



TIPS FOR FILLING FORMS 表格填寫指南

Complete Your Form Accurately

請正確填寫表格

- All forms submitted to California International Theological Seminary must be completed in English, and foreign language translations of forms are to be used only as an aid to inform limited English proficient and non-English speaking persons.
提交給加州國際神學院的所有表格都必須以英文填寫，表格的外文譯本僅用於幫助英語水平有限者和非英語人士瞭解情況。
- You are encouraged to fill in form electronically whenever possible, keeping the font size and spacing consistent. If you hand write your answers, use black or blue ink. Make sure that everything you write on the form is clear so the information you provided can be clearly read when we process your form.
我們建議您盡可能以電子方式填寫表格，並保持字體大小和間距一致。如果您手寫答案，請使用黑色或藍色墨水。確保您在表格上填寫的所有內容都清晰可見，以便我們在處理您的表格時可以清楚地閱讀您提供的信息。
- Before you begin to fill in the blanks, read everything on the application carefully. After you complete the form, read it again to ensure no information is missing.
在開始填寫之前，請仔細閱讀申請表上的所有內容。填寫完表格後，請再次閱讀以確保沒有遺漏任何信息。
- Remember to sign your form in the space provided for your signature. We will reject and return any unsigned form.
請記得在表格的簽名處簽名。我們將拒絕並退回任何未經簽名的表格。
- Supporting documentation 證明文件：
 - Supporting documents must be in English or accompanied by a complete English translation which the translator has certified as complete and accurate. The English translation must be accompanied by the translator's certification that they are competent to translate from the foreign language into English.
證明文件必須為英文，或附有完整的英文譯本，且譯者證明該譯本完整準確。英文譯文必須附有譯者的證明，證明他們有能力將外語翻譯成英語。
 - Legible copies of official documents are copies that:
正式文件的清晰影印本須符合以下條件：
 - ✓ Are not blurry or faded;
不模糊或褪色；
 - ✓ Do not have streaks or toner lines;
沒有條紋或墨粉線；
 - ✓ Are not upside down, lopsided, skewed, or distorted;
沒有顛倒、傾斜、歪斜或扭曲；
 - ✓ Do not have text that is obscured or missing due to folded pages; and
沒有因頁面折疊而遮蓋或遺失的文字；以及
 - ✓ Have pages that are completely illegible.
完全難以辨認的頁面。
 - Do not send the original documents unless specifically requested in the form instructions or applicable regulations. If you send original documents with your form when not required or requested, CITS may destroy them in accordance with the Federal Records Act and applicable U.S. National Archives and Records Administration-approved general retention schedules. We will not return original documents to you automatically.
除非表格說明中有特別要求，否則請勿遞送原件。如果您在不需要或未被要求的情況下隨表格寄送文件原件，學院可能會根據《聯邦記錄法》和適用的美國國家檔案和記錄管理局批准的一般保留時間表銷毀這些文件。我們不會自動將原件退還給您。
- All forms and supporting documents submitted must be single-sided, standard 8½ x 11 letter-size pages.
提交的所有表格和證明文件必須為單面、標準 8½ x 11 英寸信紙大小的頁面。