

# Application Guide for Exchange Students

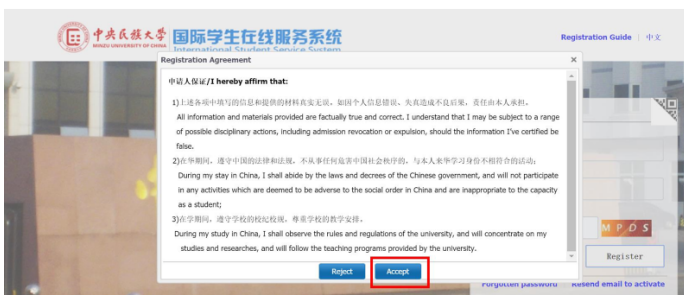
## Online Application Guide



1. Register

<http://lxs.muc.edu.cn/member/login.do>

## Online Application Guide



2. Accept the registration agreement.

## Online Application Guide



3. Put in User Name, Password, Confirm

Password, E-mail and Verify Code, then click Register button. After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

## Online Application Guide



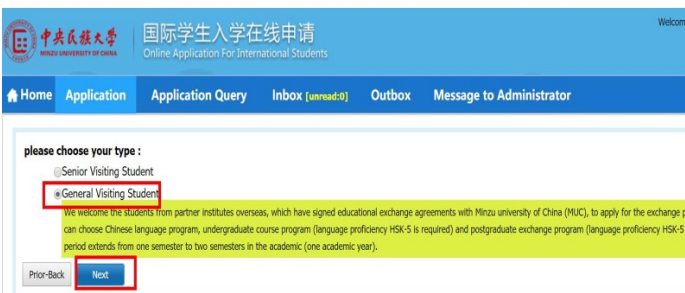
4. Login the application system and choose online application.

## Online Application Guide



5. Choose " Exchange" and click "Next".

## Online Application Guide



6. Choose Senior Visiting Student/General Visiting Student (Note: to apply for undergraduate courses program or Chinese language program shall choose "general visiting student"; to apply for postgraduate exchange program shall choose "senior visiting student")

## Online Application Guide

Study Plan Name	Department	Major	Teaching Language	Application Period	Notes	Operate
General Visiting Student	School of Tibetan Studies	Tibetan Language and Literature	Chinese	2020-04-01 00:00:00 - 2020-05-30 23:59:59		Apply

7. Find your study plan by Department, Major, Research Field and Teaching Language and click “Apply”. Or you can choose one of the study plan list and click “Apply”. [Note: If you are applying for Chinese language program , Please choose “College of International Education” (Department) and “Chinese Language” (Major)]

## Online Application Guide

8-1. Fill personal information (with \* is required).

## Online Application Guide

8-2. Fill the study plan. Fill the language skills and check the study duration one semester or two semesters carefully. You can re-select the registration category through [Edit Study Plan]. Fill the recommended organization or individual carefully with the information of the contact in International Office of your home


university.

## Online Application Guide

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operate
2020-04-06	2020-04-15	lsqfjg		delete
2020-04-07	2020-04-28	bd		delete

\*Have you ever studied in China?  No  Yes


Upload Documents Max Size 1M

Documents List	Operation
	*The Photocopy of Passport (Pages with photo and visa) (*.jpg, *.jpeg) Add Document

8-3. Education & Employment. Write at least 2 education experiences, click "Add" to increase the number.

## Online Application Guide

Upload Documents Max Size 1M

Documents List	Operation
	*The Photocopy of Passport (Pages with photo and visa) (*.jpg, *.jpeg) Add Document
1111111.jpg delete	*Studying Certificate (with Chinese or English translations) (*.pdf, *.jpg, *.jpeg) Add Document
1111111.jpg delete	*Notarized transcript (*.pdf, *.jpg, *.jpeg). Add Document
1111111.jpg delete	*A study or research plan in Chinese or in English (Chinese or English) (*.pdf, *.jpg, *.jpeg). Add Document
	Certificate of HSK (*.pdf, *.jpg, *.jpeg). The copy of HSK-5 Certificate or equivalent supporting documents Add Document
	Two recommendation letters (*.pdf, *.jpg, *.jpeg). Add Document

Note:

Application Documents should be uploaded in \*.pdf, \*.jpg, \*.jpeg format and no more than 1.5M)

- 1). ID photo with white background
- 2). Photo page copy of your valid passport
- 3). Studying certificate (with Chinese or English translations)
- 4). Academic transcript (with Chinese or English translations)
- 5). Study/Research plan (by yourself in Chinese or English)
- 6). Two recommendation letters (with Chinese or English translations): necessary for scholarship candidates or applicants for graduate exchange program
- 7). The copy of HSK-5 certificate or equivalent proof of Chinese proficiency: necessary for applicants for undergraduate courses or postgraduate exchange program
- 8). An acceptance letter by the post-graduate supervisor in MUC : necessary for applicants for postgraduate exchange program
- 9). Foreigner Physical Examination Form: necessary for scholarship candidate informed

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Family Members	Name	Nationality	Phone Number	Email	Position	Work Place
rsfshcz	fffgh	Albania	mmgmgf		ffg	gfg
rsfshcz	fnbn	Albania	fn	fn	fn	fn

**Criminal Record**  
 \*Have you ever had a criminal record?  Yes  No

**Financial Supporter**  
 \*Guarantor name: fnvbn The guarantor Addr: \_\_\_\_\_  
 \*The guarantor Tel: fn Relationship with applicant: \_\_\_\_\_  
 \*Organization: fn Email: \_\_\_\_\_

8-4. Additional Info You can click “Add” or “Delete” to change the number of family members to fill in. Please fill the economic guarantor or organization and the guarantor or organization in China. (If there is no specific organization or individual in China, please fill your parents’ contact information. If there is any violation of the law, please fill the record carefully.

## Online Application Guide

**Home Country Address**

\*Street Address: indngf \*Phone Number: ffgfg  
Example: +86-10-12345678

\*City/Province: gdfg \*Mobile: \_\_\_\_\_  
Example: +86-13612345678

\*Country: Albania \*Zip Code: hffhdg

**Current postal address**  
 Same as the Home country address  Other Personal Email: chinese@ruc.edu.cn

\*Phone/Mobile Number: mmgmfg \*Address: hhh  
Example: +86-10-12345678/+86-13612345678

\*Zip Code: fnmbv Wechat No: \_\_\_\_\_  
 Facebook No: \_\_\_\_\_ Twitter No: \_\_\_\_\_

8-5. Contact Info. Please ensure that the home country address is correct. (Note: only half-width characters and English characters can be entered in the address). Admission Notice and JW202 Form will be sent to the International Office of home university directly for exchange students.

## Online Application Guide

The screenshot shows a web form for an online application. On the left, there is a vertical navigation menu with items: 3. Education & Employment, 4. Additional Info, 5. Contact Info, and 6. Application Form Preview. The main form area contains fields for Country (Alabama), Zip Code (normal), Current postal address, Personal Email (chinese@ruc.edu.cn), Phone/Mobile Number (example: +86-10-12345678), Address (hhh), Zip Code (ybnbv), Facebook No, Wechat No, LinkedIn No, Twitter No, QQ No, and MSN No, and Skype No. At the bottom, there is a section titled 'How to Collect the Admission Notice' with two radio button options: 'Deliver to Address Provided in Application' and 'Collect from Minzu University of China in Person'. Below these options are two buttons: 'Previous' and 'Save and Next', with the latter highlighted by a red box.

8-6. Please save the application step by step, and you could continue to finish the application when login next time.

## Online Application Guide

The screenshot shows the 'Application Query' page of the online application system. The top navigation bar includes 'Home', 'Application', 'Application Query', 'Inbox (unread:0)', 'Outbox', and 'Message to Administrator'. The main content area displays application details for 'Study Plan: Exchange student - General Visiting Student'. The 'Application Status' is 'Please Re-submit', and the 'Application No.' is '20200400001'. A 'Submit' button is highlighted with a red box. Below the status bar, there is a form with various fields: Family Name (as on passport) RYT, Given Name (as on passport), Chinese Name (if available), Gender, Male, Marital Status, Unmarried, Nationality, Alberta, Birth Date, 1996-09-09, Country of Birth, Albania, Place of Birth (City/Province), 无, Native Language, English, Highest Level of Education Completed, Senior high, Religion, Others, Employer or Institution Affiliation, edgd, Occupation, Student, Health Status, and Emigrant from mainland China, Hong Kong, Macau, and Taiwan/ho, Hobby.

8-7. Preview your application. CLICK "Submit", and "OK".

## Online Application Guide

The screenshot shows the 'Application Query' page with a table of application records. The table has the following columns: Application No., English Name (as on passport), Chinese Name, College Major, Degree, status, Time of Creation, Time of Modification, and Operat. The table contains one record with Application No. 20200400001, English Name RYT, Chinese Name, College Major College of International Education, Chinese Language, Degree General Visiting Student, status Please Re-submit, Time of Creation 2020-04-01 23:44:01, and Time of Modification 2020-04-01 23:44:01. Below the table, there is a pagination bar showing 'Displaying 1 to 1 of 1 items' and 'Per Page 20'.

Application No.	English Name (as on passport)	Chinese Name	College Major	Degree	status	Time of Creation	Time of Modification	Operat
20200400001	RYT		College of International Education, Chinese Language	General Visiting Student	Please Re-submit	2020-04-01 23:44:01	2020-04-01 23:44:01	Edit Vie

9. You could view the application and check the status at [Application Query].

## Online Application Guide

The screenshot shows the 'Message to Administrator' form. The navigation bar includes 'Home', 'Application', 'Application Query', 'Inbox [unread:0]', 'Outbox', and 'Message to Administrator' (highlighted with a red box). The form has a title field and a content field. A 'Save' button is located at the bottom right.

10. You could send the message to the admission officer at [Message to Administrator]

## Online Application Guide

The screenshot shows the 'Inbox' view. The navigation bar includes 'Home', 'Application', 'Application Query', 'Inbox [unread:0]' (highlighted with a red box), 'Outbox', and 'Message to Administrator'. Below the navigation bar is a table with columns for 'Title', 'Content', 'Sender', and 'Se'. The table is currently empty.

11. Please check the inbox message regularly. If you get the message to upload more supporting documents, you need to resubmit your application after uploading.