

Guide for applying Exchange Program

1. Register at <http://apply.isc.bit.edu.cn/>



2. Accept the registration agreement.



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.

Member register [X]

*User Name:

*Password: weak | middle | strong

*Confirm Password:

*E-mail:

Please register with valid email address, otherwise your account cannot be activated.

*Verify Code: S Y L Y

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

4. Check your email when you received the information.

ISC 北京理工大学 Registration Guide | 中文

please check your email to activate the account.

Activation link has been sent to [redacted]. Please activate your account by clicking on the link in the email. Thank you!

5. You will receive an email with the subject ‘BIT University Online Application System for International Students’, verify the username and password, and click the link to activate.

You have already registered on Beijing Institute of Technology Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:

User name is [redacted], password is [redacted]

Please click the link to activate your account.

Entry for activation: [http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=[redacted])

For more information, please login on the system. [Beijing Institute of Technology Online Application Platform](#)

您已在“北京理工大学国际学生服务平台”中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。

您的注册信息为：

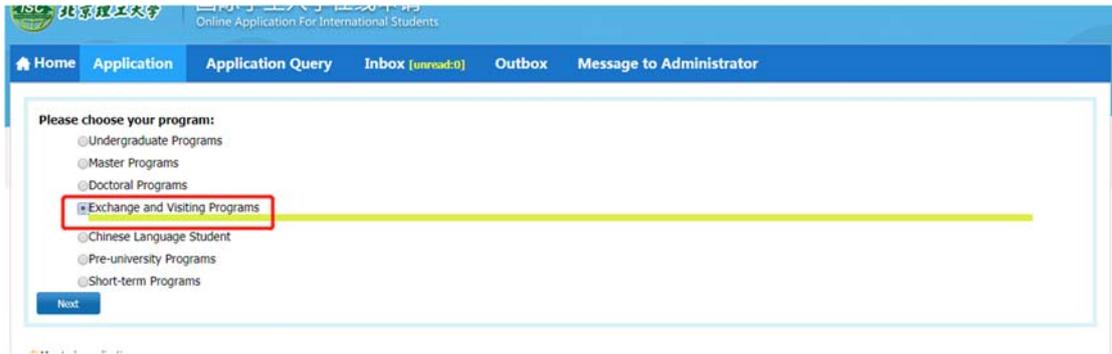
用户名为：[redacted]，密码为 [redacted]

请点击下面的链接，激活账号。

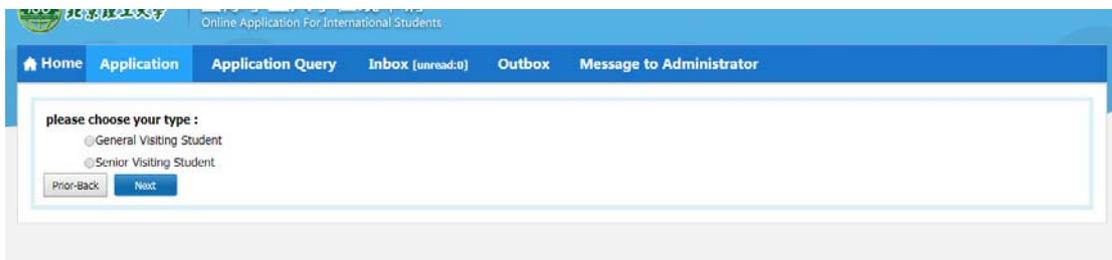
注册激活链接入口：[http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=\[redacted\]](http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=[redacted])

详情请登录 [北京理工大学国际学生服务平台](#) 查看

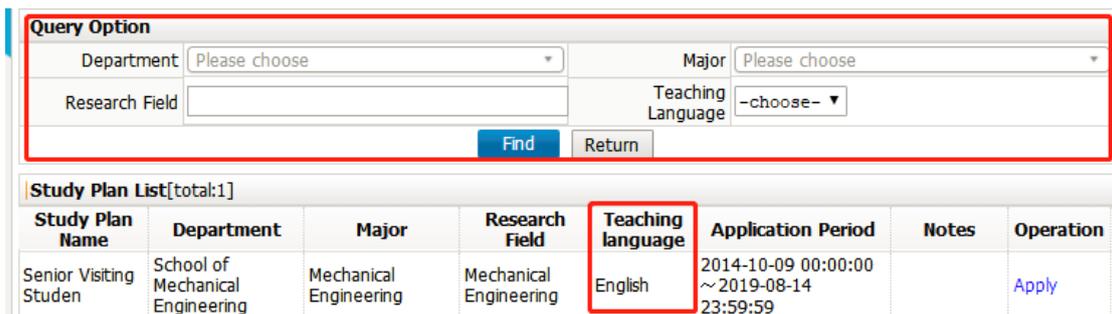
6. Choose “Exchange and Visiting Programs” and click “Next”.



7. Choose Senior Visiting Student/General Visiting Student (Senior Visiting Student for master’s and doctoral students, and General Visiting Student for undergraduate students)



8. Find your study plan by Department, Major, Research Field and Teaching Language and click “Apply”. Or you can choose one of the study plans lists and click “Apply”. [Please pay attention to the choice of language to be taught here. Some majors include two languages of instruction]



9. Fill personal information (with * is required).

Please prepare the following attachments in advance: the attachments should in .jpg, .jpeg and .pdf formats, and no more than 1.5M.

- *Passport (photo page);

- *ID photo with white background;
- *Transcripts at home university (English version with signature and/or seal by home university);
- *Proof of language Proficiency;
- *Recommendation Letter (home university issued);
- *Personal Statement (clearly indicating duration and purpose of study, preferred technical work or experience and academic background.);
- Physical Examination record for Foreigner (Please go to hospital for a physical examination as required in <http://isc.bit.edu.cn/docs/20171129065654650029.pdf>);
- Non-Criminal Record (Issued from the local police office);
- Financial Guarantee Letter (For Self-funded program);
- Other supporting materials, such as publications, awards, certificate of employment/internship, and etc.

10. Filling in basic information

(1) Fill the basic information. (Note: Personal photos need to upload ID photo. Family name and given name need to be as same as it is in the passport with English letters only. If you are applying passport, please fill “Applying” in [passport number], and the [passport expiry date] can be filled in the current application date). Furthermore, please fill the location of the Visa office.

ISC 北京理工大学 国际学生入学在线申请
Online Application For International Students

Home Application Application Query Inbox (unread:0) Outbox Message to Administrator

1. Basic Info
2. Study Plan
3. Education & Employment
4. Additional Info
5. Contact Info
6. Application Form Preview

Personal Photo
Color 2-inch 3D photo; prohibited to wear headgear; no border on white background; head occupies 2/3 of photo size; photo size is not less than 320 * 240 pixels; aspect ratio is 4: 3; size is 100-500K; JPG format.
Add your photo

*Family Name (as on passport)	BIT	*Given Name (as on passport)	BIT
*Chinese Name (if available)	BIT	*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Marital Status	<input checked="" type="radio"/> Unmarried <input type="radio"/> Married	*Nationality	United Kingdom X
*Birth Date	1996-03-20	*Country of Birth	Slovakia X
*Place of Birth (City, Province)	北京	*Native Language	German X
*Highest Level of Education Completed	Master	*Religion	Christianity
*Employer or Institution Affiliated	北京理工大学	*Occupation	Master
Health Status		*Emigrant from mainland China, Hong Kong, Macau, and Taiwan?	<input type="radio"/> yes <input checked="" type="radio"/> no
Hobby			

Passport And Visa

*Passport No.	E57484875	*Passport Expiry Date	2026-04-15
*Location of Visa Office	Please choose		
	Please choose		

Save and Next

(2) Fill the study abroad 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 your home university.

English Proficiency			
*Language Proficiency	Fair ▼		
TOEFL	<input type="text"/>	GRE	<input type="text"/>
GMAT	<input type="text"/>	IELTS	<input type="text"/>
Other Language Proficiency	<input type="text"/>		
Study Plan - Senior Visiting Student Edit Study Plan			
Program	Senior Visiting Student		
Department	School of Mechanical Engineering	Major	Mechanical Engineering
Research Field (in Chinese)	机械工程	Research Field (in English)	Mechanical Engineering
Teaching Language	English		
*Study Duration	Please choose ▼		
Have you got in touch with the advisor? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Recommender #			
*Source	Educational Fair/Expo. ▼		
*Name	潘阳阳	*Relationship with the applicant	friend
*Organization	北京理工大学	Mobile	<input type="text"/> Example: +86-13612345678
*Phone Number	861068918272 Example: +86-10-12345678	*Email	12345@qq.com
Nationality	Please choose ▼		
Address	<input type="text"/>	Job Title	<input type="text"/>
		Fax Number	<input type="text"/>
		Previous	Save and Next

(3) Education & Employment

Write at least 2 education experiences, click “Add” to increase the number. If you have no work experience, please click “Delete”.

1. Basic Info
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Educational Background Add

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete

*Have you ever studied in China? No Yes

Employment Background Add

*Year Attended (From)	*Year Attended (To)	*School or Company	Job Title	Operation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete

*Have you ever worked in China? No Yes

Upload Documents Max Size 1.5M

Documents List	Operation
	The Photocopy of Passport (Pages with photo and visa) (.jpg, *.jpeg) Add Document
	Transcripts at Home University (.pdf, *.jpg, *.jpeg): English/Chinese version with signature and/or seal by home university Add Document
	Recommendation Letter (.pdf, *.jpg, *.jpeg): by home university lecturer or professor in relevant school/Chinese or English version only Add Document
	Proof of Language Proficiency (.pdf, *.jpg, *.jpeg): For Chinese Medium-HSK or equivalent qualification; For English Medium: IELTS, TOEFL or equivalent qualification Add Document
	Statement of purpose/Study plan (.pdf, *.jpg, *.jpeg): no less than 800 words Add Document
	Physical Examination Record for Foreigner (.pdf, *.jpg, *.jpeg): Please go to hospital for a physical examination as required in http://scbit.edu.cn/docs/20171120/65594620025.pdf and upload it in the attachment Add Document
	Non-criminal Record (.pdf, *.jpg, *.jpeg): issued by the local police station only necessary when applicants get further notice from admission officer Add Document
	Financial Guarantee Letter (.pdf, *.jpg, *.jpeg): only necessary when applicants get further notice from admission officer Add Document
	Other Documents (.jpg, *.jpeg, *.png, *.doc, *.docx, *.pdf): Add Document

Previous Save and Next

(4) Additional Info.

You can click “Add” or “Delete” to change the number of family members to fill in (At least two). 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.

ISC 北京理工大学 国际学生入网在线申请
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Home Application Application Query Inbox (unread:0) Outbox Message to Administrator

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Family Add

*Family Members	*Name	*Nationality	*Phone Number	Email	*Position	*Work Place	Operation
-choose-	<input type="text"/>	Please choose	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
-choose-	<input type="text"/>	Please choose	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

*Have you ever had a criminal record? Yes No

Financial Supporter

*Guarantor name The guarantor Addr:

*The guarantor Tel: Example: +86-10-12345678 Relationship with applicant:

*Organization Email:

The Guarantor in China in charge of your case

*Name <input type="text"/>	*Mobile <input type="text"/>
*Phone Number <input type="text"/>	*Email <input type="text"/>
Organization <input type="text"/>	*Address <input type="text"/>

Example: +86-13612345678
Example: +86-10-12345678

Previous Save and Next

(5) Contact Info

If you select to mail to the specific address, please ensure that the 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 your home university directly for exchange students.

Home Country Address

*Street Address	P.O. Box 4000 2280 Watertower Road Collegevil	*Phone Number	+86-10-12345678 Example: +86-10-12345678
*City/Province	Minnesota	Mobile	+86-10-12345678 Example: +86-13612345678
*Country	United States of America	*Zip Code	4000 2280

Current postal address

Same as the Home country address Other

Personal Email: akari_0307@163.com

*Phone/Mobile Number	+86-13612345678 Example: +86-10-12345678/+86-13612345678	*Address	Beijing Institute of Technology, No. 5 South Zi
*Zip Code	100081		
Facebook No		Wechat No	
LinkedIn No		Twitter No	
QQ No		MSN No	

How to Collect the Admission Notice

Deliver to Address Provided in Application Collect from Beijing Institute of Technology in Person

Copy from Home country address | Copy from My current postal address

*Receiver's Name	JOHN WHITE	*Phone or Mobile	+861012345678 Example: +86-13612345678
*Receiver's City/Province	Minnesota	*Receiver's Country	United States of America
*Receiver's Address	P.O. Box 4000 2280 Watertower Road Collegevil ONLY Half-width characters and English characters.	*Zip Code	4000 2280

Previous Save and Next

(6) Preview your application, CLICK “Submit”, and “OK”.

Online Application For International Students

Home Application Application Query Inbox (unread:0) Outbox Message to Administrator

Study Plan: Exchange and Visiting Programs - General Visiting Student - General visiting student

Application Status: filled in Submit Application No.: Financial Resources for Study: Self-Supporting Campus:

Family Name (as on passport)	BIT	Given Name (as on passport)	BIT
Chinese Name (if available)	BIT	Gender	Male
Marital Status	Unmarried	Nationality	United Kingdom
Birth Date	1996-03-20	Country of Birth	Slovakia
Place of Birth (City/Province)	北京	Native Language	German
Highest Level of Education Completed	Master	Religion	Christianity
Employer or Institution Affiliated	北京理工大学	Occupation	Manager
Health Status		Hobby	
Emigrant from mainland China, Hong Kong, Macau, and Taiwan?			

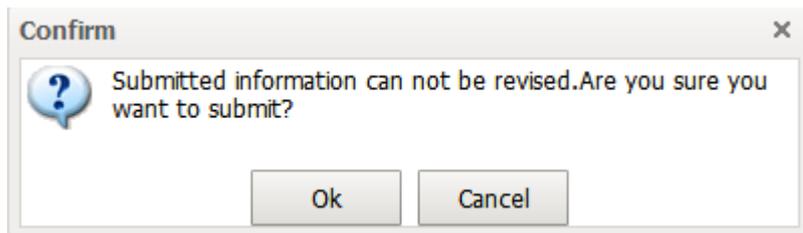
Passport And Visa

Passport No: [redacted] Passport Expiration Date: [redacted]

Location of Visa Office: [redacted]

Educational Background

Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma Received



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

The screenshot shows the "ISC 北京理工大学 国际学生入学在线申请" (ISC Beijing University of Aeronautics and Astronautics Online Application For International Students) web interface. The "Application Query" menu item is highlighted with a red box. Below the navigation bar, a yellow status bar displays: "Study Plan: Chinese Language Programmes - Chinese Language Student - Chinese Language Student", "Application Status: in process", "Application No.: 2019080022", "Financial Resources for Study:", and "Campus:". Below this is a table titled "Application List[total:1]".

Application No.	English Name (as on passport)	Chinese Name	College Major	Degree	status	Time of Creation	Time of Modification	Operation
2019080022	WHITE SHRILEY	白雪莉	International Students Center, Chinese Language	Chinese Language Student	in process	2019-08-08 16:15:15	2019-08-08 16:15:15	View

At the bottom of the table, it says "Displaying 1 to 1 of 1 items" and "Per Page 20 items".

12. Please refer to the review process

<http://isc.bit.edu.cn/admissionsaid/essap/internationalexchange/index.htm>; the review results

will be notified via email or message of site, please check application system and your email in time.