**上海师范大学国际学生在线申请指南**

**International Students Online Application Guide**

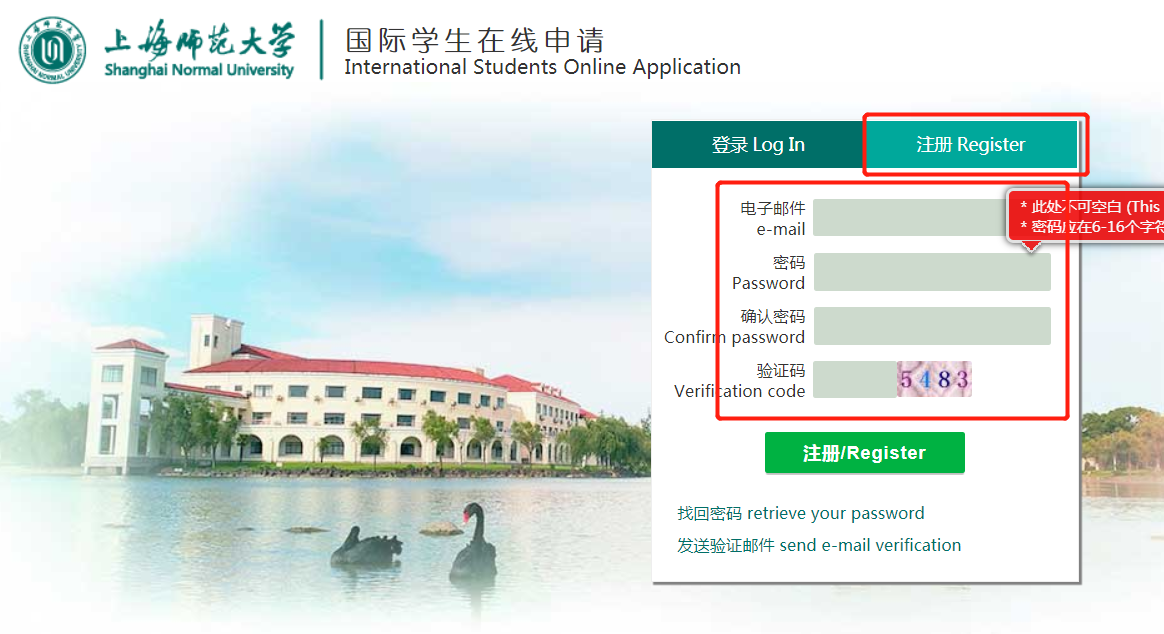
**Shanghai Normal University**

在线申请网址/online application Website：<https://apply.shnu.edu.cn>

**Step 1：注册/ Register**

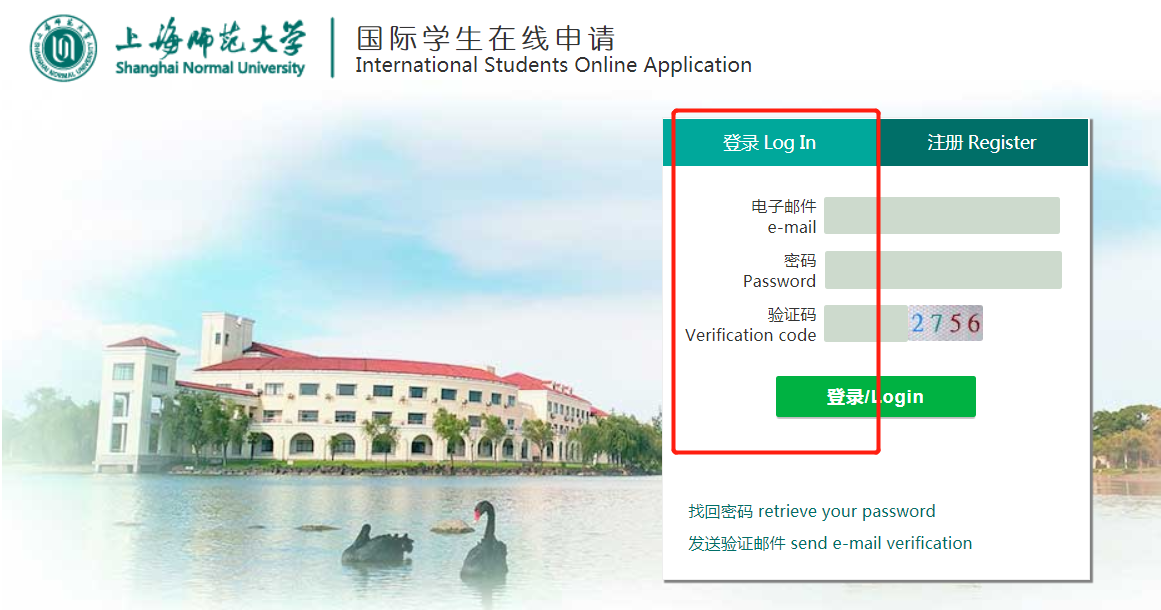
登录我校国际学生在线申请网站，注册（需要用电子邮件注册，注册后会收到一封邮件，点击后才能激活账户，才算正式完成注册），推荐使用IE10和Chrome浏览器。

Open the application website and register with your e-mail. IE10 and Chrome is recommended. You will receive a confirmation e-mail once you finish registration. You need click the link in the e-mail to activate your account.

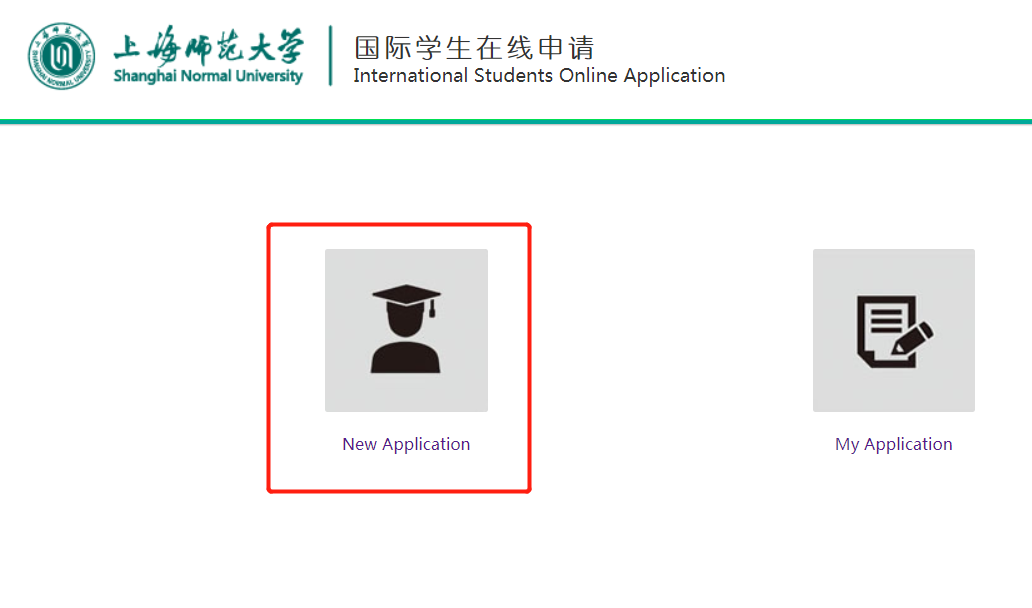


**Step 2：登录/log in**

用注册的电子邮件登录在线申请网站 Log in with your e-mail



**Step 3：点击新申请/Click the New Application**



**Step 4：同意“申请须知”/Agree to the application guideline**

仔细阅读“申请指南”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 guideline with due attention, choose “ I have read and agree to the regulations” and click “**NEXT**” for next step.





**Step 5：选择申请项目/Choose the program you are going to apply**

我们的项目主要分为下面八种，请务必选择正确的项目种类/The programs you can choose are listed below. Please make sure you select the right category.

1. **语言生/Language Students**:所有申请半年或一年及以上语言学习项目的学生/for all long-term language program students (6 months or more)
2. **本科生/Undergraduate**：所有申请本科项目的学生/ For all undergraduate program applicants
3. **硕士研究生/Graduate：**所有申请硕士研究生项目的学生/For all master degree program applicants
4. **博士研究生/ Doctorate Graduate**：所有申请博士研究生项目的学生/For all doctorate program applicants
5. **预科生/Preparatory Students**：所有申请上海市外国留学生预科项目的学生/For all SISP applicants
6. **交换生/ Exchange Student**：所有校际交流交换学生/ For all exchange program with partner universities.
7. **短期生/ Short-term program**：所有短期项目，包括暑期3S项目/ For all short-term programs, including Shanghai Summer School (3S)
8. **普通进修生/General Advanced Student**：所有申请本科、硕士进修项目的学生/ For all non-degree undergraduate or graduate studies.





**Step 6：选择授课语言、学习期限和专业/Choose the teaching language, study duration and major**

**授课语言/Teaching Language：**汉语或英语 Chinese or English

**学习期限/Study Duration：**这个取决于你选择的专业，非常重要，请提前查好/It is related to the program you will apply. Please make sure you have the right info。

1. 对于申请**对外汉语学院汉语言或汉语国际教育留学生本科专业**的学生，请务必提前确认好要就读的年级；All applicants to the **undergraduate programs (for international students only) at ICCS** must ensure the right grade you are going to study.
2. 对于申请**硕士项目**的学生，请务必提前确认好自己申请的专业的学习期限，具体请参考硕士专业目录/For all **graduate programs**, the study duration depends on the major and program category. Please refer to the program list for graduate studies at SHNU.



**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。**

**We strongly recommend you to scan all the application materials before you start this online application.**

1) 护照扫描件/Scan copy of your passport information page

2) 2寸个人证件照/ Passport-sized Photo (4cm\*3cm)

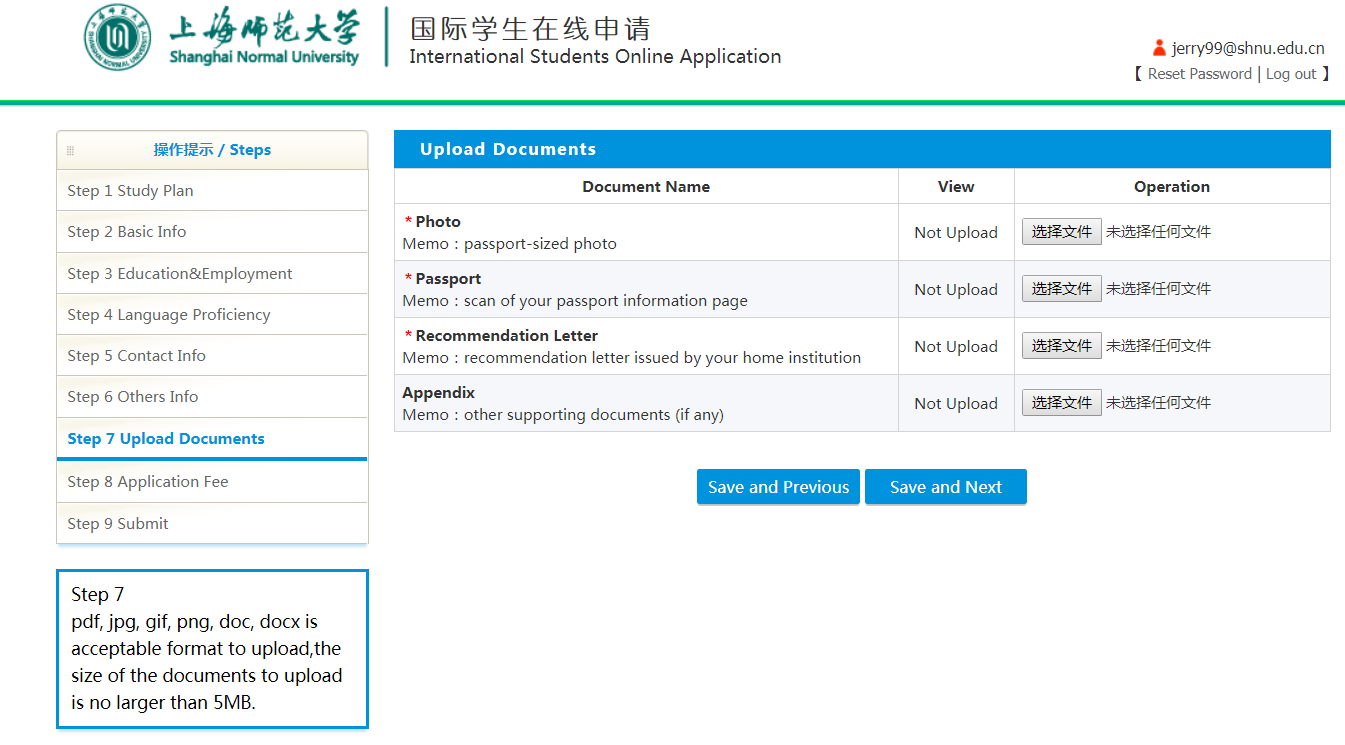
3) 毕业证书扫描件/Scan copy of your Relevant Academic Certificates

4) 成绩单扫描件/Scan copy of your transcripts

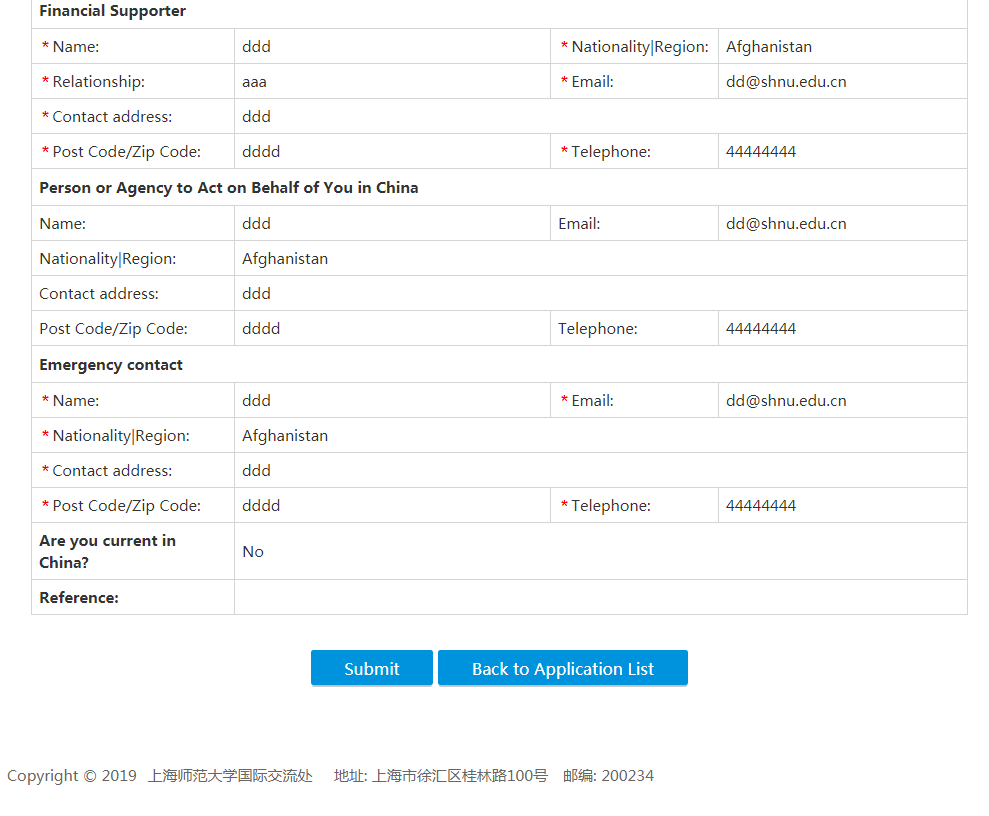
5) 推荐信扫描件/ Scan copy of the recommendation letters

6) 报名费支付凭证/Scan copy of your application fee payment

7) 其它申请材料扫描件/ Scan copy of other relevant application files

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**Step 8：提交申请/submit**



如果你已经准备好了，那现在就开始申请吧！Please start your online application now~

在线申请网址/online application Website：<https://apply.shnu.edu.cn>

如果在申请过程中遇到任何问题，请随时和我们联系。 Please feel free to contact us if you meet any problem in the application.

联系人/Contact:

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