

山东师范大学外国留学生预录取申请流程

Application Procedure for Pre-admission on Foreign Students

为方便学生申请，根据学校申请惯例，现制定山东师范大学预录取申请流程，如下：

Aiming to enroll more good students, according to the situation of Shandong Normal University application, SDNU makes the procedure for Pre-admission Application as below:

语言生申请者 Language Students:

申请者本人将山东师范大学外国留学生申请表（附件 1）、有效护照复印件、最高学历证明或在学证明、最后学历阶段成绩单等相关材料通过邮件发送至山东师范大学留学生办公室。邮箱：ciesdnu@163.com

Language students' applicants, are required to submit *Application Form for International Students of SDNU* (see Attachment 1); a copy of your passport; your highest diploma to date; transcripts of your grades to the International Students Office of Shandong Normal University. Please email those requirements to: ciesdnu@163.com

学历生 Degree seeking students:

1、申请者确认申请专业后，请将以下材料发送至接收学院（各招收学院联系邮箱见下表）：

《山东师范大学外国留学生预录取申请表》（附件 1）

《山东师范大学外国留学生申请表》（附件 2）

有效护照首页扫描件

经公证的最高学历证明

成绩单

两位副教授及以上职称人员写的推荐信（仅限申请硕、博层次者）

其他学术支撑材料

2、学院审核、通知符合条件的申请者面试，完成后统一将以上材料连同《山东师范大学外国留学生学历生面试评价表》（由学院填写）发送至山东师范大学留学生工作办公室（邮箱：ciesdnu@163.com）。

3、留学生工作办公室审核并择优给通过学院审核的申请者发送山东师范大学接收函。

1. Applicants need to submit the following materials to targeted college/school (contacting email of teaching college/ school is listed below) after fixing the major.

Pre-admission Application Form (Attachment 1)

Application form for Shandong Normal University (Attachment 2)

Copy of Passport Homepage

Notarized Highest diploma to date

Academic transcripts

Recommendation letters from two professors or associate professors (only for master & doctoral degree seeking applicants)

Other documents that may prove the applicants' academic ability.

2. After examining all the materials, targeted college/school shall interview qualified applicants and transfer all the documents above together with Evaluation Form of SDNU for Accepting Degree Students (filled by targeted college/school) to International Students Office of SDNU (ciesdnu@163.com).
3. International Students Office will preferential make and send Acceptance Letter to applicants recommended by the college(school).

招生学院联系邮箱	
学院（部）	联系邮箱
文学院	wxygjil@126.com
数学与统计学院	lhxshanshi@sina.com
化学化工与材料科学学院	lf120903@sdu.edu.cn
环境与生态研究院	605083058@qq.com
经济学院	lxsjjxy@163.com
心理学院	houzw@sdu.edu.cn
体育学院	sdnutyxypg@163.com
信息工程与科学学院	844949545@qq.com
新闻与传媒学院	sdnuxwcmxy@163.com
物理与电子科学学院	iswdxysdu@sdu.edu.cn

生命科学学院	CCMiao@sdnu.edu.cn
马克思主义学部	2213448158@qq.com
商学院	3566350360@qq.com
公共管理学院	195410075@qq.com

Teaching Colleges (Schools) Contacting Email	
Colleges (Schools)	Contacting Email
School of Chinese Language and Literature	wxygjil@126.com
School of Mathematics and Statistics	lhxshanshi@sina.com
College of Chemical Engineering and Materials Science	lf120903@sdnu.edu.cn
Institute of Environment and Ecology	605083058@qq.com
School of Economics	lxsjxy@163.com
School of Psychology	houzw@sdnu.edu.cn
School of Physical Education	sdnutxyypg@163.com
School of Information Science and Engineering	844949545@qq.com
School of Journalism and Communication	sdnuxwcmxy@163.com
School of Physics and Electronic Sciences	iswdxysdnu@sdnu.edu.cn
College of Life Sciences	CCMiao@sdnu.edu.cn
School of Marxism	2213448158@qq.com
Business School	3566350360@qq.com
School of Public Administration	195410075@qq.com