

## 山东师范大学外国留学生交换生项目

项目	2024 年秋季学期交换生项目
申请时间	2024 年 4 月 15 日 - 2024 年 5 月 30 日
申请流程	<p>1、山东师范大学国际交流与合作处向各友好学校发布招生要求；</p> <p>2、各友好学校推荐的交换学生登陆山东师范大学国际学生在线服务系统 <a href="https://sdnu.17gz.org/member/login.do">https://sdnu.17gz.org/member/login.do</a> 注册并完整填写报名信息；</p> <p>3、各友好学校请汇总本校学生名单，填写《2024 年秋季学期交换生项目——申请学生汇总表》（详见附录 2），请于 2024 年 5 月 30 日前通过电子邮件发送至山东师范大学国际交流与合作处 xueyaosdnu@163.com，国际交流合作处审核名单后发送至留学生工作办公室，<b>未在汇总表及未在系统中注册的学生视为未报名；</b></p> <p>4、留学生工作办公室审核学生材料，制作录取通知书并送交国际交流与合作处，并将 JW 材料电子证照以邮件形式发送给学生注册邮箱；</p> <p>5、国际交流与合作处相关负责老师将录取材料（录取通知书、新生报到指南）寄送至各友好学校。</p>
注册	每人 415 元
住宿	交换学生全部入住双人间宿舍。（大约 40 元/人/天，具体费用以学生到校后宿舍前台收费为准）
保险	所有来华留学生均需要自费购买保险。（400 元/学期，800 元/学年，到校后根据相关要求购买）
接站服务	向各友好学校提供一次接站服务（济南机场/济南站至山东师范大学）；单独到来的学生如果需要接站，需自行缴纳费用；接站服务仅限于录取通知书上标注的报到时间里提供。

## Inter-school Exchange Student Program of SDNU

Program	2024 Autumn Semester Exchange Student Program
<b>Application Deadline</b>	April 15, 2024- May 30, 2024
<b>Application Procedure</b>	<ol style="list-style-type: none"> <li>1. International Office of SDNU issue the admission requirements to the friendly universities;</li> <li>2. Applicants login in the website of “International Students Service System of SDNU” <a href="https://sdnu.17gz.org/member/login.do">https://sdnu.17gz.org/member/login.do</a> and fill in all the required information. (see Appendix 1 for the system operation process) ;</li> <li>3. Friendly universities shall fill in the <b>2024 Autumn Semester Exchange Student Program——Summary of Applicants</b> (see Appendix 2) and send it to International Office of SDNU ( xueyaosdnu@163.com) through email <b>before May 30, 2024</b>. International Office send the Summary form to International Students Office after checking it. <b>Students who are not on the Form and who have not submitted on the System will not get admission materials;</b></li> <li>4. International Students Office will review applicant’s materials, prepare admission notice, and send the electronic version of the JW materials to the applicant's registered email address.</li> <li>5. Admission materials (Admission Notice and Guide for New Students) shall be posted to friendly universities by program officer of International Office concerned.</li> </ol>
<b>Registration fee</b>	RMB 415 per person
<b>Dormitory</b>	Double room for all exchange students. (about 40 RMB/per person/per day and the specific cost is subject to Dormitory Reception when students arrive at university)
<b>Insurance</b>	All international students in China need to buy insurance. (400 RMB/per semester, 800 RMB/per year, which shall be bought after arriving at school)
<b>Pick-up</b>	<ol style="list-style-type: none"> <li>1. Only one pick-up from the Jinan airport or train station will be provided by the host university;</li> <li>2. Should any one come alone, he/she shall pay the transportation expense himself/herself;</li> <li>3. Pick-up will be arranged during the registration mentioned on the admission letter.</li> </ol>

## APPENDIX 1

### 系统填报指南 GUIDE ON APPLYING ONLINE

各位交换生同学, 你们好!

Dear exchange students!

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、奖学金类别请选择交换生;

Please choose exchange student program;

2、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, 并按要求上传系统中要求的附件, 其中, 成绩单、在学证明等材料只接收中文或者英文版本, 其他语种版本不予接收;

Be sure that fill in the correct information about your name, sex, DOB, gender, etc. and submit the materials needed by the system. All the materials shall be in Chinese or English version;

3、护照有效期务必超出学习截止日期十二个月以上, 否则无法办理 JW 表;

The validity of the passport must exceed the study deadline by more than 12 months, otherwise the JW form cannot be applied;

4、请保证你在系统中所填写的个人邮箱正常使用并畅通, 否则无法为你发送 JW 表材料;

Please ensure that the personal email address you fill in the system is normally used and unblocked, otherwise the school cannot send you the JW form materials;

5、推荐单位和电话为自己所在大学及电话; 经济担保人填写自己所在大学及电话; 在华事务担保人请填写山东师范大学国际教育学院, 电话为 86-531-86182865;

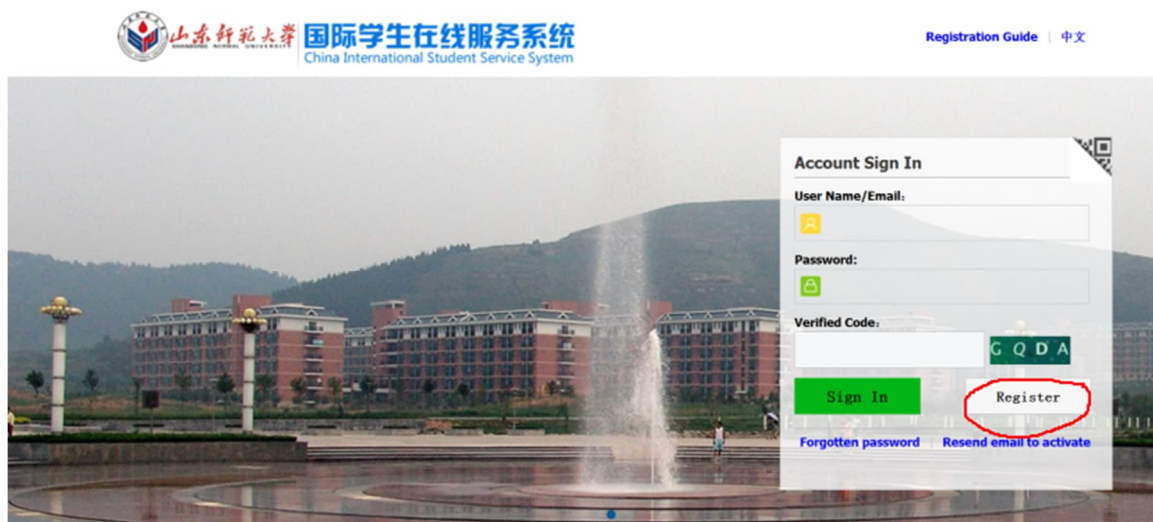
Reference& Tel: please fill in your university's name and tel; Guarantor in China& Tel: please fill in College of International Education of Shandong Normal University 86-531-86182865;

6、系统中只需要填写红色带星号内容即可或根据系统提示填写。

In the system, you only need to fill in the content with red asterisks or fill in according to the system prompts.

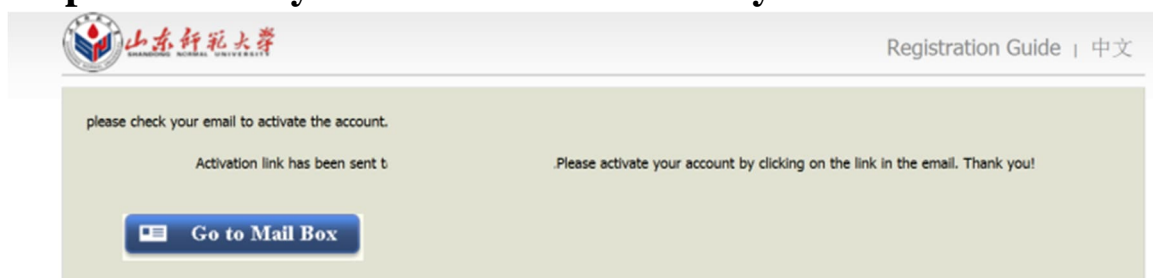
## 步骤 1 注册

### Step 1 Register



## 步骤 2 查收电子邮件并激活账户

### Step 2 Check your E-mail and activate your account



## 步骤 3 选择交换生项目

### Step 3 Choose Exchange Student Program





步骤 4 选择学生类别

## Step 4 Choose Student Type

please choose your type :

General Visiting Student



步骤 5 逐条填写信息

## Step 5 Fill in information one by one

1. Basic Info

2. Study Plan

3. Education & Employment

4. Additional Info

5. Contact Info

6. Application Form Preview

Personal Photo

Please upload your recent full-faced passport size photo (\*.jpg, \*.jpeg).

Family Name(as on passport)

Chinese Name (if available)

Marital Status unmarried married

Birth Date

Place of Birth (City,Province)

Highest Level of Education

Employer or Institution Affiliated

Health Status

Hobby

Given Name(as on passport)

Gender male female

Nationality

Country of Birth

Native language

Religion

Occupation

Emigrant from mainland China, Hong Kong, Macau, and Taiwan? yes no

Passport And Visa

Passport No.

Passport Expiry Date



步骤 6 提交

## Step 6 Submit



步骤 7 等待提示后在系统内完成缴费

**Step 7 Wait for reminding of paying application fee given by the system**