

# Make the Online Application Step by Step

## Section One: Create your own account

**Step 1:** To start the online application, visit <https://admissions.dhu.edu.cn>, and click 'Register'.

**\*\* If you've already had a DHU account, click 'Log in' and then skip to Section Two directly.**

Application System For International Students  
Studying at DHU

User Login | Login by card

User Name

forget the password?

Password

Verification Code  e993

Log in Register

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](mailto:ices@dhu.edu.cn).

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**Step 2:** Read the instruction carefully and then click 'I Agree' to proceed. Set your username and password, then click 'Register'. Please remember both the user name and password for future use.

Student Register

I hereby affirm that:

- All the information provided in the following form is true and correct.
- During my stay in China, I shall abide by the laws and decrees of Chinese government, and will not participate in any activities that are inappropriate to the capacity as a student.
- During my study at DHU, I shall observe the rules and regulations of the university, and will follow the teaching arrangement made by the university;
- I will take all the responsibilities for any result caused by wrong, incomplete or unclear information in this form.

I Agree

Student Register

\* Passport Number

Please fill in your passport number correctly. If you do not have a valid passport, please apply for it first before you register the DHU account.

\* Email

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

\* Password

The password must be 8-16 digits and contain at least a lowercase letter, an uppercase letter, a number and a special character.

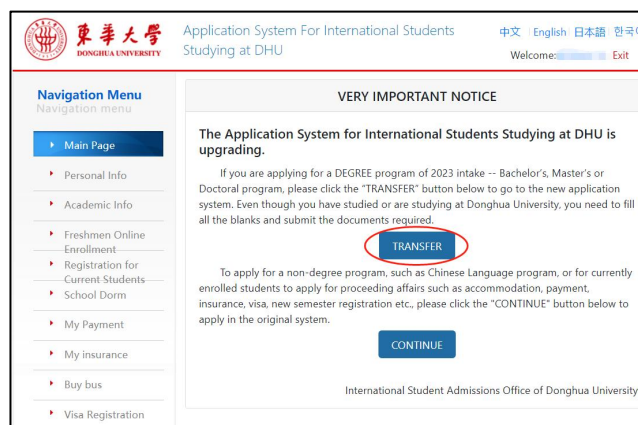
\* Confirm Password

Register

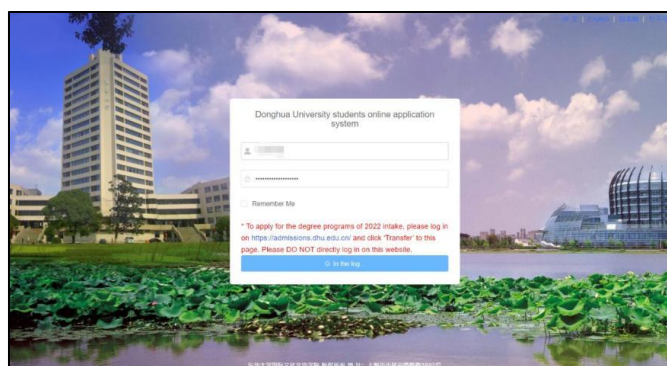
**Step 3:** Go back to the log-in page, sign in with the information you just registered, then click "Log in".

## Section Two: Re-direct to the application system of Degree Programs

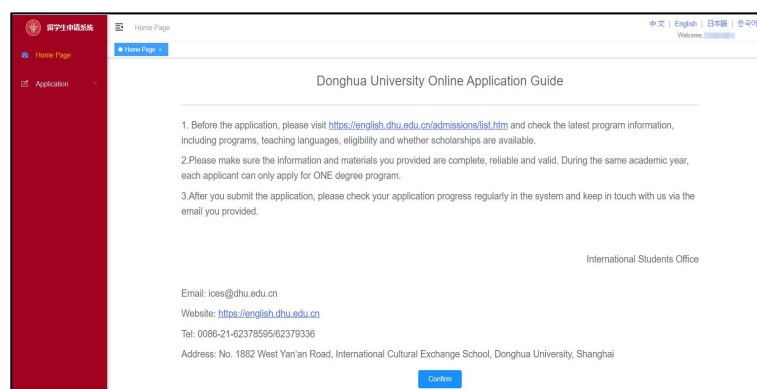
**Step 1:** After logging in your account, the home page will show the following information. For application of all degree programs (Bachelor's, Master's and Doctoral programs), click 'TRANSFER' button.



The transfer page is shown as follows, on which the username and password will be automatically filled in. Please wait and DO NOT fill in any information by yourself during the transition.

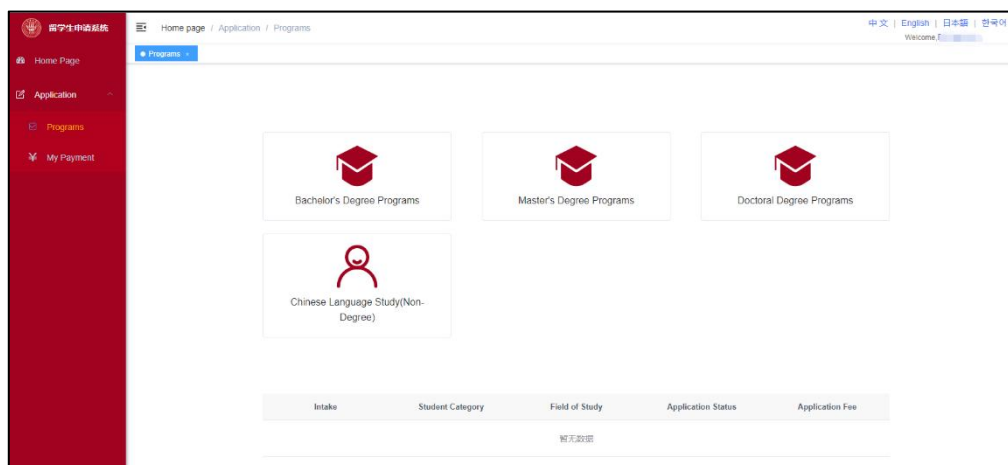


**Step 2:** Then the re-direct page will be shown as follows. You can select the language setting. Read the instruction and click 'Confirm' to proceed.



## Section Three: Apply for a degree program

Choose the degree programs you would like to apply for (this guidance will use a doctoral degree program for explanation). There are four steps to complete, please remember to read the Notes for each step.



### Step 1: Select Program

Click 'Edit' to fill in all the blanks, please provide the information in either Chinese or in English. Choose the program you want apply for (you are suggested to check the program list on official website first). Remember to select the *Teaching Medium* and *Source of Funding* correctly. After editing, click 'Save' to proceed to next step/section.

Steps

- Step 1 Select Program
- Step 2 Basic Information
- Step 3 Background Information
- Step 4 Upload Documents

Notes

1 Click 'Edit' to fill in the information, and remember to click the 'Save' button to the next step/section. Please fill in the blanks in Chinese or in English.  
2 Please choose the 'Teaching Language' and 'Field of Study', and the 'college/school' will be automatically generated. If one major is offered by different colleges/schools, then you need to choose by yourself.

Teaching Language: Mandatory

Field of Study: Mandatory

College/School: Mandatory

Source of Funding: Mandatory

Intake: Mandatory Year: Mandatory

Prospective Supervisor: Mandatory

How Did You Learn About Us: Mandatory Please specify: 8/120

Language Proficiency

Current Chinese Proficiency: Mandatory

Current English Proficiency: Mandatory

Steps

- Step 1 Select Program
- Step 2 Basic Information
- Step 3 Background Information
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Notes

1 Click 'Edit' to fill in the information, and remember to click the 'Save' button to the next step/section. Please fill in the blanks in Chinese or in English.  
2 Please choose the 'Teaching Language' and 'Field of Study', and the 'college/school' will be automatically generated. If one major is offered by different colleges/schools, then you need to choose by yourself.

Teaching Language: English

Field of Study: Textile Engineering

College/School: College of Textiles

Source of Funding: Scholarships (CGS/SGS)

CGS Serial No.:

SGS Application No.:

Intake: 2023 Year: September

Prospective Supervisor: 123456789

How Did You Learn About Us: Internet Please specify: 120

Language Proficiency

Current Chinese Proficiency: None

Current English Proficiency: None

Next

## Step 2: Basic Information

Click 'Edit' to fill in all the blanks. Please complete the *Basic Information* and then click 'Save' to proceed to *Contact Information*.

The screenshot shows the 'Basic Information' form in the application system. The form is divided into several sections: 'Passport Information', 'Personal Information', and 'Additional Information'. The 'Passport Information' section includes fields for Passport Surname, Chinese Name, Chinese Name, Passport Number, Gender, City of Birth, Religion, Marital Status, and Health Status. The 'Personal Information' section includes fields for Passport Given Name, Date of Birth, Passport Expiry Date, Nationality, Country of Birth, and Mother Tongue. The 'Additional Information' section includes a checkbox for 'Bring your children to China' and a field for 'Highest Degree or Diploma Obtained'. The form is titled 'Basic Information' and has 'Edit' and 'Save' buttons at the top right. A sidebar on the left shows the 'Steps' section with 'Step 2 Basic Information' selected. A 'Notes' section is also visible, providing instructions for filling out the form.

The screenshot shows the 'Contact Information' form in the application system. The form is divided into several sections: 'Email', 'WeChat Account', 'Skype Account', 'Residence Address in Home Country', 'Address in China', 'Current Address', 'Contact Number in Home Country', 'Contact Number in China', and 'Current Contact Number'. The form is titled 'Contact Information' and has 'Edit' and 'Save' buttons at the top right. A sidebar on the left shows the 'Steps' section with 'Step 2 Basic Information' selected. A 'Notes' section is also visible, providing instructions for filling out the form.

After completing the two sections, click 'Next' button at the bottom of the page to proceed.

## Step 3: Background Information

Please complete the *Educational Experience* and then click 'Save' to proceed to *Employment Experience, Other Experience and Family information*.

The screenshot shows the 'Educational Experience' form in the application system. The form is divided into several sections: 'Bachelor's Degree', 'Master's Degree', and 'Other Education Experience 1'. Each section includes fields for Study Duration, Institution, Country of Study, Field of Study, Diploma/Certificate Obtained, and Results. The form is titled 'Educational Experience' and has 'Edit' and 'Save' buttons at the top right. A sidebar on the left shows the 'Steps' section with 'Step 3 Background Information' selected. A 'Notes' section is also visible, providing instructions for filling out the form.

Remember to use 'Edit' button for filling in information, and click 'Save' Button before you move to next section.

The screenshot shows three sections of the application form:

- Employment Experience:** "Do you have any work or internship experience?" with radio buttons for Yes and No.
- Other Experience:** "Have you been to China?" with radio buttons for Yes and No.
- Family Information:** (No text visible, but has Edit and Save buttons).

After all blanks be filled in, there will be a 'Next' button shown at the bottom of the page, click to proceed.

The screenshot shows the "Annual Household's Income (CNY)" dropdown menu with the value "100,000 to 500,000" selected. A blue "Next" button is circled in red at the bottom right of the form.

### Step 4: Background Information

Upload the required application materials. Make sure you upload the document into right place within the file limit. Click 'Preview' to check the document you submitted. In case you want to re-submit, click 'upload' and the new document will replace the previous one.

The screenshot shows the "Upload Documents" page with a sidebar on the left and a table of materials on the right.

**Steps:**

- Step 1 Select Program
- Step 2 Basic Information
- Step 3 Background information
- Step 4 Upload Documents

**Upload Documents Table:**

No.	Application Material	Mandatory for submission	Uploaded successfully	Operation
1	ID Photo	Yes		Upload Preview Sample
2	Copy of Passport	Yes		Upload Preview Sample
3	Chinese Visa Page(s)	If you have been to or if you are currently in China, submit all related visa pages.		Upload Preview Sample
4	Bachelor's diploma and certificate of graduation	Yes		Upload Preview
5	Bachelor's transcripts	Yes		Upload Preview
6	Master's diploma and certificate of graduation	Yes		Upload Preview
7	Master's transcripts	Yes		Upload Preview
8	Language credentials	Yes		Upload Preview

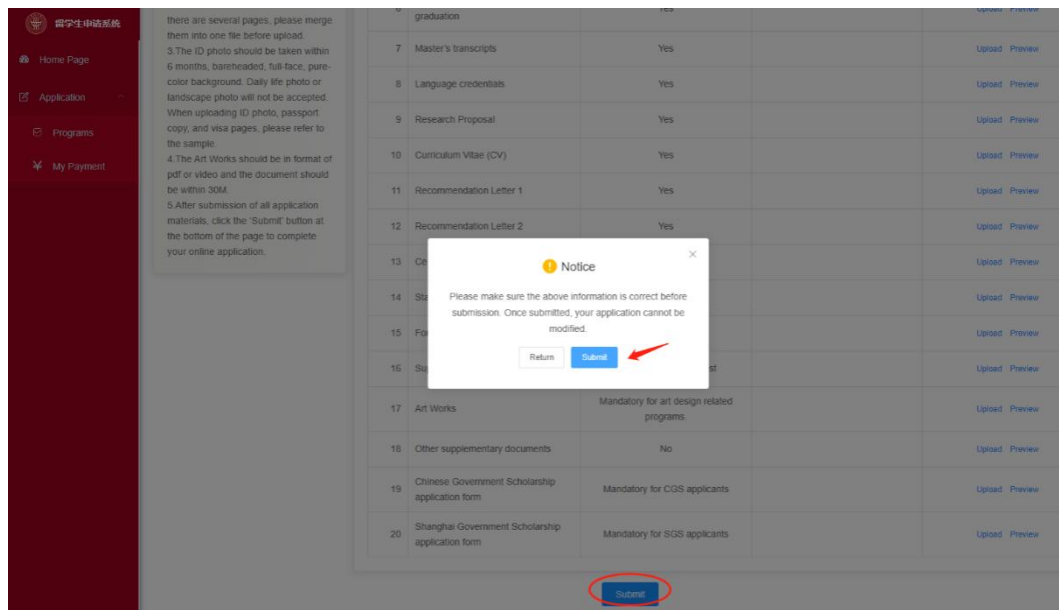
The screenshot shows the "Upload Documents" page with a "Confirm to Upload" dialog box overlaid. The dialog box contains the following text:

**Confirm to Upload**

The previous document you uploaded will be replaced. Continue to upload?

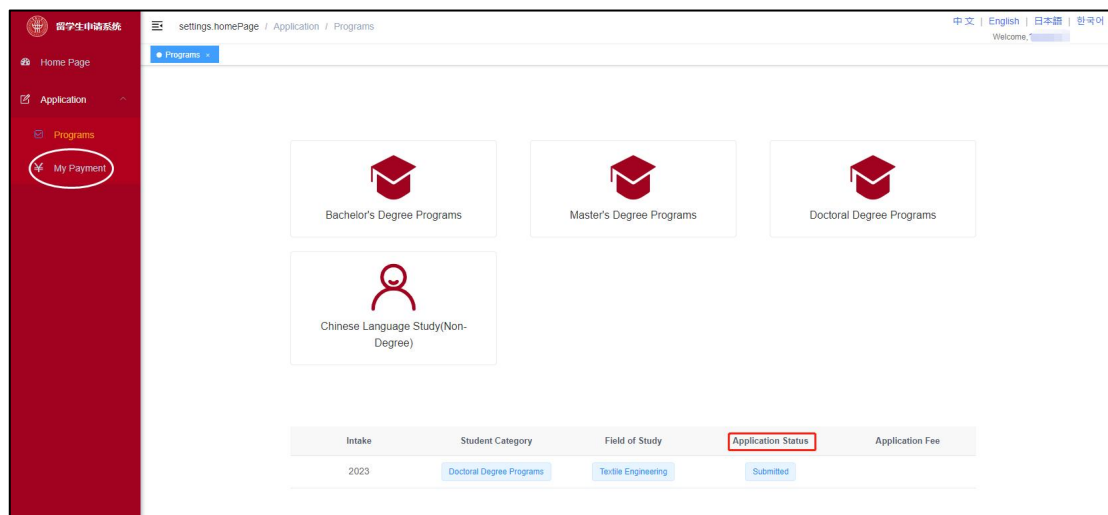
Buttons: No, Yes

After submit all required documents, click 'Submit' button at the bottom of the page. Confirm again before final submission.



## Section Four: Track your application status

Your 'Application Status' can be checked on the home page or by clicking 'Application' - 'Programs' in the navigation bar.



After you successfully submitted the application, please wait patiently for the email from the International Students Office for the updates.