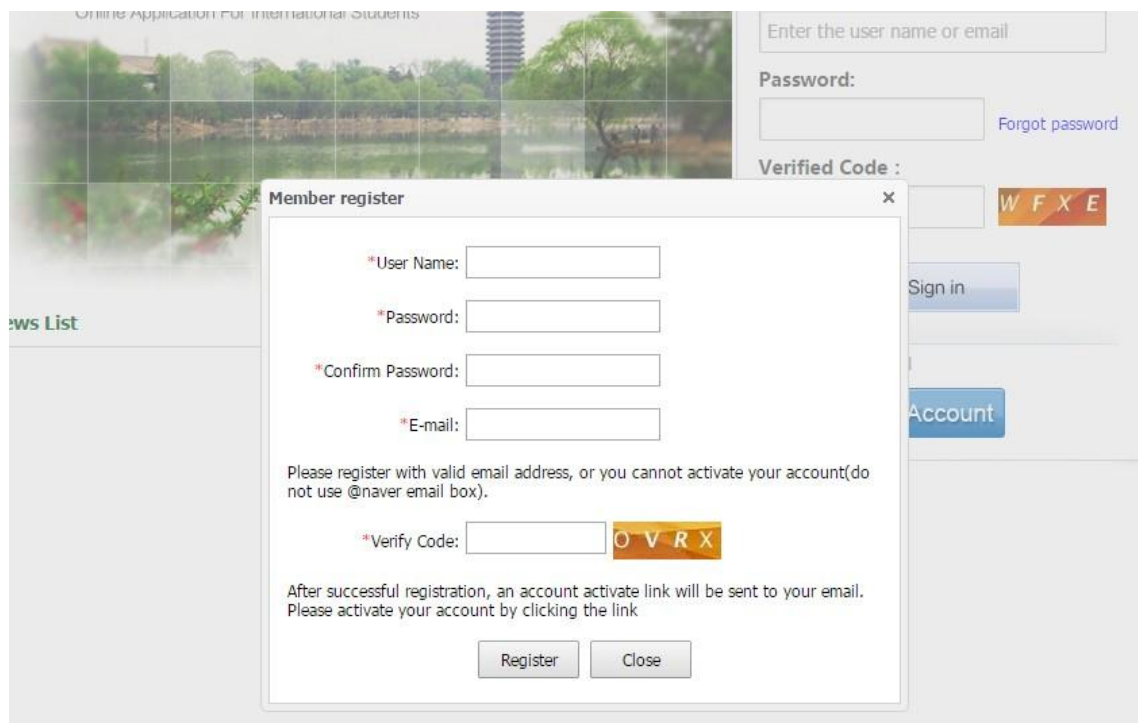


## Online Application Instructions for PHBS Exchange Students

**Step 1: Create a new account. Please go to [www.studyatpku.com](http://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 tick the “I have read and agree to the regulations” icon and click “同意并继续”which means I agree and continue.**

The screenshot shows the registration page of the PKU Online Application For International Students. The header includes the PKU logo and the text '国际学生入学在线申请' (Online Application For International Students). The navigation bar has links for Home, Application, Application Query, Inbox, Outbox, and Message to Administrator. The main content area is titled '报名须知' (Registration Notice) and contains two instructions in English and Chinese. Below the instructions, there is a checkbox labeled 'I have read and agree to the regulations.' which is checked. To the right of the checkbox is a green button labeled '同意并继续' (I agree and continue).

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

The screenshot shows the program selection page of the PKU Online Application For International Students. The header and navigation bar are the same as in the previous screenshot. The main content area has a 'FAST PASS' section with a 'Project Code' input field and a 'Submit' button. Below this is a section titled 'Please choose your program:' with two radio button options: 'Degree Programs Application' and 'Non-Degree Programs Application'. The 'Non-Degree Programs Application' option is selected and highlighted with a yellow bar. Below the options is a blue 'Next' button.

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

The screenshot shows the program type selection page of the PKU Online Application For International Students. The header and navigation bar are the same as in the previous screenshots. The main content area is titled 'please choose your type :'. It contains a list of radio button options: 'Short-term Program(ST)', 'General Visiting Students Program(G)', 'University Exchange Program(G1)', 'Department Exchange Program(G2)', 'Group Program(G3)', 'GVS3', 'Senior Visiting Student Program(S)', 'Research Scholar Program(R)', and 'International Chinese Language Teachers Scholarship - General Visiting Student Program'. The 'Department Exchange Program(G2)' option is selected and highlighted with a yellow bar. Below the options is a blue 'Next' button.

**Step 6: Choose “Shenzhen Graduate School” and then click “Find”. Click “Apply” for “Autumn 2021 Department Exchange Program Shenzhen Graduate School”.**

Query Option

Department: Shenzhen Graduate School

Return

Study Plan Name	Department	Application Period	Notes	Operation
Autumn 2021 Department Exchange Program	Shenzhen Graduate School	00:00:00~2021-04-15 23:59:59		Apply

Query Option

Department: Shenzhen Graduate School

Find Return

Study Plan Name	Department	Application Period	Notes	Operation
Autumn 2021 Department Exchange Program	Shenzhen Graduate School	2021-02-20 00:00:00~2021-04-15 23:59:59		Apply

Displaying 1-1 of 1 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) and your most recent official grade report/transcript. You do not need to upload other documents.**

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

Welcome! fatnannan Sign out 简体中文 English

Home Application Application Query Inbox (unread:0) Outbox Message to Administrator

Tips: Please fill in either Chinese or English, (\*) indicates a required field.

1. Basic Info

2. Study Plan

3. Education & Employment

4. Additional Info

5. Contact Info

6. Application Form Preview

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

Family Name (as on passport): Chinese Name (if available): Given Name (as on passport):

\*Gender: Male Female

\*Nationality: Please choose

\*Country or region of birth: Please choose

\*Native Language: Please choose

\*Religion: Please choose

\*Occupation: Please choose

\*Hobby: Please choose

\*Highest Level of Education Completed: Please choose

\*Employer or Institution Affiliated: Please choose

Health Status: Please choose

Current Location: Please choose

\*Whether in China now? Yes No

Immigration Information: Please choose

\*Emigrant from mainland China, Hong Kong, Macau, and Taiwan? Yes No

Passport And Visa: Please choose

\*Passport No.: Please choose

\*Passport Expiry Date: Please choose

\*Location of Visa Office: Please choose

Save and Next

**Study Plan:** For “Recommender” please input the information of your home university’s exchange coordinator(s). Please do not submit any recommendation letters.

**1.Basic Info**

**2.Study Plan**

3.Education & Employment

4.Additional Info

5.Contact Info

6.Application Form Preview

**Language Proficiency**

**Chinese Proficiency**

\*Language Proficiency: -choose-  
Level of HSK: -choose- scores:  Level of HSK: -choose- scores:

**English Proficiency**

\*Language Proficiency: -choose-  
TOEFL:  GRE:   
GMAT:  IELTS:   
Other Language Proficiency:

**Study Plan Autumn 2021 Department Exchange Program** [Edit Study Plan](#)

Program: General Visiting Student  
Department: Shenzhen Graduate School  
\*Study Duration: Please choose

**Recommender #1**

\*Name:  \*Relationship with the applicant:   
\*Organization:  Mobile:  Example: +86-13612345678  
\*Phone Number:  Example: +86-10-12345678 \*Email:   
Nationality: Please choose Job Title:   
Address:  Fax Number:

**Recommender #2**

\*Name:  \*Relationship with the applicant:   
\*Organization:  Job Title:   
\*Phone Number:  Example: +86-10-12345678 \*Email:

[Previous](#) [Save and Next](#)

**Education & Employment:** Please list your undergraduate university, and your current graduate university. “Employment Background” is not necessary.

**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 Preview

**Educational Background** Please list all schools attended, including high school and current university/college. [Add](#)

*Year Attended (From)	*Year Attended (To)	Country of the Institute	*School Name	Field of Study	*Education Level	Operation
<input type="text"/>	<input type="text"/>	Please choose	<input type="text"/>	<input type="text"/>	-choose-	<a href="#">delete</a>

\*Have you ever studied in China? ☐ Yes ☐ No

**Employment Background**

\*Do you have work experience? ☐ Yes ☒ No

\*Have you ever worked in China? ☐ Yes ☐ No

**Upload Documents** Max Size 1.5M

Documents List	Operation
The Photocopy of Passport (Pages with photo and visa) (*.jpg, *.jpeg):	<a href="#">Add Document</a>
Transcript (*.pdf, *.jpg, *.jpeg): Transcript(Most recent official grade report/transcript)	<a href="#">Add Document</a>

[Previous](#) [Save and Next](#)

**Education & Employment:** Upload a clear, readable picture of your passport (must be readable when printed on A4/letter paper) and your most recent official grade report/transcript.

Documents List	Operation
	The Photocopy of Passport (Pages with photo and visa)(*.jpg, *.jpeg): <input type="button" value="Add Document"/>
	Transcript(*.pdf, *.jpg, *.jpeg): Transcript(Most recent official grade report/transcript) <input type="button" value="Add Document"/>

**Additional Info:** For “Financial Supporter”, generally it is your parents.

For “Guarantor in China” please enter the information of the PHBS exchange coordinator:

Name: Na Mao

Phone Number: +86-755-26033097

Organization: PHBS

Mobile: +86-755-26033097

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

Address: Office 110, Peking University HSBC Business School, Xili, Shenzhen, China

Home	Application	Application Query	Inbox [unread:0]	Outbox	Message to Administrator																								
<p>1. Basic Info</p> <p>2. Study Plan</p> <p>3. Education &amp; Employment</p> <p>4. Additional Info</p> <p>5. Contact Info</p> <p>6. Application Form Preview</p>																													
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Father		Please choose					Delete																						
Mother		Please choose					Delete																						
<p><b>Criminal Record</b></p> <p>*Have you ever had a criminal record? <input type="radio"/> Yes <input type="radio"/> No</p>																													
<p><b>Financial Supporter</b> (The guarantor should be an adult, willing to sponsor you to complete your studies. He or she may live in or outside China, generally should be parent.)</p> <table border="1"> <tbody> <tr> <td>*Guarantor name</td> <td colspan="2"></td> <td>The guarantor Addr</td> <td colspan="2"></td> </tr> <tr> <td>*The guarantor Tel</td> <td colspan="2">Example: +86-10-12345678</td> <td>Relationship with applicant</td> <td colspan="2"></td> </tr> <tr> <td>*Organization</td> <td colspan="2"></td> <td>Email</td> <td colspan="2"></td> </tr> </tbody> </table>						*Guarantor name			The guarantor Addr			*The guarantor Tel	Example: +86-10-12345678		Relationship with applicant			*Organization			Email								
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Organization			*Address																										

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 Preview

**Tips:** Please fill in either Chinese or English, (\*) indicates a required field.

**Family**

*Family Members	*Name	Nationality	*Phone Number	Email	*Position	*Work Place	Action
Father		Please choose					Delete
Mother		Please choose					Delete

**Criminal Record**

\*Have you ever had a criminal record? ☐ Yes ☒ No

**Financial Supporter** (The guarantor should be an adult, willing to sponsor you to complete your studies. He or she may live in or outside China, generally should be parent.)

\*Guarantor name: The guarantor Addr:   
 \*The guarantor Tel: Relationship with applicant:   
 \*Organization: Email:

**Guarantor in China**

*Name	Na Mao	*Mobile	+86-755-26033097 Example: +86-13612345678
*Phone Number	+86-755-26033097 Example: +86-10-12345678	*Email	maona@phbs.pku.edu.cn
Organization	PHBS	*Address	Office 110, Peking University HSBC Business School. Xili, Shenzhen, C

Previous Save and Next

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

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

Welcome! fatnannan Sign out 简体中文 English

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

1. Basic Info

**Study Plan:** Non-Degree Programs Application - General Visiting Students Program(G) - Department Exchange Program(G2) - GVS-2-Autumn 2021 Department Exchange Program

**Application Status:** filled in **Submit** **Application No.:** **Financial Resources for Study:** Department Exchange **Campus:**