

CAU

FOREIGNERS WISHING TO STUDY IN CHINA

Application Instruction

China Agricultural University

2019-10

**China Agricultural University
International Students Office**

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1 Registration

Registration website: <http://apply.cau.edu.cn/>

The page is as the picture below. Please click the button at the upper right corner for language shift (Chinese/English).



Registration button is on the right side:



1.1 Enter the registration page

Click "Register" and enter the page of "Registration Agreement" as in the following picture.

注册协议

申请人应遵守如下事项:
I hereby affirm that:

(1) 网上申请过程中填写的所有信息和提供的所有材料均应真实无误。如发现提供虚假信息 and 材料, 一经发现, 学校有权拒绝申请。对于已经入学者, 如发现曾提供虚假信息 and 材料, 学校有权终止其学习, 并取消学籍, 造成的损失由本人承担。
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 rejection of application, admission revocation or expulsion, if the information I've certified be false.

(2) 在华期间, 申请人有义务了解并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 have the obligation to understand and 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) 在学期间, 申请人有义务了解并遵守学校的校纪校规, 尊重学校的教学安排。
During my study in China, I have the obligation to understand and 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.

拒绝 接受

Please read it carefully, choose "Accept" and enter the page of user registration.

1.2 User Registration

Please fill in all information as in the picture below:

Member register

*User Name:

*Password: weak middle strong

*Confirm Password:

*E-mail:

Please register with valid email address, or you cannot activate your account(do not use @naver email box).

*Verify Code: G D S N

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link

Register Close

Attention: " * " means compulsory. The registration could not be submitted if it is empty!

Attention: E-mail must be authentic. It is the only way to retrieve the password so please write an authentic one and remember it!

Click the button "Register" and complete user registration.

1.3 Receiving the email

After registration, you need to enter the email you have used for registration to check user name and password, and click the activation link to activate your account. Please see below:

You have already registered on China Agricultural University Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:

User name is ○ password is ○

Please click the link to activate your account.

Entry for activation: <http://apply.cau.edu.cn/member/active.do?password=1244bfa37b2b1cca53e81b&username=aol>

For more information, please login on the system. [China Agricultural University Online Application Platform](#)

您已在“中国农业大学国际学生服务平台”中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。

您的注册信息为：

用户名为：○，密码为 ○

请点击下面的链接，激活账号。

注册激活链接入口：<http://apply.cau.edu.cn/member/active.do?password=7a4b1244bfa37b2b1cca53e81b&username=aol>

详情请登录 [中国农业大学国际学生服务平台](#)查看

2 Sign in

Open the page and fill in the user name, password and verified code. Click on “Sign in”.



3 Password change & retrieving

change password

Sign in the home page and click “change password” as in the picture below:



Fill in the old password and the new one, and then click "save".

Retrieve password

Click "Forgotten password" in the sign in page, fill in user name/e-mail and verified code and click "submit" as in the picture below:



4 Resend activation email

Click "Resend email to activate", fill in user account or email, password and verified code, and click "Resend email to activate" in the pictures below:



5 Application

5.1 Enter the application page

Enter the application home page after signing in. Click "Online Application" to enter application page as in the picture below.



5.2 Choose program

First, choose your program and then click "Next" as in the picture below:



5.3 Choose your type

Choose your type and click "Next" as in the picture below:

The page for "Self-sponsored"



The page for "Exchange student"



The page for "Beijing Government Scholarship"

The page for "Chinese Government Scholarship"

5.4 Choose study plan

Choose the program you want to apply for, or search for it: fill in query option information (department, research field, major, teaching language) and click "Find". There will be programs that meet the query information. Please choose the program you want to apply for and click "Apply" on the right side as in the picture below:

Study Plan Name	Department	Major	Research Field	Duration From To	Years	Teaching Language	Application Period	Notes	Operation
Doctoral Student	College of Water Resources and Civil Engineering	Agricultural Biological Environment and Energy Engineering	Agricultural Business and Engineering	2021-09-01--2025-07-15	4	Chinese	2019-12-19 00:00:00--2020-03-20 23:59:59	中文授课 注: 汉语水平考试合格证、普通话水平测试合格证	Apply

Displaying 1-1 of 1 items Per Page: 21 Items: 11 4 Page: 1/1 of 1

Please note: exchange students should choose the department you would like to study in or the department required by home university (only apply for one).

5.5 Fill in information

5.5.1 Fill in basic information

Fill in basic information as required in the picture below.

Please note that “*” means compulsory; if it is not filled then the application could not be saved. When fill in nationality, country of birth, native language, religion and occupation, students need to click the upside-down triangle on the right of the box and choose from the drop-down list; nationality and country of birth could also be typed in the box and push enter to confirm; for birth date please select year, month and day in the calendar and click “ok”.

Please check the information filled in carefully (name as on passport, gender, date of birth, nationality, place of birth and passport number).

For personal photo please click “Add your photo”, choose the local photo and click “open” to upload (the photo uploaded **should be passport size** and the format should be *.jpg, *.jpeg, *.png).



Click "Save and Next" after filling in all information to the next step.

5.5.2 Fill in Study Plan

Fill in the study plan as required. Click "Save and Next" when finish as in the picture below:

Home	Application	Application Query	Inbox (unread)	Outbox	Message to Administrator
1. Basic Info	Language Proficiency				
2. Study Plan	English Proficiency				
3. Education & Employment	Language Proficiency	TOEFL		GRE	
4. Additional Info		GMAT		IELTS	
5. Contact Info	Other Language Proficiency				
6. Application Form Preview	Study Plan - General visiting student Edit Study Plan				
	Program	General Visiting Student			
	Department	International College Beijing	Major	Media and Communication	
	Teaching Language	English			
	*Study Duration	2020-09-01-2023-01-15			
	Recommender #				
	Name	XXXX	Relationship with the applicant	XXXXXXXXXX	
	Organization	XXXX	Mobile	XXXXXXXXXX Example: +86-13812345678	
	Phone Number	XXXXXXXX Example: +86-01-12345678	Email	XXXXX	
	Nationality	America	Job Title	XXXXXXXX	
	Address	XXXX	Tax Number	XXXXXXXX	
				<input type="button" value="Previous"/> <input type="button" value="Save and Next"/>	

If you apply for the program of "General Visiting Student", please choose your study duration (one semester or one year/two semesters) in "Study Plan". Please make sure that all information is correct. In this part, you may also click "Edit Study Plan" to change the program:

Study Plan - General visiting student Edit Study Plan					
Program	General Visiting Student				
Department	International College Beijing	Major	Media and Communication		
Teaching Language	English				
*Study Duration	2020-09-01-2023-01-15				

5.5.3 Fill in Education & Employment

Fill in educational background as required.

There should be at least three items in educational background and employment information. If there are more than three items, please click "add" to add more items.

<ul style="list-style-type: none"> 1. Basic Info 2. Study Plan <li style="background-color: #e0f2f1;">3. Education & Employment 4. Additional Info 5. Contact Info 6. Application Form Preview 	Educational Background Add				
	*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operation
	2019-10-08	2019-10-10	XXXX	XXXX	delete
	2018-06-04	2019-10-07	XXXXXXXX	XXXX	delete
	2019-09-29	2019-10-31	XXXXXX	XXXX	delete
	Employment Background Add				
	*Year Attended (From)	*Year Attended (To)	*School or Company	Job Title	Operation
	2019-09-30	2019-10-17	XXXXXX		delete
	Upload Documents Max Size 1M				
	Documents List			Operation	
			The Photocopy of Passport (Pages with photo and visa)(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Certificate or Diploma/Certificate of Enrollment(For Students Enrolled only)(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Academic Record(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Language Proficiency Certificate(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Study/ Research Plan(*.jpg,*.jpeg,*.png,*.doc,*.docx,*.pdf): <input type="button" value="Add Document"/>		
			Reccomendation Letters(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Upload the Sponsorship certificate(*.jpg,*.jpeg): <input type="button" value="Add Document"/>		
			Other Documents(*.jpg,*.jpeg,*.png,*.doc,*.docx,*.pdf): <input type="button" value="Add Document"/>		
<input type="button" value="Previous"/> <input type="button" value="Save and Next"/>					

Please note:

- ☆ Please upload all documents required by the programme you apply for (the photocopy of passport pages with photo and address, graduation certificate, transcript and others). All documents should be no more than 1M.
- ☆ Please only submit the application after all required documents are uploaded. All documents uploaded should be authentic and should not be substituted by other documents. Otherwise the application would be regarded as invalid.

● **Passport photo page and address page**

Please upload the photocopy of passport photo page or address page. If the applicant does not have a passport, please upload the required document after obtaining one. It should not be substituted by any other document. Otherwise the application would be regarded as invalid.

Please fill in and click "Save and Next" for next step.

5.5.4 Fill in other information

Please fill in family status, financial supporter and emergency contact as in the following picture.

Family						Add
* Family Members	* Name	* Phone Number	Email	* Position	* Work Place	
Mother ▼	XXXXXXXX	XXXX	XXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	Delete
Father ▼	XXXX	XXXX	XXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	Delete

Criminal Record	
*Have you ever had a criminal record?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Financial Supporter			
*Guarantor name	XXXXXXXXXX	The guarantor Addr	XXXXXXXXXXXX
*The guarantor Tel	XXXXXXXXXXXX Example: +86-10-12345678	Relationship with applicant	XXXXXXXXXX
*Organization	XXXXXXXXXX	Email	XXXXXXXXXX

The Guarantor in China in charge of your case			
*Name	XXXXXXXXXXXX	*Mobile	XXXXXXXXXXXX Example: +86-13612345678
*Phone Number	XXXXXXXXXXXX Example: +86-10-12345678	*Email	XXXXXXXXXX
Organization	XXXXXXXXXXXX	*Address	XXXXXXXXXXXX

You may click "Add" to add items in family status. Please click "Save and Next" after filling in for next step.

5.5.5 Fill in contact information (very important)

Please fill in home country address, current postal address and the way to collect admission notice. If the applicant chooses to have admission notice delivered to the address provided in application, the address could be copied from home country address or current postal address, or filled in the boxes.

Please note : In "How to Collect the Admission Notice", please choose "Deliver to Address Provided in Application" or "Collect at the China Agricultural University in Person".

- ☆ If you choose "Deliver to Address Provided in Application", please fill in with care the information (click "Copy from Home Country Address" or "Copy from My Current Postal Address" or type) so as to make sure the applicant shall receive the admission notice in time.
- ☆ If you choose "Collect at the China Agricultural University in Person", then it means the admission notice does not need to be delivered, and the applicant will come to the

International Students Office in person to get admission notice.

- ☆ Exchange students must submit detailed contact information for receiving their admission notice (should be contact information of their home university department in charge of outbound exchange student affairs) including: contact person, mailing address, zip code, telephone number, and email address.

Click "Save and Next" to move to "Application Form Pre-review".

Home	Application	Application Query	Inbox (unread)	Outbox	Message to Administrator
1. Basic Info		Home Country Address			
2. Study Plan		*Street Address	XXXXXX	*Phone Number	XXXXXX <small>Example: +86-10-12345678</small>
3. Education & Employment		*City/Province	XXXXXX	*Mobile	XXXXXX <small>Example: +86-13612345678</small>
4. Additional Info		*Country	Algeria	*Zip Code	XXXXXX
5. Contact Info		Current postal address			
6. Application Form Preview		<input type="radio"/> Same as the Home country address		<input checked="" type="radio"/> Other	
		*Phone/Mobile Number	XXXXXX <small>Example: +86-10-12345678 +86-13612345678</small>	*Personal Email	cafe@cau.edu.cn
		*Zip Code	XXXXXX	*Address	XXXXXX
		Facebook No	XXXXXX	WhatsApp No	XXXXXX
		LinkedIn No	XXXXXX	Twitter No	XXXXXX
		QQ No	XXXXXX	MSN No	XXXXXX
		*How to Collect the Admission Notice			
		<input checked="" type="radio"/> Deliver to Address Provided in Application		<input type="radio"/> Collect from China Agricultural University in Person	
		<input type="button" value="Copy from Home country address"/> <input type="button" value="Copy from My current postal address"/>			
		*Receiver's Name	XXXXXX	*Phone or Mobile	XXXXXX <small>Example: +86-13612345678</small>
		*Receiver's City/Province	XXXXXX	*Receiver's Country	Algeria
		*Receiver's Address	XXXXXX <small>Only 1 half-width character and English characters.</small>	*Zip Code	XXXXXX
				<input type="button" value="Previous"/> <input type="button" value="Save and Next"/>	

5.5.6 Application Form Pre-review

Applicants may review the filled information as in the following picture.

<ul style="list-style-type: none"> ✓ 1. Basic Info ✓ 2. Study Plan ✓ 3. Education & Employment ✓ 4. Additional Info ✓ 5. Contact Info 6. Application Form Pre-review 	Application Status : filled in <input type="button" value="Submit"/> Application No. : Financial Resources for Study : Self-Supporting Campus:	
	Financial Supporter	
	Guarantor name 1	The guarantor Addr
	The guarantor Tel 1111111111	Relationship with applicant
	Organization 11111111111111111111111111	Email
	Emergency Contact	
	Name 1	Mobile 1111111111111111
	Phone Number 11111111111111111111111111	Email 1111111111111111
	Organization	Address 111111111111
	Home Country Address	
Street Address 1111	Phone Number 11111	
City/Province 11111111111111	Mobile 111111111	
Country Algeria	Zipcode 1111111111	
Current postal address		
Other	Personal Email 3402170967@qq.com	
Mobile/Phone Number 11111111111111111111111111	Address 11111111111111111111111111111111	
Zipcode 11111111111111111111		
How to Collect the Admission Notice		
Collect at the Beijing Foreign Studies University in Person		

If there is any mistake you may click the corresponding steps on the left to correct it.

If all information is correct, please click "Submit". Please note that the information is not to be changed after submission. Therefore make sure the information is correct and the required documents are uploaded before submission.

Application Status - **filled in** Application No. : Financial Resources for Study - Self-Supporting
Campus :

Financial Supporter

Guarantor name: 1	The guarantor Addr
The guarantor Tel: 1111111111	Relationship with applicant
Organization: 11111111111111111111	Email

Emergency Contact

Name: 1	Mobile: 11111111111111
.....	Email: 11111111111111
	Address: 1111111111

Home Country

Street Addr	Number: 11111
City/Province:	Mobile: 11111111
Country: Algeria	Zipcode: 1111111111

Current postal address

Other	Personal Email: 3402170967@qq.com
Mobile/Phone Number: 1111111111111111	Address: 1111111111111111111111111111
Zipcode: 111111111111111111	

How to Collect the Admission Notice:
Collect at the Beijing Foreign Studies University in Person

Family Status

Family Members	Name	Phone Number	Email	Position	Work Place
Father	1	1111		111	11111
Mother	11111111111111	111111		11	11111111

Financial Supporter

Guarantor name: 1	The guarantor Addr
The guarantor Tel: 1111111111	Relationship with applicant
Organization: 11111111111111111111	Email

Emergency Contact

	Mobile: 11111111111111
	Email: 11111111111111
	Address: 1111111111

Home Country

Street Address: 1111	Phone Number: 11111
City/Province: 111111111111	Mobile: 11111111
Country: Algeria	Zipcode: 1111111111

6. Pay attention to application status and e-mail

Please pay close attention to "Inbox" and the email used for registration as in the following picture.

The screenshots show the 'Online Application for International Students' interface. The top navigation bar includes 'Home', 'Application', 'Application Query', 'Inbox (journal 0)', 'Outbox', and 'Message to Administrator'. The 'Inbox' tab is highlighted in red in the top screenshot. Below the navigation bar, there is a yellow banner with 'Study Plan: Exchange Student - General Visiting Student - General visiting student' and 'Application Status: in process Application No.: 2019100001'. Below this is a table titled 'Application List(total:1)'. The table has columns: Application No., English Name (as on passport), Chinese Name, College Major, Degree, status, Time of Creation, Time of Modification, and Operation. The data row shows: 2019100001, XXXXXX XXX, International College Beijing, Media and Communication, General Visiting Student, in process, 2019-10-10 15:33:08, 2019-10-10 11:59:08, View. The bottom screenshot is identical but highlights the 'Application Status: in process' label with a red box and a red arrow.

If there is any problem for the application or more documents are needed, we will contact via email to correct or add.

The applicant may also inquire application status from "Application Query".

If the applicant passed the first review, the next step will be paying the application fee (whether exchange students need to pay the application fee should be in accordance with the agreement). Please pay application fee in time (it could be paid by Chinese bank card or International credit card).


国际学生入学在线申请
 Online Application for International Students

[Home](#) [Application](#) [Application Query](#) [Inbox \[unread:2\]](#) [Outbox](#) [Message to Administrator](#)

Study Plan: Exchange Student - General Visiting Student / General Visiting Student
 Application Status: Application Fee to Be Paid / **Pay Application Fee** Application No.: 20191000001 Financial Resources for Study: Exchange Student On The Universities Level Campus

Applications List[total:1]

Application No.	English Name (as on passport)	Chinese Name	College Major	Degree	Status	Time of Creation	Time of Modification	Operation
20191000001	0000001000		International College Swing, Media and Communication	General Visiting Student	Application Fee to Be Paid	2019-10-10 15:33:08	2019-10-12 11:20:20	View

Displaying 1 to 1 of 1 items. Per Page: 20 Items: 10 4 Page: 1/1 of 1 1

[Home](#) [Application](#) [Application Query](#) [Inbox \[unread:2\]](#) [Outbox](#) [Message to Administrator](#)

Please choose the way of payment: Pay by Chinese Bank Card Pay by International Credit Card

<input type="radio"/>  中国银行 Bank of China	<input type="radio"/>  中国工商银行 Industrial Bank of China
<input type="radio"/>  民生民生银行	<input type="radio"/>  中国农业银行 Agricultural Bank of China
<input type="radio"/>  北京银行 Bank of Beijing	<input type="radio"/>  中国建设银行 China Construction Bank
<input type="radio"/>  华夏银行	<input type="radio"/>  中原银行
<input type="radio"/>  交通银行	<input type="radio"/>  五岳银行
<input type="radio"/>  兴业银行	<input type="radio"/>  中信银行
<input type="radio"/>  浦发银行 SPDBANK	<input type="radio"/>  广发银行 CGB
<input type="radio"/>  深圳发展银行	<input type="radio"/>  平安银行 Ping An Bank
<input type="radio"/>  上海银行	<input type="radio"/>  上海农商银行 SRCB (F) 农商 上海 农商
<input type="radio"/>  ank 中国光大银行 China Light Capital Bank	<input type="radio"/>  北京农商银行
<input type="radio"/>  渤海银行 Chao Hai Bank	<input type="radio"/>  在线支付 Online Payment

[Submit](#)


国际学生入学在线申请
 Online Application For International Students

Welcome! [Sign out](#) [中文](#) [English](#)

[Home](#) [Application](#) [Application Query](#) [Inbox](#) [Outbox](#) [Message to Administrator](#)

Order No.	Pay to	Application Fee	Commission Fee	Total	Payment Status
20191012-5900-1910388796-20191000001	China Agricultural University	¥400.00	¥14.51	¥414.51	Unpaid

[Check and pay](#)

Payment Method



English ▼

Please provide us with your card details, so that we can process your order

Please confirm the order information, and then make a payment operation

Please notice that the billing amount might be slightly different from the amount shown on your bank statement because of exchange rate fluctuation

You are now connected to a secure payment site. Your payment details will be securely transmitted to the Bank for transaction authorisation using 128 bit SSL encryption.

Order information

Bank Order No **987721568**
 Payment Amount **RMB414.51**

Card information

Card Type VISA MasterCard

First name

Last name

Card Number

Expiration Date /

CVV2/CVC2/CAV2/CID

[continue](#)

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7 Tips

- ☆ Every applicant should submit only one application. If there is any mistake in application please contact us (cauie@cau.edu.cn) to change. Please do not re-submit application.
- ☆ If there is any problem concerning application system, please contact: E-mail: cauie@cau.edu.cn Tel: 62737815
- ☆ Address for International Students Office: Room 412, Main Building, East Campus, China Agricultural University, 17 Tsinghua East Road, Haidian District, Beijing