

关于在中南财经政法大学国际学生在线服务系统申请的程序

**Application Procedures for the International Student Service System of
Zhongnan University of Economics and Law**

网上报名：

Login Online Application:

第一步：输入在线报名网址 <http://iesmis.zuel.edu.cn/member/login.do>

Step One: Type in online application website: <http://iesmis.zuel.edu.cn/member/login.do>

第二步：进行网上用户注册,填写注册信息，点击“立即注册”，带*为必填

Step Two: Register online, *is the necessary information

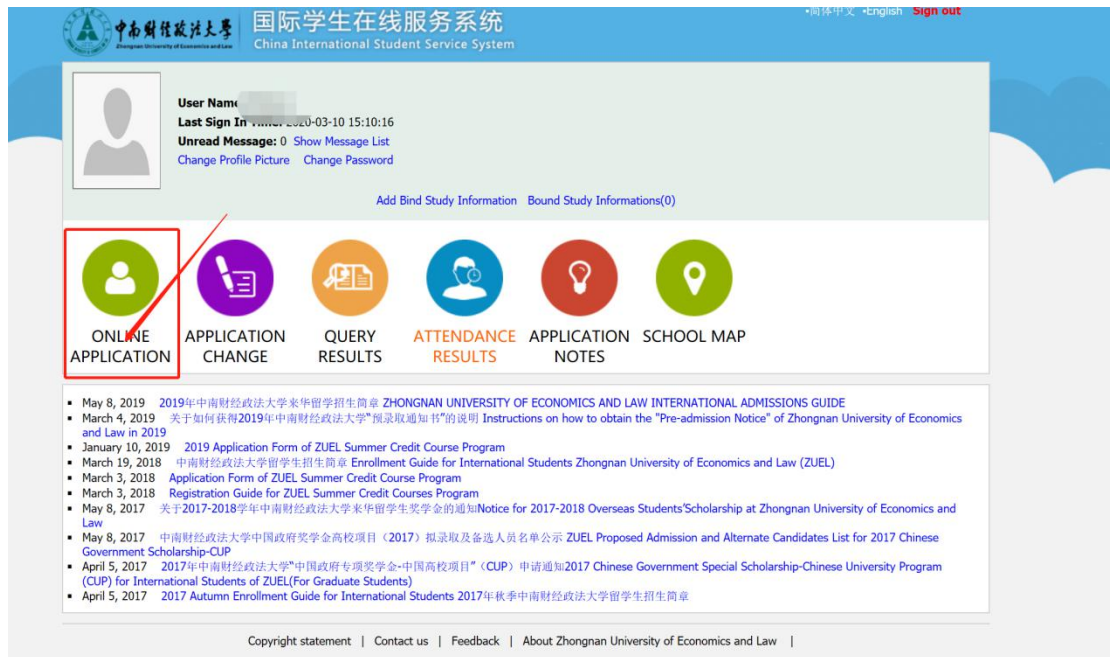
The screenshot displays the website interface for the International Student Service System. At the top, there is a navigation bar with the university's logo and name in Chinese and English, and a 'Registration Guide | 中文' link. The main content area features a large image of graduates in blue gowns. Overlaid on this image is a 'Account Sign In' form with fields for 'User Name/Email', 'Password', and 'Verified Code'. Below the form are buttons for 'Sign In' (green), 'Register' (white with a red border and a red arrow pointing to it), 'Forgotten password', and 'Resend email to activate'. Below the main image is a 'News List' section with several entries, each with a date and a brief description of the news item.

第三步：激活邮箱，点击注册激活链接

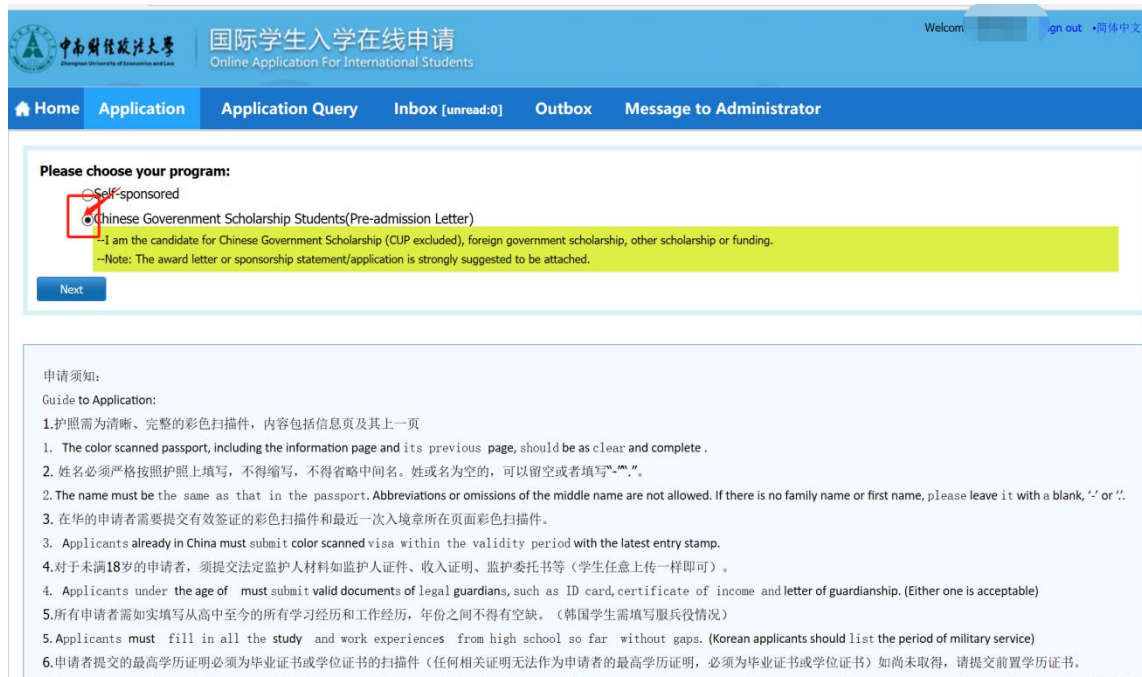
Step Three: Activate the mailbox, click on the registration activation link

第四步：进行申报：

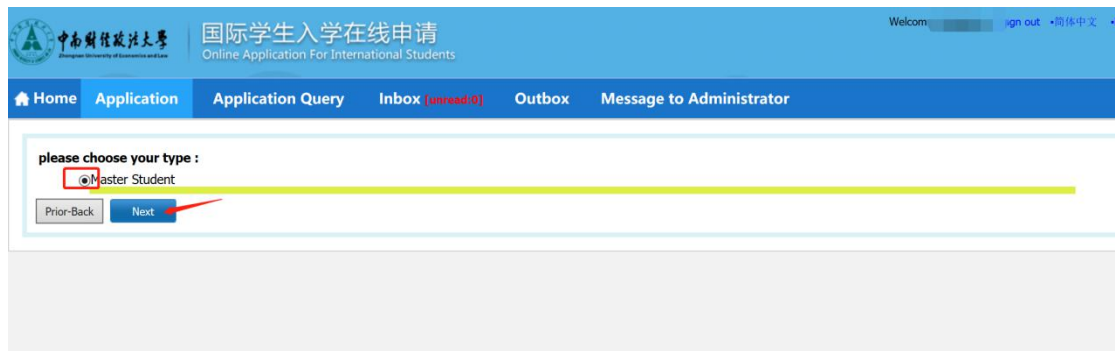
Step Four: Applying online,



选择学习项目“中国政府奖学金（预录取）”，点击下一步
 choose your program 'Chinese Government Scholarship(pre-admission letter)' and click on "next"

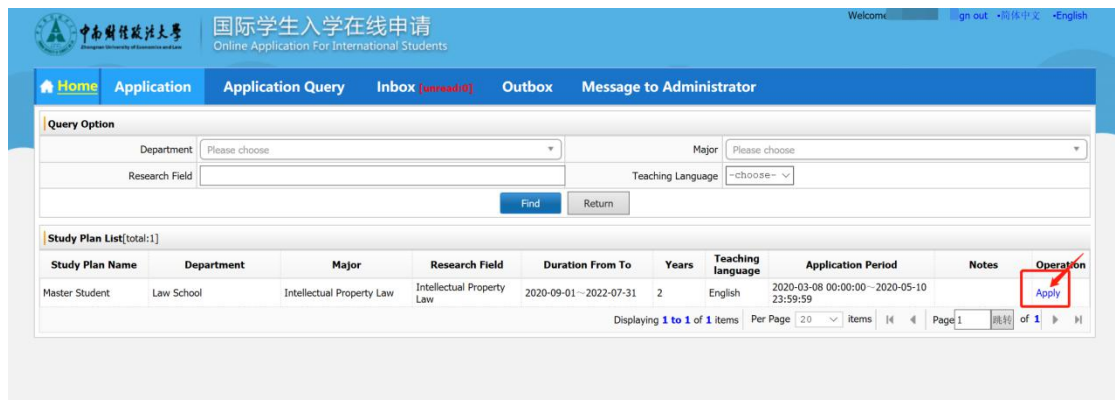


选择学生类别“硕士研究生”，点击下一步
 choose your type 'Master Student' and click on "next"



选择“法学院，知识产权法，英语”点击“申请”

choose “department: Law School、major: Intellectual Property Law、teaching language: English” and click on “Apply”



第五步：完整填写相关内容，按要求上传相应申请资料，提交电子报名信息。

Step Five: Complete the information, upload all the required documents and submit your application.

请确保提供的信息和材料真实无误，材料不符合要求将被拒绝。

Please make sure all information and documents are true and valid. Uncompleted application would be rejected.

The screenshot shows the 'Basic Info' form with the following fields:

- Personal Photo:** Upload your recent full-faced passport size photo (* .jpg, *.jpeg). Add your photo
- Family Name (as on passport):** [Text field]
- Given Name (as on passport):** [Text field]
- Chinese Name (if available):** [Text field]
- Gender:** Male Female
- Marital Status:** Unmarried Married
- Nationality:** [Please choose]
- Birth Date:** [Date field]
- Country of Birth:** [Please choose]
- Place of Birth (City, Province):** [Text field]
- Native Language:** [Please choose]
- Highest Level of Education Completed:** [Please choose]
- Religion:** [Please choose]
- Employer or Institution Affiliated:** [Text field]
- Occupation:** [Please choose]
- Health Status:** [Text field]
- Emigrant from mainland China, Hong Kong, Macau, and Taiwan?** Yes No
- Hobby:** [Text field]
- Passport And Visa:**
 - Passport No.:** [Text field]
 - Passport Expiry Date:** [Date field]

A 'Save and Next' button is located at the bottom of the form.

提交材料说明:

Requirement of Application Materials:

1. 护照需为清晰、完整的彩色扫描件，内容包括信息页及其上一页

The color scanned passport, including the information page and its previous page, should be as clear and complete as the following picture shows:



2. 姓名必须严格按照护照上填写，不得缩写，不得省略中间名。姓或名为空的，可以留空或者填写“-”。

The name must be the same as that in the passport. Abbreviations or omissions of the middle name are not allowed. If there is no family name or first name, please leave it with a blank, '-' or ' '.

3. 在华的申请者需要提交有效签证的彩色扫描件和最近一次入境章所在页面彩色扫描件。

Applicants already in China must submit color scanned visa within the validity period with the latest entry stamp.

4. 所有申请者需如实填写从高中至今的所有学习经历和工作经历，年份之间不得有空缺。(韩国学生需填写服兵役情况)

Applicants must fill in all the study and work experiences from high school so far without gaps. (Korean applicants should list the period of military service)

5. 申请者提交的最高学历证明必须为毕业证书或学位证书的扫描件(任何相关证明无法作为申请者的最高学历证明，必须为毕业证书或学位证书)如尚未取得，请提交前置学历证书。

Applicants must submit either scanned diploma or certificate of the highest degree. If the degree certificate is not acquired yet, the previously acquired academic certificate must be submitted. (Any other relevant documents are unacceptable)

6.非英文的学历证明要提交原件+经公证的中文或英文的译文。

If the academic certificate is non-English, the original must be attached with notarized Chinese or English translations.

7.申请者的最后学历请填写申请者的前置最高学历。

The highest level of education must be filled in the previously acquired degree.

8.学习成绩单。中英文以外文本须附经公证的中文或英文的译文。

Academic transcripts (written in Chinese or English); transcripts in languages other than Chinese or English must be attached with notarized Chinese or English translations.

9.体检证明。所有申请者须提交《外国人体格检查表》复印件（原件自行保存，可登录或<http://ies.zuel.edu.cn/2018/0428/c766a190293/page.htm> 下载，须英文填写）。申请人应严格按照《外国人体格检查表》中要求的项目进行检查。缺项、未贴有本人照片或照片上未盖骑缝章、无医师和医院签字盖章的《外国人体格检查表》无效。鉴于检查结果有效期为6个月，请申请人据此确定本人进行体检的时间；

Applicants must submit Foreigner Physical Examination Form (photocopy) written in English. (downloaded from <http://ies.zuel.edu.cn/2018/0428/c766a190293/page.htm>) The physical examinations must cover all of the items listed in the Foreigner Physical Examination Form. Incomplete forms or forms without the signature of the attending physician, or the official stamp of the hospital, or a sealed photograph of the applicant are considered as invalid. Please carefully plan your physical examination schedule as the result is valid for only 6 months.

10.语言证明。英文授课项目需提交托福80或雅思6分相关证书。申请英文授课项目：母语或官方语言为英语的申请者可不用提交语言证明；前置学位为英文授课的申请者可用相关证明代替语言证明。

Language requirement. For English-taught programs: TOEFL: 80 or IELTS: 6.0; Applicants whose native language or official language is English don't need to submit certification of language proficiency; applicants whose previous degree programs are taught in English may use relevant documents to certify the language proficiency.

11.推荐信。申请攻读硕士学位者来华学习者，须提交两名教授的推荐信，用中文或英文书写。

Recommendation letters (written in Chinese or English). Applicants for the graduate programs must submit two recommendation letters signed by professors.

12.来华学习或研究计划。用中文或英文书写，硕士生不少于1500字。

A Study Plan or Research Proposal (written in Chinese or English). This should be a minimum of 1500 words for master's students.