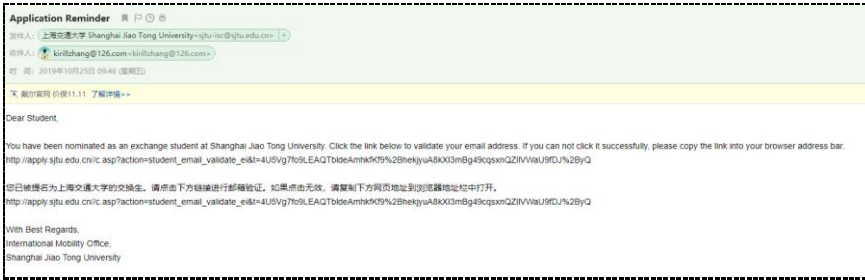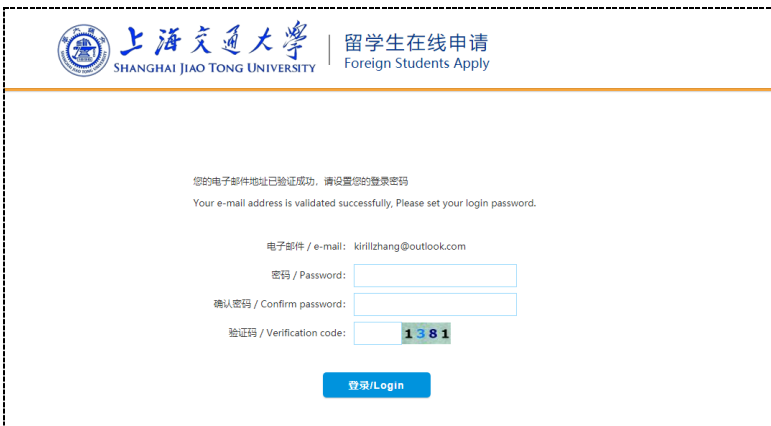# APPLICATION GUIDANCE

Receive the application reminder after nomination.

Click the link and get to our application system. Student needs to set a password.

After logging into the system, the student should find an existed unsubmitted form. Click "view" and complete the application form. **Please fulfill all your information. Valid passport number is required for getting invitation letter. Student's name should match the name on the passport. The home university and the student will be responsible for the refusal of the visa due to name discrepancy.**

Student should follow all the steps and upload the required documents. Do not forget to save before log out.

In the case of major changing, university-level exchange applicants could choose a second preference major.

After submitting the application, the student could check the "Application Status" to follow the application process.

- When applying, please make sure that the validity of the applicant's passport needs to cover the exchange period.
- If the application is accepted, student will get a congratulation letter. If the application is rejected or required for more information, student will receive an alert email and you need to go back to the application page and modify it.
- We recommend using Chrome or Firefox. If there is any problem during the application, please make contact with ISC.   isc.exchange@sjtu.edu.cn   86-21-34203803