University Level Exchange Nomination Guidance

THIS GUIDANCE SIMPLY APPLIES TO THE UNIVERSITY LEVEL EXCHANGE NOMINATION.

Any school-level exchange nominee should be sent to the relevant college/department coordinators at SJTU, otherwise applications shall be regarded as invalid applications. If you have any problem about it, please send us email through isc.exchange@sjtu.edu.cn

Step 1: As a university level exchange coordinator, you will receive a validation email with password to validate your email address and activate the right to use this online nomination system. Then go to Step 2.

http://apply.sjtu.edu.cn/exchange_Partner.asp
Please input your email address under the item of “e-mail” and you need to log into your personal email box to get your password.

When you get the password from your email box, please go back to the following website. The logging account is your email address you use to receive password. Password is listed in the validation email. Then go to step 3.

http://apply.sjtu.edu.cn/exchange_Partner.asp
Step 2: Log into the nomination page by using the link provided in the email. The logging account is the one receiving the validation link. Password is listed in the validation email.

### Nomination Page for Partners

<table>
<thead>
<tr>
<th>输入邮箱</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>输入密码</td>
<td>Password</td>
</tr>
<tr>
<td>验证码</td>
<td>Verification code</td>
</tr>
</tbody>
</table>

找回密码 retrieve your password

发送验证邮件 send e-mail verification
Step 3: Please fill in your personal contact information under the section of “Self Information”

- Contact Person
- Telephone
- Postal Address

Step 4: Please reset your logging password under the section of “Reset Password”

- Old password
- New password
- Confirm the new password

* The length of password is between 6 to 16 chars

Step 5: Click the “Application list”.

Step 6: Choose your university and enter “New Nomination”
Step 7: Please choose the right application item and fill in nominee’s basic information. When you complete one nominee’s information, please click “submit” and continue to fill in the next one.

Once you finish the nomination online, the nominee will receive a link to complete the application online. Regarding to the detailed information about the application, please read the application guidance in the attachment.

Step 8: If you want to check how many students you have nominated, please go back to the home page and enter ‘View’.

Step 9: Each applicant will receive a notification regarding the admission result and is required to log in to the online application system to modify or confirm.