北京第二外国語学院
BEIJING INTERNATIONAL STUDIES UNIVERSITY

Online Application Guide

International Exchange and Cooperation Office
Beijing International Studies University

March 6, 2023

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1. 注册 Registration

注册网址：http://apply.bisu.edu.cn/

Registration website：http://apply.bisu.edu.cn/

注册页面如下。请点击页面右上角进行语言切换（中/英文）。

The page is as the picture below. Please click the button at the upper right corner for language shift (Chinese/English).

注册处在右方：

Registration button is on the right side:

1.1 进入注册页面 Enter the registration page

点击“注册”，进入“注册协议”页面，页面如下图所示。

Click “Register” and enter the page of “Registration Agreement” as in the following picture.

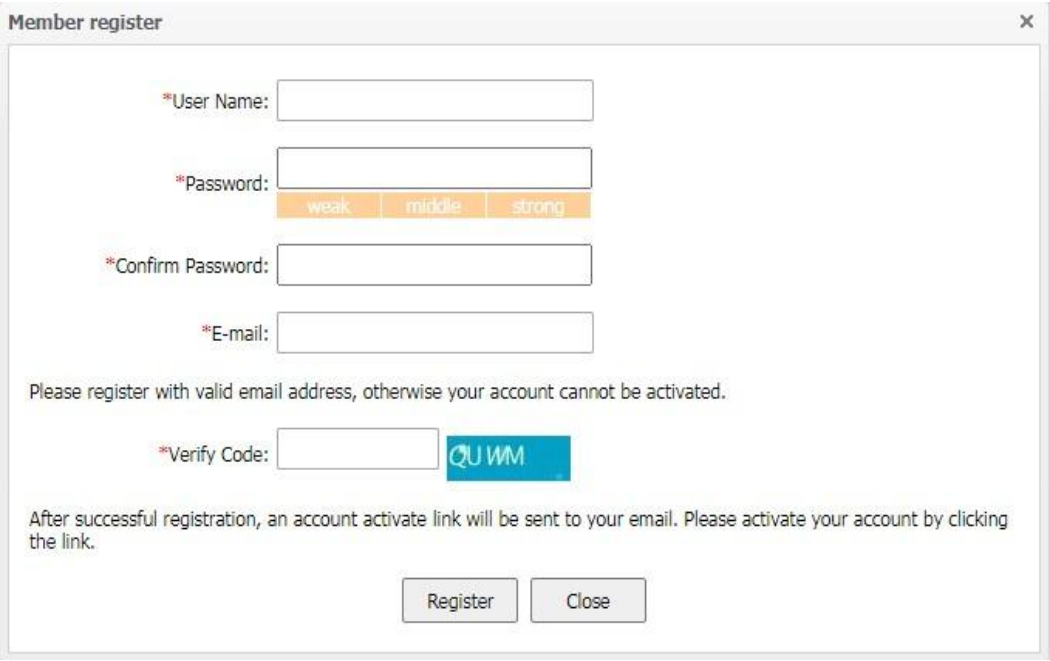
请仔细阅读，选择“接受”，进入用户注册页面。

Please read it carefully, choose “Accept” and enter the page of user registration.

1.2 用户注册 User Registration

请把信息完整填入以下页面，点击“注册”按钮，完成用户注册。

Please fill in all information as in the picture below. Click the button “Register” and complete user registration.



注意：带有“*”部分为必填项。如有空白部分未填写，就无法提交注册信息！邮箱信息必须真实，这是可以找回密码的唯一方式。因此请填入真实的邮箱地址，并且记住您所填写的信息！

Attention: “ * ” means compulsory. The registration could not be submitted if it is empty! Attention: E-mail must be authentic. It is the only way to retrieve the password so please write an authentic one and remember it!

1.3 接收邮件 Receiving the email

注册后，需要进入注册时所使用的邮箱，查看用户姓名和密码，点击激活链接激活账户。内容如下图所示：

After registration, you need to enter the email you have used for registration to check user name and password, and click the activation link to activate your account. Please see below:

You have already registered on Beijing International Studies University Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:
User name is , password is
Please click the link to activate your account.
Entry for activation: http://apply.bisu.edu.cn/member/active.do?password=123+-*%2F00a&credential=3c6f0d207ed248b4a1e91019ddbe60e7&username=

For more information, please login on the system. **Beijing International Studies University Online Application Platform**

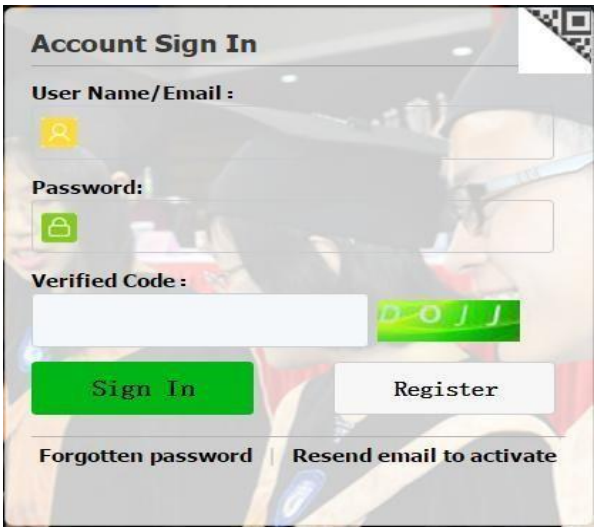
您已在"北京第二外国语学院国际学生服务平台"中用此邮箱地址注册。请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。
您的注册信息为：
用户名为： ,密码为
请点击下面的链接，激活账号。
注册激活链接入口：http://apply.bisu.edu.cn/member/active.do?password=123+-*%2F00a&credential=3c6f0d207ed248b4a1e91019ddbe60e7&username=

详情请登录 北京第二外国语学院国际学生服务平台查看

2. 登录 Sign in

打开页面，填入用户姓名，密码以及验证码。点击“登记”。

Open the page and fill in the user name, password and verified code. Click on “sign in”.

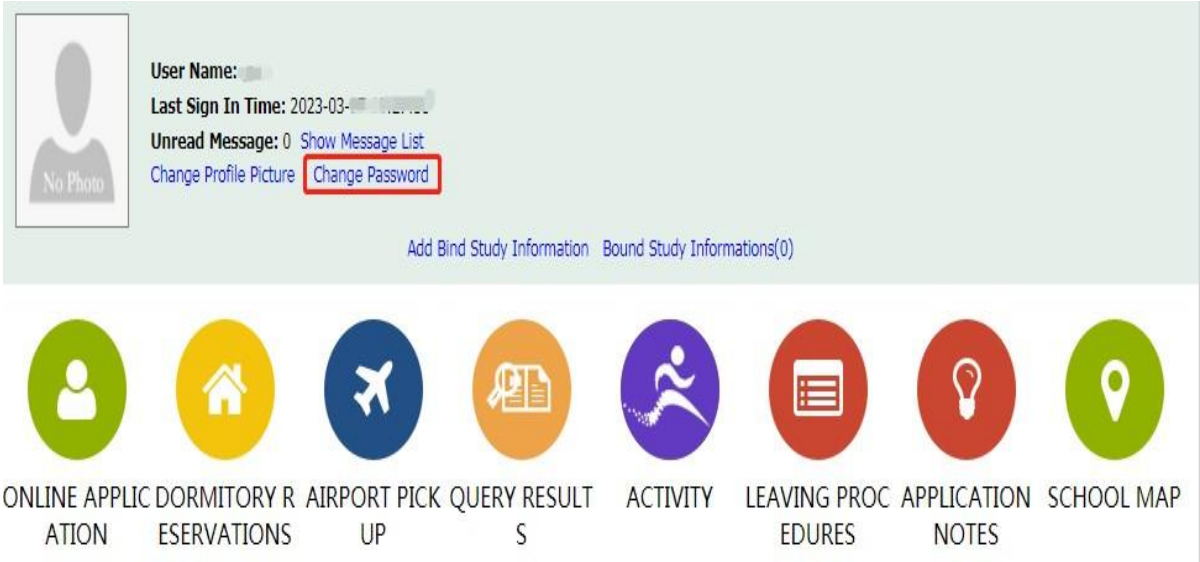


3. 密码修改&密码找回 Password change & retrieving

修改密码 Change password

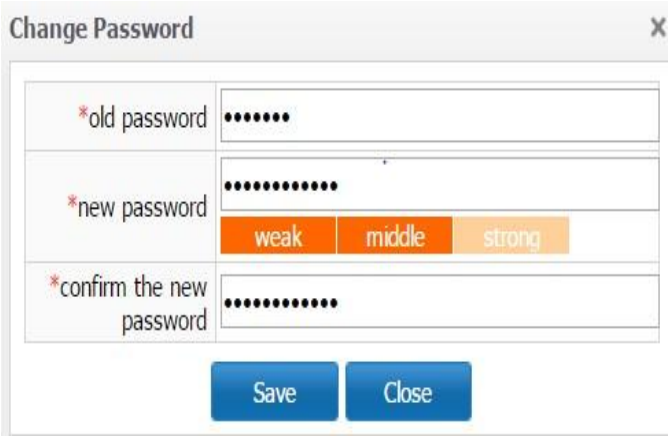
在首页登录，点击“修改密码”，如下图所示：

Sign in the home page and click “change password” as in the picture below:



填写旧密码以及新密码，然后点击“保存”。

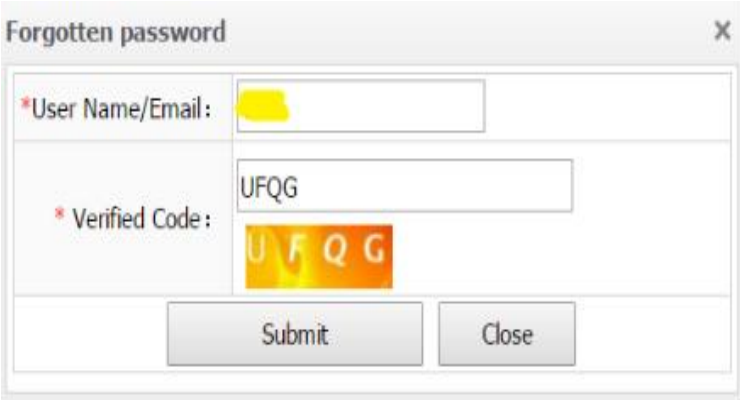
Fill in the old password and the new one, and then click “save”.



找回密码 Retrieve password

在登录页面点击“忘记密码”，填入用户名/邮箱，验证码，点击“提交”，如下图所示：

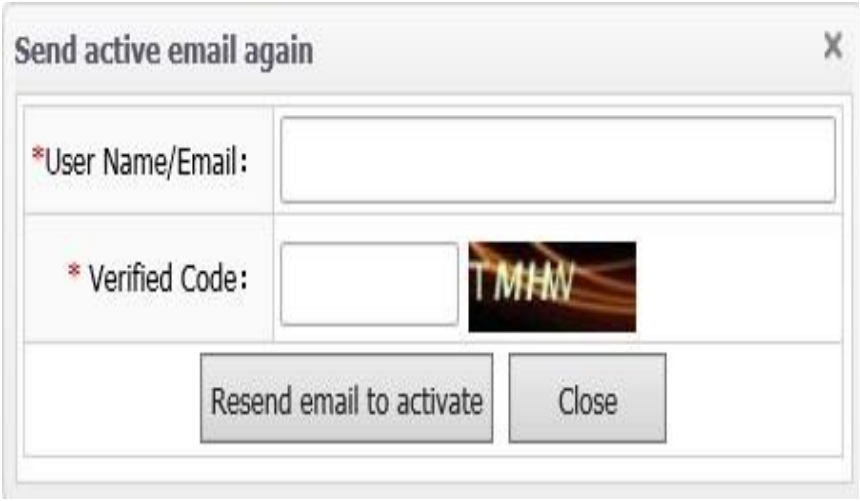
Click “Forgotten password” in the sign in page, fill in user name/e-mail and verified code and click “submit” as in the picture below:



4. 重新发送激活邮箱 Resend activation email

点击“重新发送激活邮件”，填入用户账户或者邮箱，密码以及验证码，点击“重新发送激活邮件”，如下图所示：

Click “Resend email to activate”, fill in user account or email, password and verified code, and click “Resend email to activate” in the pictures below:



5. 申请 Application

5.1 进入申请页面 Enter the application page

登录后进入申请主页。点击“线上申请”，进入申请页面，如下图所示。

Enter the application home page after signing in. Click “Online Application” to enter application page as in the picture below.

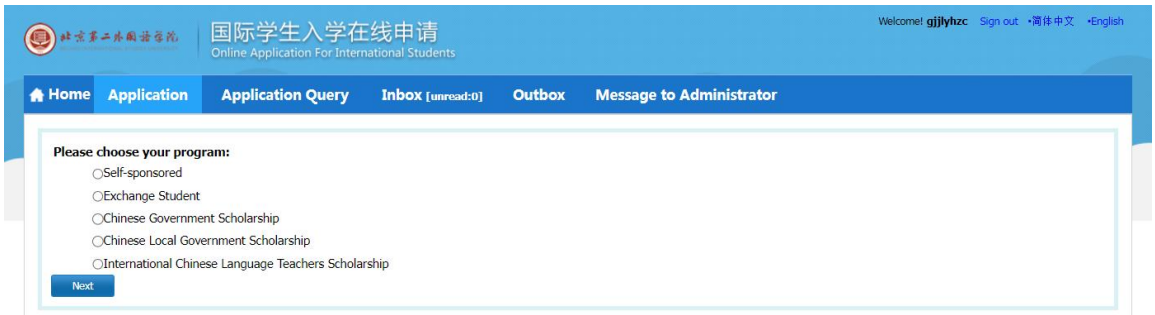
请仔细阅读，选择“我已经阅读并且同意规章”，点击“同意并继续”。

Please read it carefully, choose “I have read and agree to the regulations”, and click “Agree and continue”.

5.2 选择项目 Choose program

首先，选择项目，然后点击“下一步”，如下图所示：

First, choose your program and then click “Next” as in the picture below:



5.3 选择类型 Choose your type

选择学生类型，点击“下一步”，如下图所示：页面为“自费学生”。

Choose your type and click “Next” as in the picture below: The page for “self-sponsored”.

5.4 选择学习计划 Choose study plan

选择你想申请的项目，或进行搜索：填写查询选项信息（部门、研究领域、专业、教学语言）并点击“查找”，将会搜索到符合查询信息的项目。请选择你要申请的项目，并点击右侧的 "申请"，如下图所示。

Choose the program you want to apply for, or search for it: fill in query option information (department, research field, major, teaching language) and click “Find”. There will be programs that meet the query information. Please choose the program you want to apply for and click “Apply” on the right side as in the picture below:

Application Notes

申请人保证/I hereby affirm that:

1)上述各项申填写的信息和提供的材料真实无误。如因个人信息错误、失真造成不良后果，责任由本人承担。

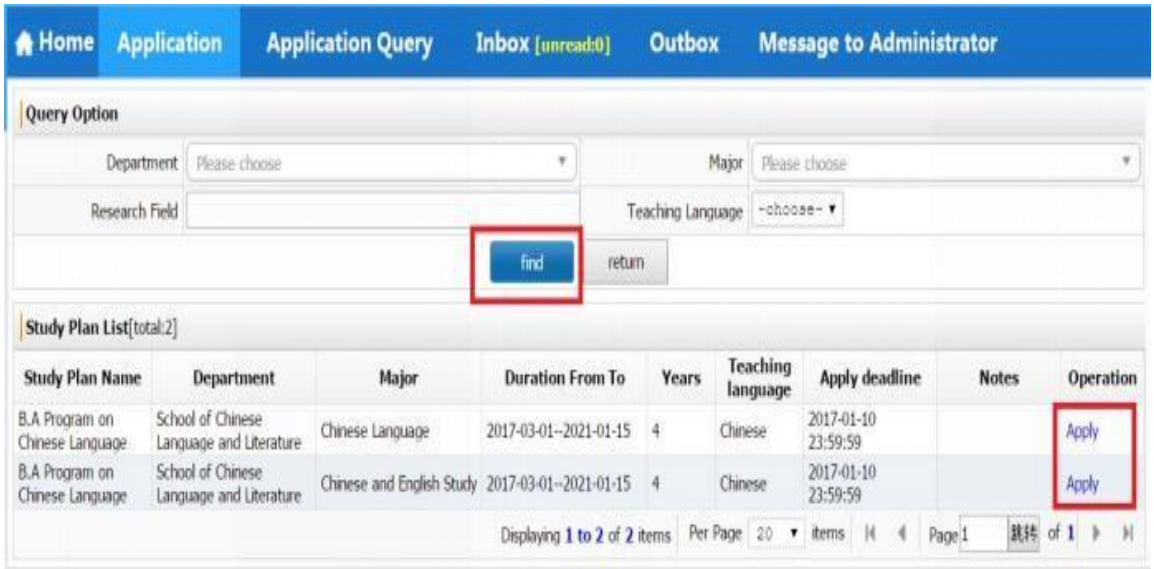
All information and materials provided are factually true and correct. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.

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，遵守学校的规纪规规，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.



请注意：交换生应选择你想学习的专业或派出学校要求的专业（只申请一个）。

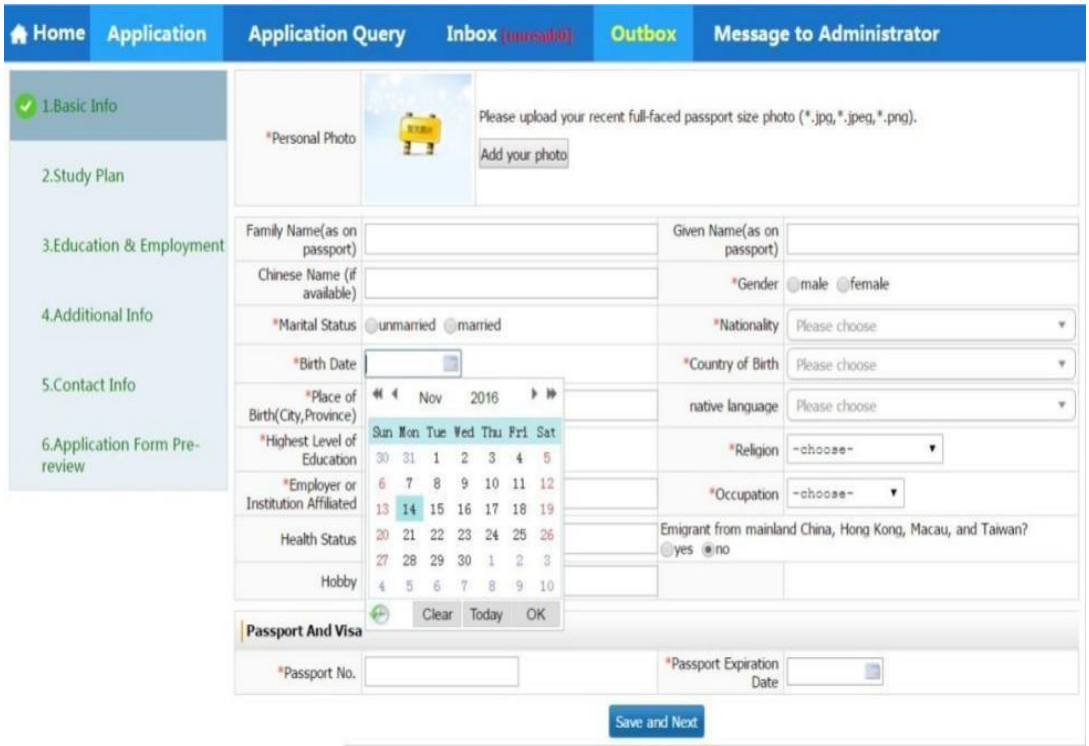
Please note: exchange students should choose the department you would like to study in or the department required by home institution (only apply for one).

5.5 填报信息 Fill in information

5.5.1 填写基本信息 Fill in basic information

按照下图的要求填写基本信息。

Fill in basic information as required in the picture below.



请注意，“*”表示必须填写，如果没有填写，申请将无法保存。在填写国籍、出生国、母语、宗教和职业时，学生需要点击方框右侧的倒三角，从下拉列表中选择；国籍和出生国也可以在方框中输入，按回车键确认；出生日期请在日历中选择年、月、日，然后点击“确定”。

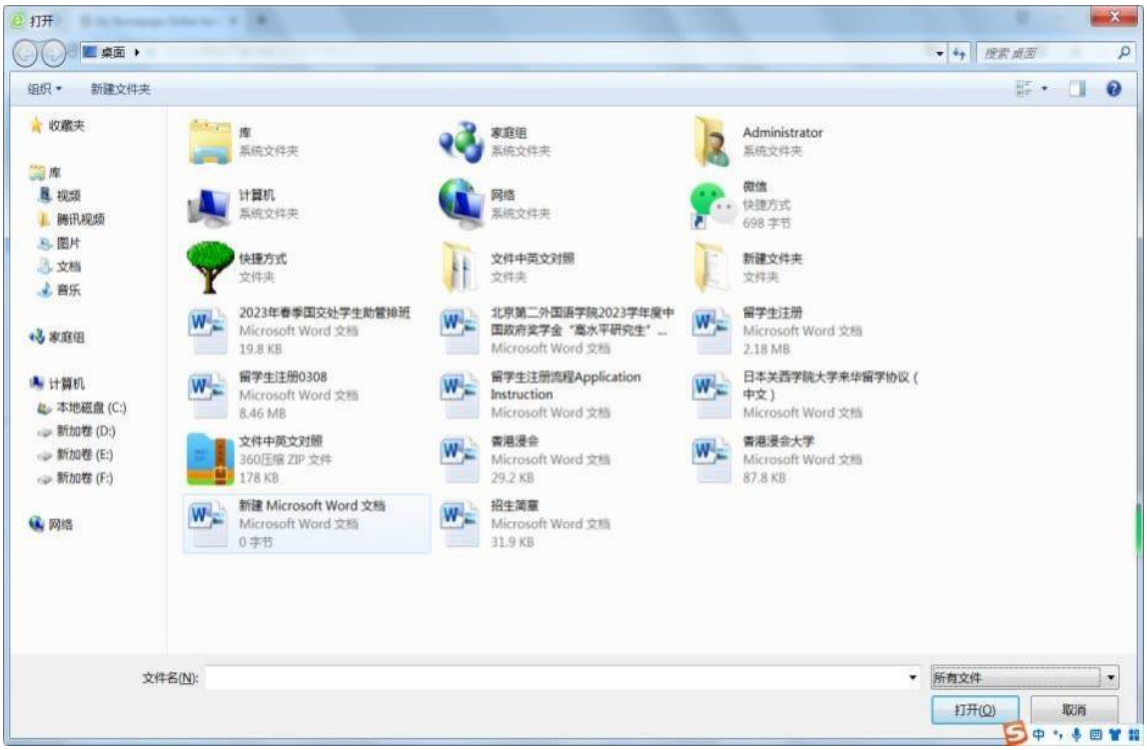
Please note that “*” means compulsory; if it is not filled then the application could not be saved. When fill in nationality, country of birth, native language, religion and occupation, students need to click the upside-down triangle on the right of the box and choose from the drop-down list; nationality and country of birth could also be typed in the box and push enter to confirm; for birth date please select year, month and day in the calendar and click “ok”.

请仔细检查填写的信息（护照上的姓名、性别、出生日期、国籍、出生地和护照号码）。

Please check the information filled in carefully (name as on passport, gender, date of birth, nationality, place of birth and passport number).

个人照片请点击“添加你的照片”，选择本地照片并点击“打开”上传（上传的照片应该是护照大小，格式应该是*.jpg,*.jpeg,*.png）。

For personal photo please click “Add your photo”, choose the local photo and click “open” to upload (the photo uploaded should be passport size and the format should be *.jpg,*.jpeg, *.png).



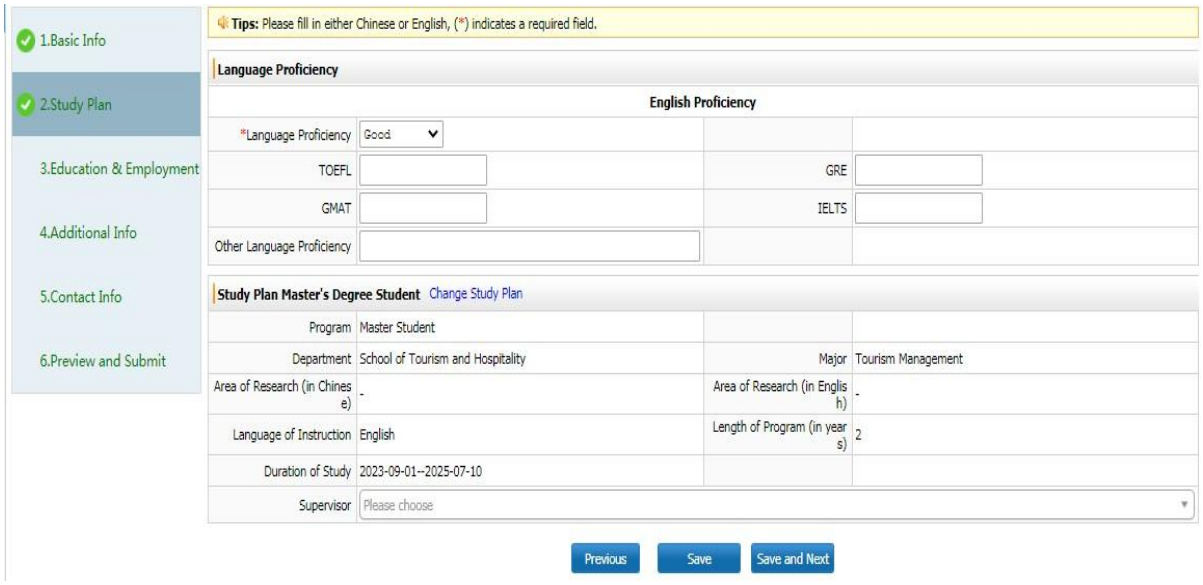
填写完所有信息后，点击 "保存和下一步 "进入下一步。

Click “Save and Next” after filling in all information to the next step.

5.5.2 填写学习计划 Fill in Study Plan

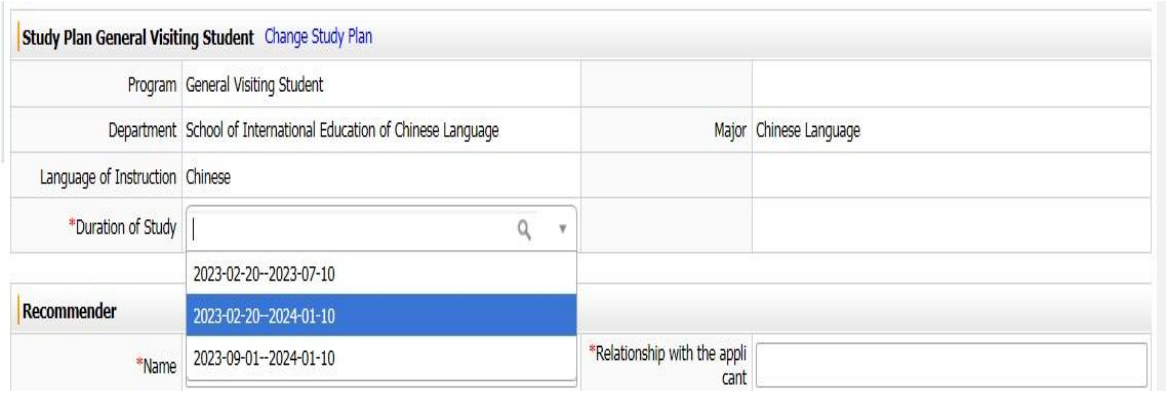
按要求填写学习计划。完成后点击“保存和下一步”，如下图所示。

Fill in the study plan as required. Click “Save and Next” when finish as in the picture below:



如果你申请的是“普通进修生”项目，请在“学习计划”中选择你的学习期限（一个学期或一年/两个学期）。请确保填写的所有信息都是正确的。在这部分，你也可以点击“编辑学习计划”来改变计划。

If you apply for the program of “General Visiting Student”, please choose your study duration (one semester or one year/two semesters) in “Study Plan”. Please make sure that all information is correct. In this part, you may also click “Edit Study Plan” to change the program:



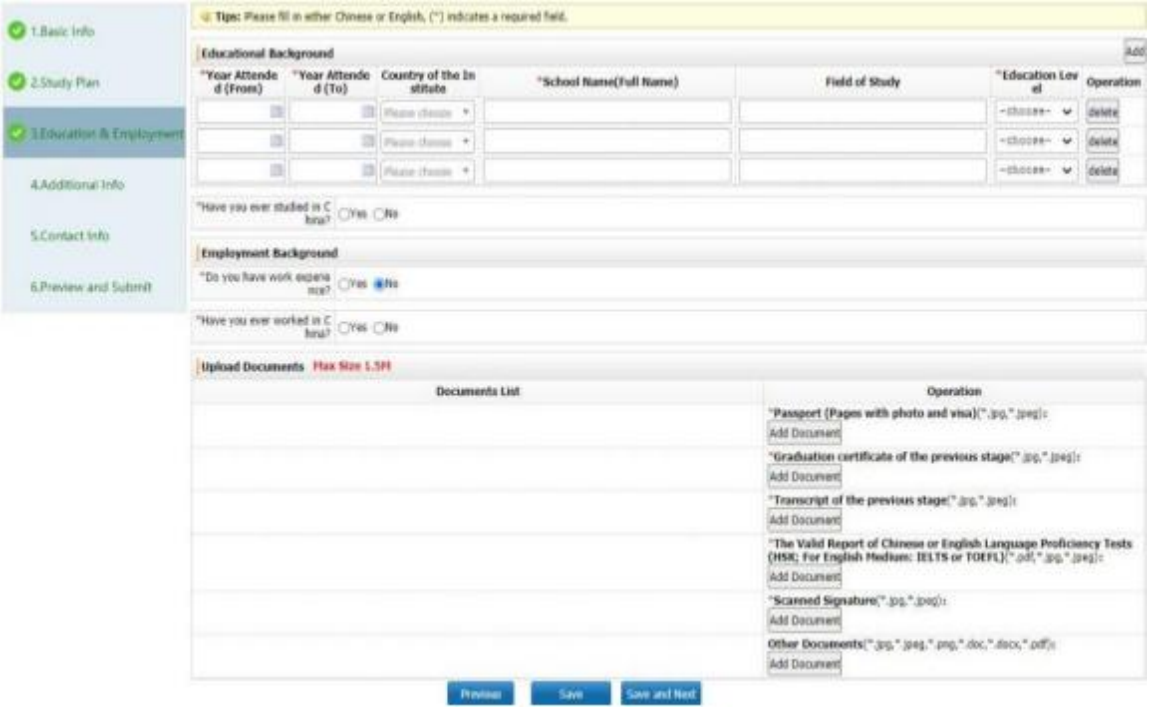
5.5.3 填写教育和工作经历 Fill in Education & Employment

根据需要填写教育背景。

Fill in educational background as required.

教育和工作经历中至少要有三个项目。如果超过三个项目，请点击“添加”来添加更多项目。

There should be at least three items in educational background and employment information. If there are more than three items, please click “add” to add more items.



请注意：Please note:

☆请上传您所申请的课程所要求的所有文件（带照片和地址的护照页复印件、毕业证书、成绩单等）。所有文件应不超过 1M。

☆ Please upload all documents required by the programme you apply for (the photocopy of passport pages with photo and visa, graduation certificate of the previous stage, transcript of the previous stage, Other Documents). All documents should be no more than 1M.

☆请在上传所有要求的文件后再提交申请。所有上传的文件应该是真实的，不应该被其他文件所代替。否则，该申请将被视为无效。

☆ Please only submit the application after all required documents are uploaded. All documents uploaded should be authentic and should not be substituted by other documents. Otherwise the application would be regarded as invalid.

• 护照照片页和签证页 Passport photo page and visa page

请上传护照照片页或签证页的复印件。如果申请人没有护照，请在获得护照后上传所需文件。它不应以任何其他文件代替。否则，该申请将被视为无效。

Please upload the photocopy of passport photo page or visa page. If the applicant does not have a passport, please upload the required document after obtaining one. It should not be substituted by any other document. Otherwise the application would be regarded as invalid.

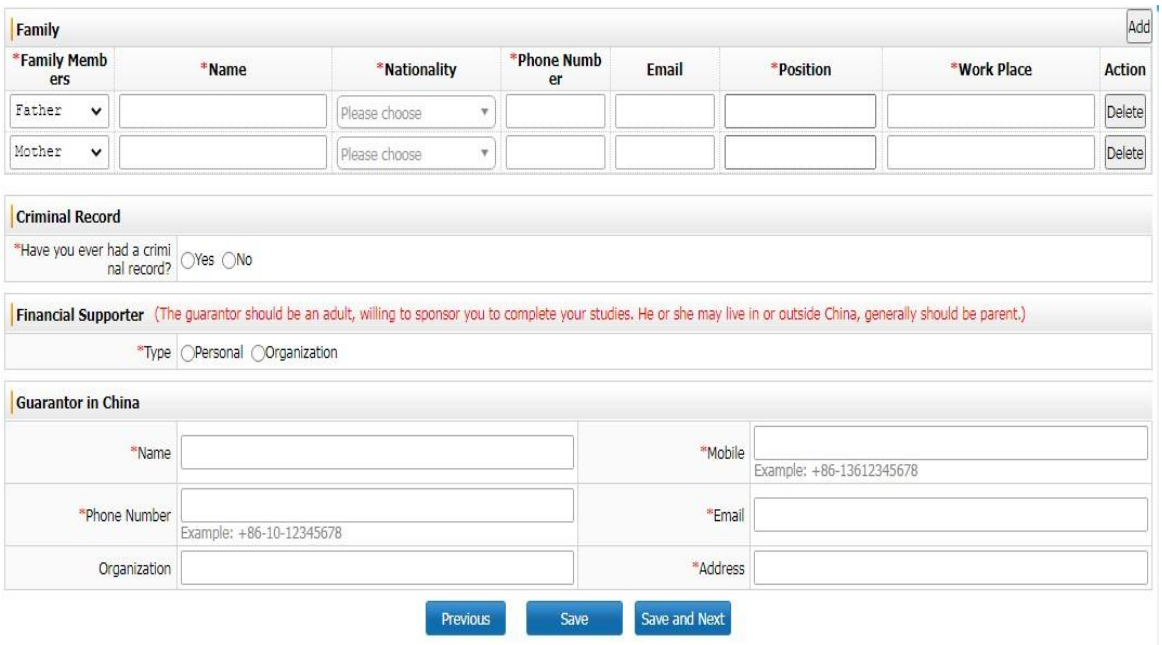
请填写并点击“保存和下一步”进行下一步操作。

Please fill in and click “Save and Next” for next step.

5.5.4 填写其他信息 Fill in additional information

请按照下图填写家庭状况、犯罪记录、资助者和在华担保人。

Please fill in Family status, Criminal Record, Financial Supporter and Guarantor in China as in the following picture.



Family

Add

*Family Members	*Name	*Nationality	*Phone Number	Email	*Position	*Work Place	Action
Father		Please choose					Delete
Mother		Please choose					Delete

Criminal Record

*Have you ever had a criminal record? ◯Yes ◯No

Financial Supporter (The guarantor should be an adult, willing to sponsor you to complete your studies. He or she may live in or outside China, generally should be parent.)

*Type ◯Personal ◯Organization

Guarantor in China

*Name		*Mobile	Example: +86-13612345678
*Phone Number	Example: +86-10-12345678	*Email	
Organization		*Address	

Previous Save Save and Next

你可以点击“添加”来添加家庭状态的项目。请按照提示填写犯罪记录、资助人和在华担保人信息，填写完后请点击“保存和下一步”进行下一步操作。请注意在华担保机构请勿填写北京第二外国语学院。

You may click “Add” to add items in Family status. Please follow the prompts to complete the Criminal Record, Financial Supporter and Guarantor in China. Please click “Save and Next” after filling in for next step. Please note that Guarantor in China should not include Beijing International Studies University.

5.5.5 填写联系信息（非常重要）

Fill in contact information (very important)

请填写本国地址、当前邮寄地址和领取录取通知书的方式。如果申请人选择将录取通知书送到申请时提供的地址，可以从本国地址或当前的邮政地址中复制，或在方框中填写。

Please fill in home country address, current postal address and the way to collect admission notice. If the applicant chooses to have

admission notice delivered to the address provided in application, the address could be copied from home country address or current postal address, or filled in the boxes.

请注意：在“如何领取录取通知书”中，请选择“送达报名时提供的地址”或“亲自到北京第二外国语学院领取”。

Please note： In “How to Collect the Admission Notice”, please choose “Deliver to Address Provided in Application” or “Collect at the Beijing International Studies University in Person”.

☆如果选择“送达申请时提供的地址”，请认真填写信息（点击“从本国地址复制”或“从我现在的邮政地址复制”或输入），以确保申请人能及时收到录取通知书。

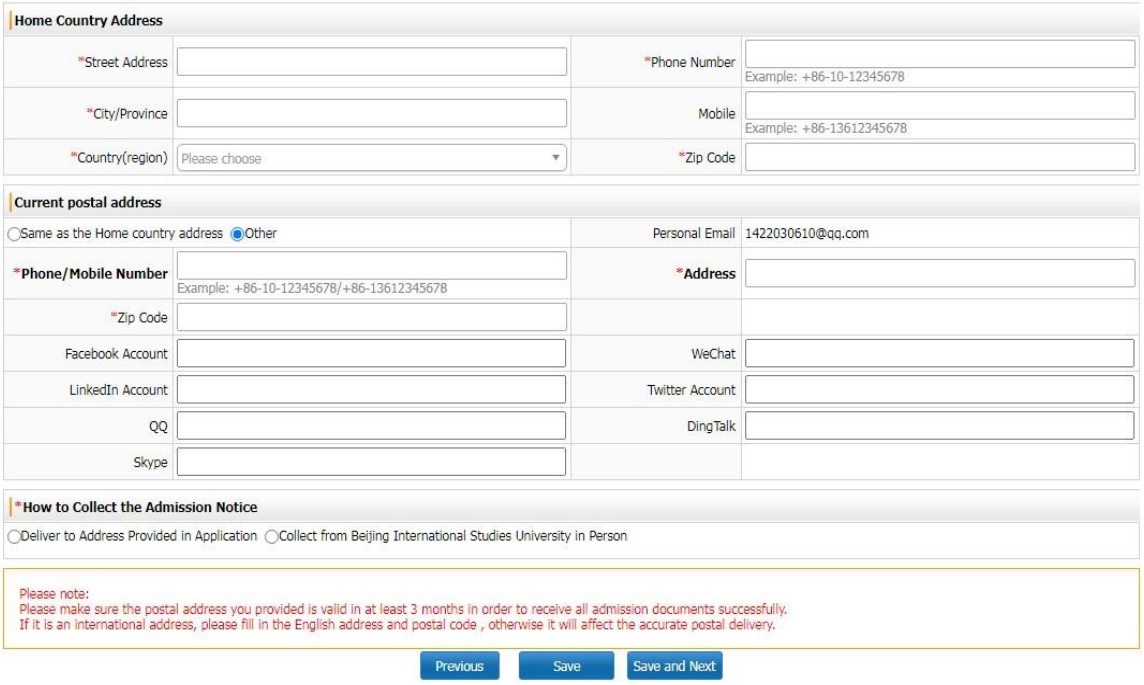
☆ If you choose “Deliver to Address Provided in Application”, please fill in with care the information (click “Copy from Home Country Address” or “Copy from My Current Postal Address” or type) so as to make sure the applicant shall receive the admission notice in time.

☆如果选择“本人到北京第二外国语学院领取”，则表示录取通知书不需要送达，由申请人本人到国际交流与合作处领取录取通知书。

☆ If you choose “Collect at the Beijing International Studies University in Person”, then it means the admission notice does not need to be delivered, and the applicant will come to the International Exchange and Cooperation Office in person to get admission notice.

点击“保存和下一步”，进入“申请表预审”。

Click “Save and Next” to move to “Application Form Pre-review”.



Home Country Address

*Street Address		*Phone Number	Example: +86-10-12345678
*City/Province		Mobile	Example: +86-13612345678
*Country(region)	Please choose	*Zip Code	

Current postal address

◯Same as the Home country address ◉Other		Personal Email	1422030610@qq.com
***Phone/Mobile Number**	Example: +86-10-12345678/+86-13612345678	***Address**	
*Zip Code			
Facebook Account		WeChat	
LinkedIn Account		Twitter Account	
QQ		DingTalk	
Skype			

***How to Collect the Admission Notice**

◯Deliver to Address Provided in Application ◯Collect from Beijing International Studies University in Person

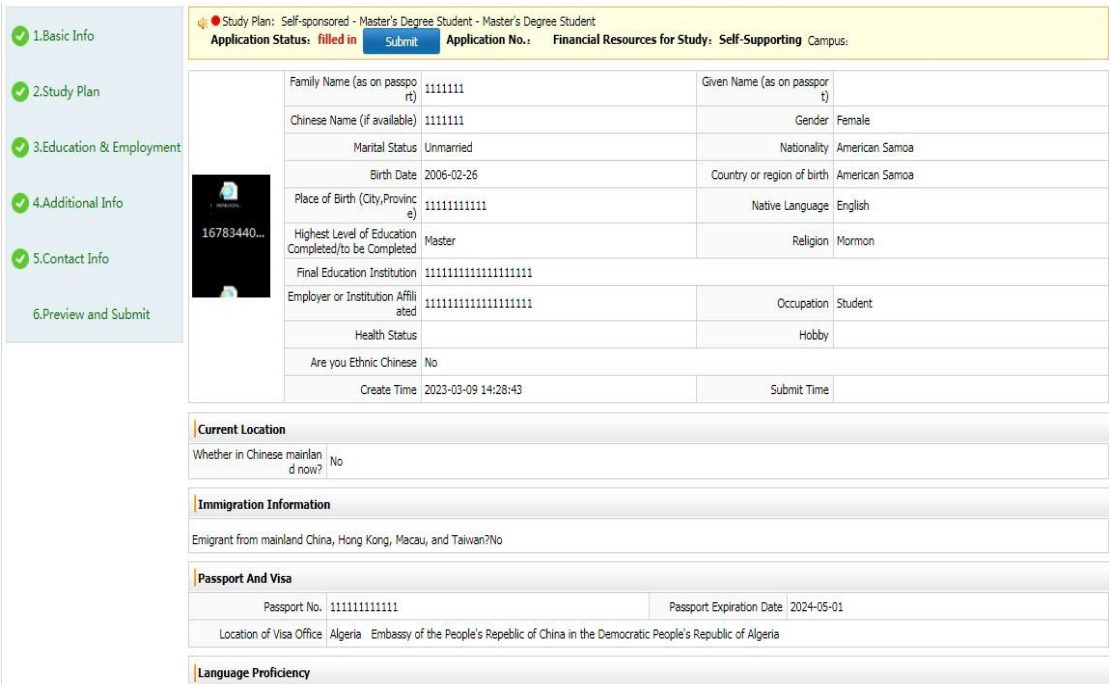
Please note:
Please make sure the postal address you provided is valid in at least 3 months in order to receive all admission documents successfully.
If it is an international address, please fill in the English address and postal code , otherwise it will affect the accurate postal delivery.

Previous Save Save and Next

5.5.6 申请表预审 Application Preview and Submit

申请人可以查看下图中所填写的信息。

Applicants may review the filled information as in the following picture.



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

Study Plan: Self-sponsored - Master's Degree Student - Master's Degree Student
Application Status: filled in Submit **Application No.:** **Financial Resources for Study:** **Self-Supporting** Campus:

Family Name (as on passport)	1111111	Given Name (as on passport)	
Chinese Name (if available)	1111111	Gender	Female
Marital Status	Unmarried	Nationality	American Samoa
Birth Date	2006-02-26	Country or region of birth	American Samoa
Place of Birth (City,Province)	11111111111	Native Language	English
Highest Level of Education Completed/to be Completed	Master	Religion	Mormon
Final Education Institution	111111111111111111		
Employer or Institution Affiliated	111111111111111111	Occupation	Student
Health Status		Hobby	
Are you Ethnic Chinese	No		
Create Time	2023-03-09 14:28:43	Submit Time	

Current Location

Whether in Chinese mainland now?	No

Immigration Information

Emigrant from mainland China, Hong Kong, Macau, and Taiwan?No

Passport And Visa

Passport No.	111111111111	Passport Expiration Date	2024-05-01
Location of Visa Office	Algeria Embassy of the People's Repeblic of China in the Democratic People's Republic of Algeria		

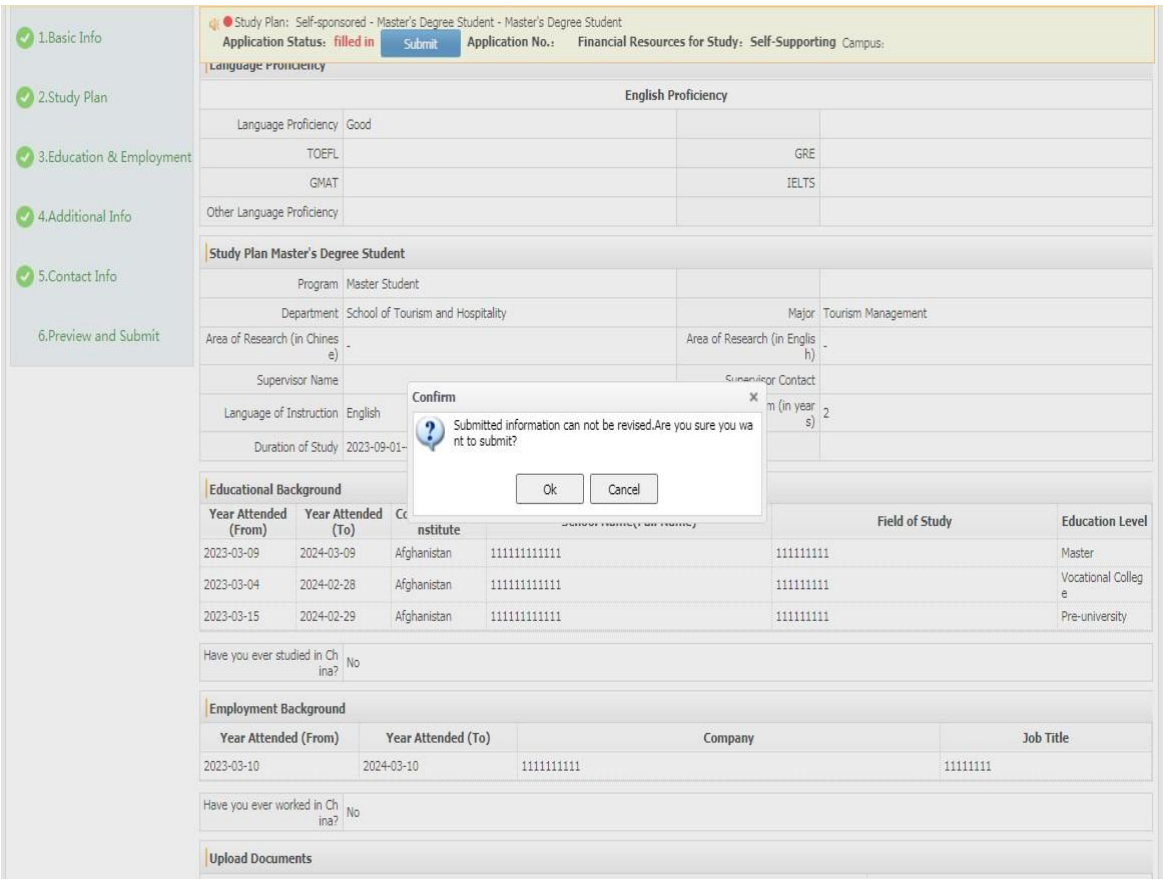
Language Proficiency

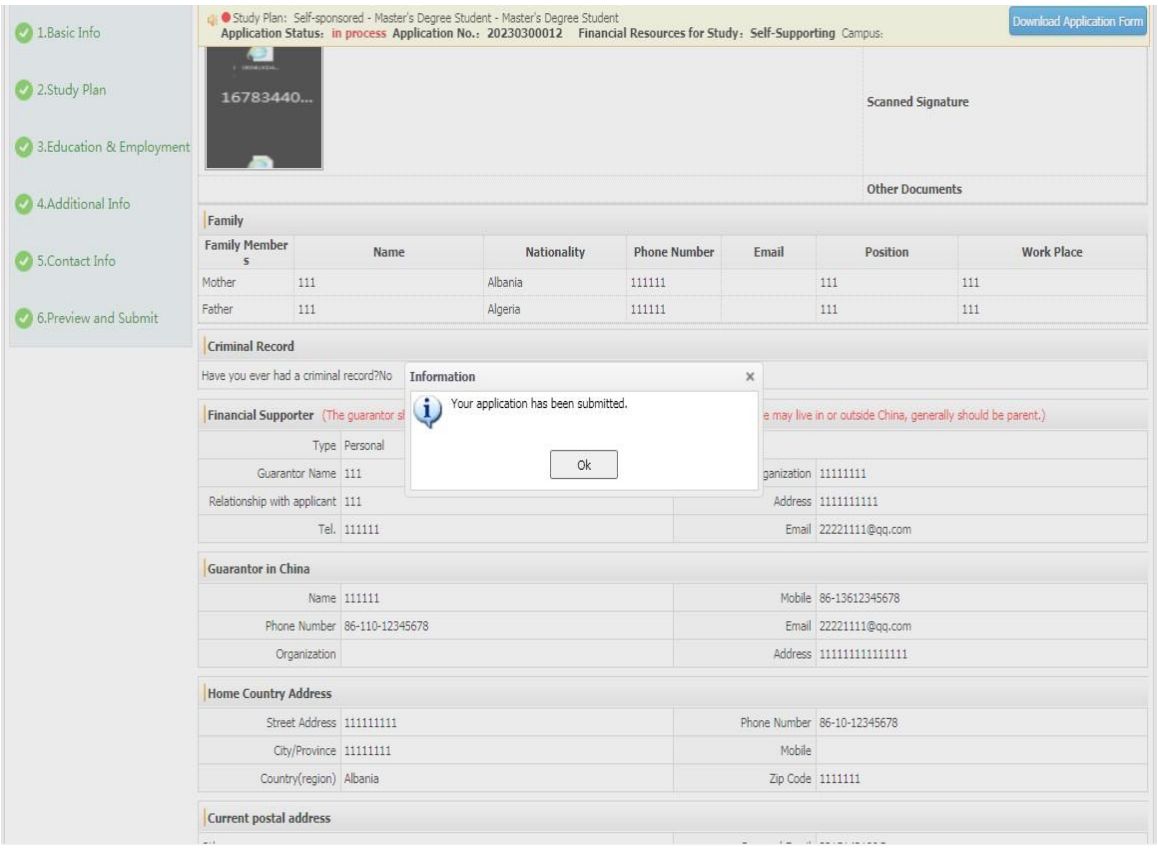
如果有任何错误，你可以点击左边的相应步骤来修正。

If there is any mistake you may click the corresponding steps on the left to correct it.

如果所有信息都正确，请点击“提交”。请注意，信息在提交后是不能更改的。因此，在提交前请确保信息的正确性和所需文件已经上传。

If all information is correct, please click “Submit”. Please note that the information is not to be changed after submission. Therefore make sure the information is correct and the required documents are uploaded before submission.





6. 注意申请状态和电子邮件

Pay attention to application status and e-mail

请密切关注“收件箱”和用于注册的电子邮箱，如下图所示。

Please pay close attention to “Inbox” and the email used for registration as in the following picture.

如果申请有任何问题或需要更多的文件，我们将通过电子邮件联系，进行更正或补充。

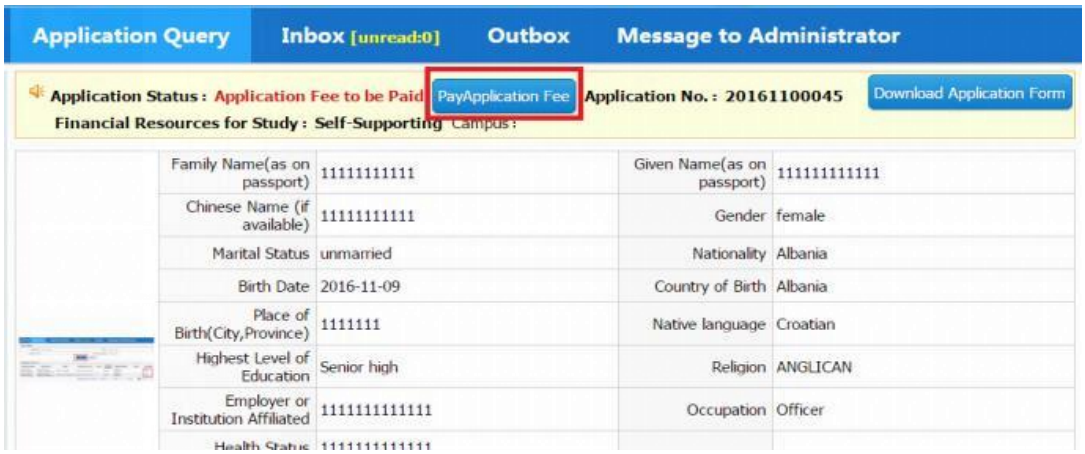
If there is any problem for the application or more documents are needed, we will contact via email to correct or add.

申请人也可以在“申请查询”中查询申请状态。

The applicant may also inquire application status from “Application Query”.

如果申请者通过了初审，下一步将是缴纳申请费，请及时缴纳申请费。(交换学生免缴申请费用)

If the applicant passed the first review, the next step will be paying the application fee (exchange students do not need to pay the application fee). Please pay application fee in time.



7. 提示 Tips

☆每位申请人只能提交一份申请。如果申请中出现任何错误，请联系我们（study@bisu.edu.cn）进行修改。请不要重新提交申请。

☆Every applicant should submit only one application. If there is any mistake in application, please contact us (study@bisu.edu.cn) to change. Please do not re-submit application.

☆如有任何关于申请系统的问题，请联系电子邮件：study@bisu.edu.cn 电话：86-10-65778827

☆If there is any problem concerning application system, please contact: E-mail: study@bisu.edu.cn Tel: 86-10-65778827

☆国际交流与合作处地址：明德楼 102。北京市朝阳区定福庄南里 1 号北京第二外国语学院明德楼 102。

☆Address for International Exchange and Cooperation Office: Room102, Mingde Building, Beijing International Studies University, No.1 Dingfuzhuang Nanli, Beijing