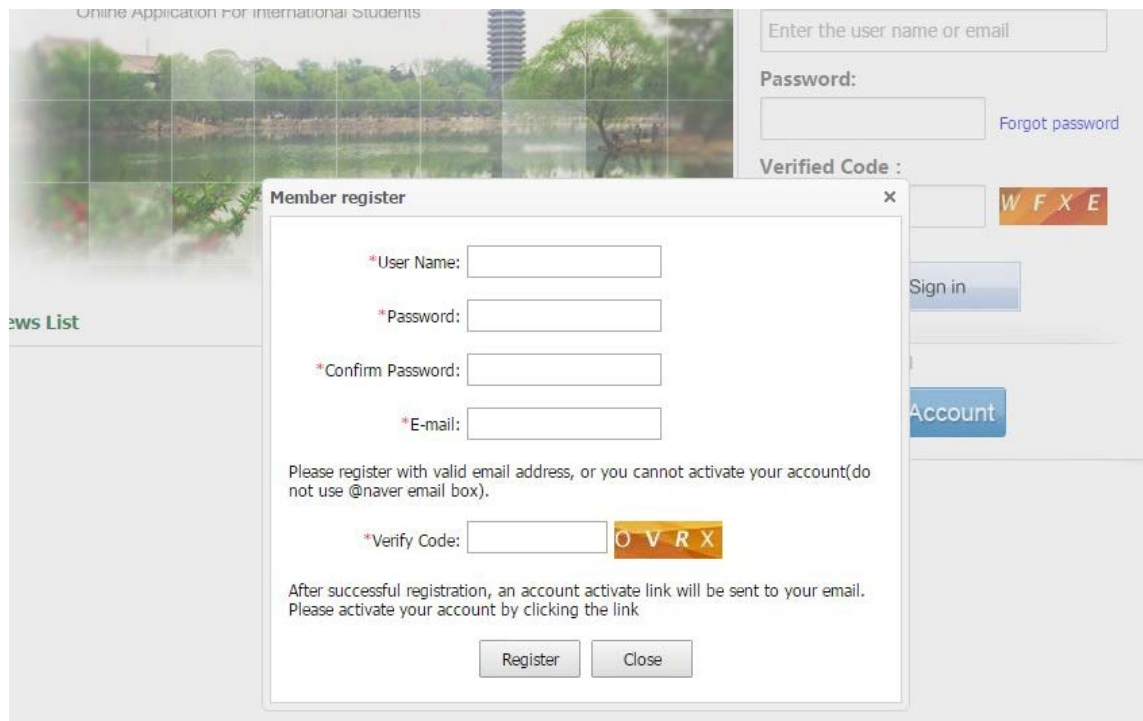


Online Application Instructions for PHBS Exchange Students

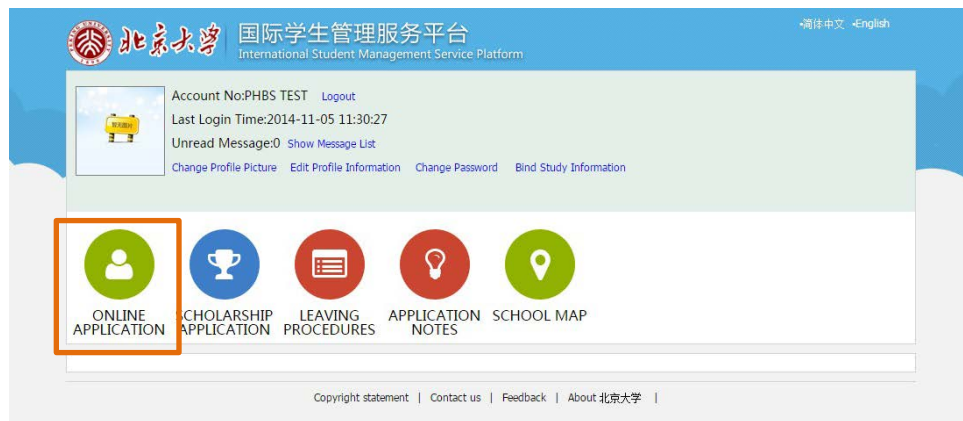
Step 1: Create a new account. Please go to www.studyatpku.com or (<http://pku.17gz.org/>) to begin your application.



Step 2: Set up your username and password. Then activate your account from the email sent to the email address you used to register.



Step 3: After activating your account, sign in and then select the “Online Application” icon.



Step 4: Select “Non-Degree Program Application”.



Step 5: Click “General Visiting Students Program,” then select “Department Exchange Program”



Step 6: Apply for “Shenzhen Graduate School”.

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

Query Option

Apply for Department

Study Plan List[total:14]

Study Plan Name	Department	Apply deadline	Notes	Operation
Spring 2015 Department Exchange Program	School of Journalism and Communication	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	School of Economics	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Law School	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	School of Electronics Engineering and Computer Science	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Dept. of History	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Dept. of Philosophy	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Guanghua School of Management	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	School of International Studies	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Dept. of Sociology	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	School of Government	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	School of Foreign languages	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Yuanpei College	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	College of Engineering	2014-11-30 23:59:59		Apply
Spring 2015 Department Exchange Program	Shenzhen Graduate School	2014-11-30 23:59:59		Apply

Displaying 1 to 14 of 14 items Per Page 20 items Page 1 of 1

Step 7: You may now begin completing the application. Please fill out each page and submit. Complete all portions noted as required with an asterisk (*) and upload a clear, readable scanned copy of your passport (must be readable when printed on A4/letter paper).

Online Application for International Students

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

1. Basic Info


2. Education & Employment

3. Study Plan

4. Additional Info

5. Contact Info

6. Submit

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

*Birth Date *Country of Birth

*Place of Birth(City,Province) native language

*Highest Level of Education *Religion

*Employer or Institution Affiliated *Occupation

Health Status Are you an immigrant from other country or region? ☐ yes ☒ no

Hobby

Passport And Visa

*Passport No. ☐ under applying *Passport Expiration Date

Note 1: Please list your undergraduate university, and your current graduate university. “Employment Background” is not necessary. Please only upload a clear, readable scanned copy of your passport (must be readable when printed on A4/letter paper); all other requested documentation should be emailed directly to the PHBS Exchange Coordinator.

Online Application For International Students

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

1. Basic Info

2. Education & Employment

3. Study Plan

4. Additional Info

5. Contact Info

6. Submit

Educational Background Please list all schools attended after high school, including current school. Add

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation
2010-08-02	2014-05-14	University		delete

Employment Background Add

*Year Attended (From)	*Year Attended (To)	*School or Company	Job	Operation
-----------------------	---------------------	--------------------	-----	-----------

Upload Documents Max Size 1M

Documents List	Operation
The Photocopy of Passport (pages with photo and address)	Add Document
Official Score Report of Chinese or English Language Proficiency Tests	Add Document
Transcript	Add Document

Previous Save and Next

Note 2: For “Recommended by” please input the information of your home university’s exchange coordinator(s). Please do not submit any recommendation letters.

Department: Shenzhen Graduate School

*Study Duration: 2015-03-01--2015-07-31

Recommended by(1)

*Name	*Relationship with the applicant
*Organization	Mobile
*Phone Number	Email
Nationality: Please choose	Job
Address	Fax Number

Recommended by(2)

*Name	*Relationship with the applicant
*Organization	Job
*Phone Number	Email

Previous Save and Next

Note 3: For “Emergency Contact in China” OR “Guarantor in China Charging your case” please enter the information of the PHBS exchange coordinator, and enter the phone number a 2nd time under “Mobile”.

5.Contact Info	Organization		Email	
6.Submit	Emergency Contact in China			
	*Name	Nicole Chastagner	*Mobile	NA
	*Phone Number	755-2603-6197	*Email	nchastagner@phbs.pku.edu.cn
	Organization		*Address	PHBS 114, University Town, Nanshan Dist
		Previous Save and Next		

The Guarantor in China Charging your case				
*Name	Nicole Chastagner	*Mobile	755-2603-6197	
*Phone Number	755-2603-6197	*Email	nchastagner@phbs.pku.edu.cn	
Organization		*Address	PHBS 114, University Town, Nanshan Dist	

Step 8: Verify that all of your personal information matches your passport exactly, and that all other information is correct, and then click “Submit”!

 国际学生入学在线申请 Online Application For International Students		Welcome! PHBS TEST Logout 简体中文 English	
Application	Application Query	Inbox (unread:0)	Outbox Message to Administrator
ApplyStatus: filled in Submit Apply No.: Financial Resources for Study: Department Exchange Campus:			
Personal Information & Employment	Family Name(as on passport)	PHBS	Given Name(as on passport)
	Chinese Name (if available)		Gender
			male



Dotted passport number must be visible (if any, otherwise any other information on that page) ↓

↓
Page next to personal information page must be complete. ↵

All the information must be readable in zoom-out and zoom-in mode. ↓

↓
The barcode information at the end of the page must be complete. ↓

↓
No reflections are allowed. ↵

*this file is for reference only and has been compressed to increase share ability and information has been censored. Please submit a high-quality readable scan copy of your passport. ↵