

# DHU-CIP Undergraduate Student Online Application Instruction

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## Step 1: Register at admissions.dhu.edu.cn



The screenshot shows the 'Application System For International Students Studying at DHU' interface. It features a navigation menu with 'User Login' and 'Login by card' options. The 'User Login' section includes fields for 'User Name', 'Password', and 'Verification Code' (with a CAPTCHA image showing '5XKF'). There are 'Log in' and 'Register' buttons, with the 'Register' button circled in red. A note below the buttons states: 'The online application system is exclusively for the international students' (including prospective students) study program applications to Donghua University, as well as the relevant registrations of the currently enrolled international students. Each student is required to register and use only one account. If you have any questions, please send an email to ices@dhu.edu.cn.'

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### Student Register

\* Passport Number

Please do fill the correct passport number of the applicant. If not have it yet, you're suggest to apply for it first and then register here.

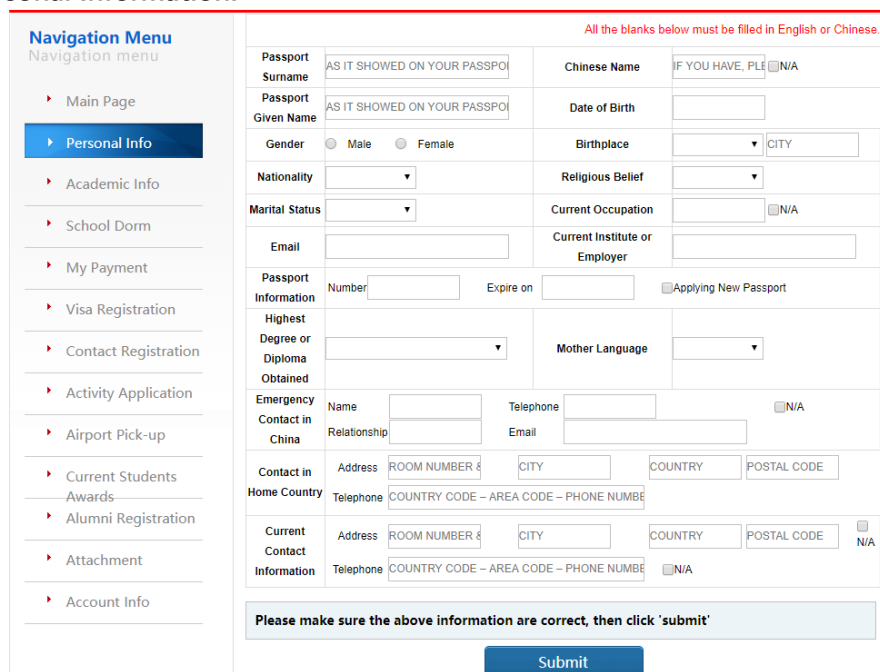
\* Email

Both your passport number and your email address can be used as the user name.

\* Password

\* Confirm Password

## Step 2: Fill in the Personal Information.






The screenshot shows the 'Student Register' form with a navigation menu on the left. The form includes fields for:
 

- Passport Surname (AS IT SHOWED ON YOUR PASSPO)
- Chinese Name (IF YOU HAVE, PLEASE)
- Passport Given Name (AS IT SHOWED ON YOUR PASSPO)
- Date of Birth
- Gender (Male/Female)
- Birthplace (CITY)
- Nationality
- Religious Belief
- Marital Status
- Current Occupation (N/A)
- Email
- Current Institute or Employer
- Passport Information (Number, Expire on, Applying New Passport)
- Highest Degree or Diploma Obtained
- Mother Language
- Emergency Contact in China (Name, Telephone, Relationship, Email)
- Contact in Home Country (Address: ROOM NUMBER, CITY, COUNTRY, POSTAL CODE; Telephone: COUNTRY CODE - AREA CODE - PHONE NUMBER)
- Current Contact Information (Address: ROOM NUMBER, CITY, COUNTRY, POSTAL CODE; Telephone: COUNTRY CODE - AREA CODE - PHONE NUMBER)

 A note at the top right states: 'All the blanks below must be filled in English or Chinese.' A 'Submit' button is at the bottom.

After clicking 'submit', you can move to next step (upload a passport photo and copy of passport).

Upload requirements: Photo Formats: JPG, PNG; File Size: less than 100K

Upload photos	Photo template
<p><b>Photo</b></p> <p>Standard ID photo taken within six months, bareheaded, full-face, white-color background. Daily life photo or landscape photos will not be accepted. This photo will be used on the official documents such as the certificate, student card, etc.</p> <p><input type="button" value="选择文件"/> 未选择任何文件</p>	
<p><b>Passport</b></p> <p>Please refer to the sample</p> <p><input type="button" value="选择文件"/> 未选择任何文件</p>	
<p><b>X2 visa and residence permit</b></p> <p>Please refer to the sample</p> <p><input type="button" value="选择文件"/> 未选择任何文件</p>	

Please make sure the above information are correct, then click 'submit'

If you have problem submitting the photo or passport, please email to [cip@dhu.edu.cn](mailto:cip@dhu.edu.cn).

### Step 3: Fill in the Academic Information

**Navigation Menu**  
Navigation menu

- ▶ Main Page
- ▶ Personal Info
- ▶ **Academic Info**
- ▶ School Dorm
- ▶ My Payment
- ▶ Visa Registration
- ▶ Contact Registration
- ▶ Activity Application
- ▶ Airport Pick-up
- ▶ Current Students Awards

**Please Choose the program you intend to learn**

**Language Programs (non-degree)**  
Full-time Chinese Program: General Chinese (A/B); Vacation Program (winter/summer) [GO>>>](#)  
Part-time Chinese Program: Practical Chinese (C/D/E-evening/F-weekend); Short-term Program (One to One) [GO>>>](#)  
Online Chinese Language Program (Program W) [GO>>>](#)

**Degree Programs**  
**Undergraduate Programs (Bachelor) [GO>>>](#)**  
Master's Programs [GO>>>](#)  
Doctoral Programs [GO>>>](#)

**Non-degree Programs**  
Long-term: Exchange study (C.E.P) [GO>>>](#)  
Short-term general/advanced Study: Shanghai Summer School (3S-CTCP), etc. [GO>>>](#)

#### 3.1. Complete the Learning Information

## Apply for study information

Academic Information	Education and work experience	Application materials
<b>Learning Information</b>		
*Teaching Language	English ▼	
*Field of study	Business Administration (CIP) ▼	
*College	国际文化交流学院	
*Source of funding	Self-funded ▼	
*Proposed Study Duration	2020 ▼	Year Autumn ▼
*Current Chinese level	Basic ▼	
*Current English level	Basic ▼	
*English Proficiency	IELTS ▼	
*Exam time	2020-06-01	
* English Score	7.0	
<a href="#">Next</a>		

### 3.2 Complete the Education Information

## Apply for study information

Academic Information	Education and work experience	Application materials
<b>Education and work experience</b>		
The items marked with * are required. Please fill it out in English or Chinese.		
*Highest Education Level	▼	
<b>*Educational Background (From high school)</b>		
	Instiution	Period (From start time to end time)
* HIGH SCHOOL		
OTHER1		
OTHER2		
<b>work experience:</b>		
employer	Work	Position and title
*The Way to Know the Program You Intend to Take	▼	
*Apply for on-campus accommodation or not?	▼	
<a href="#">Submit</a>		

Step 4: You shall be able to check your application status after submission.

## Academic Information list

### Application for Study Program

Proposed Intake	Student Category	Type of Program	Status	Progress	Score	Attendance	Course Schedule
2020Autumn	Undergraduate Program	Business Administration (CIP)	Submitted	Application Progress			

**ATTENTION:** Due to massive amount of application we have received, please allow us

1. Up to 5 WORKING DAYS to process each action you finish from the time you submit your application till you finished all the application requirements. In order to speed up the process, we do suggest you email all the application documents to [cip@dhu.edu.cn](mailto:cip@dhu.edu.cn) in one email.
2. Up to 3 WEEKS to review your application documents and made final decision. (count from the time we have received all your application materials including application fee)

If you have any questions about your application, please feel free to contact us through [cip@dhu.edu.cn](mailto:cip@dhu.edu.cn).