



**PHBS**  
Peking University  
HSBC Business School

# Applying to Peking University HSBC Business School (PHBS)

Application Process Overview  
Application Material and Documents  
Requirements  
Online Application System-Step by Step Guide  
Hardcopy Submission of Application



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# **APPLICATION PROCESS**

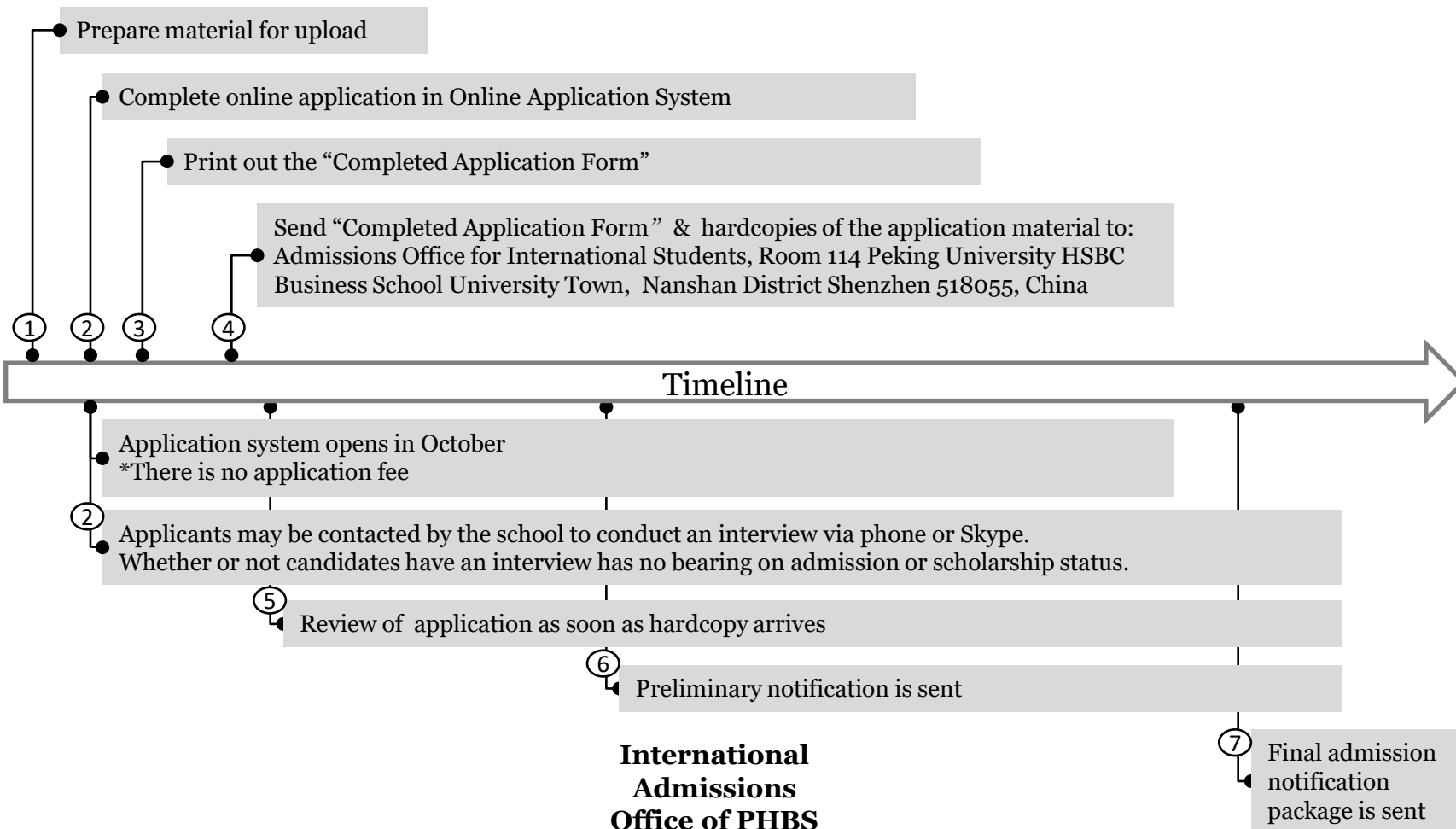




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## Applicant





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# **APPLICATION MATERIAL AND DOCUMENTS**



# Application Material I

1. One recent photograph (passport-size)
2. Notarized copies of diploma certificate in English
  - Current students shall present letter of certification for graduation
3. Official transcripts in English from all the universities the applicant attended
4. CV/Resume
5. Statement of purpose in English
  - No longer than two pages, double-spaced
6. Confidential recommendation forms from two references
7. Certified score reports of TOEFL or IELTS



# Application Material II

8. Copy of passport
9. Optional: scholarship application form, which can be found at <http://english.phbs.pku.edu.cn/index.php?m=content&c=index&a=show&catid=606&id=305>
10. Valid score for GMAT or GRE (if applying for the MBA program)
11. Optional for MA programs:
  - GRE, GMAT
  - Books, publications, articles, etc. in English related to your academic and professional accomplishments

*Our school encourages diversity, regardless of race, religion, gender identity, sexual orientation, or ethnicity. Please do not feel the need to exclude certain political or social accomplishments*



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# **REQUIREMENTS**





# Degree Requirements I

- Minimum degree completion is a bachelor's degree
- All degrees (completed and in-progress) must be uploaded into the online application
- Polytechnic or professional degree is NOT eligible for admission
- Post-graduate degrees and study must also be uploaded
- Uploaded degrees must be a color copy of original or color copy of notarized copy with color stamps
- Hardcopy sent should be the original notarized copy
  - **Degrees missing signatures or required seals are invalid**
- Degrees in languages other than English must have a translated copy uploaded as well



# Degree Requirements II

- For degrees in progress, a letter from your university must be uploaded confirming your
  - (1) expected graduation date and
  - (2) when your diploma will be issued to you
- If your degree will be issued before the application deadline, then you must submit a copy of your diploma in order to be accepted
- Notarized copies of original must be submitted in hardcopy material



# Transcript Requirements

- Transcripts for all degrees (completed and in progress) must be uploaded into the online application
- Original transcripts or notarized copies must be submitted as hardcopies
- Transcripts in a language other than English, the applicant must submit a translated English copy online and in hardcopy
- Transcripts downloaded from online grade systems or labeled as “unofficial” are invalid



# Proof of English Proficiency

- Applicants that are born in countries that have English as the native language are exempt
- Applicants that have graduated from a university in a country that has English as the native language are exempt
- All other applicants must submit a valid TOEFL IBT (minimum 80) or IELTS (minimum 6.5)
- TOEIC exam is not acceptable



# Copy of Passport Requirements

- A valid, scanned copy of the applicants passport photo page must be uploaded
  - (1) The image should include the photo page and the opposite page
  - (2) Must be clearly readable when printed out on A4 paper
- The passport must be valid through the first year of study (July of first academic year)
- Expiring passports must be renewed and submitted by the application deadline
- Those applying for their first passport must submit their passport copy by the application deadline
- A color hardcopy of the passport should be included in the hardcopy material



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# **ONLINE APPLICATION SYSTEM – STEP BY STEP GUIDE**



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# Access the Online System

Use the following link to reach the Online Application System:  
<http://www.studyatpku.com/>



[Registration Guide](#) | [中文](#)





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# Register in the Online System

Click on the register button, read pop-up message and click “Accept”.



北京大学

国际学生在线服务系统  
China International Student Service System

[Registration Guide](#) | [中文](#)

The screenshot displays the online registration system interface. On the left, a "Registration Agreement" pop-up window is open, containing the following text:

**Registration Agreement**

**申请人保证 / I hereby affirm that:**

1) 本人承诺所提交的申请材料与信息，真实无误，无虚假行为。若有不实，个人承担一切后果。  
I hereby declare that all the materials and information provided here is true and correct. If there are any forge documents or incorrectness, I will undertake all the consequences.

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.

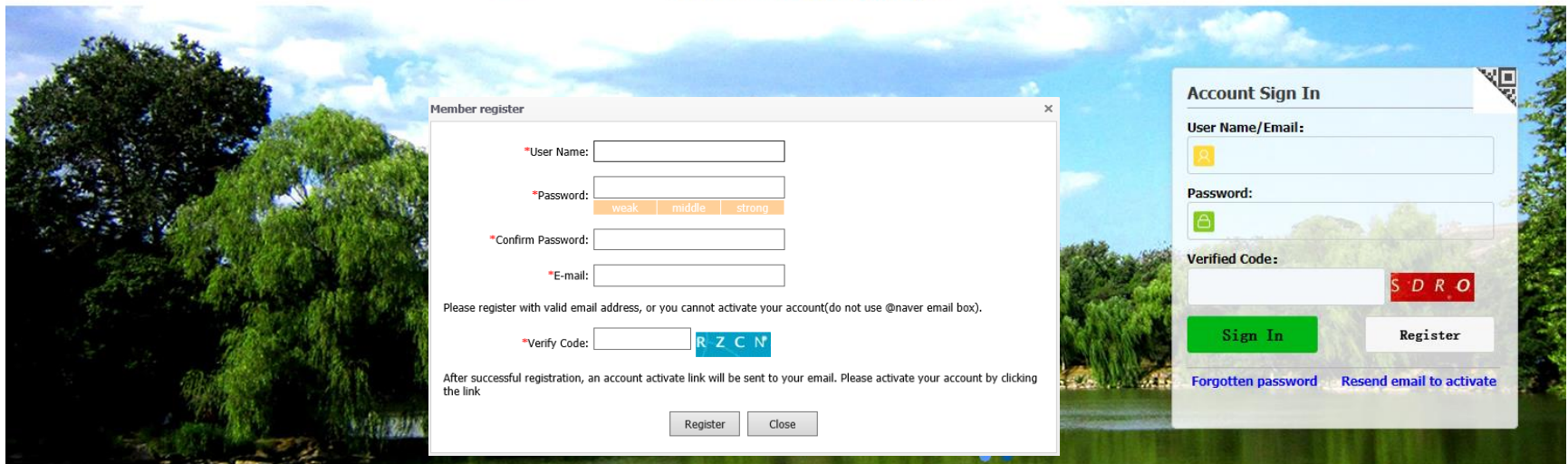
Buttons: [Reject](#) [Accept](#)

On the right, the "Account Sign In" form is visible, featuring input fields for "User Name/Email:", "Password:", and "Verified Code:". The "Verified Code" field contains the text "SDRO". Below the form are two buttons: "Sign In" (green) and "Register" (white). At the bottom of the form, there are links for "Forgotten password" and "Resend email to activate".



# Create a Profile I

«Create a profile» window opens after “accepted” has been clicked. Create a profile and click “Register”.





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# Create a Profile II

You will need to confirm your new profile through your email address before continuing.



北京大学

Registration Guide | 中文

please check your email to activate the account.

Activation link has been sent to [int.admissions@phbs.pku.edu.cn](mailto:int.admissions@phbs.pku.edu.cn). Please activate your account by clicking on the link in the email. Thank you!

 [Go to Mail Box](#)



# Choose program of application I

Select 'Degree Programs Application'.

The screenshot shows the PHBS online application portal. At the top left is the Peking University logo and the text '北京大学'. To the right is the title '国际学生入学在线申请' (Online Application For International Students) and the English translation 'Online Application For International Students'. In the top right corner, there is a welcome message 'Welcome! test2017' and links for 'Sign out', '简体中文', and 'English'. Below the header is a navigation menu with the following items: 'Home', 'Application', 'Application Query', 'Inbox [unread:0]', 'Outbox', and 'Message to Administrator'. The main content area displays the instruction 'Please choose your program:' followed by two radio button options: 'Degree Programs Application' (which is selected and highlighted with a yellow bar) and 'Non-Degree Programs Application'. A blue 'Next' button is located at the bottom left of the form area.



# Choose program of application II

You may return to an existing application at any time by clicking on the 'Application' tab on the left side of the screen. Be sure to save your information before leaving any page of the online application.

**Your application will not be considered unless you've completed all the steps!**

The screenshot shows the PHBS online application interface. At the top left is the Peking University logo and the text '北京大学'. To the right is the title '国际学生入学在线申请' (Online Application For International Students) and the English translation 'Online Application For International Students'. In the top right corner, it says 'Welcome! test2017' with links for 'Sign out', '简体中文', and 'English'. Below the header is a navigation bar with tabs: 'Home', 'Application' (highlighted), 'Application Query', 'Inbox [unread:0]', 'Outbox', and 'Message to Administrator'. The main content area displays the instruction 'Please choose your program:' followed by two radio button options: 'Degree Programs Application' (which is selected and highlighted with a yellow bar) and 'Non-Degree Programs Application'. A blue 'Next' button is located at the bottom left of the form area.



# Application Choice of Program I

Read pop-up agreement and click “Accept” to proceed.

The screenshot displays the Peking University application portal. The header includes the university logo, the text "北京大学" (Peking University), and "国际学生入学在线申请" (International Student Online Application). Navigation links for "Home" and "Application" are visible. A pop-up window titled "报名许可协议" (Application Permission Agreement) is centered on the screen. The window contains the following text:

**申请人保证/I hereby affirm that:**

- 1)本人承诺所提交的申请材料与信息，真实无误，无虚假行为。若有不实，个人承担一切后果。  
I hereby declare that all the materials and information provided here is true and correct. If there are any forge documents or incorrectness, I will undertake all the consequences.
- 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.

At the bottom of the pop-up window, there are two buttons: "Reject" and "Accept".



# Application Choice of Program II

Select Master's Degree Program.

PEKING UNIVERSITY 北京大学

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

Welcome! test2017 Sign out 简体中文 English

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

please choose your type :

PhD Program

Master's Degree Program

Prior-Back Next



# Application Choice of Program III

Enter 'English' as the teaching language and select 'Shenzhen Graduate School' for the department.

Welcome! **test2017** [Sign out](#) [简体中文](#) [English](#)

[Home](#) [Application](#) [Application Query](#) [Inbox \[unread:0\]](#) [Outbox](#) [Message to Administrator](#)

**Query Option**

Apply for Department	Shenzhen Graduate School	Apply for Major	Please choose
Research Field		Teaching Language	English

[find](#) [return](#)



# Application Choice of Program IV

Click “Apply” to appropriate program.

Welcome! **test2017** [Sign out](#) [简体中文](#) [English](#)

[Home](#) [Application](#) [Application Query](#) [Inbox \[unread:0\]](#) [Outbox](#) [Message to Administrator](#)

**Query Option**

Apply for Department: Shenzhen Graduate School  x

Apply for Major: Please choose

Research Field:

Teaching Language: English

**Study Plan List**[total:6]

Study Plan Name	Department	Major	Research Field	Duration From To	Years	Teaching language	Apply deadline	Notes	Operation
<a href="#">Peking University HSBC Business School - Master's Degree in Management</a>	Shenzhen Graduate School	Enterprise Management	Management	2016-09-01--2018-07-31	2	English	2016-03-31 23:59:59		<a href="#">Apply</a>
<a href="#">Peking University HSBC Business School - Master's Degree in Economics</a>	Shenzhen Graduate School	Economics	Economics	2016-09-01--2018-07-31	2	English	2016-03-31 23:59:59		<a href="#">Apply</a>
<a href="#">School of Transnational Law (STL)</a>	Shenzhen Graduate School	Juris Master (Non-L)	Juris Doctor	2016-09-01--2019-0	3	English	2016-03-31 23:59:59		<a href="#">Apply</a>



# Application Query Completion

Complete Application Section 1. Basic info to 5. Contact Info.

北京大学

国际学生入学在线申请

Online Application For International Students

Welcome! **test2017** [Sign out](#) [简体中文](#) [English](#)

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

1. Basic Info

2. Study Plan

3. Education & Employment

4. Additional Info

5. Contact Info

6. Submit

\*\*Personal Photo

Please upload your recent full-faced passport size photo (\*.jpg,\*.jpeg,\*.png).

Add your photo

Family Name(as on passport)	Given Name(as on passport)
Chinese Name (if available)	*Gender <input checked="" type="radio"/> male <input type="radio"/> female
*Marital Status <input type="radio"/> unmarried <input type="radio"/> married	*Nationality <span style="float: right;">Please choose</span>
*Birth Date <span style="float: right;">[calendar icon]</span>	*Country of Birth <span style="float: right;">Please choose</span>
*Place of Birth(City,Province)	native language <span style="float: right;">Please choose</span>
*Highest Level of Education <span style="float: right;">-choose-</span>	*Religion <span style="float: right;">-choose-</span>
*Employer or Institution Affiliated	*Occupation <span style="float: right;">-choose-</span>
Health Status	Emigrant from mainland China, Hong Kong, Macau, and Taiwan? <input type="radio"/> yes <input checked="" type="radio"/> no
Hobby	



# Application Query Completion

- **Before** submitting the application in **Section 6**:
- Fill out the entire application form with complete and accurate information
- Be sure not to miss any steps prior to submitting your online form





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# **HARDCOPY SUBMISSION OF APPLICATION**





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# Hardcopy Submission

- Print out your completed application form
- Include this form with your **application materials** when you mail your application to Peking University HSBC Business School :

**Admissions Office for International Students, Room 114,  
Peking University HSBC Business School, University  
Town, Nanshan District, Shenzhen 518055, China**

**Contact Phone Number: (+86) 755 2603 1383**



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# Hardcopy Submission

- Applicants are expected to pay the postage fee for their application materials
- For confidential documents, like your official transcript and letters of recommendation, please send them with your other materials, but in sealed envelopes to ensure their veracity



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# **CONTACT INFORMATION**





**PHBS**  
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# Contact

International Admissions Office

Email: [int.admissions@phbs.pku.edu.cn](mailto:int.admissions@phbs.pku.edu.cn)