FOREIGNERS WISHING TO STUDY IN CHINA

Application Instruction

Beijing Foreign Studies University 2017-3-1

Beijing Foreign Studies University Overseas Students Affairs Office

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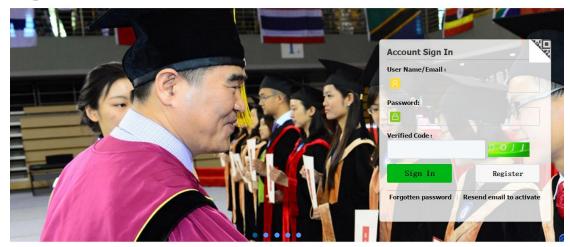
1 Registration

Registration website: http://study.bfsu.edu.cn

The page is as the picture below. Please click the button at the upper right corner for language shift (Chinese/English).



Registration Guide | 中文



Registration button is on the right side:



1.1 Enter the registration page

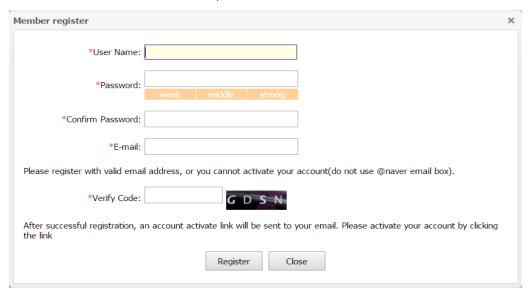
Click "Register" and enter the page of "Registration Agreement" as in the following picture.



Please read it carefully, choose "Accept" and enter the page of user registration.

1.2 User Registration

Please fill in all information as in the picture below:



Attention: " * " means compulsory. The registration could not be submitted if it is empty! Attention: E-mail must be authentic. It is the only way to retrieve the password so please write an authentic one and remember it!

Click the button "Register" and complete user registration.

1.3 Receiving the email

After registration, you need to enter the email you have used for registration to check user name and password, and click the activation link to activate your account. Please see below:

 $You \ have \ already \ registered \ on \ Beijing \cdot For eign \cdot Studies \cdot University \ Online \cdot Application \cdot System \ for \ International \ Students \cdot \downarrow$

by using this Email-address Please ensure that it is your-frequently used email address as the +

University can email you when necessary. +

The registered information is as follows: +

User-name-is-XXXXXX password-is-XXXXXXX +

Please-click-the-link-to-activate-your-account.-

Entry-for-

 $\underline{activation:http://study.bfsu.edu.cn/member/active.do?password=xxxxxx&credential=e3932f60156e4c249c012dd6109}\\ \underline{011be\&username=xxxxxx} \\ e$

For more information, please login on the system. Beijing Foreign Studies University Online Application Platform您已在"北京外国语大学国际学生服务平台"中用此邮箱地址注册。请确认此邮箱为您的常用邮箱,以便您能及时收到学校发送的重要通知。 👃

您的注册信息为: →

用户名为: XXXXXX, 密码为: XXXXXX↓

请于点击下面的链接,激活账号。4

注册激活链接入口:

http://study.bfsu.edu.cn/member/active.do?password=xxxxxxx&credential=e3932f60156e4c249c012dd6109011be&username=xxxxxxv

2 Sign in

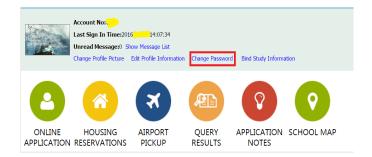
Open the page and fill in the user name, password and verified code. Click on "Sign in".



3 Password change & retrieving

change password

Sign in the home page and click "change password" as in the picture below:



Fill in the old password and the new one, and then click "save".



Retrieve password

Click "Forgotten password" in the sign in page, fill in user name/e-mail and verified code and click "submit" as in the picture below:

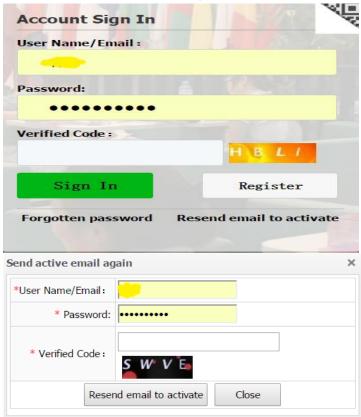






4 Resend activation email

Click "Resend email to activate", fill in user account or email, password and verified code, and click "Resend email to activate" in the pictures below:



5 Application

5.1 Enter the application page

Enter the application home page after signing in. Click "Online Application" to enter application page as in the picture below.



5.2 Choose program

First, choose your program (exchange students choose "Inter-school exchange student", others choose "Individuals at their own expense") and then click "Next" as in the picture below:

Please download guardian guarantee and fill in for later steps (please fill in the electronic version. Do not write).



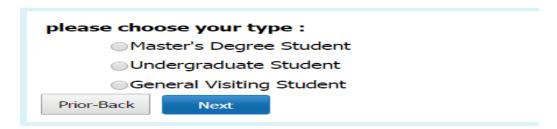
5.3 Choose your type

Choose your type and click "Next" as in the picture below:

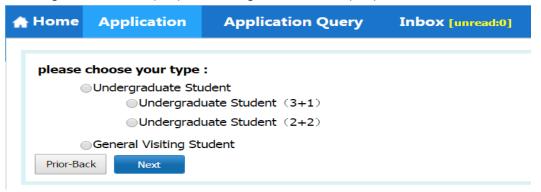
The page for "individuals at their own expense"



The page for "inter-school exchange student"

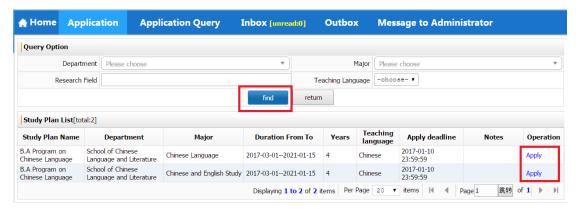


Please choose the right type. Generally an exchange student would be "general visiting student"; if the host university has signed Undergraduate 2+2 or 3+1 contracts or agreements with BFSU and the applicant belongs to those programs, please choose "Undergraduate student (3+1)" or "Undergraduate student (2+2)"



5.4 Choose study plan

Choose the program you want to apply for, or search for it: fill in query option information (department, research field, major, teaching language) and click "Find". There will be programs that meet the query information. Please choose the program you want to apply for and click "Apply" on the right side as in the picture below:

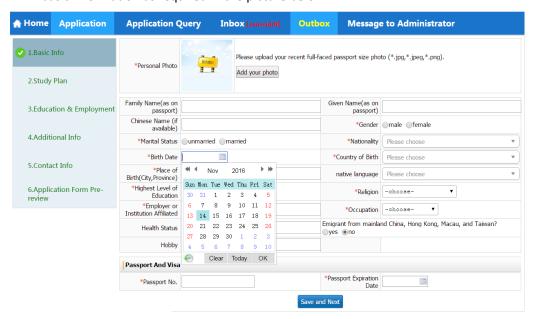


Please note: exchange students should choose the department you would like to study in or the department required by home university (only apply for one). If an exchange student wants to take courses of other departments, please come to Ms. Tang in Overseas Students Affairs Office within two weeks after registration.

5.5 Fill in information

5.5.1 Fill in basic information

Fill in basic information as required in the picture below.



Please note that "*" means compulsory; if it is not filled then the application could not be saved. When fill in nationality, country of birth, native language, religion and occupation, students need to click the upside-down triangle on the right of the box and choose from the drop-down list; nationality and country of birth could also be typed in the box and push enter to confirm; for birth date please select year, month and day in the calendar and click "ok".

Please check the information filled in carefully (name as on passport, gender, date of birth, nationality, place of birth and passport number).

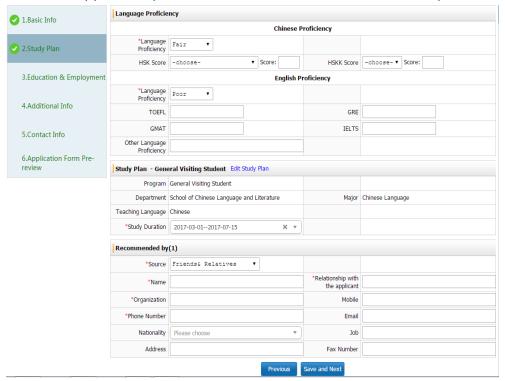
For personal photo please click "Add your photo", choose the local photo and click "open" to upload (the photo uploaded should be passport size and the format should be *.jpg, *.jpeg, *.png).



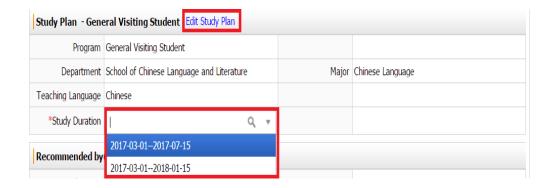
Click "Save and Next" after filling in all information to the next step.

5.5.2 Fill in Study Plan

Fill in the study plan as required. Click "Save and Next" when finish as in the picture below:



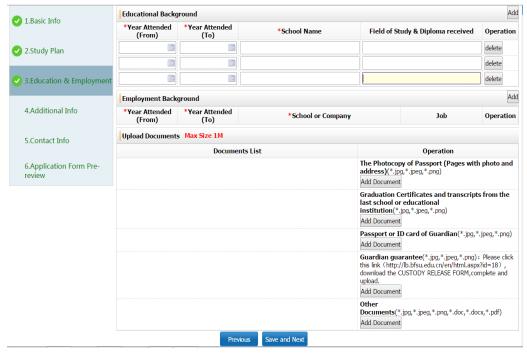
If you apply for the program of "General Visiting Student", please choose your study duration (one semester or one year/two semesters) in "Study Plan". Please make sure that all information is correct. In this part, you may also click "Edit Study Plan" to change the program:



5.5.3 Fill in Education & Employment

Fill in educational background as required.

There should be at least three items in educational background and employment information. If there are more than three items, please click "add" to add more items.



Please note:

- ☆ Please upload all documents required by the programme you apply for (the photocopy
 of passport pages with photo and address, graduation certificate, transcript, passport
 or ID card of guardian, guardian guarantee and others). All documents should be no
 more than 1M.
- ☆ Please only submit the application after all required documents are uploaded. All documents uploaded should be authentic and should not be substituted by other documents. Otherwise the application would be regarded as invalid.

Passport photo page and address page

Please upload the photocopy of passport photo page or address page. If the applicant does not have a passport, please upload the required document after obtaining one. It

should not be substituted by any other document. Otherwise the application would be regarded as invalid.

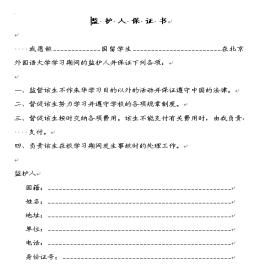
• Passport or ID card of guardian

All applicants should upload the photocopy of the passport photo page or address page, or the photocopy of ID card of the guardian. The "guardian" should be person with income (hence should not be a student). If necessary, the university would contact the "guardian" about issues concerning the student during study.

Guardian Guarantee

Please fill in the Guardian Guarantee form you previously downloaded and upload it. You can also download the Guardian Guarantee from the following website. Please fill the document in electronic version and do not write by hand.

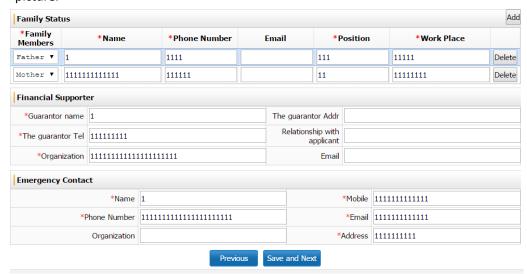
http://lb.bfsu.edu.cn/html.aspx?id=18



Please fill in and click "Save and Next" for next step.

5.5.4 Fill in other information

Please fill in family status, financial supporter and emergency contact as in the following picture.



You may click "Add" to add items in family status. Please click "Save and Next" after filling in for next step.

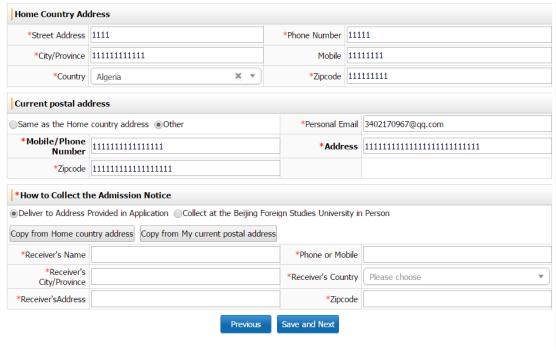
5.5.5 Fill in contact information (very important)

Please fill in home country address, current postal address and the way to collect admission notice. If the applicant chooses to have admission notice delivered to the address provided in application, the address could be copied from home country address or current postal address, or filled in the boxes.

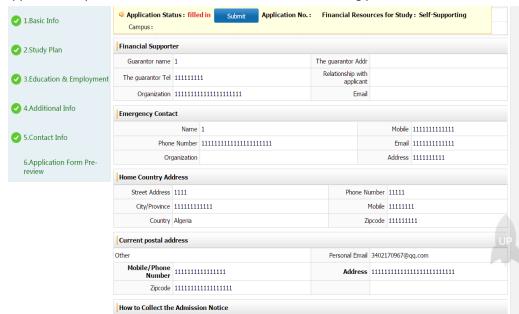
Please note: In "How to Collect the Admission Notice", please choose "Deliver to Address Provided in Application" or "Collect at the Beijing Foreign Studies University in Person".

- If you choose "Deliver to Address Provided in Application", please fill in with care the information (click "Copy from Home Country Address" or "Copy from My Current Postal Address" or type) so as to make sure the applicant shall receive the admission notice in time.
- ☆ If you choose "Collect at the Beijing Foreign Studies University in Person", then it means the admission notice does not need to be delivered, and the applicant will come to the Overseas Students Affairs Office in person to get admission notice.
- Exchange students must submit detailed contact information for receiving their admission notice (should be contact information of their home university department in charge of outbound exchange student affairs) including: contact person, mailing address, zip code, telephone number, and email address.

Click "Save and Next" to move to "Application Form Pre-review".



5.5.6 Application Form Pre-review

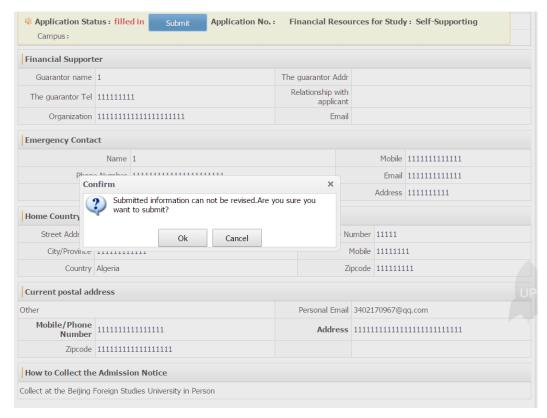


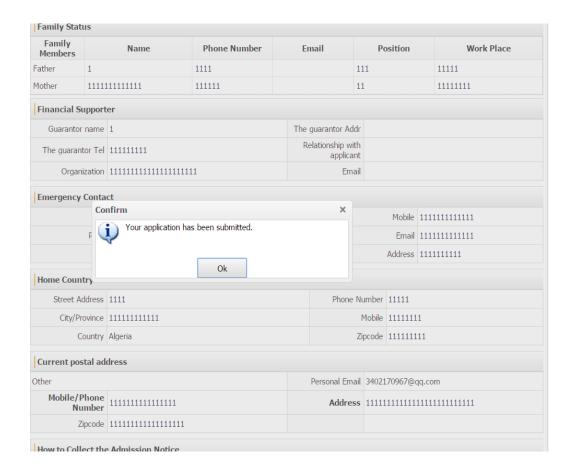
Applicants may review the filled information as in the following picture.

If there is any mistake you may click the corresponding steps on the left to correct it.

Collect at the Beijing Foreign Studies University in Person

If all information is correct, please click "Submit". Please note that the information is not to be changed after submission. Therefore make sure the information is correct and the required documents are uploaded before submission.





6. Pay attention to application status and e-mail

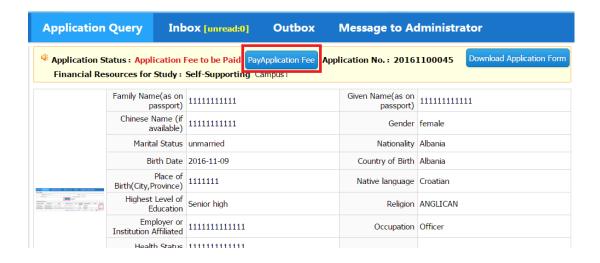
Please pay close attention to "Inbox" and the email used for registration as in the following picture.



If there is any problem for the application or more documents are needed, we will contact via email to correct or add.

The applicant may also inquire application status from "Application Query".

If the applicant passed the first review, the next step will be paying the application fee (whether exchange students need to pay the application fee should be in accordance with the agreement). Please pay application fee in time (it could be paid by Chinese bank card or International credit card).





7 Tips

- Every applicant should submit only one application. If there is any mistake in application please contact us (wsclxb@bfsu.edu.cn) to change. Please do not re-submit application.
- ☆ If there is any problem concerning application system, please contact: E-mail: wsclxb@bfsu.edu.cn Tel: 86-10-88816549
- Address for Overseas Students Affairs Office: Room 201, Student Center, East Campus, Beijing Foreign Studies University, No.2, North Road, Xisanhuan, Beijing