# Make the Online Application Step by Step

#### Section One: Create your own account

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

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

DONGHUA UNIVERSITY Studying at DHU	User Login   Login by card
	User Name forget the password? Password Verification Code
	The online application system is exclusively for the international students' (including prospective students) study program applications to Donghue 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 bes@dhu.edu.on.

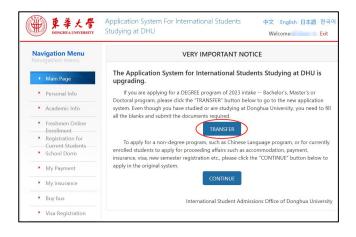
Step 2: Read the instruction carefully and then click 'I Agree' to proceed. Set your username and password, then click 'Register'. Please remember both the user name and password for future use.

P文 上のの語ALINATIONAL Students     P文 上のの語ALINATIONAL Students     P文 上のの語 日本語   世中の     Studying at DHU	使業大学 Konstant Nortzent Studying at DHU
Student Register	Student Register
I hereby affirm that	* Passport Number
1. All the information provided in the following form is true and correct;	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.
2. During my stay in China, I shall abide by the laws and decrees of Chinese government, and will not participate in any activities that	* Email
are inappropriate to the capacity as a student	Both your passport number and your email address can be used as the user name.
3. During my study at DHU, I shall observe the rules and regulations of the university, and will follow the teaching arrangement made	* Password
by the university;	The password must be 8-16 digits and contain at least a lowercase letter, an uppercase letter, a number and a special character.
4. I will take all the responsibilities for any result caused by wrong, incomplete or unclear information in this form.	* Confirm Password
I Agree	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

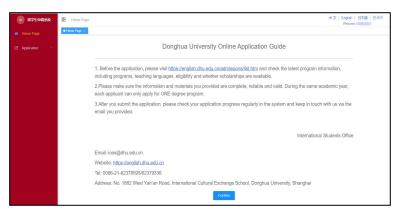
<u>Step 1</u>: After logging in your account, the home page will show the following information. For application of all degree programs (Bachelor's, Master's and Doctoral programs), click 'TRANSFER' button.



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.



<u>Step 2</u>: 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.

💮 留学生申请系统	Home page / Application / P	ograms				中文	English   日本語   현 Welcome,F
👪 Home Page	Programs +						
Application							
Programs							
¥ My Payment							
		Bachelor's Degree Program	ns	Master's Degree Programs	Doctoral De	agree Programs	
		•					
		Chinese Language Study(N Degree)	on-				
		Intake	Student Category	Field of Study	Application Status	Application Fee	
				智无政法			

## <u>Step 1:</u> 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.

#?*******	Home page / Application / Academic			中文   English   日本語   한국어 Welcome
Be Home Page	Home Page + Programs × • Academic st	adent +		
P. Application	Steps	Select Program		Edit Save
🖾 Programs	Step 1 Select Program		Select Program	
¥ My Paymont	Step 2 Basic Information	Teaching Language	Mandahory	
	Step 3 Background Information	Field of Study	Mandatory	
	Step 4 Upload Documents	College/School	Mandalory	
	Notes	Source of Funding	Mandatory	
	1 Click 'Edil' to fill in the	Intake	Marchinory - Year Munchinory	
	information, and remember to click the 'Save' button to the next stop/section. Please fill in the blanks	Prospective Supervisor		
	in Chinese or in English. 2 Please choose the 'Teaching	How Did You Learn About	Mandatory ~ Please :	specify 0/125
	Language: and 'Field of Study', and the 'college/school' will be	Us		
	automatically generated. If one major is offered by different.		Language Proficiency	
	colleges/schools, then you need to choose by yourselt.	Current Chinese Proficiency	Mandanary 🗸	
		Current English Proficiency	Mandalory 🗢	
	Steps	Select Program		Edit Save
<b>n</b> Alt	Step 1 Select Program		Select Program	1
श अव्यक्त 🔹	Step 2 Basic Information	Teaching Language	English	~
0 ¥3008	Step 3 Background	Field of Study	Textile Engineering	
¥ 周止改印	Step 4 Upload Documents	College/School	College of Festiles	
		Source of Funding	Scholarships (OGS/SGS)	
	Notes	CGS Serial No.		
	1. Click 'Edit' to fill in the information, and remember to	SGS Application No.		
	click the 'Sawe' button to the next step/section. Please fill in the	Intake	2023 v Year Septentin	
	blanks in Chinese or in English 2 Please choose the 'Teaching Language' and 'Field of Study',	Prospective Supervisor	(and the second se	
	and the college/school will be automatically generated; If one	How Did You Learn About	Internet v DHD	
	major is offered by different colleges/schools, then you need	Us		
	to choose by yourself.		Language Proficiency	
		Current Chinese Proficiency	None	
		Current English Proficiency	None >	
			Nex	

#### 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*.

💮 雷学生中请系统	Home page / Application / Academic:	student	中文   English   日本語   한국어 Welcome.
Home Page	Home Page + Programs + Academic shu	deed a	
2 Application	Steps	Basic Information	Edit Savo
Programs	Step 1 Select Program	Passport Sumame	Passport Given Name
¥ My Payment	Step 2 Basic Information	Mandatory	Mandatory
	Step 3 Background Information	No 'Passport Sumame' Chinese Name	Date of Birth
	Step 4 Upload Documents	Chinese Name	El Mandatory
		Passport Number	Passport Expiry Date
	Notes	Mandatory	Mardatory
	1. Click 'Edit' to fill in the information, and remember to click the 'Save'	Gender	Nationality
	button to the next step/section. Please fill in the blanks in Chinese or in	Mandatory ~	Type in to search
	English. 2.All the blanks should be filled in truly and correctly. If there is no related	City of Birth	Country of Birth
	information, write 'N/A'. 3. The passport information you	Mandatory	Mandatory ~
	provided will be used for admission documents (visa application	Religion	Mother Tongue
documents). Please make sure it is accurate. Once submitted, the		Mandatory	Type in to search 🗸
	passport information cannot be changed. If the validity of your current	Marital Status	Bring your children to China
	passport is less than 6 months, please have the passport extended or apply	Mandatory	Mandatory
	for a new passport in time before you complete the online application.	Health Status	Highest Degree or Diploma Obtained
¥ My Payment		Contact Information Cont	Edi See
		Email WeChat Account	Skype Account
		Mandatory	
		Residence Address in Home Country	Contact Number in Home Country
		Country(Mandatory ~ City(Mandatory) (Mandatory)Fill in the detailed	Mandatory,Country Code-Area Code-Phone Number
		Address in China	Contact Number in China
		Current Address	Current Contact Number
		Mandatory	Mandatory
		Same as 'Residence Address in Home Country '	Same as 'Contact Number in Home Country'
		Same as 'Address in China'	Same as 'Contact Number In China'
		Emergency	Contact Information

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*.

🗑 留学生用道系统	Home page / Application / Academic	student		中文   English   日本語   한국어 Welcome	
🍪 Home Page	Home Page > Programs > Academic stu	dent +			
Application	Steps	Educational experience		Edit Save	
Programs	Step 1 Select Program		Bachelor's Degree		
¥ My Payment	Step 2 Basic Information	Study Duration	Institution	Country of Study	
	Step 3 Background	From 10	Mandatory	Mandatory ~	
	Information Step 4 Upload Documents	Field of Study	Diploma/Certificate Obtained	Results	
		Mandatory	Mandatory	Mandatory	
	Notes		Master's Degree		
	1. Click 'Edil' to fill in the information,	Study Duration	Institution	Country of Study	
	and remember to click the 'Save' button to the next step/section. Please	E From E to	Mandatory	Mandatory 🗢	
	fill in the blanks in Chinese or in English.	Field of Study	Diploma/Certificate Obtained	Results	
	<ol> <li>In the 'Educational Experience' section, please fill in at least one</li> </ol>	Mandatory	Mandatory	Mandatory	
	experience. For the 'Result', provide the average score or GPA.		Other Education Experience 1		
		Study Duration	Institution	Country of Study	
		E From E to			

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

Employment Experience	Edit Save
Do you have any work or internship experience?	
Other Experience	Edit Save
Have you been to China?	
Family Information	Edit Save

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

Annual Household's Income (CNY)
100,000 to 500,000 V

## 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.

🛞 留学生申请系统	E Home page	e / Application / Academic	student				中文   English   日本語   한국 Welcome,10260377
Home Page	Home Page 🕞	Programs × • Academic slu	dent ×				
Application		Steps	Uploa	d Documents			
Programs	Step 1 Sel	ect Program					
¥ My Payment	Step 2 Bas	sic Information	No.	Application Material	Mandatory for submission	Uploaded successfully	Operation
	Step 3 Bac	kground Information	1	ID Photo	Yes		Upload Preview Sample
	Step 4 Up	load Documents	2	Copy of Passport	Yes		Upload Preview Sample
		Notes	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
	the application website of Do	ck the specifications of n materials on the official nghua University	4	Bachelor's diploma and certificate of graduation	Yes		Upload Preview
	must be color	d electronic documents ed scan copies of the	5	Bachelor's transcripts	Yes		Upload Preview
	document sho there are seve	or jpg format. Each ould be within 5 MB. If eral pages, please merge	6	Master's diploma and certificate of graduation	Yes		Upload Preview
	3.The ID phot	them into one file before upload. 3. The ID photo should be taken within		Master's transcripts	Yes		Upload Preview
	6 months, bareheaded, full-face, pure- color background. Daily life photo or		8	8 Language credentials Yes			Upload Preview
gram							
mation	No.	Application Materia	al	Mandatory	r for submission	Uploaded successfully	Operat
d Information	1	ID Photo			Yes	N	Upload Previe
ocuments	2	Copy of Passport			Yes		Upload Previe
S	3	Ch		Confirm to Upload	x u are related		Upload Previo
ecifications of its on the official niversity	4	4 Ba continue t gra		ment you uploaded will be rej ontinue to upload?	placed,		Upload 1
nic documents copies of the	5	Ва					Upload I
rmat. Each vithin 5 MB, If	6	Master's diploma a	od certific	ate of	Yes		Upload F

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

留学生申请系统	there are several pages, please merge	graduation	
6 Home Page	them into one file before upload. 3.The ID photo should be taken within	7 Master's transcripts Yes	Upload Preview
E Application	6 months, bareheaded, full-face, pure- color background. Daily life photo or landscape photo will not be accepted.	8 Language credentials Yes	Upload Preview
Programs	When uploading ID photo, passport copy, and visa pages, please refer to	9 Research Proposal Yes	Upload Preview
and the second	the sample. 4 The Art Works should be in format of	10 Curriculum Vitae (CV) Yes	Upload Preview
¥ My Payment	pdf or video and the document should be within 30M. 5.After submission of all application	11 Recommendation Letter 1 Yes	Upload Preview
	materials, click the "Submit" button at the bottom of the page to complete	12 Recommendation Letter 2 Ves	Upload Preview
	your online application.	13 Ce ONotice	Upload Preview
		14 Sta Please make sure the above information is correct before submission. Once submitted, your application cannot be	Upload Preview
		15 FD modified.	Upload Preview
		16 Su Suma st	Upload Praview
		17 Art Works Mandatory for art design related programs	Upload Preview
		18 Other supplementary documents No	Upload Preview
		19 Chinese Government Scholanship Mandatory for COS applicants	Uptoed Preview
		20 Shanghui Government Scholarship Mandatory for SGS applicants	Upload Preview
		Subme	

## 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.

留学生申请系统	settings.homePage / Application	文   English   日本語   한국어 Welcome,1					
Home Page	Programs ×						
Application							
Programs							
¥ My Payment							
		Bachelor's Degree Prog	grams	Master's Degree Programs	Doctoral	Degree Programs	
		0					
		Chinese Language Stud Degree)	y(Non-				
		Intake	Student Category	Field of Study	Application Status	Application Fee	
		2023	Doctoral Degree Programs	Textile Engineering	Submitted		

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