附件 1：

中国政府奖学金来华留学管理信息系统操作流程

-适用于申请人

申请人开始奖学金申请前，请仔细阅读以下操作流程。

第 1 步: 访问“留学中国”网站，点击“中国政府奖学金来华留学管理信息系统”图标进入申请系统。“留学中国”网站链接： http://www.campuschina.org

点击【学生注册】按钮，注册账户。注册成功后，使用注册的账户登录系统。

第 2 步：录入申请人“个人资料”。点击【编辑个人资料】开始录入个人资料，逐项完成个人资料的录入，并验证保存。完成个人资料录入后，点击【完成】返回上一界面，开始录入个人申请信息。申请人须在完成个人资料录入后，方可开始填写申请信息。

第 3 步：选择正确的“留学项目种类”。

请选择**“B 类”**留学项目种类，点击【新增申请】按钮，开始录入申请信息。

第 4 步：填写正确的 “受理机构编号（拟申请的高校提供）”。

您的受理机构编号为:

“留学项目种类”和“受理机构编号”两者彼此关联，均为“中国政府奖学金来华留学管理信息系统”中的必填内容。

申请人填写后，系统会自动显示所填写的代码代表的受理部门的名称。留学项目种类和受理机构编号存在对应关系，如果填写错误，奖学金受理部门将无法收到在线申请信息。

第 5 步：填写“申请信息”。

完成上述操作后，录入“语言能力及学习计划”并上传“补充材料”，直至点击【提交】完成申请。

提交申请前请仔细检查各项信息及补充材料，请确保信息及材料的正确性、真实性。

同一招生年度内，每位申请人仅限提交 1 份 B 类申请。B 类奖学金申请人如有多个意向院校，应自行确定一所作为奖学金申请院校，提交后的 B 类申请即视为申请人最终意向高校。

第 6 步：申请一经提交，申请人将无法修改“个人资料”及“申请信息”。申请被受理前，申请人可通过点击【撤销】撤回已提交申请，并进行修改。申请被撤回后，申请人须在编辑后再次提交，否则该申请将无法被受理。申请被受理后，申请人将无法撤回该申请。

第 7 步: 点击“打印申请”下载申请表。

第 8 步：按照受理机构要求提交奖学金申请。

奖学金院校不得委托任何个人或中介代为受理中国政府奖学金申请，请高校提醒申请人通过国家留学基金管理委员会官方网站获取有关信息，http://www.campuschina.org/

备注：

注意：建议使用火狐或 IE 11 浏览器，如果使用 IE 浏览器，请去掉浏览器的“兼容性视图模式”后使用。

申请人须使用中文或英文完成全部申请信息的填写。

Instructions for Chinese Government Scholarship Information System (CGSIS)

-For Applicants

Please carefully read the instructions before applying for the scholarship.

Step 1: Visit "CSC Study in China" website and click "Scholarship Application for Students" at **http://www.campuschina.org**

Register an account through **[CREATE AN ACCOUNT]** and log in with your account.

Step 2: **Input Personal Details.** Click "**Edit Personal Details**" and finish inputting personal details by filling in all the information, verifying and saving the information. After the completion of this section, return to the previous page by clicking "Finish" and start filling in your application information.

Step 3: **Select the correct "Program Category"**.

Please select Program Category **"Type B"**, click **"New Application"**, and start filling in the application information.

Step 4: Input the correct "Agency Number (provided by the preferred designated university)".

Your Agency Number is:

Program Category and **Agency Number** are directly matched, both are mandatory for online application.

After inputting the agency number, the matched agency name will automatically show on the page. As **Program Category** and **Agency Number** are directly matched, application processing authorities will not receive your online application if the program category or agency number is not correct.

Step 5: Input Application Information

Next, please move on to the section of "Language Proficiency and Study Plan" and upload "Supporting Documents" as requested, then click "Submit" to complete the application. Check each part of your application carefully before submission. Please make sure that all the information and uploaded documents are valid and accurate.

Each applicant can only submit one Type B application every academic year. Applicants should confirm one university as Type B application if their interested

universities are more than one. The submitted Type B application will be considered as the final selected university.

Step 6: **Once submitted, amendments cannot be made on "Personal Details" and "Application Information"**. Before the application is processed by the processing authorities, applicants can revoke the submitted application by clicking "Withdraw" and edit the application. After revoking the application, applicants must submit it again after re-editing, or the application will not be processed. Once the application is processed, the application cannot be revoked.

Step 7: Click "Print the Application Form" and download the form.

Step 8: Submit scholarship application under the requirements of the dispatching authorities (or application processing agency).

Scholarship-awarded universities shall not entrust any individual or intermediary agent to process Chinese Government Scholarship applications. All designated institutions shall inform applicants of accessing relevant information on the official website of the China Scholarship Council (http://www.campuschina.org/).

Notes:

Please use Firefox or Internet Explorer (11.0).

For applicants using Internet Explorer, please close the "compatible view mode" function ahead of editing.

Please fill in all application information in Chinese or English.