己研究方向的导师进行初步联系。建议可通过

网络搜索，了解导师的研究领域或阅读导师发表的论文。

Step 1 Pl ease read careful ly the admission brochure post at the school official w ebsi te and

choose the majors and mentors you w ould like to appl y based on t he catalo g attached on

the web pag e. For ini tial contact, you can choose one or more mentors. You are advised to

do a w eb s earch to und erstand more about the mentors’ research fields or to read their

publ icati ons.

第二步 按照导师名录提供的导师邮箱地址，发邮件联系导师。请务必在邮件正文中注明申

请编号并附上 C V。此外，如能提供相关学术论文或研究计划，会使导师更为详细地了解申

请者的学术背景和学习方向，从而加大接受申请的机率。

Step 2 C ontact the mentor by email . Mentors’ email add resses are provid ed in the catalog.

Please include your application ID and CV. Besides, it will help the mentor to know better

about your academic background and research goals thus increase your chance to get the

acceptance if you provide previous research papers or a study plan.

第三步 根据所联系导师的反馈，选定一位作为申请导师。在官网招生简章附件中下载《上

海中医药大学导师接收外籍研究生意向表》，并填写申请人相关信息后，发给导师。同时，

将 申 请 阶 段 要 求 完 成 的 一 篇 综 述 写 作 发 给 导 师 （ 详 见 ：

https://iec.shutcm.edu.cn/2017/1214/c147a9554/page.htm）。如申请导师对综述测试有另行

要求，请按照导师给出的要求完成综述。

Step 3 C hoose only one mentor as your prospective mentor based upon all the feedback

you have received. D ow nload the consent form and fi ll in only your own information

required on the form and send it to the mentor. Meanwhile, make sure you also send the

summary test (See: https://i ec.s hutcm.edu.cn/en/2020/1217/c611a129593/pag e.ht m) to the

mentor. Please follow your mentor’s instruction on summary w riti ng i f hi s or her

requirements are d ifferent from w hat the school post online.

第四步 等待导师在意向表中填写综述是否通过并签字表示接受意向。请耐心等待导师发回

意向表，如经多次邮件联系后导师仍无回信，请及时与招生办公室联系，招办将协助沟通 。

Step 4 Wait for t he mentor to give feed back on your summary test and to sig n his or her

consent in the form and send i t back to you. T his might take a couple of weeks. Pleas e

contact admi ssi ons office if you coul d not g et any replies after several contacts to the

mentor.

注意：取得导师签字的意向表仅表示导师对申请者有招收意向，并不代表申请者已被录取。

申请者须以意向表完成网上申请流程并获得面试资格。通过面试后，申请者才能被正式录取。

Note : Receiving a consent form s igned by a mentor does not mean you are ad mitted but

onl y means you are q ualifi ed to ente r the following interview. You must complete your

onl ine application and pass the intervi ew to get admitted.