

上海音乐学院留学生在线申请系统使用说明

Brief Introduction of Online Application System for International Students Of Shanghai Conservatory of Music

一、 输入网址 <http://admission.shcmusic.edu.cn> 打开在线申请系统

Type <http://admission.shcmusic.edu.cn> to open online application system.



首先，按要求注册电子邮箱，等待验证邮件查看初始密码。

First register an email address and wait for the reply email containing initial password information.

二、 用邮箱地址和密码登录，来到申请界面 To log in with your email address and initial password.



上海音乐学院
SHANGHAI CONSERVATORY OF MUSIC

留学生在线申请
Foreign Students Apply

[【修改密码 Reset P】](#)



填写申请表
New Application



已填写申请表
My Application

选择“填写申请表”，进入填写申请表格页面，也可在“已填写申请表”中看到自己上次填写的申请信息。
Choose “New Application” to the next step of filling in the forms and in “My Application” you will see the information that you filled in last time.

申请人保证/I hereby affirm that:

1. 本人承诺所提交的申请材料 and 信息，真实无误，无虚假行为。若有不实，个人承担一切后果。I hereby declare that all the materials and information provided here is true and correct. If there are any forge documents or incorrectness, I will undertake all the consequences.

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.

已经阅读完规章制度并且同意/I have read and agree to the regulations.

下一步 / Next

三、 进入 “第一步 学习项目”（见以下截图），可根据来我校学习计划需要选择申请类别“汉语进修生”，“高级进修生”，“普通进修生”，“本科生”，“硕士研究生”，“博士研究生”，进行在线申请并按步骤上传附件申请材料。

Next you will go to “Step 1 Study Plan” and see the screenshot as follows. You can choose one or several student types according to your study plan in our conservatory such as “Chinese Language Student”, “General Scholar” or “Senior Scholar”, “Undergraduate Student”, “Master Student” and “PhD Student” and apply online step by step. You would be required to upload documents as attachment for application.

 <h3>汉语进修生/Chinese Language Student</h3> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>每年按学期开班（分为春季学期和秋季学期），根据学生听、说、读、写的实际程度分为不同的班级（允许中途插班短期进修），循序渐进学习汉语。学校每学期开设汉语班选修课，组织音乐会观摩、联欢、旅游、参观考察等活动，帮助学生全面了解中国社会文化。主要课程：精读（含写作）、泛读、听力、口语、汉字书写。</p>	 <h3>普通进修生/General Scholar</h3> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>1. 普通进修生可选择一个本院本科相关专业，每周一次专业课，每学期修读本科相应年级专业基础课程，与本院本科学生随班上课，授课语言为汉语。 2. 学制为半年或一年。</p> <p>1.Course descriptions:</p>
 <h3>高级进修生/Senior Scholar</h3> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>课程介绍：高级进修生可选择一个本院研究生研究方向，每周一次专业课，每学期选修不低于三门研究生课程，与本院研究生随班上课，授课语言为汉语。 学制为半年或一年。</p> <p>1.Course descriptions:</p>	

四、 在选择申请类别后，在“学习时间”选项中有该类别对应的不同学习项目，然后选择“第一志愿-学院”和“第一志愿-专业”并进入下一步：

After choosing student type, the related programs will be shown in “Study Duration”. Then you can choose “First-Preference College” and “First-Preference Major” and go to the next step.

例：非学历生-汉语进修生项目中选择“学习时间”为2022-2023年春季学期汉语生项目（汉语集体课程），第一志愿-学院为国际教育学院，第一志愿-专业为汉语言：

For example: Non-degree General Advanced Program: Chinese Language Student, for “Study Duration” 2022 Non-degree Chinese Language Program(Group Course), for First-Preference College) International Education Division and First-Preference Major is Chinese Language Training Program.

请用中文或英文填写表格 / Please fill in the form in Chinese or English.

学习项目 / Study Plan	
申请类别* Application Category:	汉语进修生 / Chinese Language Student
学习计划内容* Future Study Plan:	
授课语言* Teaching Language:	<input checked="" type="radio"/> 汉语 / Chinese <input type="radio"/> 英语 / English
学习时间* Study Duration:	
第一志愿-学院* First Preference-College:	2022-2023年春季学期汉语生项目(汉语集体课程) / 2022-2023 Spring Semester Non-degree Chinese Language Program(Group Course), From 2023-3-1 to 2023-7-31
第一志愿-专业* First Preference-Major:	2022-2023年春季学期汉语生项目(汉语辅导课程) / 2022-2023 Spring Semester Non-degree Chinese Language Program (Private Course), From 2023-3-1 to 2023-7-31
推荐人 Reference:	
推荐机构/合作院校* Recommended by / Corporated university:	<input checked="" type="checkbox"/> 无“推荐机构/合作院校” /No “Recommended by/Corporated university”

保存&下一步
Save and Next

下图为“第二步个人信息”填写页面 As follows you can start from Step Two Basic Information:

个人信息 / Basic Info	
护照姓* Passport Last Name:	<input type="text"/> <input type="checkbox"/> 没有“护照姓” / no “Passport Last Name”
护照名* Passport First Name:	<input type="text"/>
中文姓名 Chinese Name:	<input type="text"/>
性别* Gender:	<input type="radio"/> 男 / Male <input type="radio"/> 女 / Female
婚姻状况* Marital Status:	<input type="text"/>
国籍* Nationality:	<input type="text" value="请选择/Please choose..."/>
出生日期* Date of Birth:	2002/1/1 申请人年龄需满18岁, 未满55岁/Applicants should be over 18 years of age and under 55
出生国家* Country or Region of Birth:	<input type="text" value="请选择/Please choose..."/>
出生地* Place of Birth (City, Province):	<input type="text"/>
宗教信仰* Religion:	<input type="text"/>
目前职业或身份* Current Occupation or Status:	<input type="text"/>
目前工作或学习单位* Current Employer or School:	<input type="text"/>
最高学历* Highest Education:	<input type="radio"/> 高中/High School <input type="radio"/> 本科/Bachelor's degree <input type="radio"/> 硕士/Master's degree <input type="radio"/> 博士/PhD

五、 根据第二步到第九步的操作提示，逐项填报，其中第七步附件上传中显示星号“*”为必填项。可见下图中的申请表审核进度。

Follow the Steps from Step 2 to Step 9 to fill in the items one by one and the items with the Sign of “*” in Step 7 Upload Documents must be filled in. You can see the following screenshot for the Application Status.

附件上传 / Upload Documents		Modify
附件 Document Name	是否已上传 Uploaded or Not	
* 护照首页 (含照片页) 及中国签证页 / Passport Main Page and Chinese Visa pages	未上传 Not Upload	
* 最高学历证书复印件 (中文或英文) / A photocopy of the original Diploma or degree certificate(in Chinese or English)	未上传 Not Upload	
* 最高学历阶段全部课程的成绩单复印件 (中文或英文) / Original copy of transcripts of all courses during highest degree period in Chinese or English 备注(Memo): 中、英文以外文本的成绩单还需提供中文或英文翻译件 A Chinese or English translation is required for transcripts in other languages than Chinese and English	未上传 Not Upload	
* 电子版报护照, 要求清晰无变形, 近期正面免冠白底证件照片, 100KB以下jpg格式 / A recently-taken colored ID Photo in JPG format less than 100kb 备注(Memo): 长宽要求为 (300-500) * (300-500) 像素 Length and width(300-500)*(300-500)	未上传 Not Upload	
* 报名费500元人民币银行汇款凭证 / Certificate of bank transfer of application fee RMB 500	未上传 Not Upload	
* 经济担保证明 / Letter of Financial Guarantee	未上传 Not Upload	
* 外国人体格检查表 / Foreigner Physical Examination Form 备注(Memo): 此表须由申请人在正规医院里经由具备相应资质的医生检查后出具。 This form are required to be finished after the applicant takes a medical exam by qualified doctor(s) in a standard hospital.	未上传 Not Upload	
补充专业相关材料 (辅修课程) / Supplemental Major-Oriented Application Material (for music private courses)	未上传 Not Upload	

六、 在填写过程中，费用来源可根据实际情况进行选择，自费学生需要缴纳报名费（转账）并提交相关凭证后方可完成报名，各类奖学金申请人可在“是否已经获得中国政府或其他组织提供奖学金？”中做修改，点击Modify进入以下界面。在“自费”栏里选择“否”，“是否已经获得中国政府或其他组织提供奖学金？”中选择“否”，在拟申请奖学金中选择相应奖学金类别，见下一页。

In the process, you would choose according to your actual situation in the “Financial Support” item. Self-support students should pay for application fee through bank transfer and provide the certificate as the application document. Scholarship applicants can modify the financial support item for “Do you have any scholarship offered by Chinese Government or other sponsors” and choose the scholarship type in the next page as follows.

请用中文或英文填写表格 / Please fill in the form in Chinese or English.

费用来源 / Financial Support

* 自费 Self-support : 是 / Yes 否 / No

* 是否已经获得中国政府或其他组织提供奖学金? Do you have any scholarship offered by Chinese Government or other sponsors?

是 / Yes 否 / No

拟申请奖学金 / Apply for Scholarship

1. 中国政府奖学金4 / CSC Scholarship for General Scholar

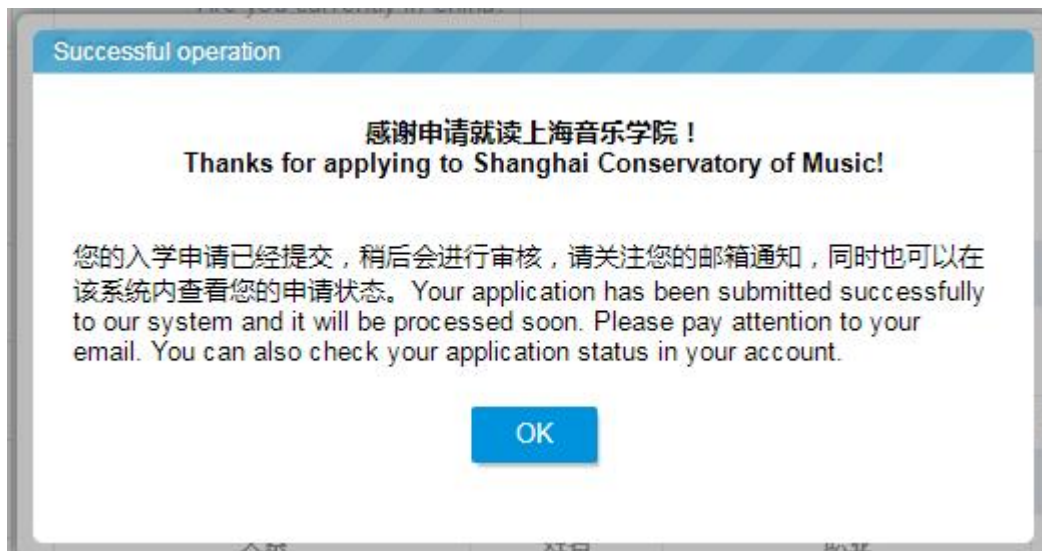
2. 上海音乐学院来华留学生奖助学金 / Shanghai Conservatory of Music Scholarship and Subsidy for International Students

保存&上一步
Save and Previous

保存&下一步
Save and Next

七、 最后将出现如下页面截图，即报名成功。

When you see the following screenshot, your application has been submitted successfully.



注：如有任何问题，可发送邮件至 iso@shcmusic.edu.cn 询问。

If you have any question, please send email to iso@shcmusic.edu.cn .

以上内容如有变动，以上海音乐学院国际教育学院最终解释为准。