



上海市国际学生预科学院
Shanghai International Student Pre-college

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.

国际学生在线申请
International Students Online Application

登录 Log In 注册 Register

电子邮件 e-mail
密码 Password
确认密码 Confirm password
验证码 Verification code

注册/ Register

找回密码 retrieve your password
发送验证邮件 send e-mail verification

上海市国际学生预科学院 上海市桂林路 100 号

Tel: +86-21-64323111/64322493 Fax: +86-21-64321575 E-mail: iec@shnu.edu.cn Website: <http://iao.shnu.edu.cn>



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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.

国际学生在线申请
International Students Online Application

登录 Log In

注册 Register

电子邮件
e-mail

密码
Password

验证码
Verification code

2756

登录/Login

找回密码 retrieve your password

发送验证邮件 send e-mail verification

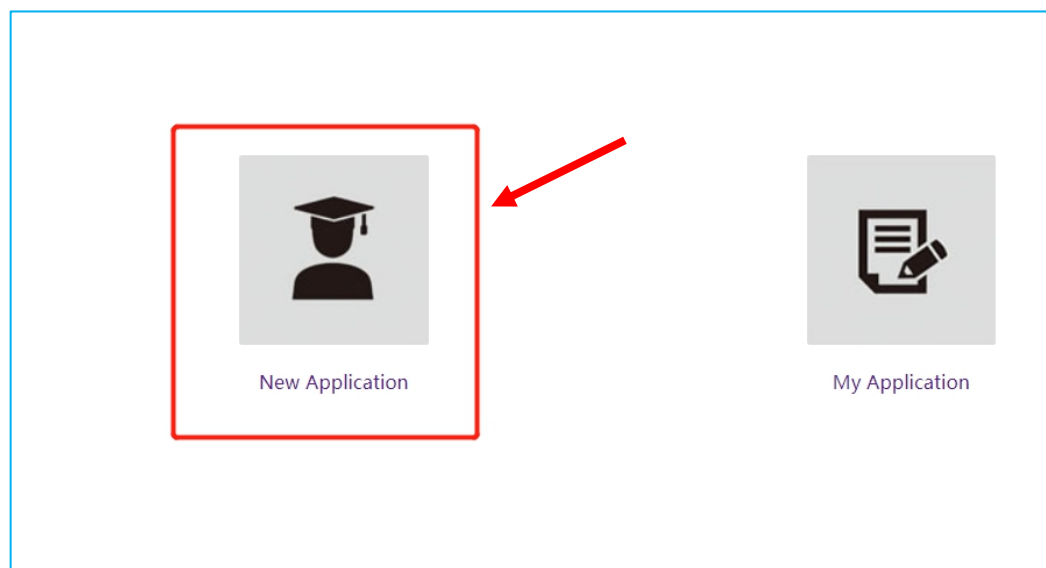
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3. 点击新申请/Click “New Application”





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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.

☒ I have read and agree to the regulations.



Next

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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.

 语言生	 本科生	 硕士研究生
 博士研究生	 预科生	 交换生

 Language Student	 Undergraduate	 Graduate
 Doctorate Candidate	 Preparatory Students	 Exchange Student

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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 14th,2021—July 31st,2022

专业/ Major: 预科强化课程/Intensive Preparatory Program

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

Study Plan

* Application Category:	Preparatory Students
* Teaching Language:	<input checked="" type="radio"/> Chinese <input type="radio"/> English <input type="radio"/> Japanese <input type="radio"/> Korean <input type="radio"/> French
* Study Duration:	One-year Pre-college Program (with intensive Chinese), From 2021-9-14 to 2022-7
* First Preference-College:	Shanghai International Students Pre-College
* First Preference-Major:	Intensive Preparatory Program

Save and Next

Step 1
Please choose "Teaching Language"—> "Study Duration"—> "First Preference-College"—> "First Preference-Major".
The language you can select from "Teaching Language" is the open teaching language. If the language can not be selected, it means there is no such teaching language.

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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.

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Step 2
Please fill in the "Basic Info", Item with * mark is compulsory.

Basic Info

* Family Name: ☐ no "Family Name"

* Given Name:

Chinese Name:

* Gender: ☒ Male ☐ Female

* Marital Status:

* Nationality:

* Date of Birth: YYYY/MM/DD

* (Country or Region) of Birth: Albania

* Place of Birth(City,Province): 3333

* Religion: Christian

Occupation: Student

Employer or School Name:

Finally Educational: == Please choose ==

* Passport No.:

* Passport Expiration Date: YYYY/MM/DD

* Email:

Skype:

Wechat:

Health Status: ☐ good ☐ disabled

Are you an immigrant from other country or region? ☐ Yes ☒ No

Save and to Step 9 Save and Next

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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)

操作提示 / Steps

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Step 3
Please fill in at least one "Educational Background".

Education Background

Duration(From—to)	School Name	Field of Study	Diploma Received	
2004/4/6~2008/9/7	FGHN	DHH	高中/High School	Delete

Duration (From – to): – (yyyy-mm-dd)

School Name:

Field of Study:

Diploma Received: ☐ High School ☐ Bachelor ☐ Master ☐ PhD

Save

Employment Background

Duration (From – to): – (yyyy-mm-dd)

Company Name:

Task & Outcome:

Save

Save and Previous Save and Next

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.**

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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.

操作提示 / Steps	
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Language Proficiency	
Mother Tongue:	
Chinese Proficiency	
Language Proficiency:	<input type="radio"/> Native <input type="radio"/> Fluent <input type="radio"/> Advanced <input type="radio"/> Conversational <input type="radio"/> Basic <input type="radio"/> None
HSK Level:	== Please choose ==
HSK Score:	
English Proficiency	
Language Proficiency:	<input type="radio"/> Native <input type="radio"/> Fluent <input type="radio"/> Advanced <input type="radio"/> Conversational <input type="radio"/> Basic <input type="radio"/> None
TOEFL:	
GRE:	
GMAT:	
IELTS:	
Other Language Proficiency:	

Step 4
Please fill in "Language Proficiency".

Save and Previous

Save and Next

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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

操作提示 / Steps

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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

Contact Info

Permanent Address

* Nationality|Region: Please choose...

House/Apt/Room No.:

* Street:

* District:

* City/Town:

* Post Code/Zip Code:

Province/State:

* Telephone:

Fax:

Address to Receive Admission Documents if Admitted

Same as the Permanent Address

* Nationality|Region: Please choose...

House/Apt/Room No.:

* Street:

* District:

* City/Town:

* Post Code/Zip Code:

Province/State(Code):

* Telephone:

Fax:

Step 5

Please fill in "Contact Info", * is required to fill in.

中国境外地址需用英文填写

Please fill in these items in English if your mailing address is outside Chinese mainland

Save and Previous

Save and Next

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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.

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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.

操作提示 / Steps	Upload Documents		
Step 1 Study Plan	Document Name	View	Operation
Step 2 Basic Info	* ID Photo Memo: Passport-sized photo	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 3 Education&Employment	* Passport Scan Copy Memo: Photocopy of the passport personal information page	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 4 Language Proficiency	* Senior High School Certificate Memo: Certified scan copy of secondary school graduation certificate. (Fresh graduate may submit proof for possible graduation; notarized Chinese or English translated copy is required for non-Chinese or non-English documents.)	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 5 Contact Info	* Senior High School transcripts Memo: Certified scan copy of secondary school academic transcripts (Notarized Chinese or English translated copy is required for non-Chinese or non-English documents.)	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 6 Others Info	* Recommendation Letter1 Memo: Recommendation letters from high school teachers or experts (Notarized Chinese or English translated copy is required for non-Chinese or non-English documents. The letter should indicate the occupation, post, contact information of the referee)	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 7 Upload Documents	* Recommendation Letter2 Memo: Recommendation letters from high school teachers or experts (Notarized Chinese or English translated copy is required for non-Chinese or non-English documents. The letter should indicate the occupation, post, contact information of the referee)	Not Upload	<input type="button" value="选择文件"/> 未选择文件
Step 8 Financial Support			
Step 9 Application Fee			
Step 10 Submit			

Step 7
pdf, jpg, gif, png, doc, docx is acceptable format to upload, the size of the documents to upload is no larger than 5MB.

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



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Step 8 资金来源/Financial Support

操作提示 / Steps	
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Step 10 Submit	

Financial Support

* Self-support: ☐ Yes ☒ No

* Do you have any scholarship offered by Chinese Government or other sponsors?
☐ Yes ☐ No

Apply for Scholarship

- ☐ **SISP A**
FULL Scholarship
- ☐ **SISP B+accommodation**
Tuition fee+Accommodation
- ☐ **SISP B**
Tuition fee and insurance

Save and Previous

Save and Next



上海市国际学生预科学院
Shanghai International Student Pre-college

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.

操作提示 / Steps

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- Step 10 Submit

Application Fee

Application Fee: CNY 520.

Payment method: ☐ Online Payment ☒ Bank Transfer and Upload the Remittance Notice

Save and Previous Save and Next

* Remitter: 推荐院校名称 Recommendation university's name

* Remittance Date: 申请日期 Application date yyyy-mm-dd

* Remittance Locations: 目前所在地 Current location

* Remittance Amount: 520

* Remittance Currency: CNY

Remittance Remarks:

* Upload Receipt: Not Upload 选择文件 未选择文件 上传推荐院校接收函/预录取通知书
Upload recommendation/ pre-admission letter from host university

Save remittance information

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.

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

操作提示 / Steps

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- Step 5 Contact Info
- Step 6 Others Info
- Step 7 Upload Documents
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- Step 9 Application Fee**
- Step 10 Submit

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 informed 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

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

银行账号 Account Name: 44165585071 (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

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Tel: +86-21-64323111/64322493 Fax: +86-21-64321575 E-mail: iec@shnu.edu.cn Website: <http://iao.shnu.edu.cn>



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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.**

Step 10 Submit																	
Step 10 Please after confirming your information is correct, then click “Submit” button to submit your application, we will review your application as soon as possible.	<table><tr><td>* Name:</td><td><input type="text"/></td><td>* Email:</td><td><input type="text"/></td></tr><tr><td>* Nationality Region:</td><td colspan="3"><input type="text"/></td></tr><tr><td>* Contact address:</td><td colspan="3"><input type="text"/></td></tr><tr><td>* Post Code/Zip Code:</td><td><input type="text"/></td><td>* Telephone:</td><td><input type="text"/></td></tr></table>	* Name:	<input type="text"/>	* Email:	<input type="text"/>	* Nationality Region:	<input type="text"/>			* Contact address:	<input type="text"/>			* Post Code/Zip Code:	<input type="text"/>	* Telephone:	<input type="text"/>
* Name:	<input type="text"/>	* Email:	<input type="text"/>														
* Nationality Region:	<input type="text"/>																
* Contact address:	<input type="text"/>																
* Post Code/Zip Code:	<input type="text"/>	* Telephone:	<input type="text"/>														
<div><div>Submit</div><div>Back to Application List</div></div>																	

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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:



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