

## 系统操作指南

-适用于申请人

**申请人开始奖学金申请前，请仔细阅读以下操作流程。**

**第 1 步：**访问“留学中国”网站，点击右上角“中国政府奖学金来华留学管理信息系统”图标进入申请系统。

“留学中国”网站链接：<http://www.campuschina.org>

点击【学生注册】按钮，注册账户。注册成功后，使用注册的账户登录系统。

**第 2 步：**录入“个人资料”。

**第 3 步：**选择正确的“留学项目种类”。

请选择“**B 类**”留学项目种类。

**第 4 步：**填写申请信息

接下来，请进入“语言能力及学习计划”部分

【受理机构编号】(北京航空航天大学机构编号为**10006**)

申请人填写后，系统会自动显示所填写的代码代表的中国院校名称。受理机构编号与院校名称直接关联，如果填写错误，中国院校将无法收到在线申请信息。

申请人只可填报一所中国院校。

【汉语水平】不会/基本/良好/优秀

【英语水平】不会/基本/良好/优秀

【申请类别】在校本科生及硕士研究生选择“**普通进修生**”，在校博士研究生及教职人员选择“**高级进修生**”

【申请授课语言】中文/英文

【学科门类】由中国院校提供

【一级学科】由中国院校提供

【专业】由中国院校提供（汉语言专业不可申请）

【申请专业学习时间】格式：年-月-日至年-月-日

**第 5 步：**上传“补充材料”。

(1) 【证件照】

(2) 【护照首页】申请人需提交有效期内的普通护照清晰扫描件。

(3) 【最高学历证书】上传当前国外院校出具的在读证明或工作证明即可

(4) 【最高学历成绩单】

(5) 【学习计划】用中文或英文撰写的个人陈述或研究计划书，500 字以上

- (6) **【外国人体格检查表】** 计划在中国学习 6 个月及以上的申请人须提交用英文或中文填写的《外国人体格检查表》。在华学习时间少于 6 个月的申请人可上传个人健康声明。
- (7) **【无犯罪记录证明】** 计划在中国学习 6 个月及以上的申请人须提交现居住地公共机构出具的无犯罪记录证明。在中国学习时间少于 6 个月的申请人可上传个人无犯罪记录声明。
- (8) **【预录取通知书】** 中国院校出具的预录取文件或邀请信（非必传项）
- (9) **【发表的论文或文章】** 非必传项
- (10) **【语言水平证书】** 非必传项
- (11) **【其他补充材料】** 非必传项

接下来，点击“提交”完成申请。

**第 6 步：**点击“打印申请表”并下载，在申请表左下角查询“**申请流水号**”，并将流水号告知所申请的中国院校。

申请被中国院校受理前，申请人可通过点击**【撤销】**撤回已提交申请，并进行修改。申请被撤回后，申请人须在编辑后再次提交，否则无法被中国院校受理。

*注意：建议使用火狐或 IE 11 浏览器，如果使用 IE 浏览器，请去掉浏览器的“兼容性视图模式”后使用。*



## Appendix 3:

# Online Application Guide

-For Applicants

Please read the instructions carefully before applying for the scholarship.

**Step 1:** Visit the official website of CSC by <http://www.campuschina.org> and enter the application portal by clicking “Scholarship Application for Students” at the upper right corner of the page.

Register an account through [CREATE AN ACCOUNT] and log in.

**Step 2: Input Basic Information.** Click “Edit Personal Details” and finish inputting personal details by filling in all the mandatory information, verifying and saving the information. After the completion of this section, return to the previous page by clicking “Finish” and start filling in your application information.

**Step 3: Select the correct “Program Category”.**

Please select Program Category “**Type B**”.

**Step 4: Input Application Information**

Next, please move on to the section of “Language Proficiency and Study Plan”.

(1) “Agency No.” (The Agency No. of Beihang University: **10006**)

After inputting the five-digit agency number, name of the Chinese host university will be automatically displayed.

Agency number and the Chinese host university name are directly linked. If filled in incorrectly, the Chinese host university will not be able to process the online application.

\*Only one university available to choose.

(2) “Chinese Proficiency”: None/ Poor/ Good / Excellent

(3) “English Proficiency”: None/ Poor/ Good / Excellent

(4) “Apply as”: “*general scholar*” for current undergraduates or postgraduates; “*senior scholar*” for current Ph. D candidate or faculties.

(5) “Preferred Teaching Language”: Chinese/English

(6) “Discipline Applying for”: Disciplines that the Chinese university could provide.

(7) “Major Applying for”: All majors that the Chinese university provide except for the Chinese language study.

(8) “Duration of Major Study”: YYYY-MM-DD to YYYY-MM-DD

## Step 5: Upload “Supporting Documents”

- (12) ID photo
- (13) Passport Homepage: Applicant shall submit a clear scanned copy of his/her ordinary passport within validity.
- (14) Certificate of Highest Education: Please upload a school letter or employment letter issued by your current foreign university.
- (15) Transcripts of Highest Education
- (16) Study Plan: Personal Statement or Research Proposal in Chinese or English, at least 500 words.
- (17) Physical Examination Record for Foreigner: Applicants planning to stay in China for more than 6 months must submit a photocopy of the Foreigner Physical Examination Form completed in English or Chinese (Appendix 4). Applicants staying in China less than 6 months could upload a personal health statement instead.
- (18) Non-criminal records report: Applicants planning to stay in China for more than 6 months must submit a photocopy of the non-criminal records report issued by the public authority at current residency. Applicants staying in China less than 6 months could upload a non-criminal records statement instead.
- (19) Pre-admission Letter: pre-admission documents or invitation letter issued by the Chinese host university (optional)
- (20) Papers or Articles Published (optional)
- (21) Language Proficiency Certificate (optional)
- (22) Other Supporting Documents (optional)

Then click “**Submit**” to complete the application.

Check each part of your application carefully before submission. Please make sure that all the information and uploaded documents are valid and accurate.

**Step 6:** Click “**Print the Application Form**” and download the form. There will be a “**serial number**” on the lower left corner of each page, please take it down and inform the Chinese university you’re apply for.

※ Applicants could revoke the submitted application by clicking “**Withdraw**” and edit the application any time *before* the Chinese host university start to process the application online. After revoking the application, applicant must submit again after re-editing. If not, the application will not be processed.

Please use Firefox or Internet Explorer (11.0).

For applicants using Internet Explorer, please close the “compatible view mode” function ahead of editing.