

Procedures and Instructions for Fudan Exchange Application

1. University coordinators send emails to incoming@fudan.edu.cn to nominate student's name, email, exchange period and exchange category at Fudan.

Note: Fudan has the following three exchange categories, please choose **ONLY** one.

- (a) **Chinese Language student** will take designated pure Chinese language courses only.
- (b) **General Visiting student** will take undergraduate-level courses only.
- (c) **Senior Visiting student** will take graduate-level courses only.

2. After email nomination, we will instruct nominees to do online application before the online application deadline (**April 20 for Fall Semester and October 20 for Spring Semester**).

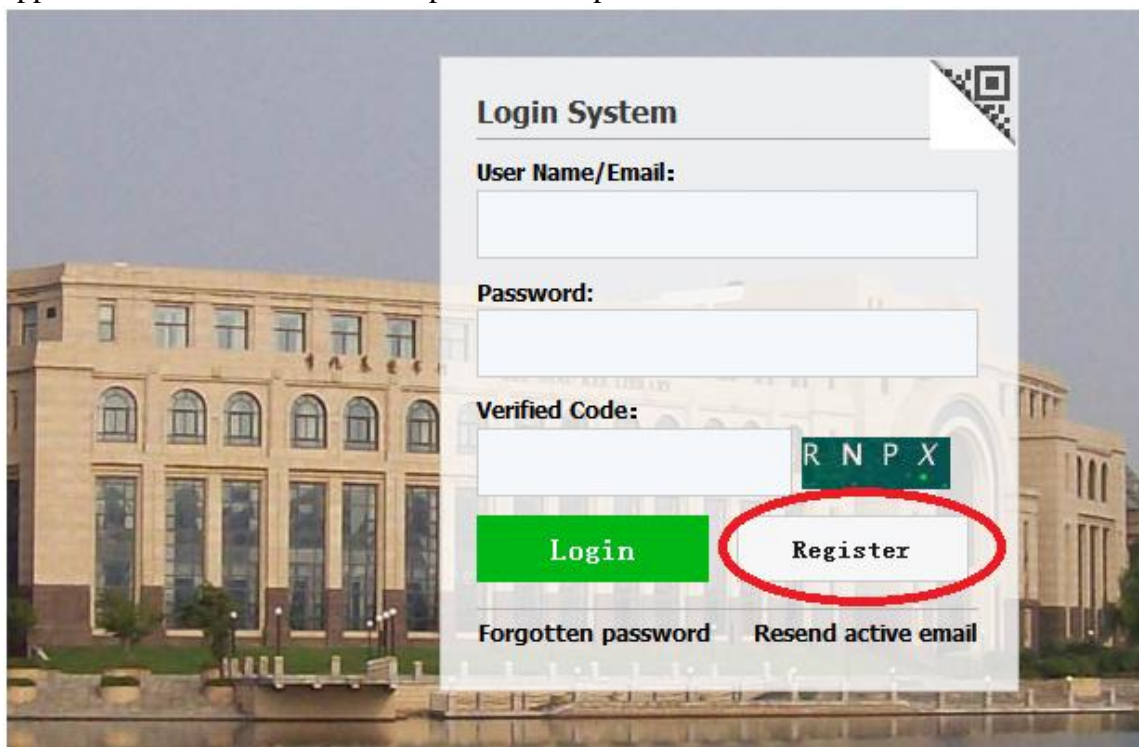
Please read the following online application instructions carefully and fill in correct information, otherwise applications will not be successfully processed.

- (1) Online Application website: <http://admission.iso.fudan.edu.cn/>

You should first apply an account for the system with your email in order to login.

Note: The activation email sometimes might go to your junk mailbox.

Online application system will be open from **March 1 to May 15** for Fall semester exchange applications and from **September 1 to Nov. 15** for Spring semester exchange applications. It will be close except the above periods.



Login System

User Name/Email:

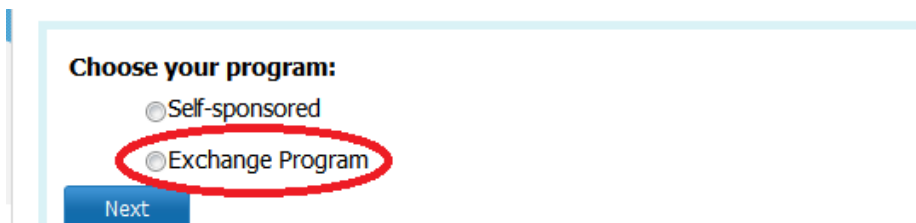
Password:

Verified Code:

Login **Register**

Forgotten password Resend active email

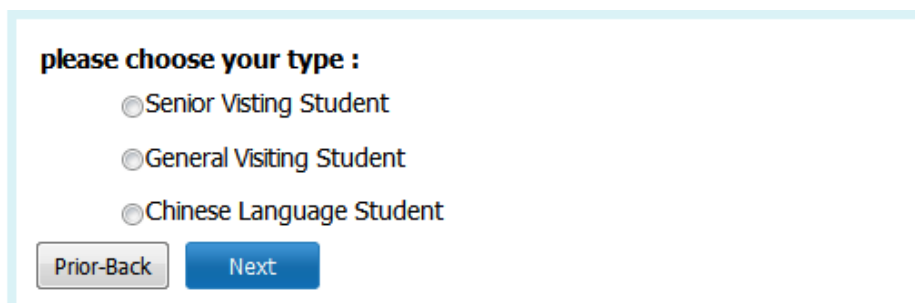
(2) Choose “Exchange Program”



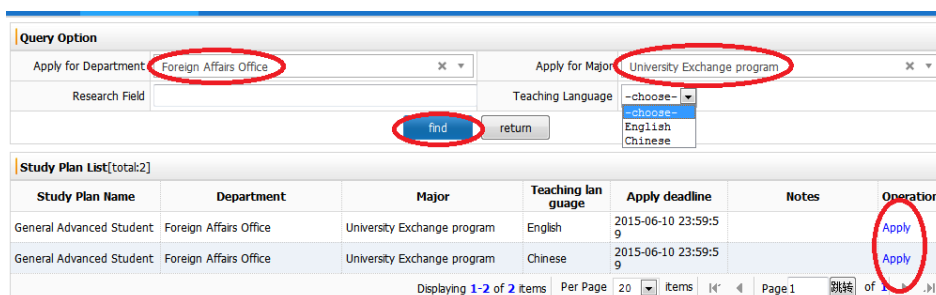
Choose “Senior Visiting Student” if you want to take master-level courses

Choose “General Visiting Student” if you want to take undergraduate-level courses

Choose “Chinese Language Student” if you want to take Chinese language courses

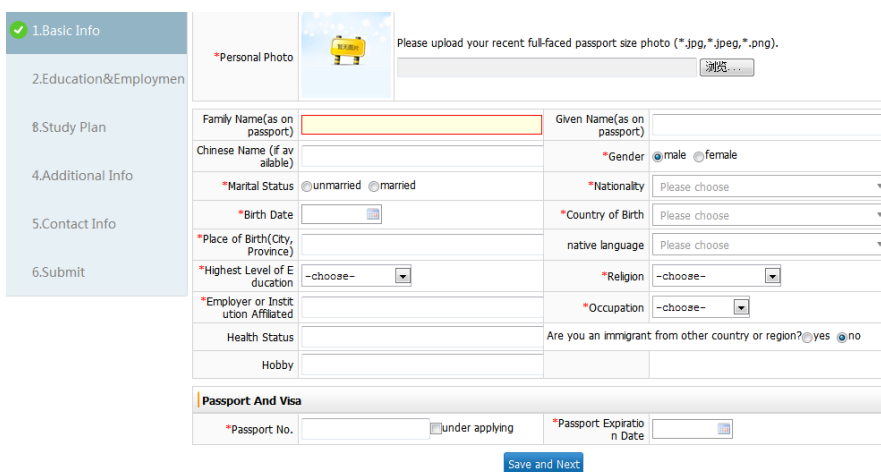


Choose “**Foreign Affairs Office**” under “Department”, “**University Exchange program**” under “Major, Then Click “find”. Available programs come out. Choose the one you want and fill-in “**Research Field**” and then click “**Apply**”.



Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General Advanced Student	Foreign Affairs Office	University Exchange program	English	2015-06-10 23:59:59		Apply
General Advanced Student	Foreign Affairs Office	University Exchange program	Chinese	2015-06-10 23:59:59		Apply

(a) “Basic Info” -- Input your personal information



(b) “Education & Employment” – Input your education background from High School and **UPLOAD** your *valid passport, official transcript*, language certificate if applicable.

Note: “General Visiting Student” needs to upload “*Course Proposal*” (a list of Fudan Course code and Name). Please refer to previous years’ course list at <http://www.fao.fudan.edu.cn/1619/list.htm>, because the updated course list won’t be released before application deadline.

(c) “Study Plan” -- Choose your exchange duration

Study Plan - General Advanced Student [Edit Study Plan](#)

Program	General Visiting Student		
Department	Foreign Affairs Office	Major	University Exchange program
Teaching Language	English		
*Study Duration	2015-09-01--2016-01-31 -choose- 2015-09-01--2016-01-31 2015-09-01--2016-07-15	Duration of Stay	long term

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(d) “Additional Info”—Fill-in “Emergency Contact in China” as follows

Emergency Contact in China

*Name	LIU XIAOHUI	*Mobile	55664152
*Phone Number	0086-21-55664152	*Email	incoming@fudan.edu.cn
Organization		*Address	R105 Foreign Affairs Office, Fudan University

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(e) “Contact Info” – Fill-in home country contact information

(3) Click “Submit” after you make sure that you won’t change it anymore, because you can’t change it after submitting it.

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

Application Status: **filled in** [Submit](#) Application No.: Financial Resources for Study: Campus:

(4) The online application deadline is May 15 (for Fall semester) and Nov. 15 (for Spring semester).

After you submit online application properly, you don’t need to do anything else. We will process your application and won’t require the hardcopy of your application materials. Please feel free to contact incoming@fudan.edu.cn if you have any questions.