

2022年春季学期山东师范大学外国留学生自费生招生办法

Self-paying Program of SDNU for International Students (Spring of 2022)

一、招生类别、专业及学习期限

(CATEGORIES, SPECIALTIES AND DURATION)

招生类别 Categories	学习期限 Duration of Study
汉语进修生 Chinese Language Trainees	0.5-2年 0.5-2 Academic Years

二、申请时间和学习开始时间

(APPLICATION & COMMENCEMENT TIME)

申请时间 Application Time	学习开始时间 Study Commencement
2021年11月01日—12月01日 November 1 st to December 1 st ,2021	2022年3月 March of 2022

三、申请人资格

(CRITERIA & ELIGIBILITY)

1、18-50周岁，品行端正、身体健康且愿意遵守中国相关法律法规和学校规章制度的外籍人士；

2、申请人须高中毕业。

1. Foreigners who are over 18 years but less than 50 years of age, well-behaved, in good health and willing to abide by relevant Chinese laws, regulations and school rules;

2. Education background: Applicants for Chinese language must have senior high school diploma with good academic performance.

四、费用

(FEE & TUITION)

注册费	415元	
学费	语言生	RMB 7,400/学期, RMB 14,000/学年
住宿费	单人间	80元/天
	双人间	40元/天
保险费	400元/半年, 800元/年	
书费	根据具体书价	

Registration	RMB 415	
Tuition	<i>Language trainee</i>	RMB 7,400/Semester, RMB 14,000/Academic year
Accommodation	<i>Single room</i>	RMB 80 per day
	<i>Double room</i>	RMB 40 per day
Insurance	RMB 400/Half Year, RMB 800/ One Year	
Books	According to the book price	

五、申请流程

(APPLICATION PROCEDURES)

1. 申请学生登录山东师范大学国际学生在线服务系统<http://sdu.17gz.org/member/login.do>注册并完整填写报名信息, 填写完成后提交报名信息 (系统操作流程详见附件1);
2. 留学生工作办公室审核学生资料并通过邮件告知学生审核结果;
3. 通过审核的学生缴纳各项费用至山东师范大学财务账户, 并将缴费单据提交给留学生工作办公室;
4. 留学生工作办公室向被录取学生发送录取确认函。

1. Applicants login on the international student online service system of Shandong Normal University <https://sdu.17gz.org/member/login.do> to register and submit the application information, (see Appendix 1 for the system operation process);
2. International Students Office examines applicants' materials and informs the students of the results through email;
3. Students shall pay study fees to the financial account of Shandong Normal University (see Appendix 2 for details of the account information), and submit the voucher to the Office;

4. Office shall send admission notice to students.

注：录取材料是否发放以疫情发展情况及疫情防控部门的相关要求为准，该项目授课方式为网络授课。

The making and sending of admission materials (JW202 Form and Admission Letter) rest on the epidemic development and requirements of related department and online teaching is the only method for this program.

六、联系我们

(CONTACT US)

地址 (Address)：山东省济南市历下区文化东路88号山东师范大学留学生工作办公室

International Students Office of Shandong Normal University, 88 Wenhua Road, Jinan, P.R. China

电话 (Tel)：86-531-86180650, 86-531-86182865

邮箱 (E-mail)：ciesdnu@163.com

系统填报指南 **GUIDE ON APPLYING ONLINE**

请在系统填报前认真阅读以下内容

Please read the following guidance carefully before you login on the internet :

登陆网址——山东师范大学国际学生在线服务系统

<https://sdnu.17gz.org/member/login.do>

Website Address: <https://sdnu.17gz.org/member/login.do>

在线填写信息时请注意以下几点:

Notice:

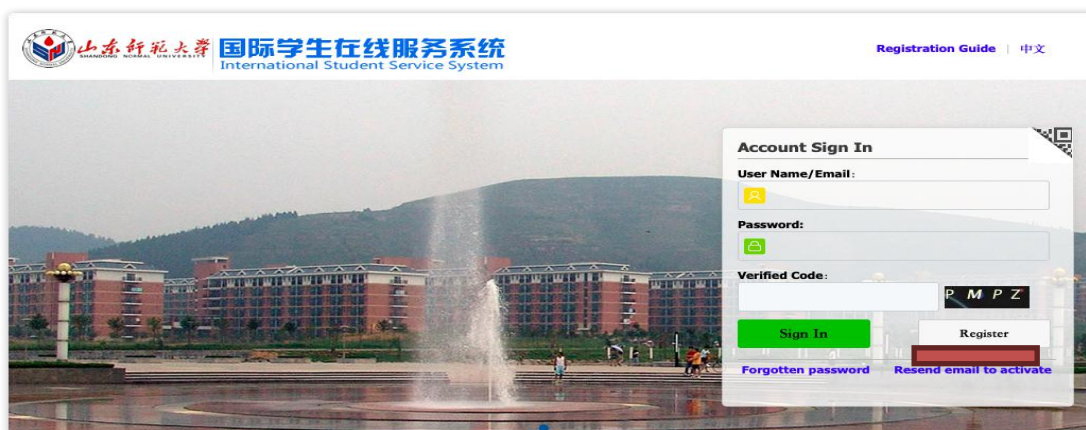
1、请确保自己的重要的基本信息，如姓名、性别、出生日期、性别、学历、家庭住址、宗教信仰等准确并真实有效，并按招生要求上传学历证明、护照等附件

Be sure to fill in the correct information about your name, sex, DOB, gender, etc. and submit the required materials in the system, such as passport. etc.

2、推荐单位和电话为自己及个人电话；在华事务担保人及联系方式请填写目前在华人员及其联系方式。

Reference &Tel: please fill in your tel; Guarantor in China& Tel: please fill in a person in China.

Step1 Register



The screenshot displays the login interface for the International Student Service System. At the top left is the university's logo and name in Chinese and English. The top right corner contains a 'Registration Guide' link and a language selector set to '中文'. The central part of the page shows a scenic view of the university campus with a large fountain. A white login box is positioned on the right side of the image. This box is titled 'Account Sign In' and contains three input fields: 'User Name/Email' with an envelope icon, 'Password' with a key icon, and 'Verified Code' with a dropdown menu showing 'P M P Z'. Below these fields are two buttons: a green 'Sign In' button and a red 'Register' button. At the bottom of the box, there are two blue links: 'Forgotten password' and 'Resend email to activate'.

Member register

*User Name:

*Password: weak middle strong

*Confirm Password:

*E-mail:

Please register with valid email address, otherwise your account cannot be activated.

*Verify Code: K Z A R

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

Register Close



Step2 Check your E-mail and activate your account

please check your email to activate the account.

Activation link has been sent to [redacted]

Please activate your account by clicking on the link in the email. Thank you!

Go to Mail Box



Step3 Choose program of Self-sponsored

国际学生入学在线申请
Online Application For International Students

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

Please choose your program:

Self-sponsored

[redacted] ent scholarship

Confucius institute scholarship

Shandong government scholarship

Exchange student

Scholarship of KP program

Next



Step4 Choose Student Type

国际学生入学在线申请
Online Application For International Students

Welcome

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

please choose your type :

Doctoral Student

Master Student

Undergraduate Student

Chinese Language Student

Prior-Back Next



Step5 Apply

International Student Online Application

Department: Please choose Major: Please choose

Research Field: Teaching Language: -choose-

Find Return

Study Plan Name	Department	Major	Duration From To	Years	Teaching language	Application Period	Notes	Operation
Undergraduate Student	College of International Education	Teaching Chinese to Speakers of Other Languages	2020-09-01 - 2024-07-15	4	Chinese	2020-02-26 00:00:00 - 2020-05-31 23:58:00		Apply

Displaying 1 to 1 of 1 items Per Page 20 Items Page 1

International Student Online Application

Department: Please choose Major: Please choose

Research Field: Teaching Language: -choose-

Find Return

Study Plan Name	Department	Major	Research Field	Duration From To	Years	Teaching language	Application Period	Notes	Operation
Master Student	College of International Education	Teaching Chinese to Speakers of Other Languages	-	2020-09-01 - 2022-07-15	2	Chinese	2020-02-26 00:00:00 - 2020-05-31 23:59:59		Apply

Displaying 1 to 1 of 1 items Per Page 20 Items Page 1



Step6 Fill in information one by one

(Attention: please do upload the required materials mentioned above.)

International Student Online Application

1. Basic Info
2. Study Plan
3. Education & Employment
4. Additional Info
5. Contact Info
6. Application Form Preview

Educational Background

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

Upload Documents Max Size 1M

Documents List	Operation
The Photocopy of Passport (Pages with photo and visa)(*.jpg,*.jpeg):	<input type="button" value="Add Document"/>
The previous stage of graduation certificate(*.pdf,*.jpg,*.jpeg):	<input type="button" value="Add Document"/>
The previous stage of transcript(*.pdf,*.jpg,*.jpeg):	<input type="button" value="Add Document"/>
Recommendation(*.pdf,*.jpg,*.jpeg): Two Letters of Recommendation	<input type="button" value="Add Document"/>
The Valid Report of Chinese or English Language Proficiency Tests(HSK; for English Medium: IELTS or TOEFL)(*.pdf,*.jpg,*.jpeg):	<input type="button" value="Add Document"/>

Previous Save and Next

如何缴纳费用How to pay

如果您选择从中国汇款，请这样做：

If you will pay in China, please do like this:

一、 请转账或至银行汇款到山东师范大学账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国建设银行山东济南文化东路支行

单位名称（Account Name）：山东师范大学

银行账号（Account No.）：37001618802050012321

地 址（Address）：中国济南市历下区文化东路88号

二、 缴费完成后，请将转账或汇款凭证交至山东师范大学国际教育学院留学生办公室（教学三号楼五层 3530 室）。

Please hand the transfer voucher to International Student Office at College of International Education (Room 3530, No. 3 Building) after paying all the fees.

三、 留学生办公室不再接受缴纳现金。

No more cash-paid.

如果您选择从国外汇款，请这样做：

If you will pay outside of China, please do like this:

一、 请转账或至银行汇款到山东师范大学外币账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国银行济南舜耕支行（BANK OF CHINA JINAN SHUNGENG SUB-BRANCH）

单位名称（Account Name）：山东师范大学Shandong Normal University

银行账号（Account No.）：211707892147

SWIFT CODE: BKCHCNBJ51B

二、 缴费完成后，请将转账或汇款凭证通过邮件或报名系统提交给留学生工作办公室

Please hand the transfer voucher to International Student Office through email or application system after paying all the fees.