

研究生申请者如何获得导师意向表？

How to get the mentor's consent form to apply for postgraduate 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：

It is the most important procedure to get a mentor's consent form when applying for postgraduate programs. It takes usually most of your time to prepare and succeed. Please prioritize your preparation for this document once you start your application. Here are some tips:

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 Please read carefully the admission brochure post at the school official website and choose the majors and mentors you would like to apply based on the catalog attached on the web page. For initial contact, you can choose one or more mentors. You are advised to do a web search to understand more about the mentors' research fields or to read their publications.

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 CV。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 Contact the mentor by email. Mentors' email addresses are provided 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 Choose only one mentor as your prospective mentor based upon all the feedback you have received. Download the consent form and fill 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://iec.shutcm.edu.cn/en/2020/1217/c611a129593/page.htm>) to the mentor. Please follow your mentor's instruction on summary writing if his or her requirements are different from what 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 the mentor to give feedback on your summary test and to sign his or her consent in the form and send it back to you. This might take a couple of weeks. Please contact admissions office if you could not get 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 signed by a mentor does not mean you are admitted but only means you are qualified to enter the following interview. You must complete your online application and pass the interview to get admitted.