

# HOW TO APPLY ONLINE FOR A SELF-ENROL OR EXCHANGE STUDENT APPLICATION

1. Go online and enter this website address <http://istudy.scnu.edu.cn/>

Please select your **preferred language** (中文/ English) located in the upper right corner of the page



a. If you **have not** already registered for an account, you will need to click “Register”



Then create your own member account

After you have **successfully created** your own account, you can use your username and password to login

The image shows a 'Member register' form window. It contains the following fields: '\*User Name:', '\*Password:' (with 'weak', 'middle', and 'strong' indicators), '\*Confirm Password:', '\*E-mail:', and '\*Verify Code:' (with a box showing 'IDTL'). Below the fields is a note: 'Please register with valid email address, or you cannot activate your account(do not use @naver email box)'. At the bottom, there are 'Register' and 'Close' buttons. A small note at the very bottom says: 'After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link'.

b. If you **have** already registered for an account, you will need to “Login”

2. After your login has successfully gone through, you will need to choose your program

**Choose your program:**

Self-sponsored

Exchange Student

Next

**申请人保证/I hereby affirm that:**

1)上述各项中填写的信息和提供的材料真实无误。如因个人信息错误、失真造成不良后果，责任由本人承担。  
All information and materials provided are factually true and correct. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.

2)在华期间，遵守中国的法律和法规，不从事任何危害中国社会秩序的，与本人来华学习身份不相符合的活动；  
During my stay in China, I shall abide by the laws and decrees of the Chinese government, and will not participate in any activities which are deemed to be adverse to the social order in China and are inappropriate to the capacity as a student;

3)在学期期间，遵守学校的校纪校规，尊重学校的教学安排。  
During my study in China, I shall observe the rules and regulations of the university, and will concentrate on my studies and researches, and will follow the teaching programs provided by the university.

3. Please select or enter in your details in the fields before clicking “Find”.

Apply for Department

School of Fine Arts  
City and Culture College  
School of Geography  
School of Physics and Telecommunication Engineering  
School of Music  
School of History and Culture  
School of Physical Education and Sports Science  
School of Law  
School of Computer Science  
Mekong College

Apply for Major

International Economy and Trade  
Bioengineering  
Resources and Urban Planning  
Chinese Language  
Material Chemistry  
Network Engineering  
Bioscience  
Sociology of PE  
English  
Parkland

Home Application Application Query Inbox [unread: 0] Outbox Message to Administrator

Query Option

Apply for Department Please choose

Apply for Major Please choose

Research Field

Teaching Language -choose-

find return

Research Field

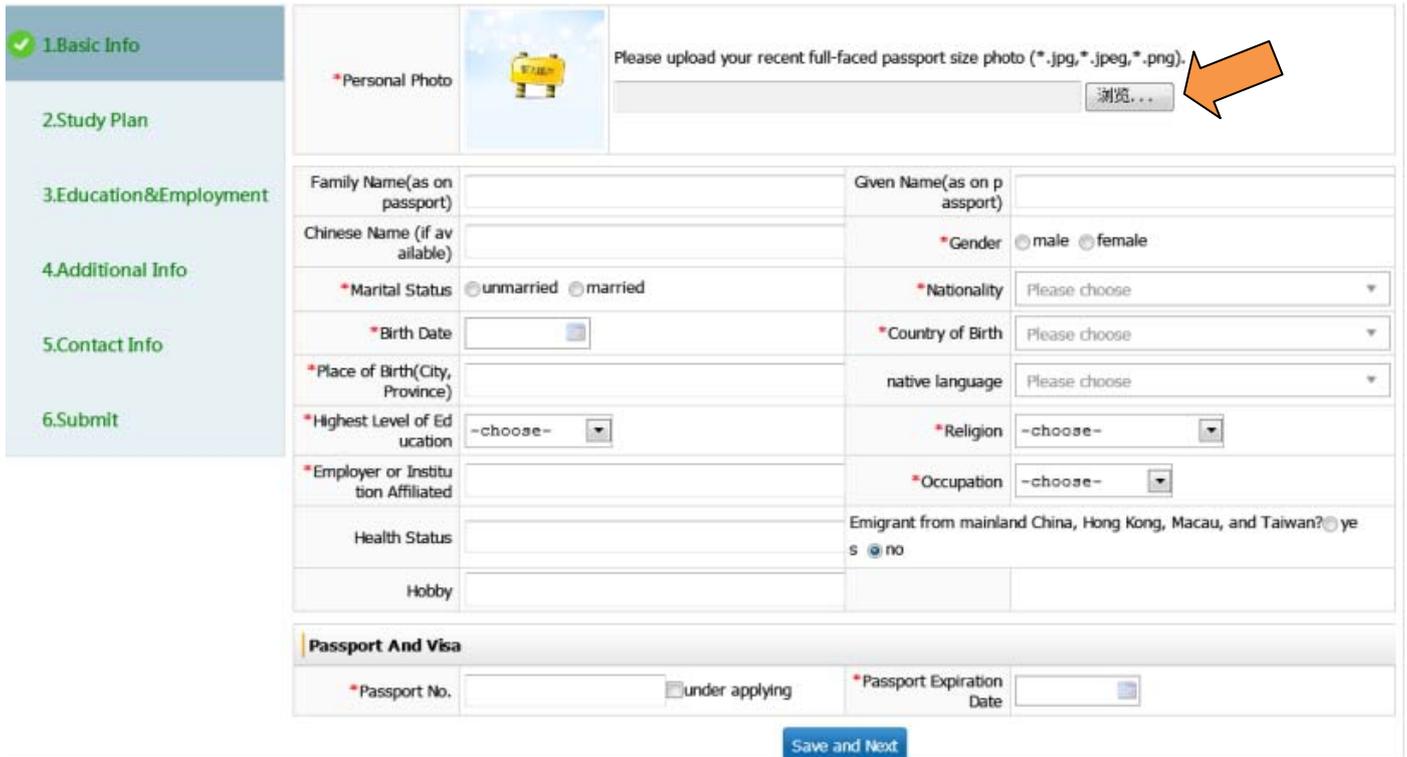
Teaching Language -choose-  
-choose-  
English  
Chinese

4. Then, “Apply” for your study plan from the search results shown in the Study Plan List

Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General Visiting Student	School of Fine Arts	Artistic Design	Chinese	2015-12-15 23:59:59		Apply

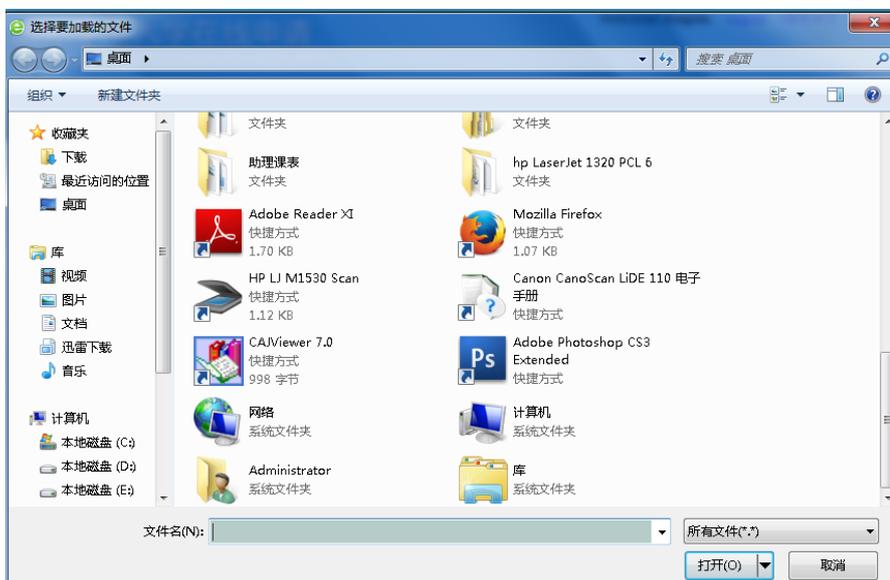
## 5. Please complete the following details on each page

### a. 1. Basic Info



The screenshot shows a web form titled "1. Basic Info" with a sidebar menu on the left containing items: 1. Basic Info (checked), 2. Study Plan, 3. Education & Employment, 4. Additional Info, 5. Contact Info, and 6. Submit. The main form area has a "Personal Photo" section with a placeholder image and a text prompt: "Please upload your recent full-faced passport size photo (\*.jpg, \*.jpeg, \*.png)." Below this is a "浏览..." button, which is highlighted by an orange arrow. The form contains various input fields and dropdown menus for: Family Name, Given Name, Chinese Name, Gender (radio buttons for male/female), Marital Status (radio buttons for unmarried/married), Nationality, Country of Birth, Place of Birth, native language, Highest Level of Education, Religion, Employer or Institution Affiliated, Occupation, Health Status, Emigrant from mainland China, Hong Kong, Macau, and Taiwan?, and Hobby. At the bottom, there is a "Passport And Visa" section with fields for "Passport No." and "Passport Expiration Date". A "Save and Next" button is located at the bottom right of the form.

To attach documents/images, please click on “浏览” and a window screen (like the one shown below) should appear



Then, select your file of interest by clicking on “打开”.

## b. 2. Study Plan

<ul style="list-style-type: none"> <li>✓ 1. Basic Info</li> <li>✓ 2. Study Plan</li> <li>3. Education &amp; Employment</li> <li>4. Additional Info</li> <li>5. Contact Info</li> <li>6. Submit</li> </ul>	<b>Language Proficiency</b>			
	<b>Chinese Proficiency</b>			
	*Language Proficiency	-choose-	HSK Level	-choose-
	New HSK Oral Level	-choose-	New HSK Writing Level	-choose-
	Other Language Proficiency			
	<b>Study Plan - General Visiting Student</b> <a href="#">Edit Study Plan</a>			
Program	General Visiting Student			
Department	School of Fine Arts	Major	Artistic Design	
Teaching Language	Chinese			
*Study Duration	2015-09-01-2016-01-15			
<b>Recommended by(1)</b>				
Name		Relationship with the applicant		
Organization		Mobile		
Phone Number		Email		
Nationality	Please choose	Job		
Address		Fax Number		
		<a href="#">Previous</a>	<a href="#">Save and Next</a>	

## c. 3. Education & Employment

<ul style="list-style-type: none"> <li>✓ 1. Basic Info</li> <li>✓ 2. Study Plan</li> <li>✓ 3. Education &amp; Employment</li> <li>4. Additional Info</li> <li>5. Contact Info</li> <li>6. Submit</li> </ul>	<b>Educational Background</b> <span style="float: right;"><a href="#">Add</a></span>																																																					
	*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation																																																	
	2014-03-03	2015-11-05			<a href="#">delete</a>																																																	
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <span>◀◀</span> <span>Mar</span> <span>2014</span> <span>▶▶</span> </div> <div style="margin-left: 10px;"> <span style="color: red; font-weight: bold;">1M</span> </div> </div> <table border="1" style="font-size: small; text-align: center;"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>1</td> </tr> <tr> <td>2</td><td style="background-color: #e0f0ff;">3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <div style="margin-top: 5px;"> <span>🔄</span> <span>Clear</span> <span>Today</span> <span>OK</span> </div>					Sun	Mon	Tue	Wed	Thu	Fri	Sat	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
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			<b>Personal statement including study plan</b> (* .jpg, * .jpeg, * .png, * .doc, * .docx, * .pdf): Chinese and language of your country <input type="text"/> <a href="#">浏览...</a>																																																			
			<b>Recommendation letter from the Office of International Affairs of the sending university</b> (* .jpg, * .jpeg, * .png, * .doc, * .docx, * .pdf) <input type="text"/> <a href="#">浏览...</a>																																																			
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			<b>Information page of valid passport or ID</b> (* .jpg, * .jpeg, * .png, * .doc, * .docx, * .pdf) <input type="text"/> <a href="#">浏览...</a>																																																			
			<b>Police clearance certificate</b> (* .jpg, * .jpeg, * .png, * .doc, * .docx, * .pdf): Students who will be involved field-trip activities are required to submit <input type="text"/> <a href="#">浏览...</a>																																																			
		<a href="#">Previous</a>	<a href="#">Save and Next</a>																																																			

#### d. 4. Additional Info

- ✓ 1. Basic Info
- ✓ 2. Study Plan
- ✓ 3. Education & Employment
- ✓ 4. Additional Info
- 5. Contact Info
- 6. Submit

**Family Status** Add

*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place	
Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete
Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete

**Financial Supporter**

Guarantor name	<input type="text"/>	The guarantor Addr	<input type="text"/>
The guarantor Tel	<input type="text"/>	Relationship with applicant	<input type="text"/>
Organization	<input type="text"/>	Email	<input type="text"/>

**Emergency Contact**

*Name	<input type="text"/>	*Mobile	<input type="text"/>
*Phone Number	<input type="text"/>	*Email	<input type="text"/>
Organization	<input type="text"/>	*Address	<input type="text"/>

Previous
Save and Next

#### e. 5. Contact Info

- ✓ 1. Basic Info
- ✓ 2. Study Plan
- ✓ 3. Education & Employment
- ✓ 4. Additional Info
- ✓ 5. Contact Info
- 6. Submit

**Home Country Address**

*Street Address	<input type="text"/>	*Phone Number	<input type="text"/>
*City/Province	<input type="text"/>	Mobile	<input type="text"/>
*Country	Please choose	*Zipcode	<input type="text"/>

**Current postal address**

Same as the Home country address  Other

*Personal Email	buxin5@126.com
*Mobile/Phone Number	<input type="text"/>
*Address	<input type="text"/>
*Zipcode	<input type="text"/>

**\*Mailing the Admission Notification**

Collect In Person  Send to Another Address

Previous
Save and Next

6. After you have successfully entered all your details, your “Application Status” will appear.

Please **carefully check** that all entered details are **correct** by scrolling through your application

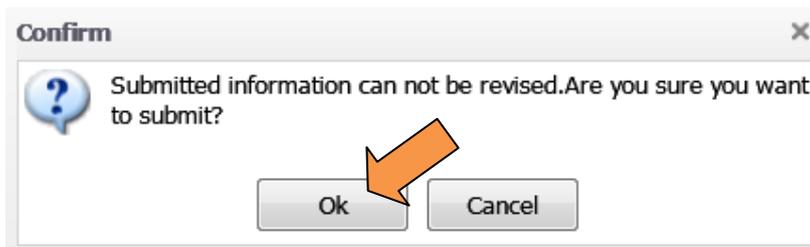
- ✓ 1. Basic Info
- ✓ 2. Study Plan
- ✓ 3. Education & Employment
- ✓ 4. Additional Info
- ✓ 5. Contact Info
- 6. Submit

🔔 **Application Status : filled in** Submit **Application No. :** **Financial Resources for Study : Exchange Student On The Universities Level** **Campus :**

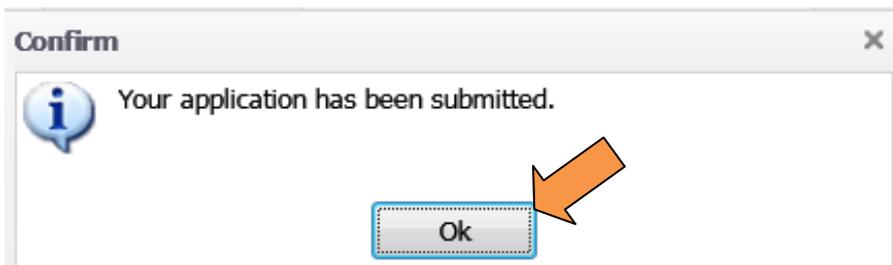
	Family Name(as on passport)	XXXX	Given Name(as on passport)	XXXXX
	Chinese Name (if a available)	XXXX	Gender	
	Marital Status		Nationality	
	Birth Date		Country of Birth	
	Place of Birth(City, Province)		native language	
	Highest Level of Education		Religion	
	Employer or Institution Affiliated		Occupation	
	Health Status		Hobby	
	Are you an emigrant from other country or region?no			

7. After you have ensured that all details are accurate, please click “Submit”.

Please confirm by clicking “Ok”.



Another message box will appear to indicate that your **application** has been **successfully submitted**



You have successfully lodged your application.

Your application will be processed.

**Further notices** will be directed to your **account** or sent to your **Inbox**.