A Guidance to the Non-degree Exchange Student Service Platform

对外经济贸易大学 | 外事工作服务系统
Foreign Affairs Service System

For Partner Institutions
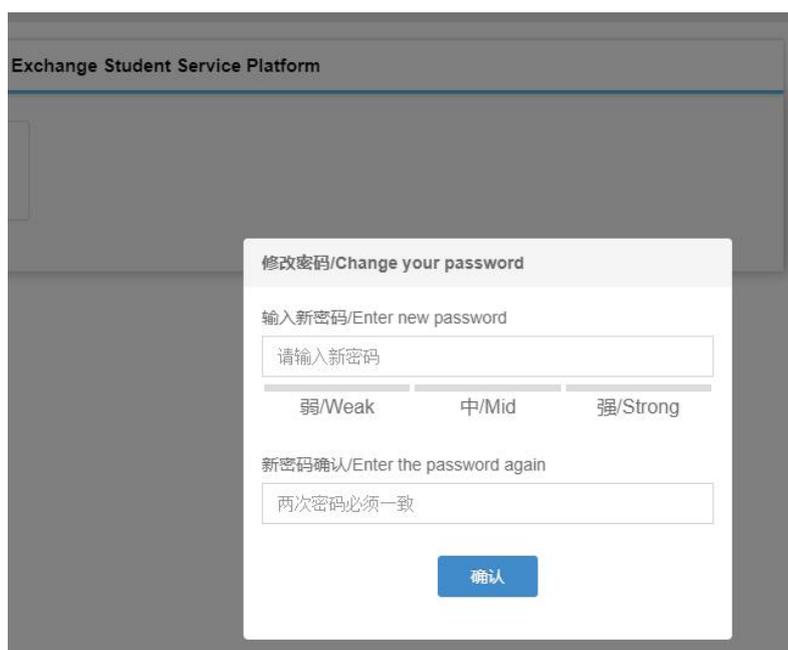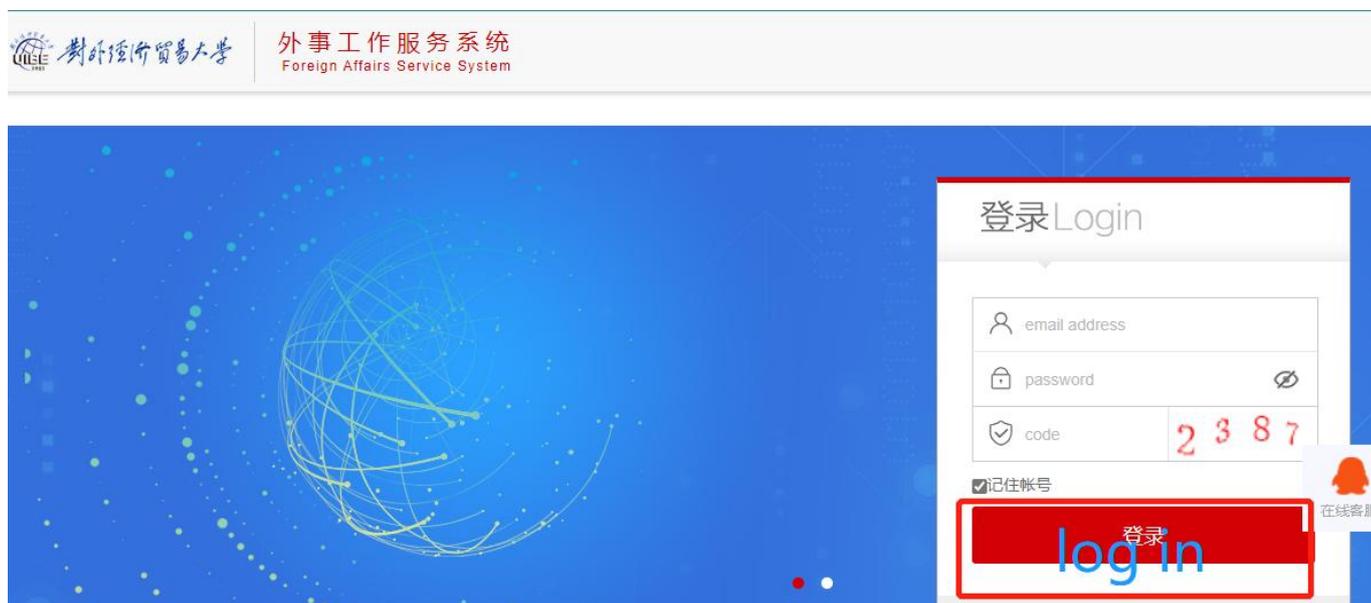
Content

LOG IN

Website: http://202.204.175.192/
Account: Your email address (in use now)
Password: 666666

NOTE:
1. Your email address has been created as an account automatically. If any change happens to your email address in use now, please contact us.
2. Password needs to be reset the first time you log in successfully. If you forget your password, please contact us.
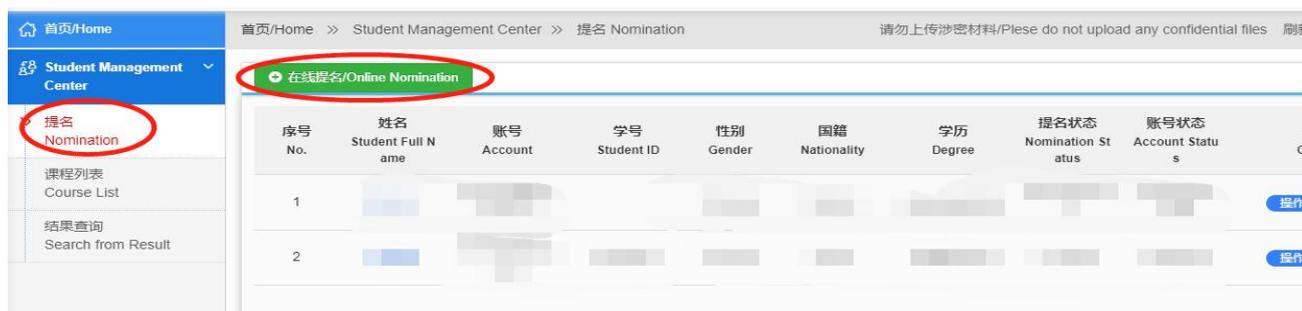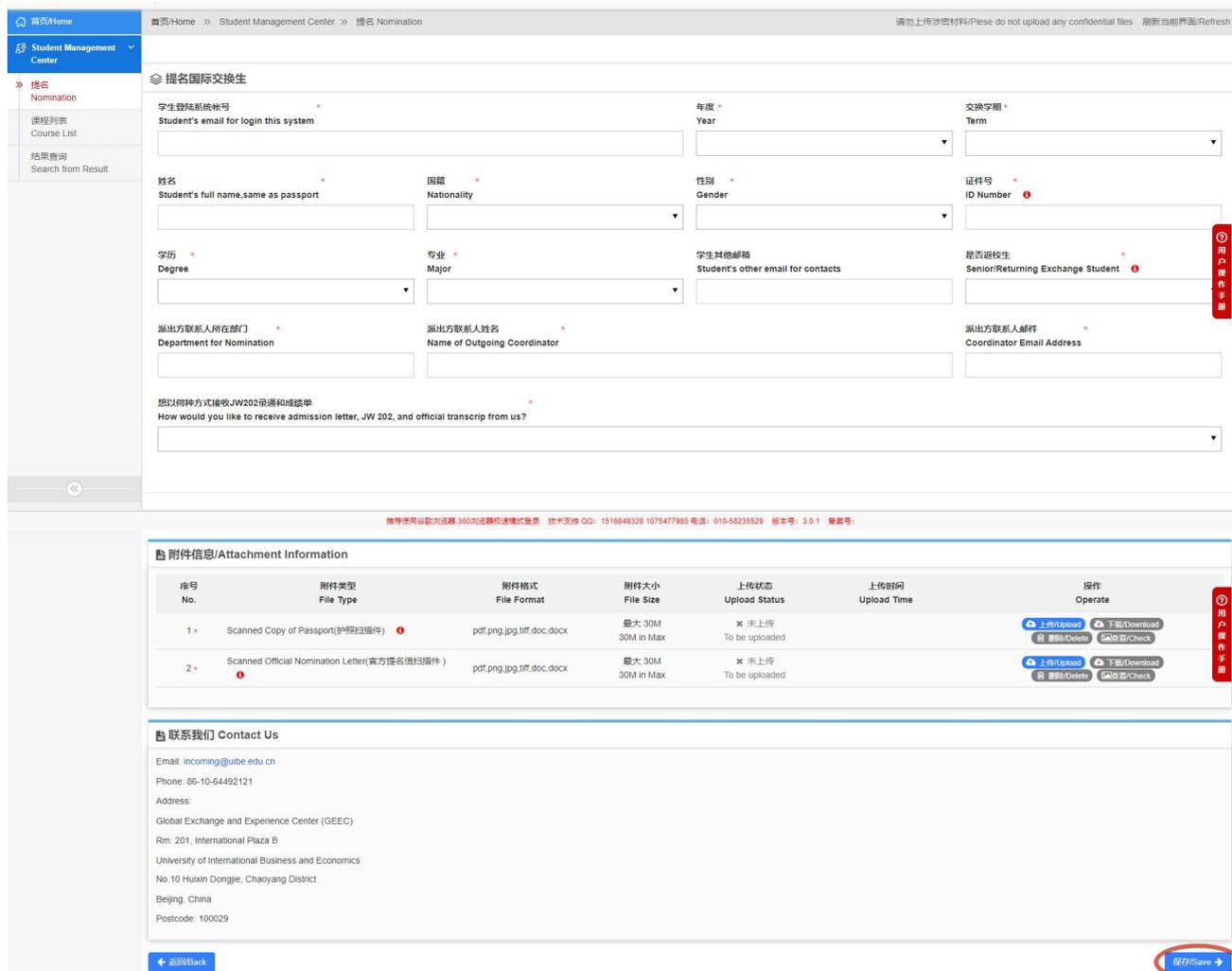
NOMINATION

Click *Student Management Center* on homepage.
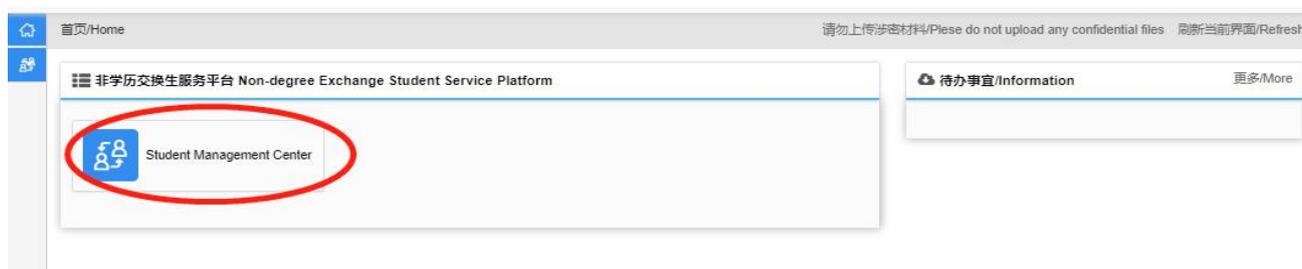
Click *Online Nomination.*

Fill in the nomination information, click *Save* and complete one nomination record.

On Options:

1) **Revise nomination**: to modify the nomination information.
2) **Revise student's application**:to modify the application that has been submitted by students
3) **Review application:** to view students' basic information, study application, etc.
4) **Postpone Exchange:** to postpone students' exchange.
5) **Withdraw Exchange:** to withdraw students' exchange.
6) **Terminate exchange:** to terminate the exchange of students by providing the formal written notice.
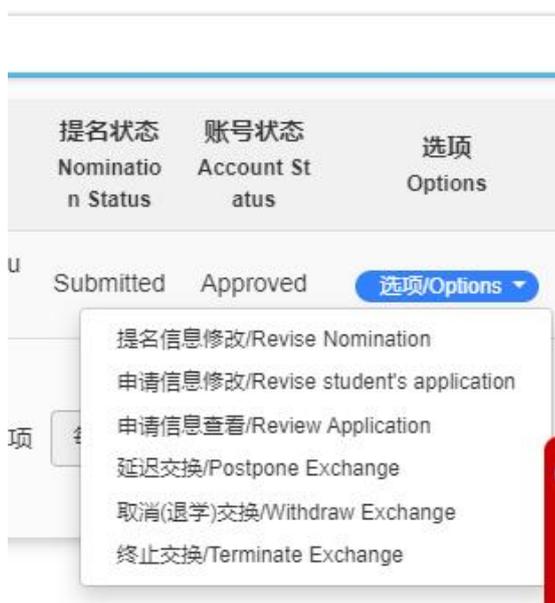
Interpretations for all kinds of status on our website:

Nomination Status	Account Status	Conception
Not Submitted	Checking by UIBE	Nomination completed but students have no permission to the system yet.
Not Submitted	Approved	Students get permitted but haven't submitted applications.
Submitted	Approved	Students have completed their status management or online Application
Pending confirmation by home institution	Approved	There is a withdrawal or postpone request from a student. and you need to confirm the request by clicking **Options**.

COURSE INFORMATION

Click **Course List** to view the courses information.

Click **Options** to view the syllabus of each course.

QUERYING STUDENT'S INFORMATION

- **TO QUERY A LEARNING AGREEMENT**

Click **Search from Result** and click **Options** after each application record:

Click **To confirm learning agreement** to approve or refuse one's learning agreement.

Click **Approved**, the student's learning agreement will be transmitted to UIBE.

Click **Refused**, the student can revise the learning agreement.

You need to confirm students' learning agreements before they officially enroll in courses.

● **TO QUERY A TRANSCRIPT OR CERTIFICATION**

Click **Options** and choose **View**, you can check and download a student's transcript and certification at the end of a semester.