

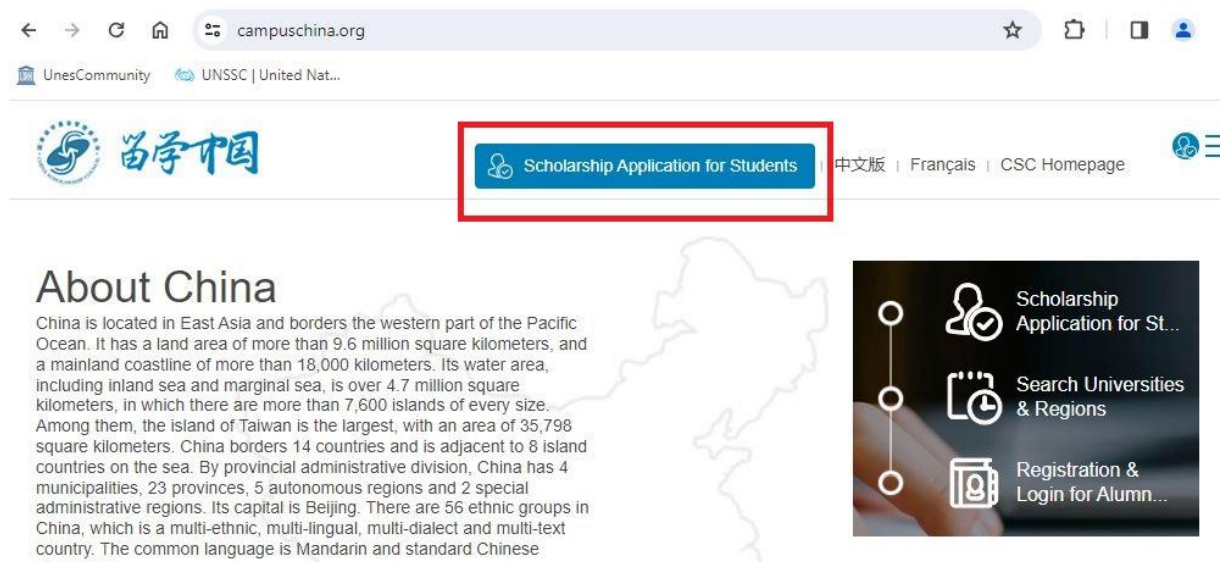
## Instructions for Online Application for UNESCO/China - the Great Wall Co-sponsored Fellowships Programme

### Tips before application:

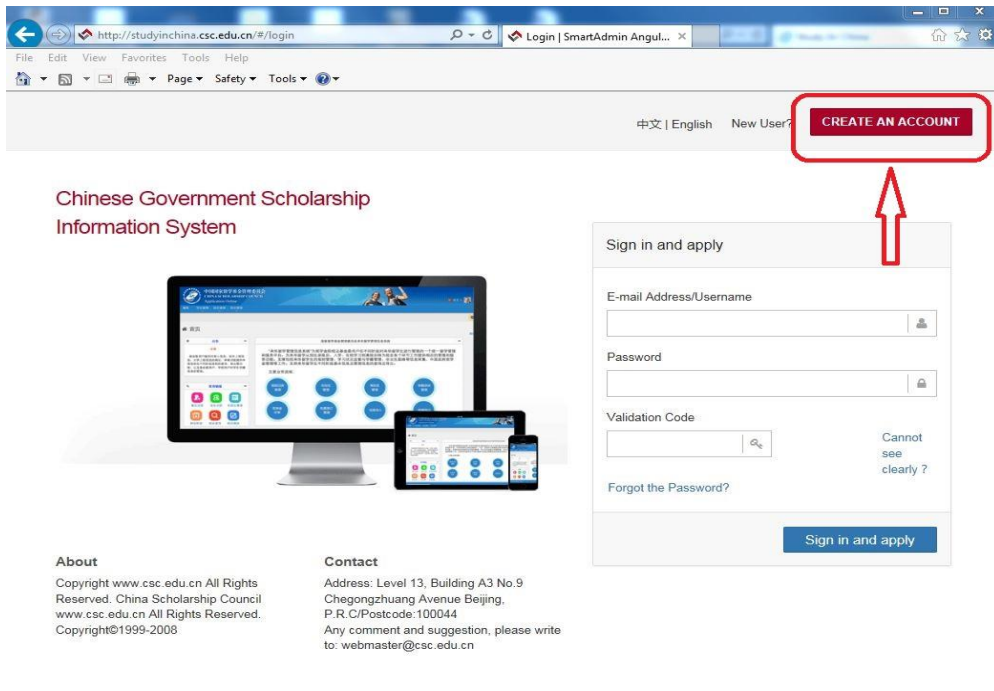
Please use Firefox, Internet Explorer (11.0) or Google Chrome. Menu selection functions may not work in other browsers.

Only Chinese and English are accepted for the online application.

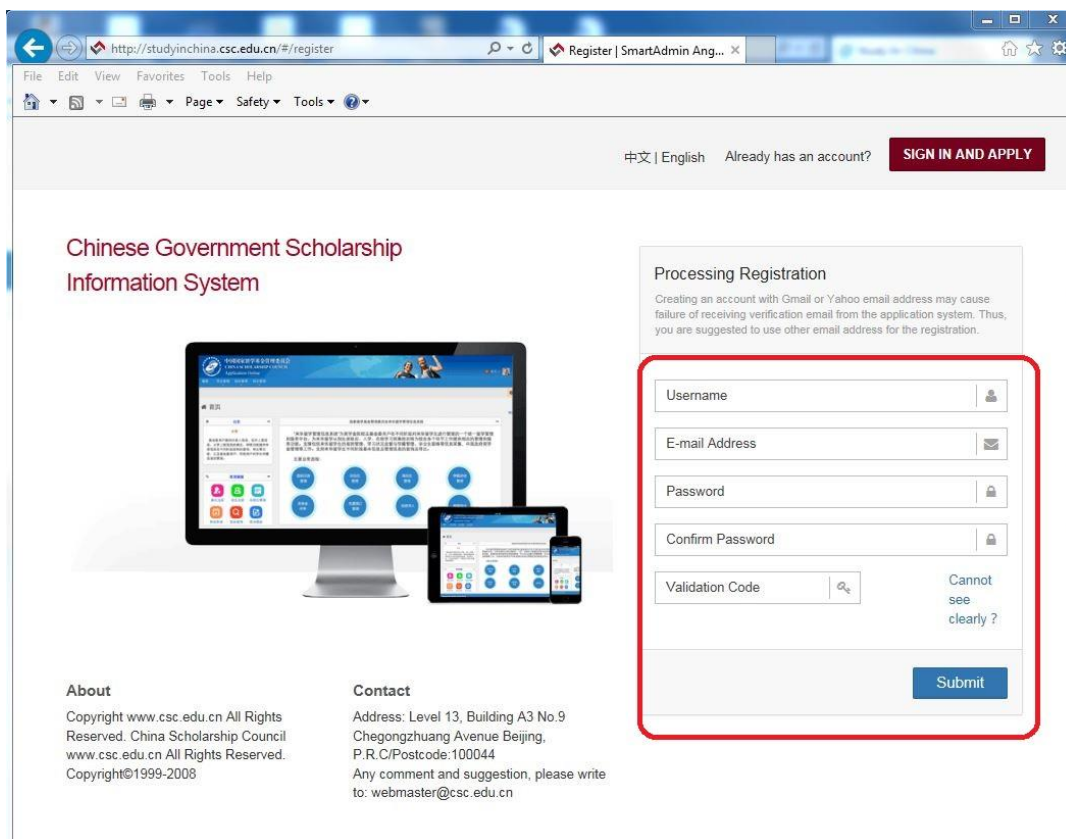
**Step 1:** Visit “CSC Study in China” website and click “Scholarship Application for Students” at <http://www.campuschina.org>.



**Step 2:** Register an account through “CREATE AN ACCOUNT” and login with your account.



**For new users:** Create your account with an accessible e-mail.



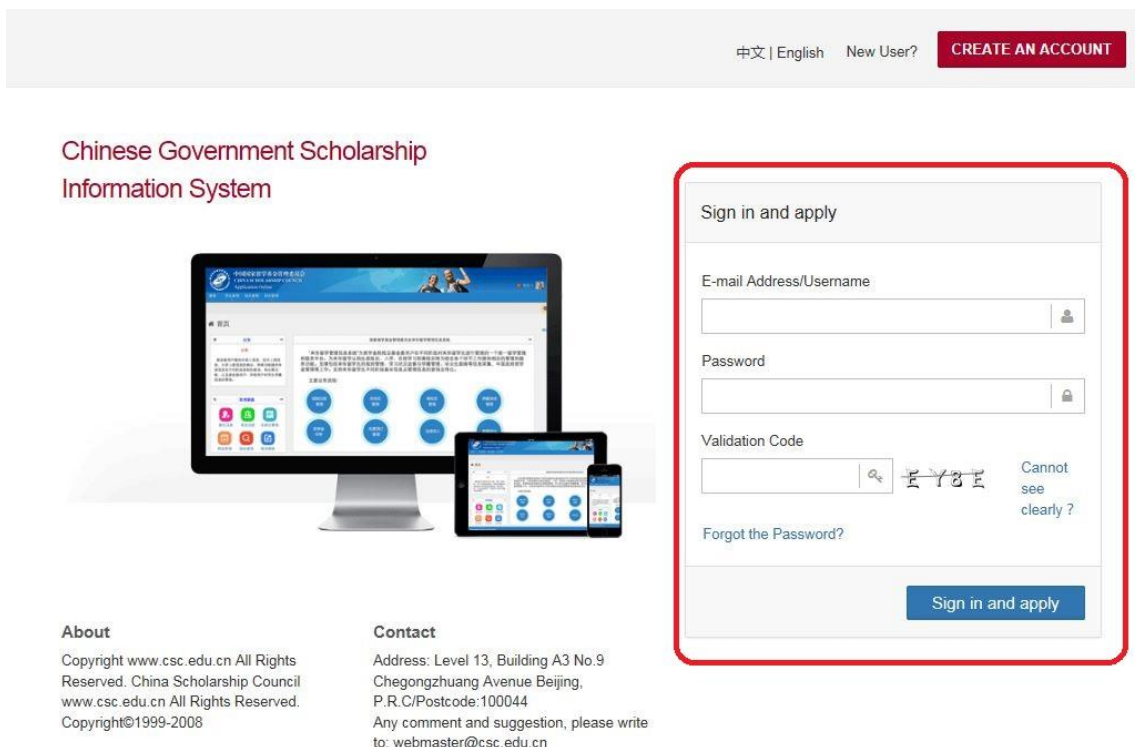
Then you will receive a verification mail from the application system. **Click the link** in the e-mail to activate your account.

(Note: If you are using an e-mail address in which the email domain belongs to organization/company, the verification mail from CSC system could be blocked because of certain organizational/company

policies. In this case, please try to use your personal e-mail with other well-known hosting services (i.e. Gmail, Outlook, Hotmail, etc.)



You will be redirected to the log-in page again. Enter the E-mail Address/Username and Password you have registered and click **“Sign in and apply”**.



Now you are in the home page of your online application. As a first-time user, you are highly recommended to read the instruction carefully.

Click **“Application Online”** to start your application.

中国政府奖学金  
来华留学管理信息系统

中文 | English

首页 Home

填报申请 Application online

个人信息维护 Account Details

帮助 Help

首页 / Home

### Instructions of the Chinese Government Scholarship Information System

**Step 1:** Fill in the correct **Program Category** and **Agency Number**. An **Agency Number** represents a specific application receiving agency and a correct choose of **Program Category** is necessary before filling in the **Agency Number**. Please make sure you fill it in correctly, otherwise you will not be able to continue your online application or your application will not be accepted.

Your **Agency Number** should be achieved from the authority which you will submit your application to. Once the correct **Program Category** and **Agency Number** are entered in the system, name of the authority will be displayed automatically on the page.

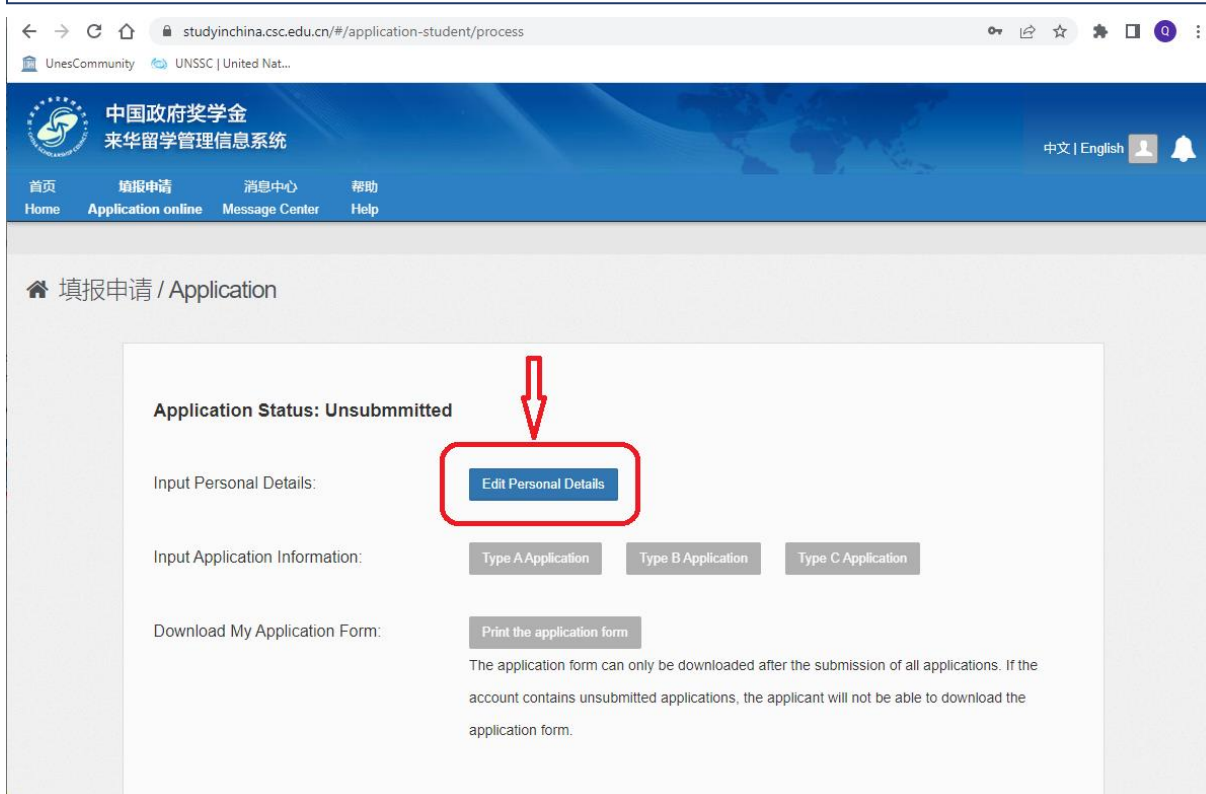
**Step 3:** Click “**Edit Personal Details**” to enter your Personal Information, Education and Employment history and Other Contacts. Please make sure the information you enter are correct and in line with your supporting documents, then “**Verify and Save**” the respective sections.

**Important:**

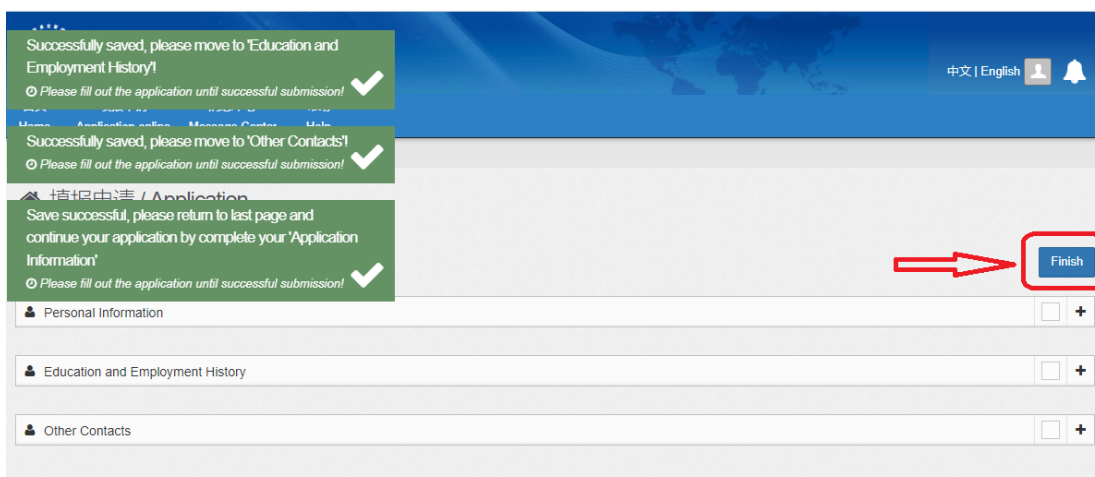
Please make sure **your name**, **Passport Number** and its **date of Expiration** are entered exactly the same as your passport.

This is very important! Once selected as a fellow, the admission documents will be made based on the information you provide in the online application. Any mismatch of name or passport number will probably result in the failure of visa application.

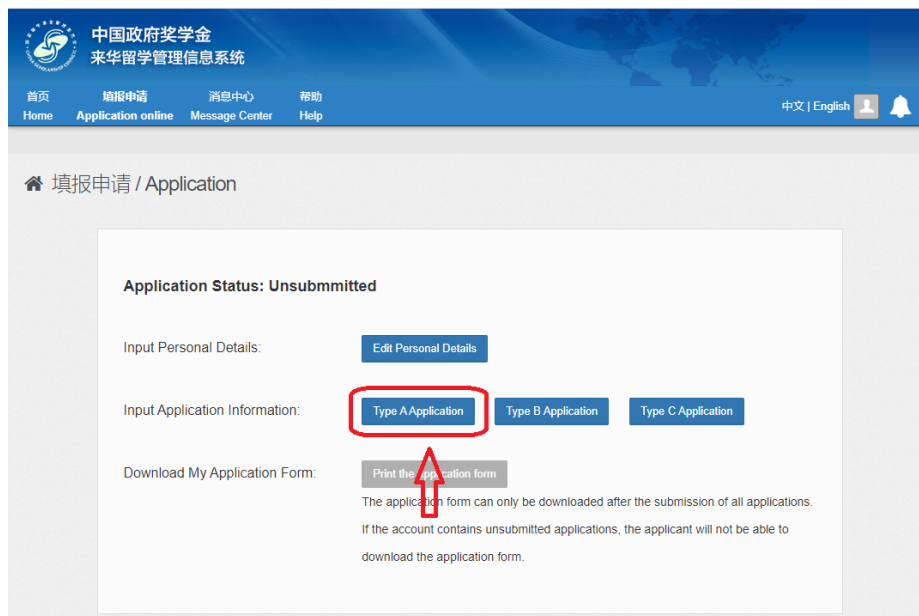
Make sure the telephone number and e-mail address that you provide are correct and reachable for your future contact with UNESCO and relevant institutions in China.



After you make sure all the 3 sections are well completed, **click on "Finish"** to go back to the Application Status page.



**Step 4:** On Application Status page, click on “**Type A Application**” to select the correct Program Category.



The screenshot shows the 'Application Status: Unsubmitted' page. The page has a blue header with the logo and text '中国政府奖学金 来华留学管理信息系统'. Below the header, there are navigation links: 'Home', 'Application online', 'Message Center', and 'Help'. The main content area is titled '填报申请 / Application'. It contains three sections: 'Input Personal Details' with an 'Edit Personal Details' button; 'Input Application Information' with three buttons: 'Type A Application' (highlighted with a red box and a red arrow), 'Type B Application', and 'Type C Application'; and 'Download My Application Form' with a 'Print the application form' button. Below the 'Print the application form' button, there is a note: 'The application form can only be downloaded after the submission of all applications. If the account contains unsubmitted applications, the applicant will not be able to download the application form.'

**Step 5:** On Language Proficiency and Study Plan Section, enter **00001** as the Agency Number of UNESCO.

Note: As **Program Category** and **Agency Number** are directly matched, the application processing authorities will not receive your online application if the program category or agency number are not correct.

**Step 6:** Complete the information on Language Proficiency and Study Plan Section.

### Language Proficiency and Study Plan

When applicants of “Type A” application choose the “Preferences of Institutes”, system will automatically match the available universities according to the selected “Student Category, Preferred teaching language and Major Applying for”. With any inquiry concerning the available majors of each university, please visit the following website:

<http://www.campuschina.org/universities/index.html>

“Catalog of Discipline Field, First-level Discipline, Specialty” is available from the “Help”, applicants could download the file to identify the relation between Discipline and Major.

If you are applying for a programme taught in Chinese, you are required to submit related certificates to prove your Chinese proficiency.

**The duration of Major Study** is from “2024-09-01” to “2025-07-15”.

**Step 7:** On the same page, upload your supporting documents. After you upload all the mandatory documents, the “submit” button will turn blue on the same page will turn blue.

Your application should include the following **mandatory documents**:

- (i) **Application Form for Chinese Government Scholarship in Chinese or English** (the form can be downloaded and printed after completing the online application).
- (ii) **Copy of Passport home page:** a clear scanned copy of the candidate’s ordinary passport with validity later than 1 March 2024 must be submitted.
- (iii) **Notarized photocopies of highest diploma:** Prospective diploma winners must submit official proof of student status issued by their current schools. Documents in languages other than Chinese or English must be attached with notarized Chinese or English translation.
- (iv) **Academic transcripts:** transcripts in languages other than Chinese or English must be attached with notarized Chinese or English translation.
- (v) **Language qualification certificates:** Candidates should provide relevant language proficiency certificates in accordance with the universities’ requirements. Candidates who apply for English-taught programmes should submit a certificate of international English proficiency tests such as IELTS or TOEFL. In the cases where a candidates cannot provide an international English certificate, it is mandatory for him/her to submit a UNESCO Certificate of Language Knowledge (Annex IV), duly signed and stamped by a certified language institution or language tutor to prove the candidate has sufficient language knowledge to attend the courses of study. Those who apply for Chinese-taught programmes must submit valid HSK reports that reach HSK Level 3.
- (vi) **A Study Plan or Research Proposal** of minimum 500 words in Chinese or English for the study or research to be undertaken in China.

(vii) **Recommendation Letters:** Applicants for Senior Scholar Programmes must submit two letters of recommendation in Chinese or English from professors or associate professors familiar with the work of the applicants.

(viii) **A photocopy of Foreign Physical Examination Form (Annex III) completed in English.** The physical examination must cover all the items listed in the Foreign Physical Examination Form. Incomplete records or those without the signature of the attending physician, the official stamp of the hospital or a sealed photograph, or those without the signature of the applicants are invalid. Please select the appropriate time to take physical examination, as the result is valid for 6 months. Candidates should keep the original copy of the completed form.

(ix) **Non-criminal record report:** a valid certificate of Non-Criminal Record issued within 6 months of the application submission deadline by a local public security authority.

(x) **Admission documents from a designated Chinese university,** such as admission notice, pre-admission letter, invitation from professors etc. Applicants with admission documents will be prioritized during the fellowship selection.

Applicants shall also submit the following documents, if applicable:

(xi) Applicants for music studies are requested to submit a CD of their own works. Applicants for fine arts programmes must submit a CD of their own works, which include two sketches, two color paintings, and two other works.

(xii) Applicants under the age of 18 should submit the valid documents of their legal guardians in China.

Applicants must submit all the mandatory documents mentioned above in the online application system. All uploaded supporting documents must be clear, authentic and valid.



| Language Proficiency and Study Plan |  |                  |           |                        |
|-------------------------------------|--|------------------|-----------|------------------------|
| Supporting Documents                |  |                  |           |                        |
| #                                   | Document List  | Mandatory or not | File Name | Operation              |
| 1                                   | ID Photo   | Yes              |           | Upload                 |
| 2                                   | Certificates of Highest Education (Notarized Copy)   | Yes              |           | Upload                 |
| 3                                   | Transcripts of Highest Education (Notarized Copy)  | Yes              |           | Upload                 |
| 4                                   | Study Plan   | Yes              |           | Upload                 |
| 5                                   | Reference I  | No               |           | Upload<br>Add Provider |
| 6                                   | Reference II   | No               |           | Upload<br>Add Provider |
| 7                                   | Passport Home Page   | Yes              |           | Upload                 |
| 8                                   | Physical Examination Record for Foreigner  | Yes              |           | Upload                 |
| 9                                   | Papers or Articles Published or to be Published  | No               |           | Upload                 |
| 10                                  | Example of Art (6 color pictures) and Music Work (1 audio tape)(Only for the applicants for Fine Arts and Music) | No               |           | Upload                 |
| 11                                  | Other Supporting Documents   | No               |           | Upload                 |
| 12                                  | Chinese Language Proficiency Certificate   | No               |           | Upload                 |

### Supporting Documents

Item 1 to 8, as well as Item 13 are mandatory documents when you apply for UNESCO fellowships. All these documents must be uploaded properly before the deadline. You are obliged to communicate with UNESCO if your passport (Item 7) is not available at the time of submission.

For Item 2, 3, 4, 5, 6 and 13, please try to merge all the pages into one file, when there is more than one page under the same item.

**Step 8:** When you are sure that everything you enter/upload in the application system are correct and in line with the requirements, click **“Submit”**. Then please confirm the **“Statement of Applicant”** and finally click **“Yes”** to submit your application.

### Statement of Applicant

#### China Scholarship Council (CSC)

Thank you for using the Chinese Government Scholarship Information System. Before proceeding, please read the terms and conditions carefully. If you do not agree with any of the terms and conditions, you may choose not to submit your application. You (the applicant) should be aware that by submitting this application, you will have consented to the terms and conditions, regardless of the application's final result.

- Each applicant will be issued a username and password by the CSC after they have completed the registration process. The applicant is fully responsible for the username and password. The applicant will be liable for activities and events carried out under this account.
- The applicant is fully responsible for the authenticity, legality, validity and accuracy of all the information contained within the application and the supporting documents. The applicants must not impersonate others and must not include any information/document in the application that does not belong to them. The applicants will be unable to edit the application after the submission. Any false or misleading information contained in the submitted application and the supporting documents will negatively influence the scholarship application and the applicant will be responsible for the corresponding consequences.
- Each scholarship awardee cannot partake in more than one Chinese government provided scholarship program during his/her study period in China. If an awardee is to have breached this rule, the CSC reserves the right to cancel the scholarship that might already have been awarded to him/her.
- To apply for Type A application, in the circumstance that the applicant is rejected by all preferred universities or voluntarily give up the application, the applicant will lose the scholarship opportunity.
- Within each enrollment year, each applicant is allowed submit no more than 3 applications, including a maximum of 2 Type A and 1 Type B applications. Multiple Type A applications of one applicant shall not be submitted to the same agency. Under the circumstance that applicant of Type B application having several preferred Chinese universities, the applicant shall choose one of them for scholarship application. The university within the submitted Type B application will be regarded as the applicant's final decision, which is not allowed to change when the application is processed.
- Terms of Privacy: User privacy is one of the CSC's most valued principles. The CSC will strive to protect the private information of applicants through technical, management and other measures. Once the application is submitted, the applicants agree that the relevant data contained in the application will be provided to the dispatching authorities and universities, for the purposes of their admissions and studies.

I confirm that I have read and accept the CSC's "Statement of Applicant".

Confirm Close

|   |                    |     |        |
|---|--------------------|-----|--------|
| 5 | Reference I        | No  | Upload |
| 6 | Reference II       | No  | Upload |
| 7 | Passport Home Page | Yes | Upload |


### Application

Confirm application submit?

Yes No

**Step 9:** After you submit your application, your **Application Status** will read as **"Submitted"**. Now you can **download your application form** by clicking on **"Print the application form"**.

You will find **the Serial Number of your application** at the bottom of the generated application form. Do not forget to indicate this Serial number when you submit your application to UNESCO.


 中国国家留学基金管理委员会  
**CHINA SCHOLARSHIP COUNCIL**  
 中国北京西城德胜大街甲9号A座13层 100044  
 Level 13, Building A3, No.9 CDE Deshengmen Avenue Beijing 100044  
 Tel:0086-10-66293901 E-mail:china@csc.edu.cn  
 Fax:0086-10-66293915 Http://www.csc.edu.cn

|          |       |       |       |
|----------|-------|-------|-------|
| CSC NO.: | 派遣类别: | 资助类别: | 学习专业: |
|          |       |       |       |

(The above table is only for CSC)

### APPLICATION FORM FOR CHINESE GOVERNMENT SCHOLARSHIP

**Personal Information:**

|   |                            |   |                                  |
|---|----------------------------|---|----------------------------------|
| Agency No.<br>00001                     | Agency Name<br>UNESCO      |   |                                  |
| Surname<br>                             | Given Name<br>             |   |                                  |
| Chinese Name<br>                        | Gender<br>Female           |   |                                  |
| Date of Birth<br>1992-01-15             | Marital Status<br>Single   |   |                                  |
| Nationality<br>Cuba                     | Native Language<br>Spanish | Passport No.<br>                        | Date of Expiration<br>2020-09-30 |
| Country of Birth<br>Cuba                | City of Birth<br>Havana    | Religion<br>                            |                                  |
| Permanent Contact Tel<br>53-7-123456789 | Permanent Contact Fax<br>  | Permanent Contact E-mail<br>hotmail.com |                                  |
| Permanent Contact Address<br>           |                            |   |                                  |
| Present Contact Tel<br>                 | Present Contact Fax<br>    | Present Contact E-mail<br>hotmail.com   |                                  |
| Present Contact Address<br>             |                            |   |                                  |

**Education and Employment History:**

Highest Education

|   |                             |
|---|-----------------------------|
| Institute Name<br>                      |                             |
|   |                             |
| University                              |                             |
| Years Attended<br>2013-09-01-2015-07-01 | Field of Study<br>Education |
| Qualification (e.g. B., BSc)<br>BA      |                             |

Serial Number: 185284BD98
Page 1 of 4
Generated: 2018-02-01

**Education and Employment History:**

Highest Education

|   |                             |
|---|-----------------------------|
| Institute Name<br>                      |                             |
|   |                             |
| University                              |                             |
| Years Attended<br>2013-09-01-2015-07-01 | Field of Study<br>Education |
| Qualification (e.g. B., BSc)<br>BA      |                             |

Serial Number: 185284BD98
Page 1 of 4

\*If you want to make changes to your application, you may enter "My Application" and then click "Withdraw this Application" on the next page. After confirming your withdrawal, you will be back to the Application Status Page. Then you can enter "My Application" again to edit your application

**Application Status: Submitted**

Input Personal Details:

[View Personal Details](#)

Input Application Information:

[My Application](#) ←

Download My Application Form:

[Print the application form](#)

The application form can only be downloaded after the submission of all applications.  
If the account contains unsubmitted applications, the applicant will not be able to download the application form.

[Withdraw this application](#) →

[Finish](#)

👤 Language Proficiency and Study Plan

Agency No.

00001

UNESCO