



PHBS
Peking University
HSBC Business School

How to Apply

This document details :

- 1- Process Overview
- 2- Documents to Provide
- 3- Documents Requirements
- 4- Online Application System-Step by Step
- 5- Hardcopy Application



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Before we go any further, please note the following :

- There are no application fees
- We won't accept any application past the deadline (March 31st)
- All applicants have to submit an online application in the system AND provide hardcopies
- Applicants may be contacted by the school to conduct a skype or phone interview if necessary
- According to the regulations in China, you may be asked to provide additional documents (e.g. non-criminal record certificate)
- Before applying to our school make sure you meet the admission requirements :
 - Must be graduated with a Bachelor degree or higher
 - Must be a non-Chinese citizen and hold a valid passport
 - Must have proof of English proficiency



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1- PROCESS OVERVIEW





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TIMELINE	APPLICANT	PHBS	DOCUMENTS
From October to March 31st	Complete your online application in the Online Application System (with all necessary documents uploaded)	The reception of your online application will be confirmed by the International Admissions Office	
	Print out the Application Form and send it along with your hardcopies documents to our Admission Office	The International Admission Office will confirm the reception of your materials	
		The Admission Committee will review the applications upon reception of the hardcopies. You will get notified of both the admission and scholarship decisions .	You will receive an Acceptance Letter by email and will have to sign and send back the letter as a confirmation. Please note that this admission is conditional upon final admission by PKU.
April to July		Final Admission by PKU International Office, PHBS will prepare and send your official documents	An Admission Notification will be sent to you (+ JW202 for China programs and necessary documents for UK programs)
August		Student Visa Application Accommodation registration Fees payment	X1 student visa (China programs) Tier IV visa (UK programs)
End of August		Arrival of International Students and Registration	Students have to present their original and official diploma





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2- DOCUMENTS





Documents to provide:

Document	To be uploaded Online	Sent as Hardcopies
One recent photograph (passport-size)	✓	✓
Copy of passport	✓	✓
Notarized copies of diploma in English	✓	✓
Official transcripts in English from all the attended universities	✓	✓
Statement of purpose in English	✓	✓
Recommendation letters from two references	✓	✓
Certified score reports of TOEFL or IELTS for non-Native English speakers	✓	✓
Signed application form (downloaded from the online system)	X	✓
CV	X	✓
Optional : Scholarship application form (download here)	X	✓
Optional : GMAT / GRE	X	✓

Any additional document, such as books, publications, articles, etc. in English and related to your academic and professional accomplishments can be sent through email



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3- REQUIREMENTS





Passport requirements

- You must have a non-Chinese passport to apply as an international student
- The passport must be valid at least through the first year of study
- A scanned copy of the passport must be uploaded online
 - The image should include the photo page and the opposite page
 - A photo of the passport is not valid,
 - The image must be clear in case we need to print it
- A color copy of the passport should be included in the hardcopy materials as well
- Expiring passports must be renewed and submitted before the application deadline



Degree requirements

- Minimum degree completion is a bachelor's degree
- Polytechnic or professional degrees are NOT eligible for admission
- All diplomas (undergraduate and post-graduate) must be provided
- Uploaded online: color scan of original diploma or color scan of notarized copy
- As hardcopy: Original notarized copy of the diploma (do not send original diploma)
- Degrees in languages other than English must have a translated version as well
- For applicants who haven't graduated yet by the time of application, a letter from your university must be provided, confirming your expected graduation date and when your diploma will be issued to you (online + hardcopy)
- All admitted applicants must present their official and original diploma on arrival



Transcripts requirements

- All transcripts (from all degrees, completed and in progress) must be provided
- Uploaded online: color scan of original transcripts or color scan of notarized copy
- As hardcopy: original official transcripts or original notarized copy
- Transcripts in languages other than English must have a translated version as well
- Transcripts downloaded from online grade systems or labeled as “unofficial” are invalid



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Proof of English Proficiency

- Native English Speakers do not have to submit a proof of English proficiency
- Applicants that have graduated in an English speaking country are exempted
- All other applicants must submit a valid TOEFL score (minimum 80) or IELTS score (minimum 6.5)
- TOEIC or other exams are not accepted



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Statement of purpose

- Statement of purpose must be no longer than 2 pages
- The statement of purpose is a motivation letter, not a study paper or research proposal
- Optional: Applicants are free to use our template (download [here](#))



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Recommendation letters

- All applicants have to submit two recommendation letters from two referees
- Referees can be former professors or employers of the applicant
- Reference letters must be signed by the referee
- Reference letters can be uploaded online by the applicant or sent directly to us by the referees if confidential
- Optional : Applicants are free to use our template (download [here](#))



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4- ONLINE APPLICATION SYSTEM – STEP BY STEP





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1- Access the Online System

Use the following link to reach the Online Application System:

<https://pku.17gz.org/member/login.do>



北京大学

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

Registration Guide | 中文





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2- Register in the Online System

Click on the 'Register' button



北京大学

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

[Registration Guide](#) | [中文](#)

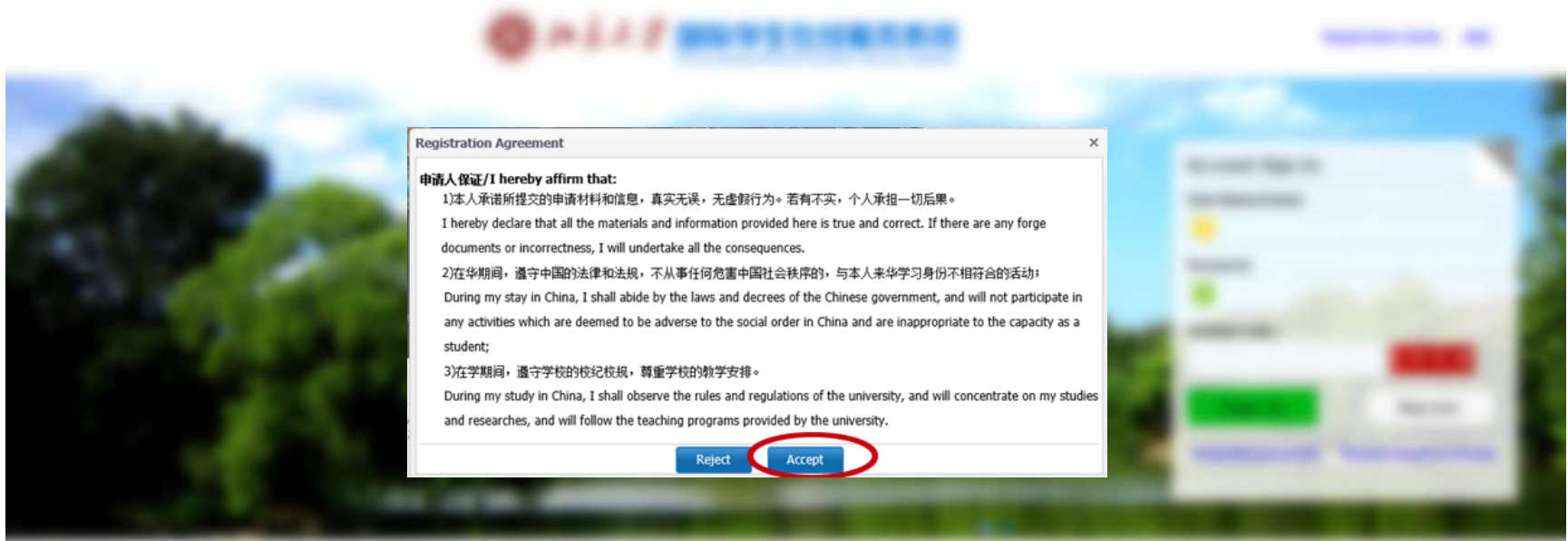




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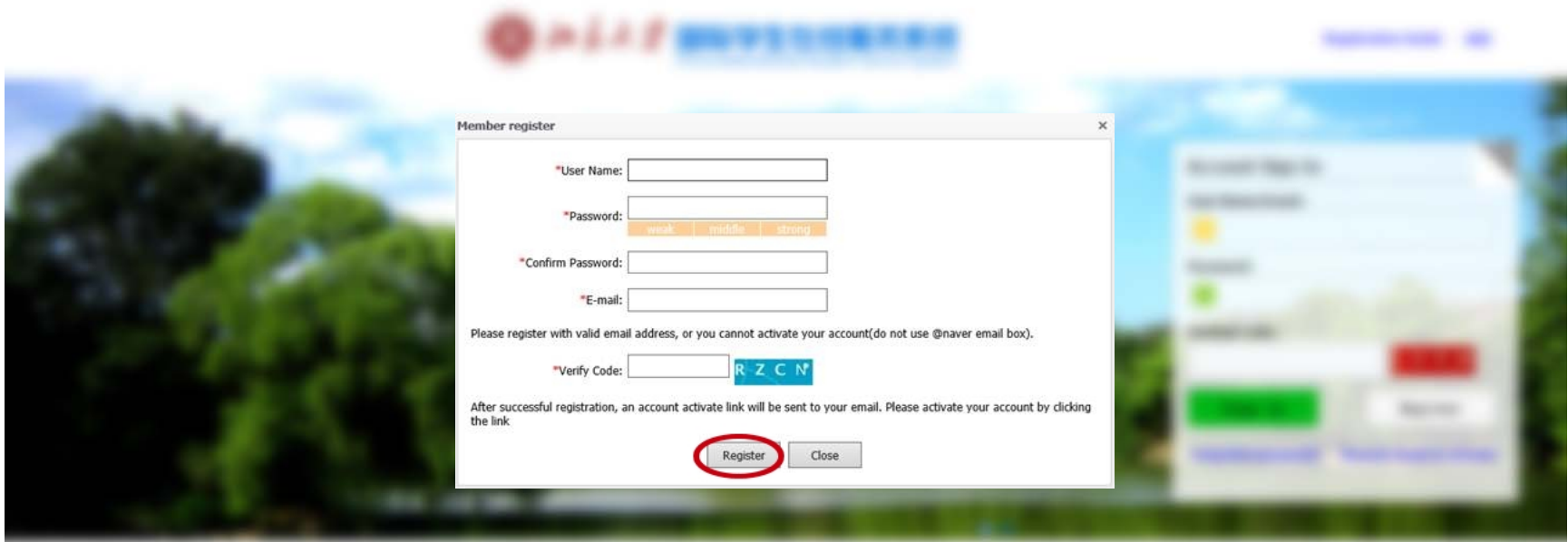
Read pop-up message and click 'Accept'.





3- Create a profile

‘Member register’ window pops up.
Create a profile and click ‘Register’.





4- Activate your profile

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

The screenshot shows a registration confirmation page. At the top left is the Peking University logo and the text "北京大学". At the top right is "Registration Guide | 中文". The main content area has a light green background and contains the following text: "please check your email to activate the account." followed by "Activation link has been sent to [redacted] Please activate your account by clicking on the link in the email. Thank you!". Below this text is a blue button with a mail icon and the text "Go to Mail Box".





5- Choose a program

Select 'Degree Programs Application'.

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

Please choose your program:

Degree Programs Application

Non-Degree Programs Application

Next

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

Please choose your program:

Degree Programs Application

Non-Degree Programs Application

Next

报名许可协议

(1) Please upload your full-faced photo with white/blue background.
(2) Your passport name should be English letters. Please change non-English letters to English one.

(1) 请上传正面免冠照片（白色或蓝色背景）。
(2) 护照用名必须是英文字母。非英文字母须改成英文。

Reject Accept



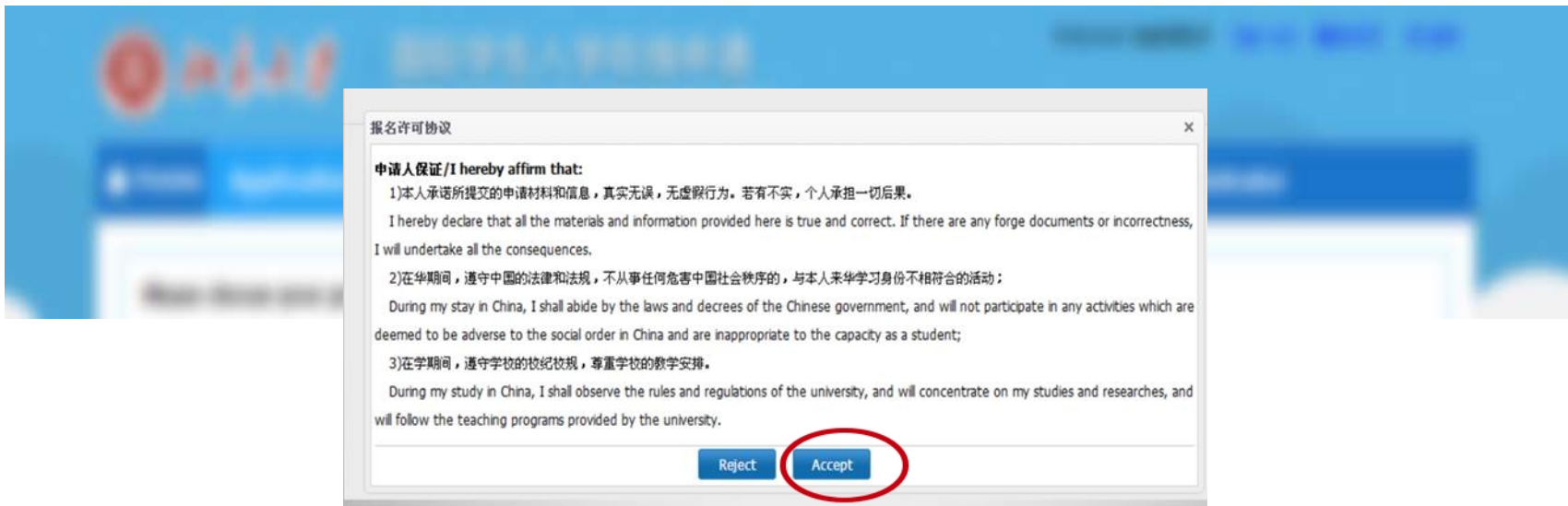
Select 'Master Program'.

A screenshot of a web application interface. At the top, there is a blue navigation bar with the following menu items: Home, Application, Application Query, Inbox [unread:0], Outbox, and Message to Administrator. Below the navigation bar, the main content area contains the text "please choose your type :". Underneath this text, there are two radio button options: "Master Program" and "Confucius China Study Plan (Doctoral)". The "Master Program" option is selected, indicated by a filled radio button and a yellow highlight bar. A red circle is drawn around the "Master Program" text and its radio button. At the bottom of the form, there are two buttons: "Prior-Back" and "Next".



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Read pop-up agreement and click 'Accept' to proceed.





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To find PHBS programs, choose 'Shenzhen Graduate School' as Department and 'English' as Teaching Language. Click 'Find'.

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

Query Option

Department: Shenzhen Graduate School Major: Please choose
Research Field: Teaching Language: English
find return

Study Plan List[total:9]

Study Plan Name	Department	Major	Research Field	Duration From To	Years	Teaching language	Apply deadline	Notes	Operation
Master of Finance,UK-Shenzhen Cross-Border Program	Shenzhen Graduate School	Finance	--(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Master of Management,UK-Shenzhen Cross-Border Program	Shenzhen Graduate School	Enterprise Management	(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
UK-Shenzhen Part-time MBA	Shenzhen Graduate School	MBA	(非全日制)MBA	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Management	Shenzhen Graduate School	Enterprise Management	(全日制)管理学-金融工程双硕士项目	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Economics	Shenzhen Graduate School	Economics	(全日制)Economics	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
School of Transnational Law (STL)Juris Doctor (J.D.) degree Program	Shenzhen Graduate School	Juris Master (Non-LL.M.)	(全日制)不区分研究方向	2019-09-01--2021-07-31	4	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - MBA	Shenzhen Graduate School	MBA	(全日制)MBA	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
School of Transnational Law (STL) Master of Laws(LL.M.) degree program	Shenzhen Graduate School	Juris Master (LL.M.)	(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Finance	Shenzhen Graduate School	Finance	--(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply

Displaying 1-9 of 9 items Per Page 20 items Page 1 of 1



Choose your program and click 'Apply'

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

Query Option

Department: Shenzhen Graduate School Major: Please choose

Research Field: Teaching Language: English

find return

Study Plan List[total:9]

Study Plan Name	Department	Major	Research Field	Duration From To	Years	Teaching language	Apply deadline	Notes	Operation
Master of Finance,UK-Shenzhen Cross-Border Program	Shenzhen Graduate School	Finance	--(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Master of Management,UK-Shenzhen Cross-Border Program	Shenzhen Graduate School	Enterperise Management	(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
UK-Shenzhen Part-time MBA	Shenzhen Graduate School	MBA	(非全日制)MBA	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Management	Shenzhen Graduate School	Enterperise Management	(全日制)管理学-金融工程双硕士项目	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Economics	Shenzhen Graduate School	Economics	(全日制)Economics	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
School of Transnational Law (STL)Juris Doctor (J.D.) degree Program	Shenzhen Graduate School	Juris Master (Non-LL.M.)	(全日制)不区分研究方向	2019-09-01--2021-07-31	4	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - MBA	Shenzhen Graduate School	MBA	(全日制)MBA	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
School of Transnational Law (STL) Master of Laws(LL.M.) degree program	Shenzhen Graduate School	Juris Master (LL.M.)	(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply
Peking University HSBC Business School - Master Student in Finance	Shenzhen Graduate School	Finance	--(全日制)不区分研究方向	2019-09-01--2021-07-31	2	English	2019-03-31 23:59:59		Apply

Displaying 1-9 of 9 items Per Page 20 items Page 1 跳转 of 1



Fill out the entire form (with documents to upload)

[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. Application Form Pre-review](#)

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

Family Name(as on passport) | Given Name(as on passport)

Chinese Name (if available) | *Gender male female

*Marital Status unmarried married | *Nationality x v

*Birth Date | *Country of Birth x v

*Place of Birth(City,Province) | Native language Please choose v

*Highest Level of Education v | *Religion v

*Employer or Institution Affiliated | *Occupation v

Health Status | Emigrant from mainland China, Hong Kong, Macau, and Taiwan?
yes no

Hobby

Passport And Visa

*Passport No.

Upload Documents Max Size 1M

Documents List	Operation
	The Photocopy of Passport (Pages with photo and visa)(*.jpg,*.jpeg,*.png): <input type="button" value="Add Document"/>
	Authenticated copies of degree certificates / Certificate of enrollment(*.jpg,*.jpeg,*.png,*.doc,*.docx,*.pdf): <input type="button" value="Add Document"/>
	Transcript(*.pdf): <input type="button" value="Add Document"/>
	Reference(*.pdf): <input type="button" value="Add Document"/>
	Personal Statement (research proposal)(* .pdf): <input type="button" value="Add Document"/>



Please note the following points :

- 2. Study Plan < **‘Advisor Name’** and **‘Advisor Contact’**: please leave these blank

Study Plan - Peking University HSBC Business School - Master Student in		Edit Study Plan	
Program	Master Student		
Department	Shenzhen Graduate School	Major	
Research Field (in Chinese)		Research Field (in English)	
Teaching Language	English	Study Years	2
Study Duration	2018-09-01--2020-07-31		
Advisor Name	<input type="text"/>	Advisor Contact	<input type="text"/>

- 4. Additional Info < **‘Guarantor in China’**: if you don’t have any contact in China, you can write our details as follow:

The Guarantor in China Charging your case			
*Name	Cindy CHOQUET	*Mobile	75526033642
*Phone Number	755 2603 3642	*Email	cindy.choquet@phbs.pku.edu.cn
Organization	PHBS	*Address	Shenzhen University Town Xili



Do not forget to click 'Save and Next' after each page.
You can go back and edit your application at any time before it is submitted.

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. Application Form Pre-review

Home Country Address Please fill in the blanks in Chinese if the address is in China.

*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

Facebook No	<input type="text"/>	Personal Email	<input type="text"/>
LinkedIn No	<input type="text"/>	Wechat No	<input type="text"/>
QQ No	<input type="text"/>	Twitter No	<input type="text"/>
		MSN No	<input type="text"/>

How to Collect the Admission Notice

Deliver to Address Provided in Application Collect at the Peking University in Person

Copy from Home country address Copy from My current postal address

*Receiver's Name	<input type="text"/>	*Phone or Mobile	<input type="text"/>
*Receiver's City/Province	<input type="text"/>	*Receiver's Country	Please choose
*Receiver's Address	<input type="text"/>	*Zipcode	<input type="text"/>

Previous **Save and Next**



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When all the steps are completed, click 'Submit'

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

Welcome! [Redacted] Sign out 简体中文 English

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

1. Basic Info

Study Plan: Degree Programs Application - Master Program - Peking University HSBC Business School - Master Student in Economics
Application Status: **filled in** Submit Application No.: Financial Resources for Study: Self-Supporting Campus:



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When your application is submitted, please
download your application form
(to be sent with your hardcopies)

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

Welcome! [redacted] Sign out • 简体中文 • English

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

1. Basic Info

Study Plan: Degree Programs Application - Master Program - Peking University HSBC Business School - Master Student in Economics
Application Status: **in process** Application No.: 2019040380 Financial Resources for Study: Self Supporting Campus:

[Download Application Form](#)



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5- HARDCOPY APPLICATION





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- Print out your completed application form (from the online system)
- Mail this form to our school, along with your application materials
- Our school (Shenzhen Campus in China) is in charge of all admissions, and applications for both Shenzhen and UK programs need to be mailed to PHBS in Shenzhen, China
- One set of documents is enough, you don't need to send additional copies
- Applicants are expected to cover the cost of mailing their documents
- All submitted documents will become the property of Peking University and will not be returned



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Mailing Address

Admissions Office for International Students, Room 114
Peking University HSBC Business School
University Town, Xili, Nanshan District
SHENZHEN 518055
CHINA

Phone: +86 755 2603 1383

Contact person : Cindy CHOQUET

If you send your application documents from China :
深圳市南山区西丽大学城北京大学汇丰商学院114室518055



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For more information please contact

International Admissions Office

Email: int.admission@phbs.pku.edu.cn