# 在线申请指南

## Online Application Guide

在线申请网址/Online Application website：https://apply.shnu.edu.cn

## 1. 注册/ Registration

    登录在线申请网站，注册（需用电子邮件注册，注册后会收到一封邮件，点击后才能激活账户，正式完成注册），推荐使用 IE10 和 Chrome 浏览器。

    Open the application website and register an account with your e-mail. IE10 or Chrome browser is recommended for the registration. Applicants will receive a confirmation e-mail upon finishing registration and should click the link in the e-mail to activate account.
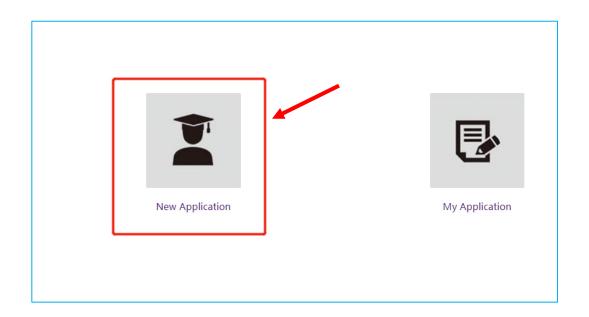
## 2. 登录/Log in

用注册时你所使用的电子邮件账户和设置的密码登录在线申请网站
Log in to our website with your e-mail account and password.

**3.** 点击新申请/Click "New Application"

New Application

My Application

## 4. 同意"申请须知"/Agree to the "Application Guide

仔细阅读"申请须知"并在底部选择"已经阅读完规章制度并且同意"，点击"下一步"

Please read through the application guide with due attention, then choose "I have read and agree to the regulations" and click "NEXT" for next step.

**5. 选择正确的申请项目/Select Your Program.**

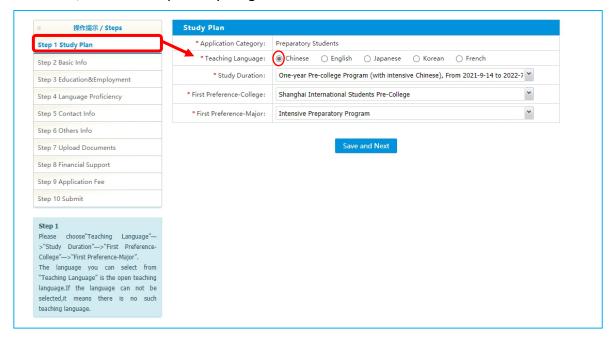请选择预科生项目／Please select the **Preparatory Students** Program.

**6. 开始具体申请流程（共 10 步骤）/Complete All the Application Procedures (10 Steps)**

**Step1 选择授课语言、学习期限和专业/Choose the teaching language of courses, study duration and major**

授课语言**/Teaching Language of Courses**：汉语/Chinese
学习期限**/Study Duration**：2021-09-14—2022-07-31 / September 14$^{th}$,2021—July 31$^{st}$ ,2022
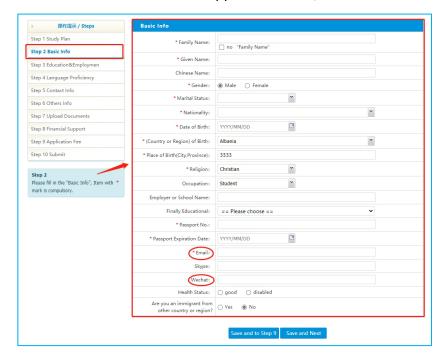专业**/ Major:** 预科强化课程/Intensive Preparatory Program

## Step 2 基本信息/Basic Information

　　请如实填写你的基本信息，标有*的项目是必填信息。同时，推荐你申请一个 Wechat 账号，有助于后续信息沟通和面试进行，具体面试时间等预科学院截止申请后，会通过邮件和微信（如果有的话）联系。

　　Please fill in these items as required. Items with * mark is mandatory. Having a WeChat account will be helpful for later updates and interview details. We will arrange schedules for interview after the application ends, details will be sent to applicants via email or WeChat.

## Step 3 教育背景及工作背景/Education and Employment Background Info
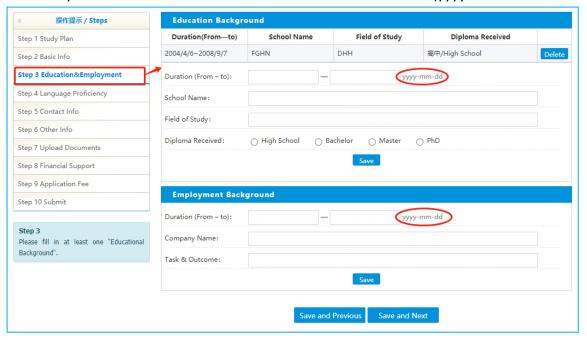
请如实填写你的背景及工作背景信息。请注意日期输入的要求格式。

Please fill in these items as required. Please enter the duration date in correct format. (yyyy-mm-dd）



注意/Note：
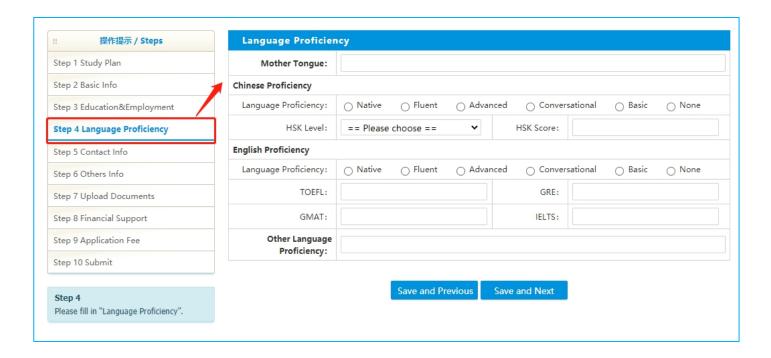
教育背景及工作背景需要完整且连贯。从高中到目前为止，不可以有时间段是空白的。

Educational background and employment background **need to be complete and coherent in time.**

## Step 4 语言水平/Language Proficiency

请如实填写你的语言水平。
Please fill in these items as required.

## Step 5 联系方式/Contact Info

请填写现居地及录取通知寄送地址.

Please fill in your permanent address and address to receive admission documents if admitted

## Step 6 其他信息/Other Info

请填写**推荐学校**、经济担保人、在华事务担保人等信息。

Please fill in the information of your **host university**, your financial supporter, person or agency to act on your behalf in China and other information as required.

## Step 7 上传资料/Upload Documents

请提前扫描好需要上传的文件后再申请。带*号的文件必须上传。

We recommend our applicants to scan all the application materials before applying. * is requested to upload.

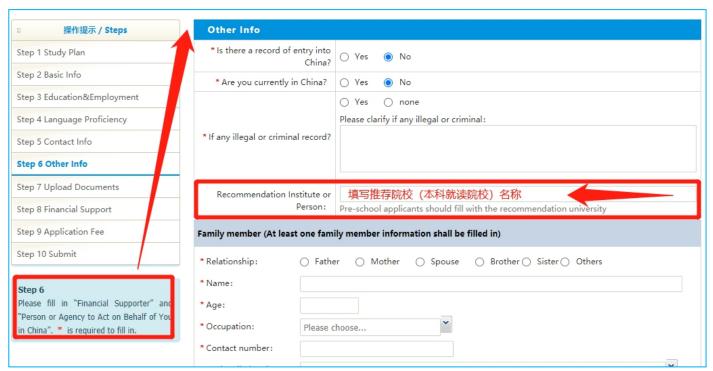| | | |
|---|---|---|
| **\* Chinese Proficiency Certificate**<br>Memo: HSK or Chinese learning certificates issued by authorities.<br>(HSK 3 or above for scholarship applicants) | Not Upload | 选择文件 未选择文件 |
| **HSKK Certificate**<br>Memo: | Not Upload | 选择文件 未选择文件 |
| **\* Personal Statement**<br>Memo: no less than 800 words, stating personal strengths, study<br>plan, and reasons for choosing the programme. | Not Upload | 选择文件 未选择文件 |
| **Other Documents**<br>Memo: Other certificates proving academic performance or social<br>capabilities (Notarized Chinese or English translated copy is<br>required for non-Chinese or non-English documents) | Not Upload | 选择文件 未选择文件 |
| **\* CV**<br>Memo: please state your study and work experience, including<br>part-time job, starting from senior secondary school | Not Upload | 选择文件 未选择文件 |
| **\* Non-Criminal Record Certificate**<br>Memo: issued by police or schools | Not Upload | 选择文件 未选择文件 |
| **\* Physical Examination Record Form for Internationals**<br>Memo: It must be provided by authorized hospitals. | Not Upload | 选择文件 未选择文件 |
| **National College entrance examination record**<br>Memo: Notarized Chinese or English translated copy is required<br>for non-Chinese or non-English documents. | Not Upload | 选择文件 未选择文件 |
| **Certified copy of institute academic transcripts**<br>Memo: If already a registered institute student, a full transcript at<br>current institute must be provided | Not Upload | 选择文件 未选择文件 |
| **Currently valid visa page or residence permit**<br>Memo: Applicants in China need to provide a photocopy of the<br>currently valid visa page or residence permit page. | Not Upload | 选择文件 未选择文件 |

Save and Previous    Save and Next

## Step 8 资金来源/Financial Support

## Step 9 支付报名费/Application Fee

1.上海高校审核通过后向预科学院推荐选派的预科生可免交申请费。

Applicants recommended by host universities in Shanghai are exempt from application fees.



2. 本科阶段计划在上海师范大学就读的及计划自费就读的预科申请人需要支付报名费人民币 520 元（或 80 美元）。

For applicants who wish to study their undergraduate programme in SHNU and self-financed applicants should pay RMB520 (or USD 80) as application fee.

支付方式/**Payment Method**：在线支付或线下转账/Online Payment or Bank Transfer

**Application Fee**

Application Fee: CNY 520.

Payment method: ⦿ Online Payment ○ Bank Transfer and Upload the Remittance Notice

**Online Payment:**

Notes:
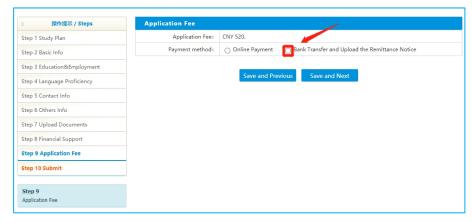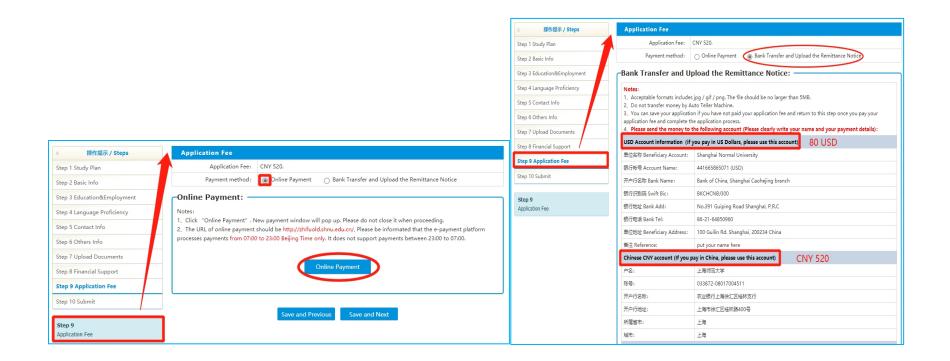1. Click "Online Payment". New payment window will pop up. Please do not close it when proceeding.
2. The URL of online payment should be http://zhifuold.shnu.edu.cn/, Please be informated that the e-payment platform processes payments from 07:00 to 23:00 Beijing Time only. It does not support payments between 23:00 to 07:00.

Online Payment

Save and Previous    Save and Next

操作提示 / Steps
Step 1 Study Plan
Step 2 Basic Info
Step 3 Education&Employment
Step 4 Language Proficiency
Step 5 Contact Info
Step 6 Others Info
Step 7 Upload Documents
Step 8 Financial Support
Step 9 Application Fee
Step 10 Submit

Step 9
Application Fee

**Application Fee**

Application Fee: CNY 520.

Payment method: ○ Online Payment ⦿ Bank Transfer and Upload the Remittance Notice

**Bank Transfer and Upload the Remittance Notice:**

Notes:
1. Acceptable formats includes jpg / gif / png. The file should be no larger than 5MB.
2. Do not transfer money by Auto Teller Machine.
3. You can save your application if you have not paid your application fee and return to this step once you pay your application fee and complete the application process.
4. Please send the money to the following account (Please clearly write your name and your payment details):

**USD Account information (if you pay in US Dollars, please use this account)**    80 USD

| | |
|---|---|
| 单位名称 Beneficiary Account: | Shanghai Normal University |
| 银行帐号 Account Name: | 441665865071 (USD) |
| 开户行名称 Bank Name: | Bank of China, Shanghai Caohejing branch |
| 银行识别码 Swift Bic: | BKCHCNBJ300 |
| 银行地址 Bank Add: | No.391 Guiping Road Shanghai, P.R.C |
| 银行电话 Bank Tel: | 86-21-64850960 |
| 单位地址 Beneficiary Address: | 100 Guilin Rd. Shanghai, 200234 China |
| 备注 Reference: | put your name here |

**Chinese CNY account (If you pay in China, please use this account)**    CNY 520

| | |
|---|---|
| 户名: | 上海师范大学 |
| 账号: | 033872-08017004511 |
| 开户行名称: | 农业银行上海徐汇区桂林支行 |
| 开户行地址: | 上海市徐汇区桂林路400号 |
| 所属省市: | 上海 |
| 城市: | 上海 |

操作提示 / Steps
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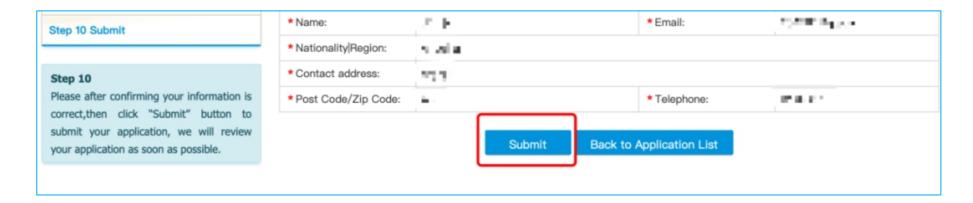Step 10 Submit

Step 9
Application Fee

## Step 10 提交申请/Submit Application

检查所有输入信息及上传文件，确认无误后提交。相关老师将及时查看你的资料并与你联系。**请特别注意邮箱信息。**

Applicants recommended by host universities in Shanghai are exempt from application fees. After double-checking all your information, please click "Submit" button to submit your application, we will review your application as soon as possible. **Please check your email regularly and log in to our online application system to check the application status**.

如果在申请过程中遇到任何问题，请随时和我们联系。

Feel free to contact us if you have any problems in applying.

## 联系方式/Contact Info

地址/Address：

　　100 Guilin Road Xuhui District,

　　Shanghai, China.

邮编/Post Zip: 200234

电话/Tel：+86-21-64323111/64322493

传真/Fax：+86-21-64321575

邮件/E-mail：iec@shnu.edu.cn

微信/WeChat: