

Student Application Guide

学生申请指南

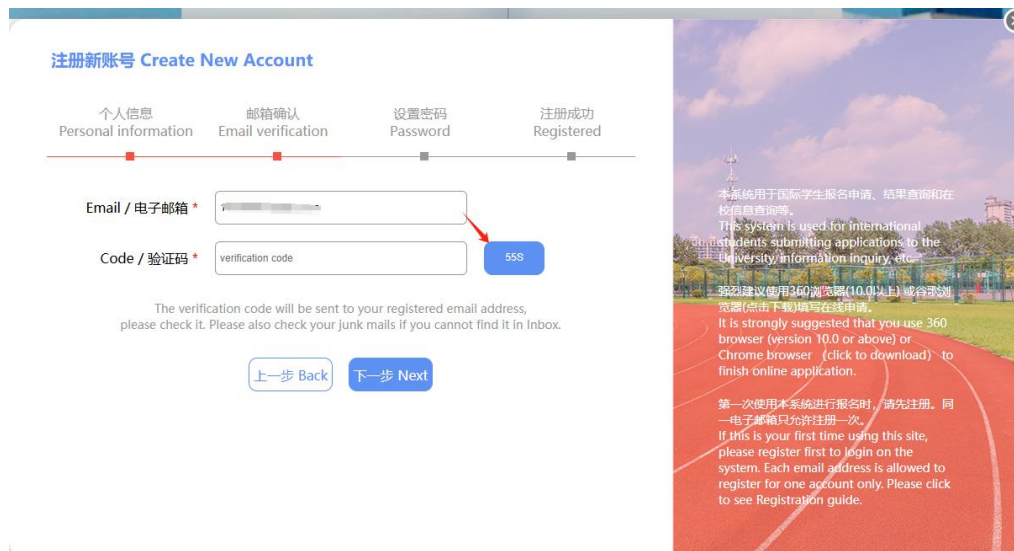
1. 申请步骤 Application process

Open the URL and click the "Register" button. Follow the instructions to fill in your details. Once registered, you will receive a verification code by your registered email. Enter this verification code in the designated field to activate your account.

Please keep a secure record of your username and password..

打开网址，点击“注册”按钮，按照页面提示填写信息。注册成功后，系统将向您的注册邮箱发送验证码。请将此验证码填写至系统指定位置，即可激活您的账号。

请牢记你的账号和密码。



1.1 After your account is activated, return to the login page, and enter your username, password, and verification code to access the system.

账号激活后，返回登录页面，输入你的账号、密码和验证码即可登录系统。



1.2 Click Start Application

点击“在线申请”按钮



1.3 Please read the "Application Instructions" carefully. After confirming that you understand and agree to all terms, please click the "I Agree" box to continue.

请仔细阅读《申请须知》的全部内容，确认无误后，请勾选“我同意”并进入下一步。

在线申请
Start Application
返回 Back

Application Notes / 申请须知：

通知

1. 2024年春季学期课程报名已截止，我校已开放2024年秋季学期课程报名系统。

2. 申请人保证在申请过程中所填写和提交的材料真实无误。如因申请人个人原因造成的信息错误、失真而带来的不良后果，将由申请人自行承担。

NOTICE

1. Enrollment for 2024 Spring intake is closed. Application for 2024 Fall intake is opened.

2. You should make sure all provided information and materials are factually correct. You understand that you may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information provided be false.

I Agree / 我同意

1.4 After clicking "I Agree", you will be asked whether you have an admission code. If yes, simply enter and submit it. If not, please select your application category manually and proceed by clicking "Next".

点击“我同意”后，系统将引导您确认是否拥有招生代码。若有，请在相应位置填写并点击“提交”；若无，请手动选择招生类别，并点击“下一步”。

Application Notes / 申请须知：

通知

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2. 申请人保证在申请过程中所填写和提交的材料真实无误。如因申请人个人原因造成的信息错误、失真而带来的不良后果，将由申请人自行承担。

NOTICE

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I Agree / 我同意

FAST PASS: If you already have the program's please fill in the code to enter the right program for application 快速通道：如果您知晓项目的招生代码，请输入代码以快速进入对应的申请项目。

招生代码 Project Code:

If you have Project Code, you can enter here and click "Submit"
若已获得招生代码，请在此处填写后点击《提交》

Please select an enrollment category / 请选择招生类别：

交换生 Exchange Student

个人自费 Self-support Student

1.5 To get started, simply choose the program you wish to apply for and click the "Apply" button. You will then be guided to complete your application.

请根据你的意愿选择对应的专业，随后点击“申请”按钮，即可开始填写申请信息。

在线申请
Start Application
返回 Back

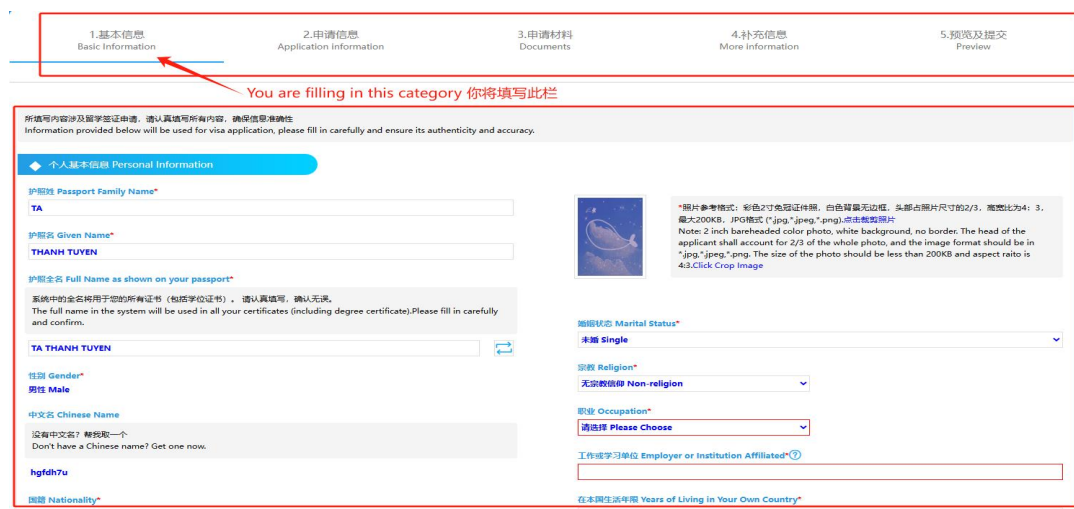
学历 Degree: 语言 Taught by: 专业 Program: 学院 College:

院系 College	学生类别 Degree	学习专业 Program	授课语言 Taught by	学费 Tuition fee	学制 Duration	报名期限 Application period	操作 Operation
国际文化交流学院 College of International Cultural Exchange	短期团组 Short-term Group	中国文化 1 Chinese Culture 1	中英文 English & Chinese	0 RMB / W	2W	~2024-06-10	<input type="button" value="申请 Apply"/>

All results 1 / 1 page

1.6 You will be guided through 5 sections in the online application, including Basic Information, Application Details, and Supporting Materials, etc. Simply follow the on-screen instructions to complete each step. Please note: Fields marked with a red asterisk (*) are required and must be completed.

整个在线申请流程包含 5 个填写步骤，主要涵盖基本信息、申请信息、申请材料等栏目。请根据系统提示逐步完成。请注意，标有红色符号的* 为必填信息，请勿遗漏。



1.7 Scroll down for filling additional information. You are required to fill in your Correspondence Address. Please fill in "Home Address" first. If your "Current Address" is the same as "Home Address", you can put a tick in the red box.

关于“通讯地址”的填写，请您先填写“家庭地址”部分。如果您的“当前地址”和“家庭地址”相同，为节省您的时间，可以直接点击“与本国家庭通讯地址相同”按钮，信息将自动填充。

Please note: We currently do not support Gmail. Please use an alternative email service. If you must use Gmail, ensure the address is correct and check system notifications and your inbox regularly for important updates.

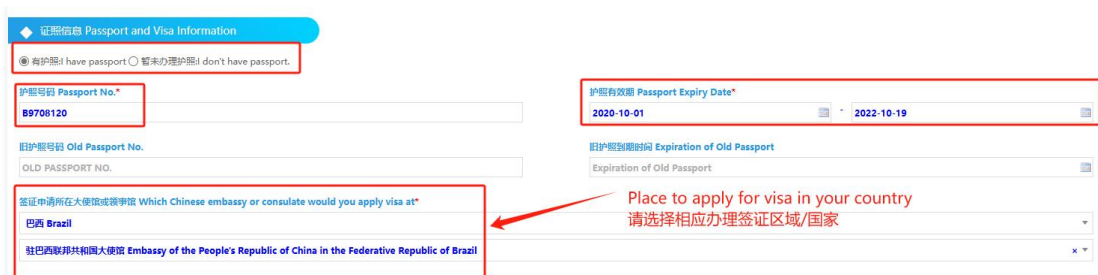
*请注意：*常用邮箱暂不支持使用 Gmail 邮箱。建议您使用其他常用邮箱。若您暂

无其他邮箱，请确保 Gmail 填写正确，并及时关注系统通知与站内信件，以免遗漏重要信息。



1.8 Please ensure the passport number and expiration date you have provided are correct. A key requirement is that your passport must have at least six months of remaining validity. If it does not, please apply for a new passport and inform the school once you receive it so we can update your records. Regarding visa application procedures for your destination, we advise you to contact the local Chinese embassy or consulate for the most accurate and current information..

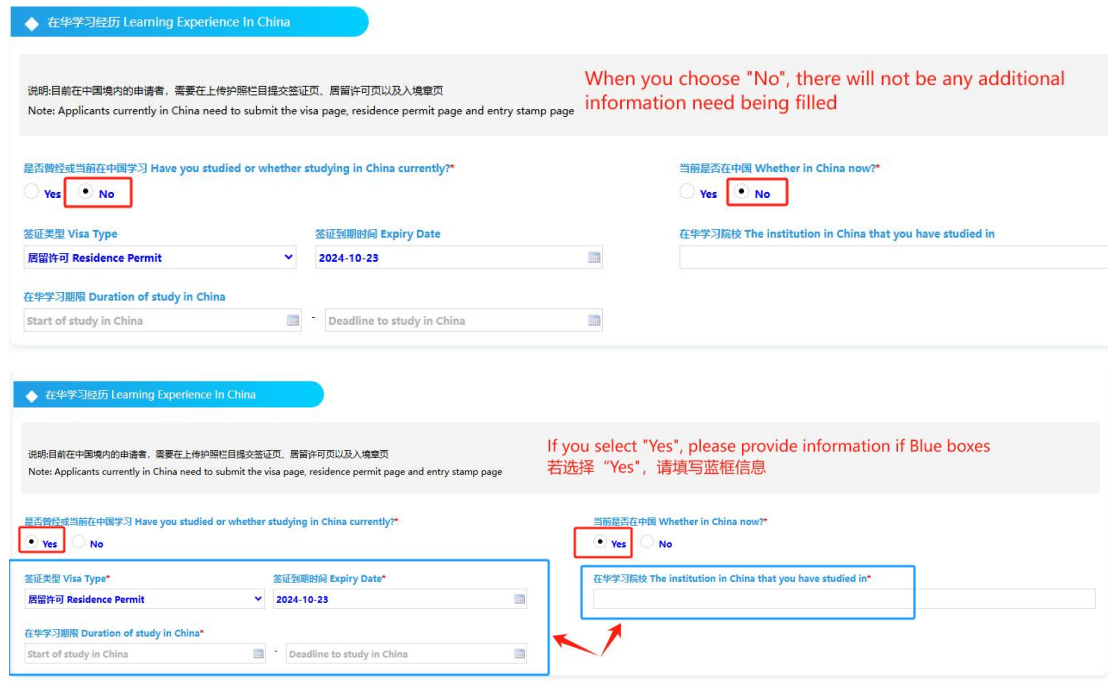
请仔细核对所填写的护照号码及护照有效期。如您的护照有效期不足 6 个月，需在办理新护照后及时通知学校更新信息。关于签证办理区域/国家的具体要求，请您所在地的中国领事馆/大使馆咨询详情。



1.9 Please indicate if you have studied in China. Selecting "Yes" will reveal additional required fields for you to complete. Selecting "No" allows you to

proceed directly to the next step.

如果你曾在中国学习，请选择“是 (Yes)”。系统将自动为您增加对应的必填信息项，请随后如实填写。如果你未曾在中国学习，请选择“否 (No)”，即可直接进入下一步。



The image displays two screenshots of a web form titled "在华学习经历 Learning Experience In China".

Top Screenshot: Shows the "No" option selected for both "是否曾经或当前在中国学习 Have you studied or whether studying in China currently?" and "当前是否在中国 Whether in China now?". A red note states: "When you choose 'No', there will not be any additional information need being filled".

Bottom Screenshot: Shows the "Yes" option selected for both questions. A red note states: "If you select 'Yes', please provide information if Blue boxes 若选择 'Yes', 请填写蓝框信息". Blue boxes highlight the "Residence Permit" type, the "2024-10-23" expiry date, and the "Institution in China" field.

1.10 To add information for "Financial Sponsor Information", "Guarantor Information", or "Emergency Contact", please click the "Add" button in the corresponding section. The system will display a form with required fields. After completing the form, click "Save". Once saved, you can edit the information by clicking the pencil icon, or delete it by clicking the trash can icon.

如需填写“经济担保人信息”、“事务担保人信息”或“紧急联系人信息”，请点击对应板块的“添加”按钮。系统将显示需填写的必填项，请如实填写后点击“保存”。操作完成后，如需修改已填写的信息，请点击该条信息旁的“铅笔”图标；如需删除，请点击“垃圾桶”图标。

◆ 经济担保人信息 Financial Sponsor's Information ⓘ

姓名 Name	关系 Relationship	国籍 Nationality	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	添加 Add
DAHGSDN	父亲 Father		BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	

◆ 事务担保人信息 Guarantor's Information ⓘ

姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	添加 Add
DAHGSDN	父亲 Father	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	

◆ 紧急联系人 Emergency Contact ⓘ

请确保信息真实有效，以便紧急情况取得联系
Please make sure the contact information is real and correct in case of emergency.

姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	添加 Add
DAHGSDN	父亲 Father	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	

返回 Back 保存并继续 Save and Continue 下一步 Next

姓名 Name*

关系 Relationship with the student*

机构/单位 Institution/Employer*

国籍 Nationality

职业 Occupation*

行业类型 Industry Type*

邮箱 Email: *

电话 Phone or Mobile*

保存 Save 关闭 Close

1.11 Please always remember to click the "Save and Continue" button after completing the form. Once you have confirmed the information is saved, you may proceed to the next step.

请务必在填写完信息后，点击“保存并继续”按钮。确认信息已保存后，再进入下一步。

◆ 事务担保人信息 Guarantor's Information ⓘ

姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	添加 Add
DAHGSDN	父亲 Father	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	

◆ 紧急联系人 Emergency Contact ⓘ

请确保信息真实有效，以便紧急情况取得联系
Please make sure the contact information is real and correct in case of emergency.

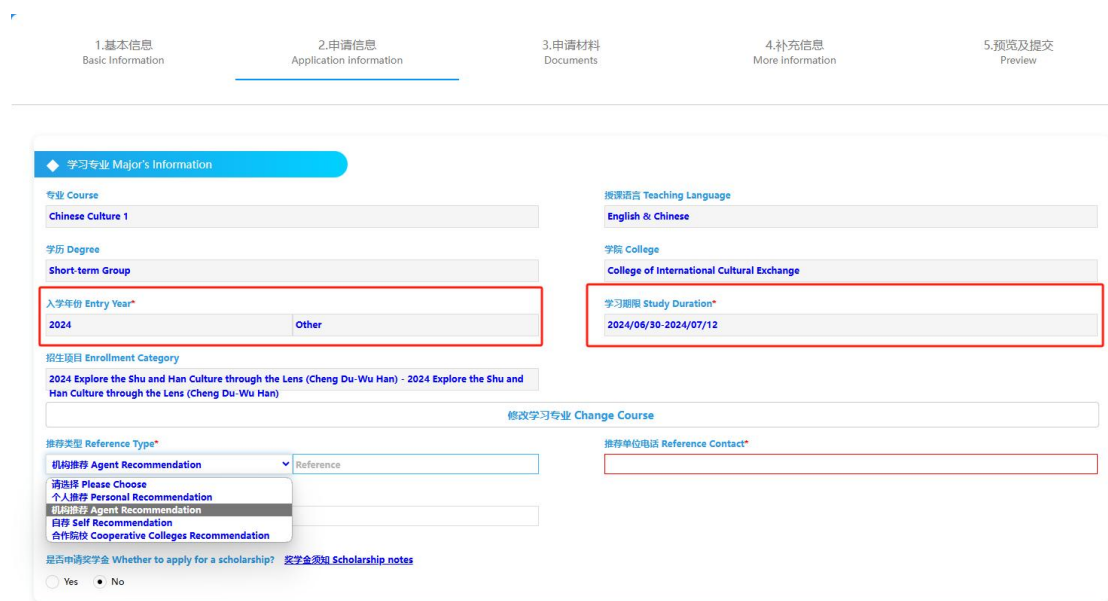
姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	添加 Add
DAHGSDN	父亲 Father	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	

返回 Back 保存并继续 Save and Continue 下一步 Next

1.12 Please verify that the "Entry Year" and "Study Duration" under your Major

information are accurate. For the "Reference Type", please make a selection. You may choose "Self-Recommendation" or another applicable type. If you select a type other than "Self-Recommendation", please complete the additional required fields as prompted by the system..

请核对“学习专业”下的“入学年份”与“学习期限”信息是否准确。推荐类型”请选择：可选择“自推”，或根据实际情况选择其他类型。若选择其他类型，请按系统提示填写对应的必填信息。



The screenshot shows a web application form with five tabs: 1. Basic Information, 2. Application Information, 3. Documents, 4. More Information, and 5. Preview. The 'Application Information' tab is active. The 'Major's Information' section includes fields for 'Course' (Chinese Culture 1), 'Degree' (Short-term Group), 'Entry Year' (2024), 'Teaching Language' (English & Chinese), 'College' (College of International Cultural Exchange), and 'Study Duration' (2024/06/30-2024/07/12). A dropdown menu for 'Reference Type' is open, showing options: 'Agent Recommendation', 'Personal Recommendation', 'Self Recommendation', and 'Cooperative Colleges Recommendation'. There is also a 'Reference' text field and a 'Reference Contact' text field.

1.13 The Language Proficiency section is divided into two columns for entry:.

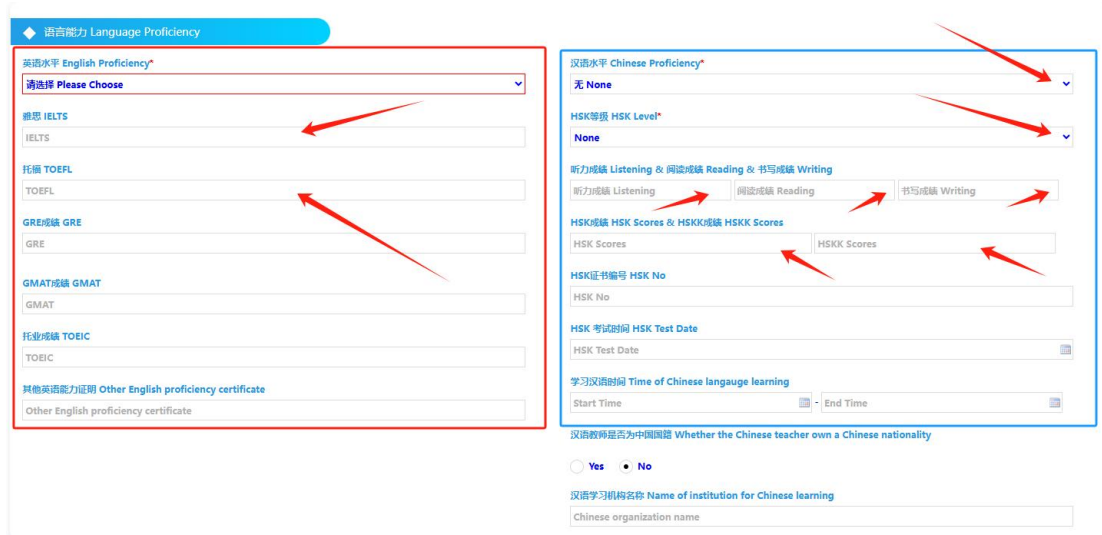
- Left Section (English Proficiency): Please enter your total test score based on the type of English proficiency certificate you hold (e.g., TOEFL, IELTS).
- Right Section (Chinese Proficiency): First, select your Chinese proficiency level. Then, choose your obtained HSK certificate level in the "HSK Level" field. Afterwards, enter your individual skill scores (e.g., Listening, Reading, Writing) in the corresponding fields according to your certificate.

语言能力部分分为左右两栏填写：

- 左边部分 (英语水平): 请根据你的英语等级证书类型，填写对应的考试总成

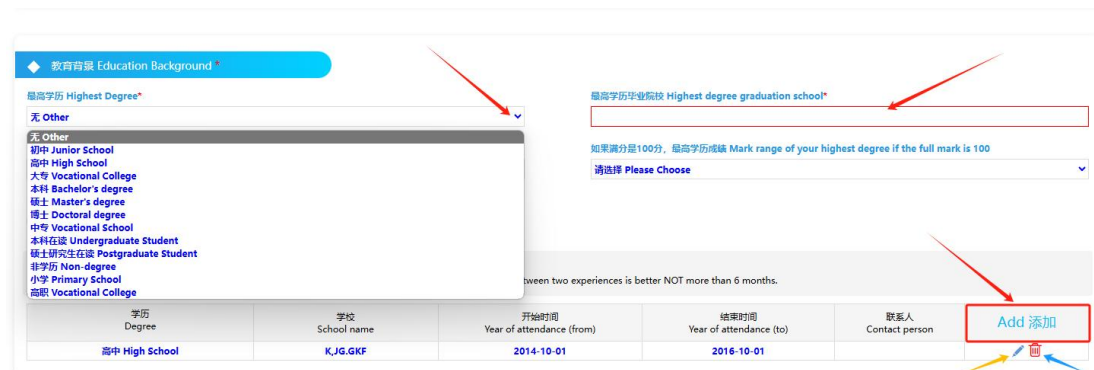
绩。

- 右边部分 (汉语水平): 请先选择您的汉语水平等级, 并在“HSK 等级”栏中选择您获得的 HSK 证书级别。随后, 请根据证书上的信息, 在对应栏位中填写各单项分数。



1.14 Please complete the "Educational Background" section by first entering your "Highest Degree" and "Graduation Institution". Then, click "Edit" to provide the full details for that degree (e.g., dates, major). If you have other educational experiences to list, click "Add" (if applicable).

请按以下步骤填写“教育背景”信息：请务必在“最高学历”及对应的“毕业院校”栏中如实填写。请点击“编辑”按钮，以补充该最高学历的完整信息（如入学/毕业时间、专业等）。若需填写其他教育经历，请点击“添加”按钮进行补充。



学历 Degree	学校 School name	开始时间 Year of attendance (from)	结束时间 Year of attendance (to)	联系人 Contact person
高中 High School	K,J,G,GKF	2014-10-01	2016-10-01	

1.15 For both the "Work Experience" and "Family Member " sections, click the

"Add" button to enter the relevant information. After entering the information, be sure to click "Save and Continue", then go to the next step.

“工作经历”和“家庭成员信息”请点击“添加”按钮后填写相应信息。填写好后请务必点击“保存并继续”，然后进入下一步。

工作经历 Work Experience

请按时间顺序，从最近的时间开始填写，两段经历的时间间隔最好不要超过6个月。
Please fill in from the latest time in chronological order. Any gap between two experiences is better NOT more than 6 months.

开始时间 Year of attendance (from)	结束时间 Year of attendance (to)	单位名称 Company	职业 Occupation	证明人 Reference	联系电话 Phone/Mobile	联系邮箱 Email	Add 添加
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是否曾经在华工作 Have you ever worked in China?
 Yes No

在华工作单位 Work Place in China

在华工作期限 Working Duration in China
 From to

家庭成员信息 Family Members

请务必填写父母信息，可增加其他家庭成员。
The parents' information is required.
请填写至少两条家庭成员信息！
Please input at least two family members information

姓名 Name	关系 Relationship	国籍 Nationality	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	Add 添加
DAHGSDN	父亲 Father	阿尔巴尼亚 Albania	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	 
DAHGSDN	母亲 Mother	阿富汗 Afghanistan	BHDAHBAZ	职员 Clerk	2325	4267@QQ.COM	 

1.16 For the "Application Materials" section, please note that the system imposes a file size limit. To save time, please verify your files before uploading. After uploading, ensure to click the "Save and Continue" button to confirm the action.

“申请材料”部分，请注意：系统对上传材料的大小有限制。为节省您的时间，请在上传前仔细检查文件。上传后，请务必点击“保存并继续”按钮以确认操作。

1.基本信息 Basic Information 2.申请信息 Application information **3.申请材料 Documents** 4.补充信息 More information 5.预览及提交 Preview

◆ 申请人材料 Application Documents

上传材料 UPLOAD DOCUMENTS
The uploaded file type needs to be *.jpg,*.jpeg,*.png,*.bmp,*.doc,*.docx,*.pdf,*.xls,*.xlsx Maximum file size 5M*

护照 Valid passport * Scan To Upload 扫码上传 Choose File 上传

最高学历证明 Graduate certificate * Scan To Upload 扫码上传 Choose File 上传

最高学历成绩单 Highest academic transcripts * Scan To Upload 扫码上传 Choose File 上传

体检报告 Medical report Scan To Upload 扫码上传 Choose File 上传

学习计划 Study plan Scan To Upload 扫码上传 Choose File 上传

推荐信 References Scan To Upload 扫码上传 Choose File 上传

上一步 Previous 保存并继续 Save and Continue 下一步 Next

1.17 In the "More Information" section, you may upload a self-introduction video if applicable. Otherwise, simply leave it blank. Please ensure all other information is filled out accurately.

关于“补充信息”栏目，若有自我介绍视频请上传，若没有请忽略，其它信息如实填写即可。

1.基本信息 Basic Information 2.申请信息 Application information 3.申请材料 Documents **4.补充信息 More information** 5.预览及提交 Preview

◆ 申请人视频 Applicant's Video

上传材料 UPLOAD DOCUMENTS
The uploaded file type needs to be *.mp4, *.rmvb,*.avi, *.mov, *.mkv, *.wmv Maximum video size 50M

自我介绍视频 video of Self-introduction Scan To Upload 扫码上传 Choose File 上传

◆ 国籍背景申报 Nationality Background Declaration

移民指申请人原为中国公民(含港澳台地区),后移民到外国并取得外国国籍。请申请者根据个人情况勾选以下信息。如符合上述情况请在勾选后认真阅读申报要求。否则影响后续录取。
Immigration refers to the applicant with a Chinese citizen (including Hong Kong, Macao and Taiwan), and immigrated to a foreign country and obtained foreign status. If you meet the above conditions, please provide the related information.

申请者是否为移民 Are you an immigrant? *
 Yes No

父母双方或一方是否为中国公民 Whether one or both parents are Chinese citizen? *
 Yes No

原来自国家或地区 Original Country or Region
请选择 Please Choose

何时取得当前国籍 When did you get the current citizenship?

1.18 You are welcome to add any relevant awards in the optional "Award

Information" section. If you are under 18, however, please note that you must first request the official "Guardian Information" form by emailing the school. After filling it out, upload the completed form to the specified area in the system.

补充说明（奖励信息）：如果你有相关奖项，可在“奖励信息”部分自愿补充填写。

特别注意（未满 18 岁）：如果你未满 18 周岁，请先通过邮件联系学校获取专用的“监护人信息”模板，填写后，再上传至系统指定位置。



奖励信息 Award Information					
奖励名称 Name of award	奖励性质 Reward type	奖励等级 Award Level	奖励领域 Reward areas	奖励时间 Reward time	Add 添加

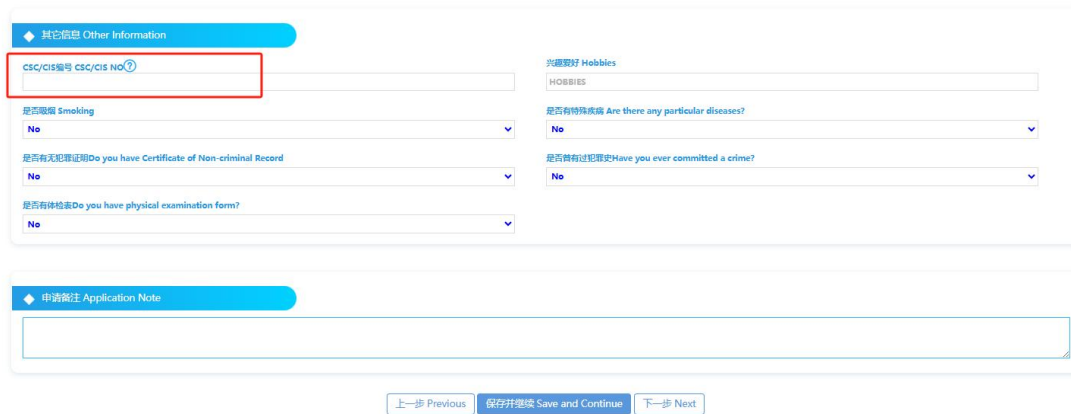
监护人信息 (仅针对18岁以下学生) Guardian Information (for applicants age below 18 years old)						
姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	Add 添加

1.19 For all other information, please provide accurate details. Regarding the red box on the page:

If you are a self-funded student or an applicant for the "Chinese Government Scholarship", leave the red box blank. Do not enter any information.

If you are applying for the "International Chinese Language Teachers Scholarship", you must accurately enter your CIS Application Number in the red box.

其他信息如实填写即可。如果你是自费生，或者申请的是“中国政府奖学金”：该红框区域请留空，无需填写任何信息。如果你申请的是“国际中文教师奖学金”：请务必在该红框内准确填写您的 CIS 申请号。



◆ 其它信息 Other Information

CSC/CIS编号 CSC/CIS NO.?

兴趣爱好 Hobbies
HOBBIES

是否吸烟 Smoking
No

是否有特殊疾病 Are there any particular diseases?
No

是否有无犯罪证明 Do you have Certificate of Non-criminal Record
No

是否曾有犯罪史 Have you ever committed a crime?
No

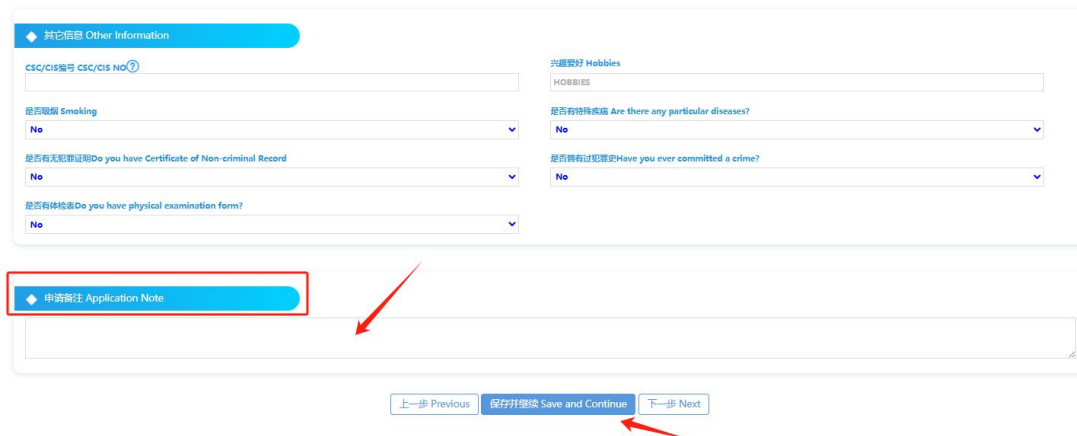
是否有体检表 Do you have physical examination form?
No

◆ 申请备注 Application Note

上一步 Previous 保存并继续 Save and Continue 下一步 Next

1.20 If you need to provide any additional information, please leave a message in the "Application Note" section. After entering your remarks, please click the "Save and Continue" button.

如需补充其他信息，请在“申请备注”栏中填写留言。填写完毕后，请点击“保存并继续”按钮。



◆ 其它信息 Other Information

CSC/CIS编号 CSC/CIS NO.?

兴趣爱好 Hobbies
HOBBIES

是否吸烟 Smoking
No

是否有特殊疾病 Are there any particular diseases?
No

是否有无犯罪证明 Do you have Certificate of Non-criminal Record
No

是否曾有犯罪史 Have you ever committed a crime?
No

是否有体检表 Do you have physical examination form?
No

◆ 申请备注 Application Note

上一步 Previous 保存并继续 Save and Continue 下一步 Next

1.21 Important: Once submitted, your application information cannot be changed.

If you confirm that all information is accurate, click YES to submit formally. If you need to review or modify your application, click NO to go back. We recommend that you carefully review all information before proceeding.

请最终确认：您的申请信息提交后将不可更改。

如果你确认信息完全无误，请点击 YES 正式提交。如果你仍需检查或修改，请点

击 NO 返回。建议在点击前，务必仔细核对所有信息。

The screenshot displays the '5. 预览及提交' (Preview and Submit) step of the application process. A modal dialog box titled '提示 Notice' is centered on the screen, asking '是否要提交申请?' (Are you going to submit the application?) with 'Yes' and 'No' buttons. A red arrow points from the 'No' button to the '返回 Back' button at the bottom of the page. The background shows the '基本信息 PROFILE' section with fields for passport name, family name, given name, Chinese name, gender, nationality, date of birth, country of birth, place of birth, current location, mother tongue, marital status, and religion. Below this is the '其它信息 OTHER INFORMATION' section with fields for supervisor, hobbies, special diseases, special examinations, CSC/CIS number, smoking status, non-criminal record, and physical examination form. At the bottom, there are buttons for '上一步 Previous', '提交申请 Submit', '下载申请表 Download application form', and '返回 Back'.

基本信息 PROFILE	
护照姓名 Passport Name	TA THANH TUYEN
护照姓 Passport Family Name	TA
护照名 Given Name	THANH TUYEN
中文名 Chinese Name	hgfdhfu
性别 Gender	男性 Male
国籍 Nationality	越南 Vietnam /
出生日期 Date of Birth	1995-10-04
出生国家或地区 Country or District of Birth	越南 Vietnam
出生地点 Place of Birth	DSAD
当前是否在中国 Whether in China now?	No
母语 Mother Tongue	阿非利堪斯语 Afrikaans
婚姻状态 Marital Status	未婚 Single
宗教 Religion	无宗教信仰 Non-religion

其它信息 OTHER INFORMATION	
导师 Supervisor	CSC/CIS编号 CSC/CIS NO
兴趣爱好 Hobbies	是否吸烟 Smoking No
是否有特殊疾病 Are there any special diseases? No	是否有无犯罪证明 Do you have Certificate of Non-Criminal Record? No
是否有特殊记录 Are there any special diseases? No	是否有体检表 Is there a physical examination form? No

申请备注 APPLICATION NOTE

上一步 Previous 提交申请 Submit 下载申请表 Download application form 返回 Back