

## Guide for applying Short-term Program

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

[Registration Guide](#) | [中文](#)



Account Sign In

User Name/Email:

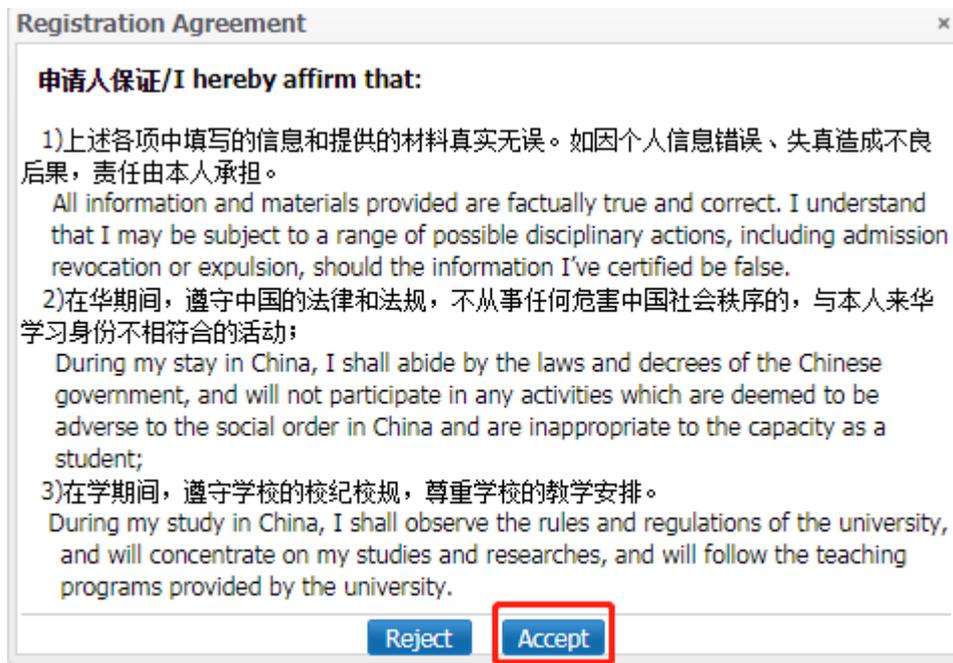
Password:

Verified Code:

Sign In Register

[Forgotten password](#) [Resend email to activate](#)

2. Accept the Agreement



Registration Agreement

**申请人保证/I hereby affirm that:**

1) 上述各项中填写的信息和提供的材料真实无误。如因个人信息错误、失真造成不良后果，责任由本人承担。  
All information and materials provided are factually true and correct. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.

2) 在华期间，遵守中国的法律和法规，不从事任何危害中国社会秩序的，与本人来华学习身份不相符合的活动；  
During my stay in China, I shall abide by the laws and decrees of the Chinese government, and will not participate in any activities which are deemed to be adverse to the social order in China and are inappropriate to the capacity as a student;

3) 在学期间，遵守学校的校纪校规，尊重学校的教学安排。  
During my study in China, I shall observe the rules and regulations of the university, and will concentrate on my studies and researches, and will follow the teaching programs provided by the university.

Reject Accept

3. Put in User name, Password, Confirm Password, E-mail and Verify Code, then click Register button.

**Member register**

\*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", 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 Short-term Programs

**Please choose your program:**

Undergraduate Programs  
 Master Programs  
 Doctoral Programs  
 Exchange and Visiting Programs  
 Chinese Language Student  
 Pre-university Programs  
 Short-term Programs

[Next](#)

7. According to the online/offline courses you applied for, select short-term Programs/short-term Programs (online courses) in the list, and click “Next”.

**please choose your type :**

Short-term Programs  
 Short-term Programs (online courses)

[Prior-Back](#) [Next](#)

8. Check the short-term program in the study plan list, and click “Apply” at the back.

**Query Option**

Department:  Major:   
 Research Field:  Teaching Language:   
[Find](#) [Return](#)

**Study Plan List**[total:2]

Study Plan Name	Department	Major	Teaching language	Application Period	Notes	Operation
Chinese Language Student	Office of International Students	Chinese Language	Chinese	2020-09-15 09:53:51~2020-09-17 16:40:57	One Year (Duration: Mar 2021 - Jan 2022)	<a href="#">Apply</a>
Chinese Language Student	Office of International Students	Chinese Language	Chinese	2020-09-15 09:53:51~2020-09-17 16:40:57	One Semester (Duration: Mar 2021 - Jul 2021)	<a href="#">Apply</a>

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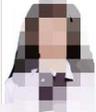
8.Fill in personal information (with \* is required).

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

- \*The Photocopy of Passport (Pages with photo and visa);
- \*ID photo with white background;
- \*Proof of Language Proficiency(\*.pdf,\* .jpg,\* .jpeg): Chinese learning transcripts and certificates; HSK certificates, you may upload a piece of blank paper instead if you don't have one;
- Other Documents

(1) Fill the basic information (Note: Personal photos need to upload ID photo. If you are

applying your passport, please fill “Applying” for [passport number], and the [passport expiry date] can be filled in the current application date. Make sure that the information is correct when choosing the location of visa office).

<p><b>*Personal Photo</b></p>  <p>Color 2-inch ID 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.</p> <p><a href="#">Add your photo</a></p>			
Family Name (as on passport)	WHITE	Given Name (as on passport)	SHRILEY
Chinese Name (if available)	白雪莉	*Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
*Marital Status	<input checked="" type="radio"/> Unmarried <input type="radio"/> Married	*Nationality	United States of America ✕ ▾
*Birth Date	2019-07-10 📅	*Country of Birth	United States of America ✕ ▾
*Place of Birth (City,Province)	美国佛罗里达州	Native Language	English ✕ ▾
*Highest Level of Education Completed	Master ▾	*Religion	None ▾
*Employer or Institution Affiliated	纽约大学	*Occupation	Student ▾
Health Status	健康	*Emigrant from mainland China, Hong Kong, Macau, and Taiwan?	<input type="radio"/> yes <input checked="" type="radio"/> no
Hobby	跑步		
<b>Passport And Visa</b>			
*Passport No.	XXXXXXXXXX	*Passport Expiry Date	2019-07-31 📅
*Location of Visa Office	United States of America ✕ ▾		
	Consulate-General of the People's Republic of China in San Francisco ✕ ▾		
<a href="#">Save and Next</a>			

## (2) Fill the study abroad plan

Fill the language skills and check the study plan carefully. [Edit Study Plan] can re-select the registration category). Fill the recommended unit or individual carefully. If there is no specific unit or individual, please fill the information how you know BIT.

Language Proficiency			
Chinese Proficiency			
*Language Proficiency	Pair		
Level of HSK	New HSK LEVEL 2	scores: 90	Level of HSKK
Other Language Proficiency			Junior
			scores: 90
<b>Study Plan - Chinese Language Student</b> <a href="#">Edit Study Plan</a>			
Program	Chinese Language Student		
Department	Office of International Students	Major	Chinese Language
Teaching Language	Chinese		
*Study Duration	2021-03-01--2021-07-01		
<b>Recommender</b>			
*Source	Educational Fair/Expo.		
*Name		*Relationship with the applicant	
*Organization		Mobile	Example: +86-13612345678
*Phone Number	Example: +86-10-12345678	*Email	12345@qq.com
Nationality	Please choose	Job Title	
Address		Fax Number	
		<a href="#">Previous</a>	<a href="#">Save and Next</a>

### (3) Education and work background

Write at least 1 education experiences, click "Add" to increase the number. If you have no work experience, please click "Delete".

Educational Background					<a href="#">Add</a>
*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operation	
				<a href="#">delete</a>	
*Have you ever studied in China? <input checked="" type="radio"/> No <input type="radio"/> Yes					
<b>Upload Documents</b> Max Size 1.5M					
Documents List			Operation		
			*The Photocopy of Passport (Pages with photo and visa)(* .jpg,*.jpeg): <a href="#">Add Document</a>		
			*Proof of Language Proficiency(*.pdf,*.jpg,*.jpeg): Chinese learning transcripts and certificates;HSK certificates, you may upload a piece of blank paper instead if you don't have one <a href="#">Add Document</a>		
			Other Documents(*.jpg,*.jpeg,*.png,*.doc,*.docx,*.pdf): <a href="#">Add Document</a>		
		<a href="#">Previous</a>	<a href="#">Save and Next</a>		

### (4) Additional Info

You can click "Add" or "Delete" to change the number of family members to fill in (At least two). Please fill in the financial supporter and the guarantor or organization in China. (If there is no guarantor in China, please fill your parents' information.) If there is any violation of the law, please fill in the record carefully.

Family							Add
*Family Members	*Name	*Nationality	*Phone Number	Email	*Position	*Work Place	
Mother		Please choose					Delete
Father		Please choose					Delete

**Criminal Record**

\*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		*Mobile	Example: +86-13612345678
*Phone Number	Example: +86-10-12345678	*Email	
Organization		*Address	

## (5) Contact Info

Please fill in your home address and current contact information (contact email is the default registration email). 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).

**Home Country Address**

*Street Address		*Phone Number	Example: +86-10-12345678
*City/Province		Mobile	Example: +86-13612345678
*Country	Please choose	*Zip Code	

**Current postal address**

Same as the Home country address  Other

Personal Email: 306904707@qq.com

*Phone/Mobile Number	Example: +86-10-12345678/ +86-13612345678	*Address	
*Zip Code		Facebook No	
Facebook No		Wechat No	
LinkedIn No		Twitter No	
QQ No		MSN No	
Skype No			

**\*How to Collect the Admission Notice**

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

*Receiver's Name		*Phone or Mobile	Example: +86-13612345678
*Receiver's City/Province		*Receiver's Country	Please choose
*Receiver's Address	ONLY Half-width characters and English characters.	*Zip Code	

(6) Application Form Preview, CLICK “Submit”, and “OK” to sure submit the information.

Study Plan: Short-term Programs - Short-term Programs - Short-term Programs  
**Application Status:** filled in **Submit** **Application No.:** Financial Resources for Study: Self-Supporting **Campus:**

	Family Name (as on passport)		Given Name (as on passport)	
	Chinese Name (if available)		Gender	
	Marital Status		Nationality	
	Birth Date		Country of Birth	
	Place of Birth (City,Province)		Native Language	
	Highest Level of Education Completed		Religion	
	Employer or Institution Affiliated		Occupation	
	Health Status		Hobby	
	Emigrant from mainland China, Hong Kong, Macau, and Taiwan?no			

**Confirm** ✕

 Submitted information can not be revised.Are you sure you want to submit?

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

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

Study Plan: Chinese Language Programmes - Chinese Language Student - Chinese Language Student  
**Application Status:** in process **Application No.:** 20190800022 **Financial Resources for Study:** Campus:

Application List[total:1]

Application No.	English Name (as on passport)	Chinese Name	College Major	Degree	status	Time of Creation	Time of Modification	Operation
20190800022	WHITE SHRILIEY	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	<a href="#">View</a>

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10.Remember save the completed information at any time for you can sign in again to complete apply and check the apply statue.

ISC 北京理工大学 国际学生在线服务系统  
 China International Student Service System

User Name: [blurred]  
 Last Sign In Time: 2019-08-09 08:54:55  
 Unread Message: 0 [Show Message List](#)  
[Change Profile Picture](#) [Change Password](#)

[Add Bind Study Information](#) Bound Study Informations(0)

  
ONLINE APPLICATION

  
DORMITORY RESERVATIONS

  
AIRPORT PICKUP

  
QUERY RESULTS

  
ATTENDANCE RESULTS

  
APPLICATION NOTES

  
SCHOOL MAP

November 2, 2012 [Application Procedure](#)  
 November 2, 2017 [Application Filing Periods](#)

11. Please refer to <http://isc.bit.edu.cn/admissionsaid/spss/index.htm> for the review process;

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