

# Application Guide for Exchange Students

## Online Application Guide



1. 打开网址 <http://xs.muc.edu.cn/>进行注册。

1. Register

<http://xs.muc.edu.cn/member/login.do>

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2. 阅读申请人保证后，点击“接受”注册协议。

2. Accept the registration agreement.

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3. 填写注册信息（用户名可以输入中文，英文区分大小写），注册成功后，你的邮箱会收到主题为“MUC University Online Application System for International Students”的电子邮件，核实用户名和密码，并点击链接激活。

3. Put in User Name, Password, Confirm

Password, E-mail and Verify Code, then click Register button. After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

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4. 登录申请系统首页，选择“个人申请”。
4. Login the application system and choose online application.

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5. 选择“校际交流” 并选择下一步。
5. Choose " Exchange" and click "Next".

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please choose your type :

Senior Visiting Student

General Visiting Student

We welcome the students from partner institutes overseas, which have signed educational exchange agreements with Minzu University of China (MUC), to apply for the exchange program. You can choose Chinese language program, undergraduate course program (language proficiency HSK-5 is required) and postgraduate exchange program (language proficiency HSK-5 is required) unless they are admitted to be students (only academic year).

6. 选择“高级进修生”/“普通进修生”（注：申请研究生交换项目请选择“高级进修生”，申请本科生课程项目请选择“普通进修生”）。

6. Choose Senior Visiting Student/General Visiting Student (Note: to apply for undergraduate courses program or Chinese language program shall choose “general visiting student”; to apply for postgraduate exchange program shall choose “senior visiting student”)

## Online Application Guide

Query Option

Department:  Major:

Research Field:  Teaching Language:

Study Plan Name	Department	Major	Teaching Language	Application Period	Notes	Operate
General Visiting Student	School of Theater Studies	Theater Language and Literature	Chinese	2023-04-01 00:00:00 - 2023-09-30 23:59:59		<input checked="" type="button" value="Apply"/>

7. 通过院系选择，专业选择和授课语言，点击查询。或可直接在招生项目列表中选择专业。点击专业项目后的“申请”。（注：申请汉语进修项目的交换生，请选择“国际教育学院”——“汉语”专业）

7. Find your study plan by Department, Major, Research Field and Teaching Language and click “Apply”. Or you can choose one of the study plan list and click “Apply”. [Note: If you are applying for Chinese language program , Please choose

“College of International Education”  
(Department) and “Chinese Language”  
(Major)]

### Online Application Guide

The screenshot shows the 'Basic Info' section of the application form. It includes fields for Family Name, Given Name, Chinese Name, Gender, Nationality, Country of Birth, Native Language, Highest Level of Education Completed, and Major or Institution. A red box highlights the 'Basic Info' tab in the left sidebar.

#### 8. 填写申请信息

8-1 填写个人信息（带\*号为必填项）。

8-1. Fill personal information (with \* is required).

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The screenshot shows the 'Study Plan' section of the application form. It includes fields for Language Proficiency, Chinese Proficiency, Other Language Proficiency, and a Study Plan dropdown menu. A red box highlights the 'Study Plan' tab in the left sidebar.

#### 8-2 学习计划填写。请如实填写语言能力，并仔细核对学习计划，选择学习期限。

请如实填写语言能力，并仔细核对学习计划，选择学习期限。（[编辑学习计划]可以重新选择报名类别）。根据实际情况仔细填写推荐单位或个人，交换生可填写推荐院校国际处联系方式。

8-2. Fill the study plan. Fill the language skills and check the study duration one semester or two semesters carefully. You can re-select the registration category

through [Edit Study Plan]. Fill the recommended organization or individual carefully with the information of the contact in International Office of your home university.

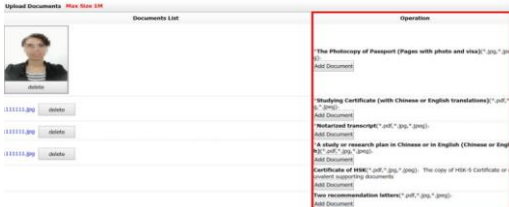
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8-3 教育及工作背景。 历至少写2条， 通过“追加”增加可填写条数。

8-3. Education & Employment. Write at least 2 education experiences, click "Add" to increase the number.

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上传附件信息（必需文件均以.jpg、.jpeg和.pdf格式上传，文件大小不能超过1.5M）：

- 1).护照的照片页和签证页；
- 2).在学证明
- 3).学习成绩单
- 4).学习或研究计划
- 5).两份推荐信：本科课程项目奖学金申请者或研究生交换项目申请者适用
- 6).HSK-5级证书：本科课程项目或研究生交换项目申请者适用
- 7).导师接受同意函：研究生交换项目申请者适用
- 8).外国人体格检查记录：学分子项奖学金申请者适用，另行通知

Note:

Application Documents should be uploaded in \*.pdf, \*.jpg, \*.jpeg format and no more than 1.5M)

- 1). ID photo with white background
- 2). Photo page copy of your valid passport
- 3). Studying certificate (with Chinese or English translations)
- 4). Academic transcript (with Chinese or English translations)
- 5). Study/Research plan (by yourself in Chinese or English)
- 6). Two recommendation letters (with Chinese or English translations): necessary for scholarship candidates or applicants for graduate exchange program
- 7).The copy of HSK-5 certificate or equivalent proof of Chinese proficiency: necessary for applicants for undergraduate courses or postgraduate exchange program
- 8). An acceptance letter by the post-graduate supervisor in MUC : necessary for applicants for postgraduate exchange program
- 9). Foreigner Physical Examination Form: necessary for scholarship candidate informed

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Name	Nationality	Phone Number	Email	Position	Work Place
xxxxxx	china	xxxxxx	xxxxxx	big	china
xxxxxx	china	xxxxxx	xxxxxx	big	china

Financial Support

Relationship with applicant: xxxxx

The guarantor's ID: xxxxx

Relationship with applicant: xxxxx

Organization: xxxxx

8-4 其他信息。 可通过“追加”或“删除”改变家庭成员填写条数，请认真填写经济担保人及在华事务担保人机构。(若在华事务担保没有具体的单位或个人，请填写父母联系信息。若有违法违规记录，请仔细填写记录内容。)

8-4.Additional Info You can click “Add” or” Delete” to change the number of family members to fill in. Please fill the economic guarantor or organization and the guarantor

or organization in China. (If there is no specific organization or individual in China, please fill your parents' contact information. If there is any violation of the law, please fill the record carefully.

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The screenshot shows the 'Online Application Guide' interface. The 'Contact Info' section is highlighted with a red box. The form includes fields for 'Home Country Address', 'Current postal address', 'Phone/Mobile Number', 'City Code', 'Zip Code', 'Postal No.', 'Mobile No.', and 'Trunk No.'. The 'Home Country Address' section includes fields for 'Street Address', 'City/Province', 'Country', 'Phone Number', and 'Mobile'. The 'Current postal address' section includes a note to 'Enter as first home country address, not ZIP' and a 'Personal Email' field.

8-5 联系信息。 请仔细填写本国家庭住址和当前联系方式（联系Email默认为注册邮箱，交换生的录取材料会优先邮寄至推荐院校国际处，申请人地址作为备选。（注：地址仅可输入半角字符及英文字符）

8-5. Contact Info. Please ensure that the home country address is correct. (Note: only half-width characters and English characters can be entered in the address). Admission Notice and JW202 Form will be sent to the International Office of home university directly for exchange students.

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8-6 请及时保存已填信息，再次登录时可以继续完成申请，并可查看申请状态。

8-6. Please save the application step by step, and you could continue to finish the application when login next time.

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8-7 申请单预览。预览已填写信息，确保信息完整正确后，点击请提交。

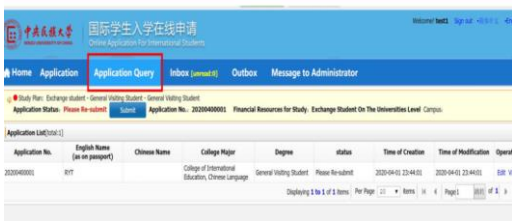
8-7. Preview your application. CLICK "Submit", and "OK".

8-8 在首页找到“支付报名费”，按照提示操作，完成支付。可支持微信支付和visa, Master, JCB, Discover, Diners club 等信用卡支付。

8-8 Find "Pay Application fee" on the home page, follow the tips to complete the payment. We support payment methods such as WeChat payment and credit card payments including Visa, Master, JCB, Discover, and Diners Club,etc.

批注 [z1]:

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9. 可以在[报名结果查询]查询报名状态。

9.You could view the application and check the status at [Application Query].

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10. 在[发送给管理员]栏目，可以发消息给管理员进行咨询。

10.You could send the message to the admission officer at [Message to Administrator]



11.请及时查看系统绑定邮箱，若收到管理员退回申请补充材料通知，须上传补充材料后再次提交申请。

11. Please check the inbox message regularly. If you get the message to upload more supporting documents, you need to resubmit your application after uploading.