

## Directions for PKU Online Application

**URL:** <http://www.studyatpku.com>

### I. User Registration

Applicants need to register before applying online.

1. Click the “Register” button after entering the online application system;
2. Use the email address to register, fill out the registration form and submit;
3. Go to your email box to activate the account;
4. Login with your username and password;

### II. Online Application

Step 1: Entering the system, click “**Online Application**”, then choose “Non-degree Program”;

Step 2: Choose (**G**) for General Visiting Students Program;

Step 3: Choose (**G2**) for “Department Exchange Program”, and then click “next”;

Step 4: Select the department/school you will be enrolled in and then click “Apply”;

Step 5: Fill out the form;

*Notes:* ★The field marked by the asterisk \* is required to be completed;

★Applicants are required to upload one recent full-faced passport photo.

Step 6: Submit the form;

*Note:* The form cannot be revised after it is submitted.

Step 7: Print the application form.

*Notes:* ★The application form is in PDF format, you should not print the web page directly;

★Use A4 size paper (slightly longer and narrower than U.S. “letter” size paper).

★You need to submit the application form printed from the system, with one hardcopy of your passport photo fixed to it.)

### III. Other Useful Information

1. “Guarantor charging your Case in China” should be the person or institute who stays in Chinese mainland and will take care of you in case of emergency during your study at PKU.

2. Before submitting the form, if you would like to view, revise or delete your application, please click the related parts on the left side of the application page.

3. Please prepare the following documents:

- (1) The signed Application Form
- (2) An official certificate of the enrollment at the current university
- (3) An official transcript in Chinese/English (or notarized photocopy)
- (4) Two letters of recommendation (original)
- (5) One photocopy of your passport ID page

**NOTE:** You shall bear all the responsibility if you are admitted to PKU but refused by the Chinese embassy due to the incorrect passport information (name, date of birth, country of birth, place of birth, etc.) you filled in.