

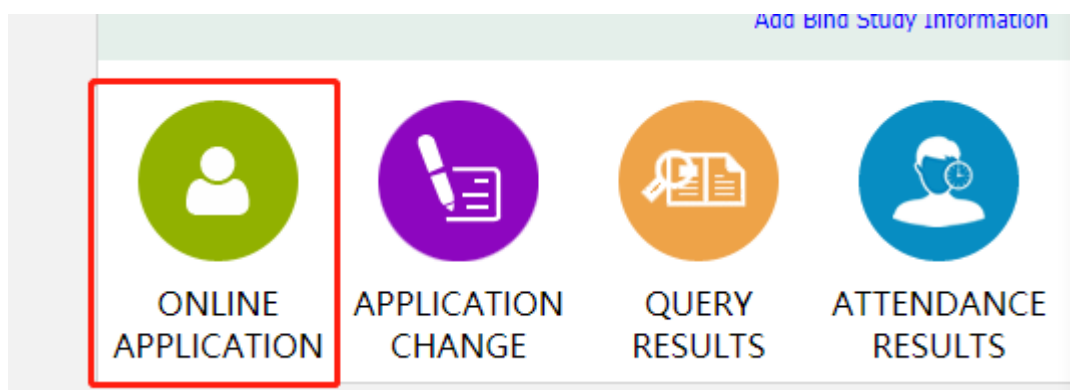
申请指南 Guidance for Online Application

申请网址: <http://iesmis.zuel.edu.cn/member/login.do> (第一次申请请先注册)



1. 申请步骤 Steps for Application

1) 选择 choose "ONLINE APPLICATION"



2) 选择 choose "Exchange Student-Occident" and "General Visiting Student"

Please choose your program:

Exchange Student

Next

please choose your type :

General Visiting Student

3) 选择你想就读的院系和专业 choose department and major.

1. 护照需为**清晰、完整的彩色扫描件**，内容包括信息页及其上一页例：

The **color scanned passport**, including the information page and its previous page, should be as clear and complete as the following picture shows:



2. 姓名必须严格按照护照上填写，不得缩写，不得省略中间名。姓或名为空的，可以留空或者填写“-”“.”；

The name must be the same as that in the passport. Abbreviations or omissions of the middle name are not allowed. If there is no family name or first name, please leave it with a blank, '-' or '.';

3. 在华的申请者需要提交有效签证的彩色扫描件和最近一次入境章所在页面彩色扫描件；

Applicants already in China must submit color scanned visa within the validity period with the latest entry stamp;

4. 对于未满 18 岁的申请者，须提交法定监护人材料如监护人证件、

收入证明、监护委托书等（学生任意上传一样即可）；

Applicants under the age of 18 must submit valid documents of legal guardians, such as ID card, certificate of income and letter of guardianship. (Either one is acceptable);

5. 所有申请者需如实填写从高中至今的所有学习经历和工作经历，年份之间不得有空缺；

Applicants must fill in all the study and work experiences from high school so far without gaps;

6. 在读证明。请提交现就读学校出具的在读证明及前置最高学历证书的彩色扫描件；

Applicants must submit both color scanned studying certificate (issued by the current college or university) and the previously acquired academic certificate;

7. 非英文的学历证明要提交原件+经公证的中文或英文的译文；

If the academic certificate is non-English, the original must be attached with notarized Chinese or English translations;

8. 申请者的最后学历请填写申请者的前置最高学历;

The highest level of education must be filled in the previously acquired degree;

9. 学习成绩单。中英文以外文本须附经公证的中文或英文的译文;

Academic transcripts (written in Chinese or English); transcripts in languages other than Chinese or English must be attached with notarized Chinese or English translations;

10. 体检证明。所有申请者须提交《外国人体格检查表》复印件（原件自行保存，须英文填写）。申请人应严格按照《外国人体格检查表》中要求的项目进行检查。缺项、未贴有本人照片或照片上未盖骑缝章、无医师和医院签字盖章的《外国人体格检查表》无效。鉴于检查结果有效期为 6 个月，请申请人据此确定本人进行体检的时间;

Applicants must submit Foreigner Physical Examination Form (photocopy) written in English. The physical examinations must cover all of the items listed in the Foreigner Physical Examination Form. Incomplete forms or forms without the signature of the attending physician, or the official stamp of the hospital, or a sealed photograph of the applicant are considered as invalid. Please carefully plan your physical examination schedule as the result is valid for only 6 months;

11. 无犯罪记录证明。申请人须提交由所在地公安机关出具的有效期内的无犯罪记录证明，通常应为提交申请之日前6个月以内的证明文件；

Non-criminal record report. The applicant shall submit a valid certificate of Non-Criminal Record issued by the local public security authority, usually issued within 6 months prior to the submission date of the application.