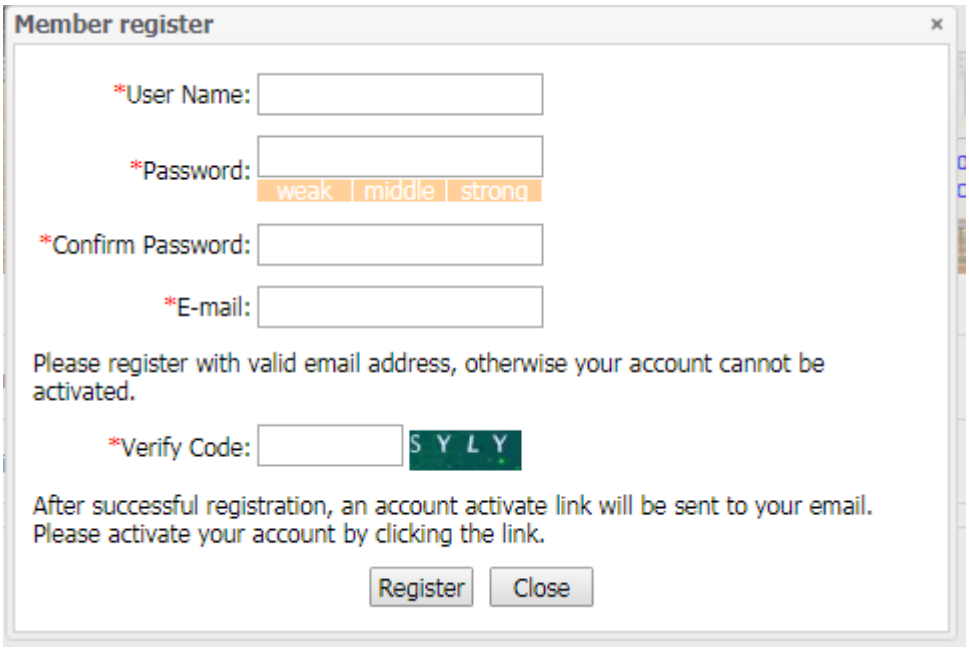
Guide for applying Short-term Program

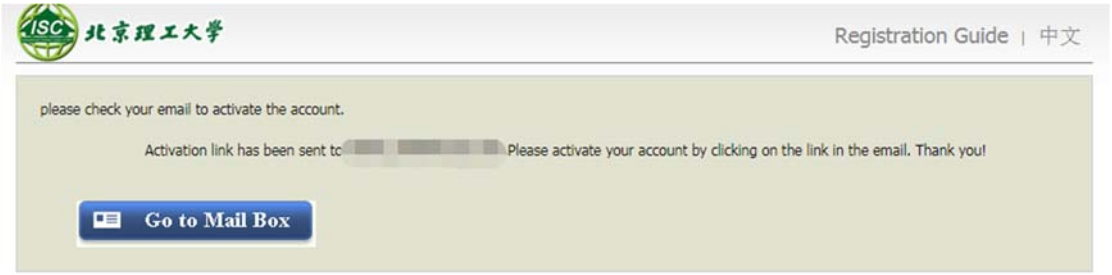
1.Register at http://apply.isc.bit.edu.cn/

2.Accept the Agreement

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



4.Check your email when you received the information.



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 password is
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=

For more information, please login on the system. **Beijing Institute of Technology Online Application Platform**

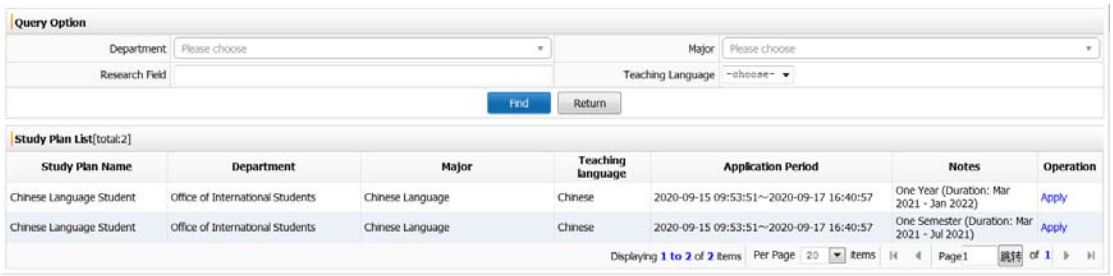
您已在"北京理工大学国际学生服务平台"中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。
您的注册信息为：
用户名为： 密码为
请点击下面的链接，激活账号。
注册激活链接入口：http://apply.isc.bit.edu.cn/member/active.do?password=3773.COM&credential=f4163de5c491457d83c82079cdc772e1&username=

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

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”.

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



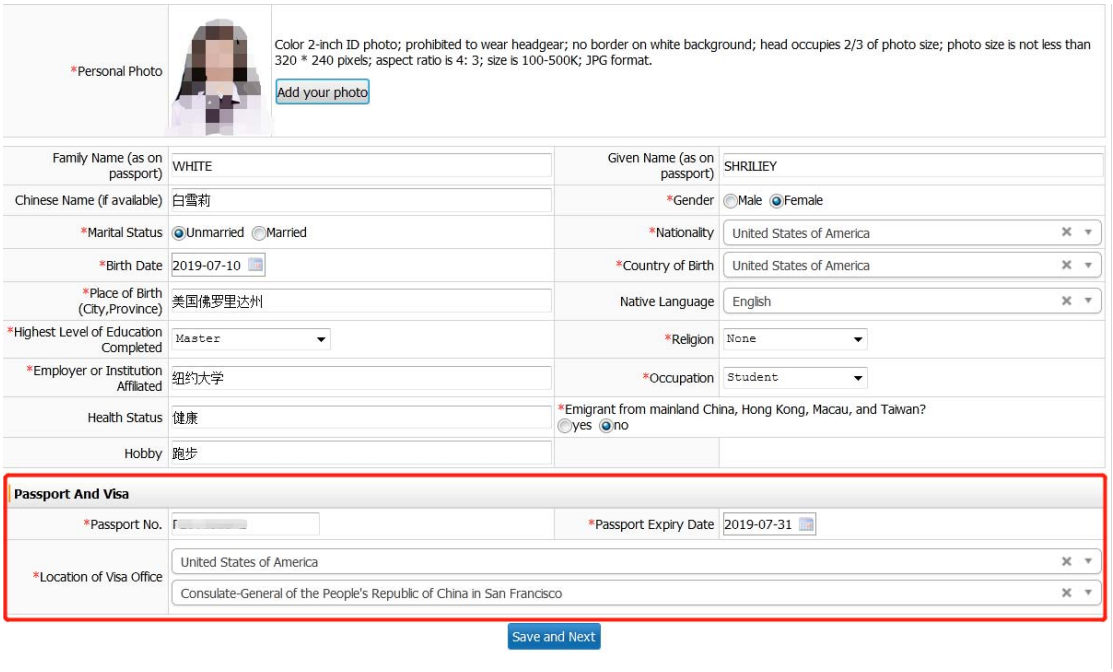
8.Fill in personal information (with * is required).

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

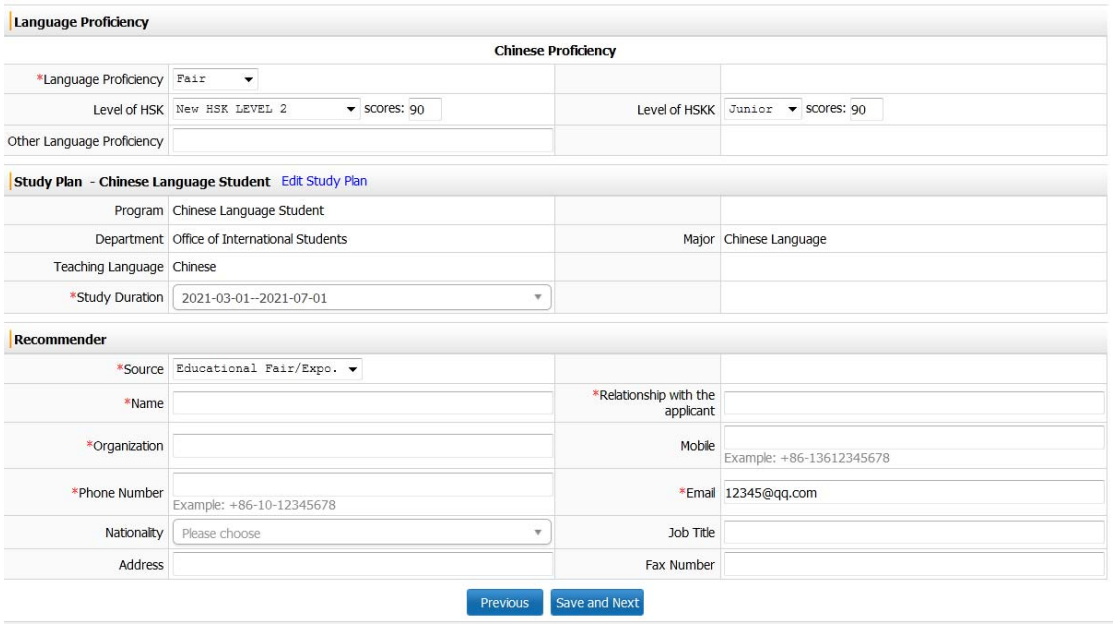
(1) Fill the basic information (Note: Personal photos need to upload ID photo. If you are

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).



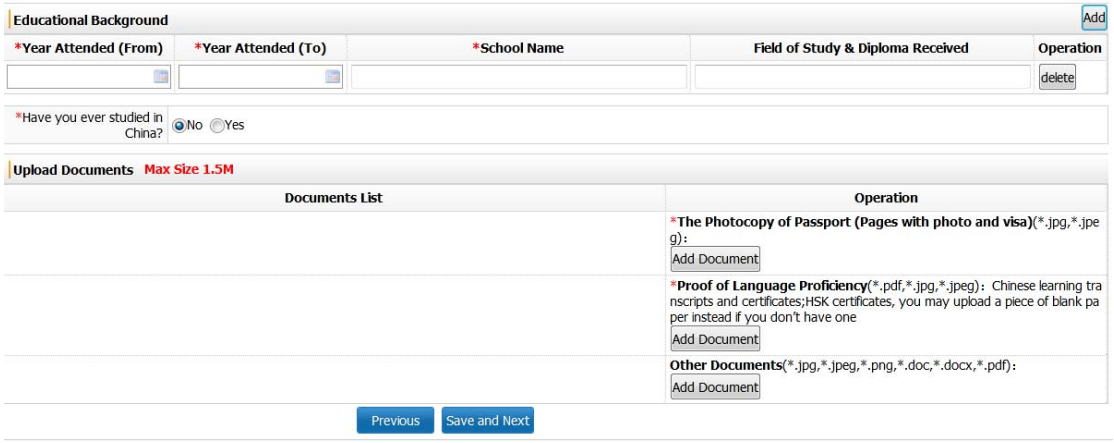
(2) Fill the study abroad plan

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.



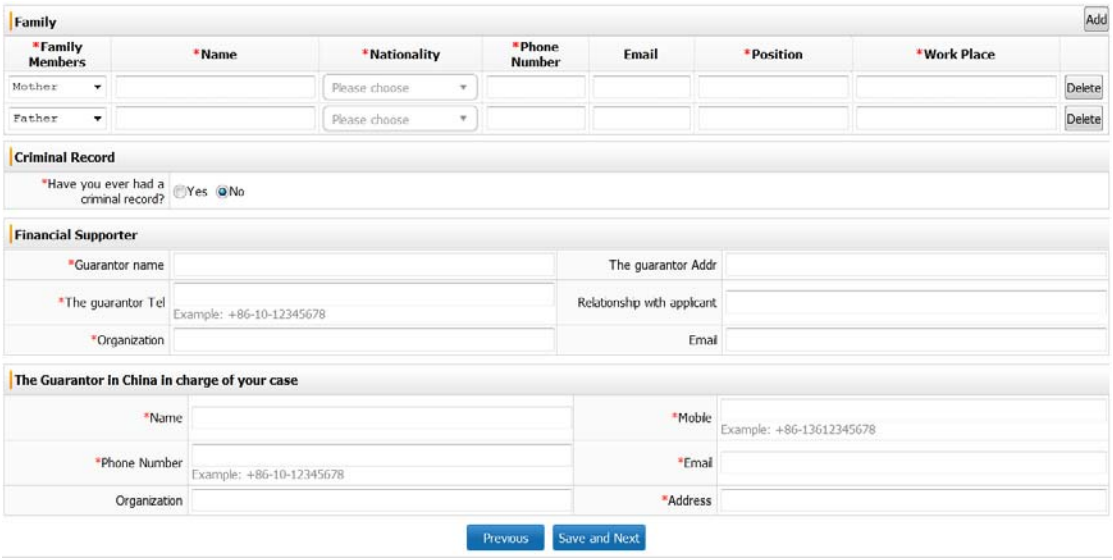
(3) Education and work background

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



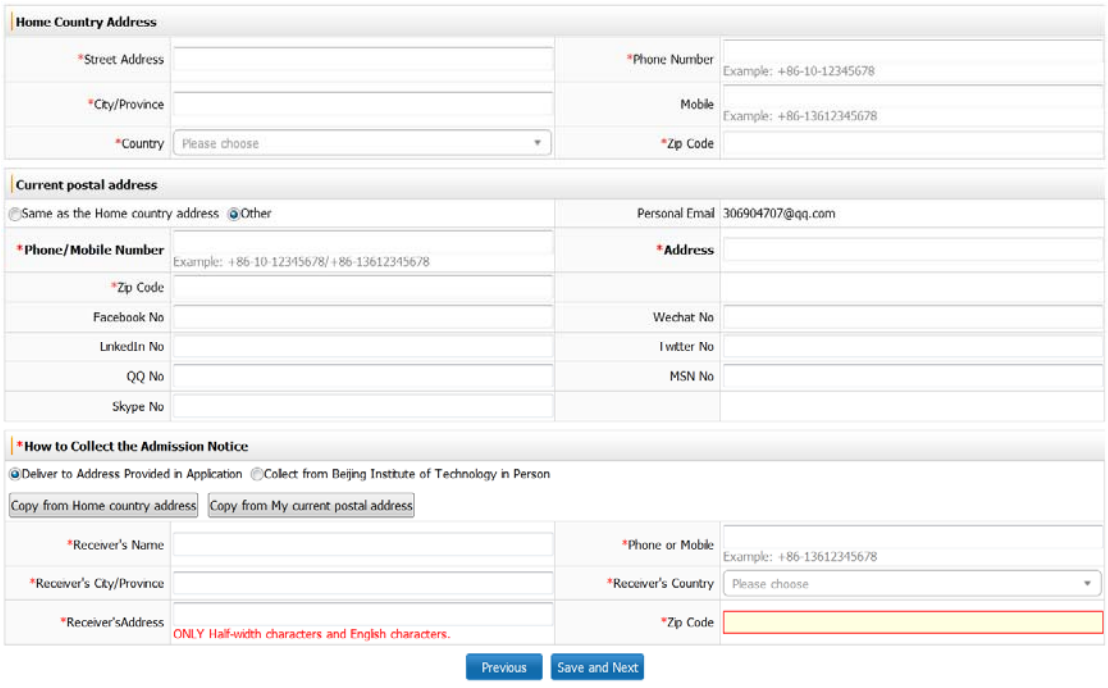
(4) Additional Info

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.

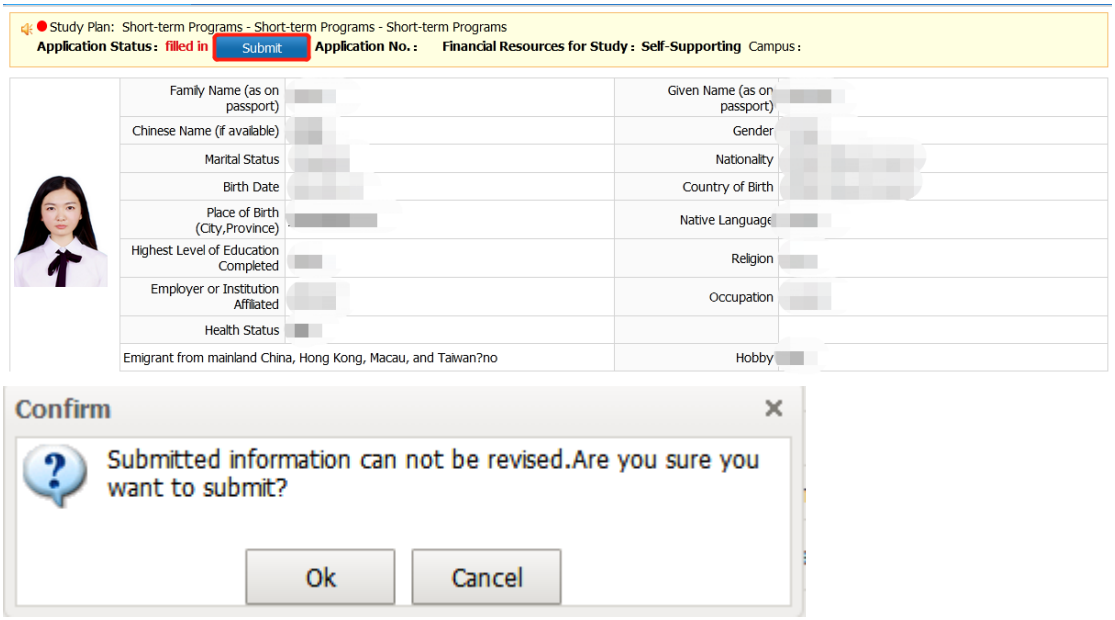


(5) Contact Info

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).

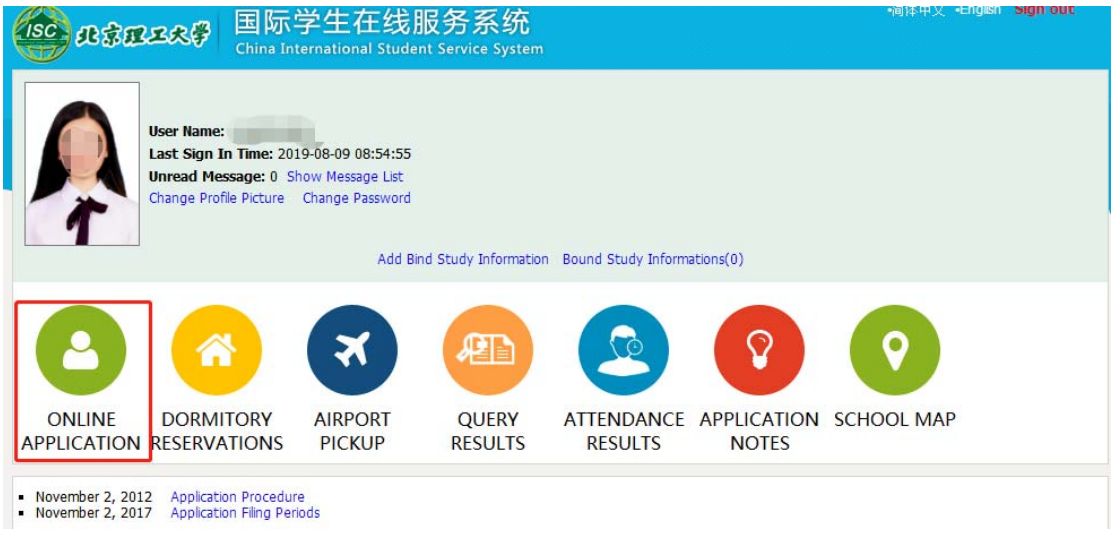


(6) Application Form Preview, CLICK “Submit”, and “OK” to sure submit the information.



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

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



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.