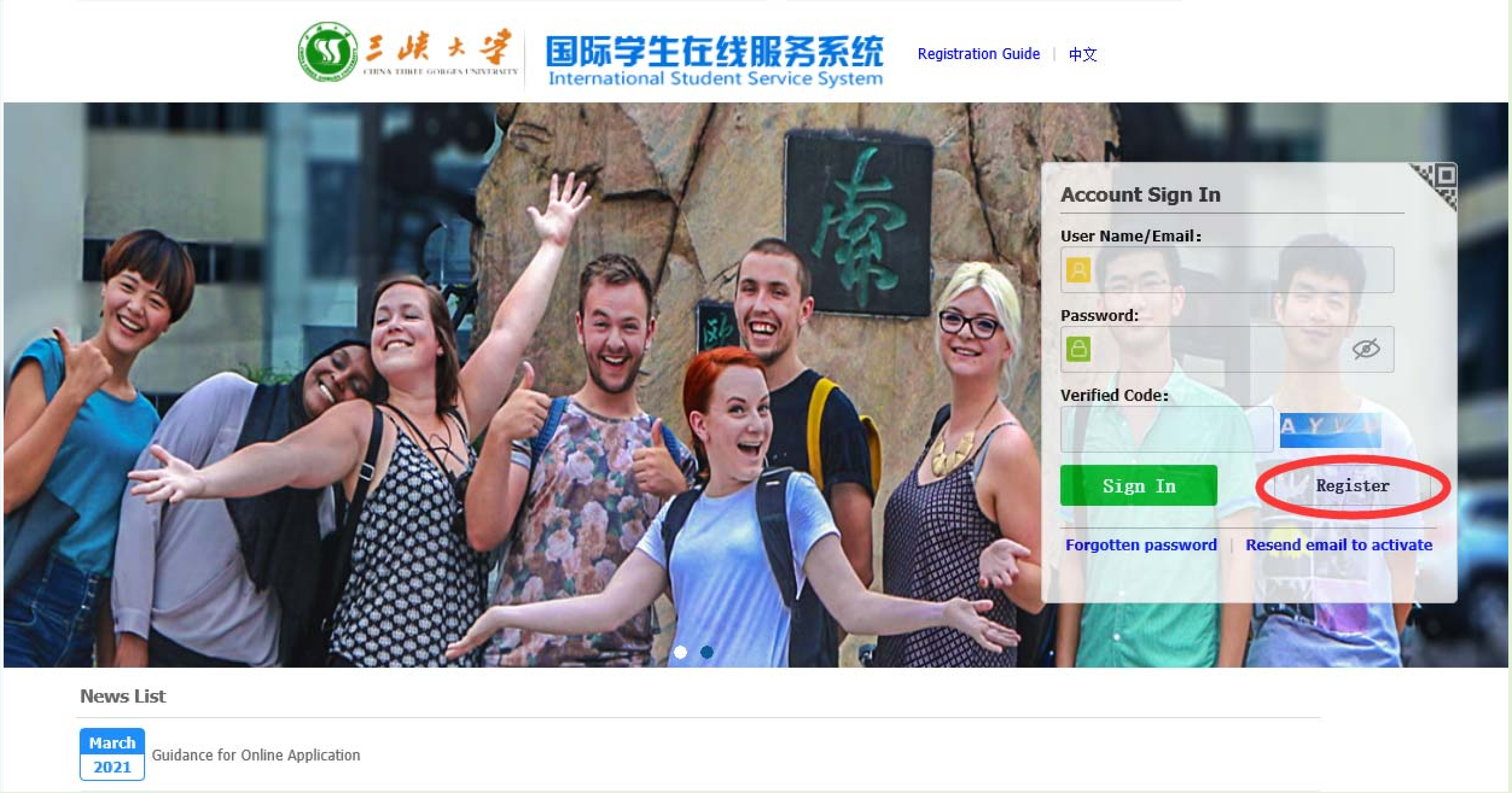
Guidance for Online Application CTGU

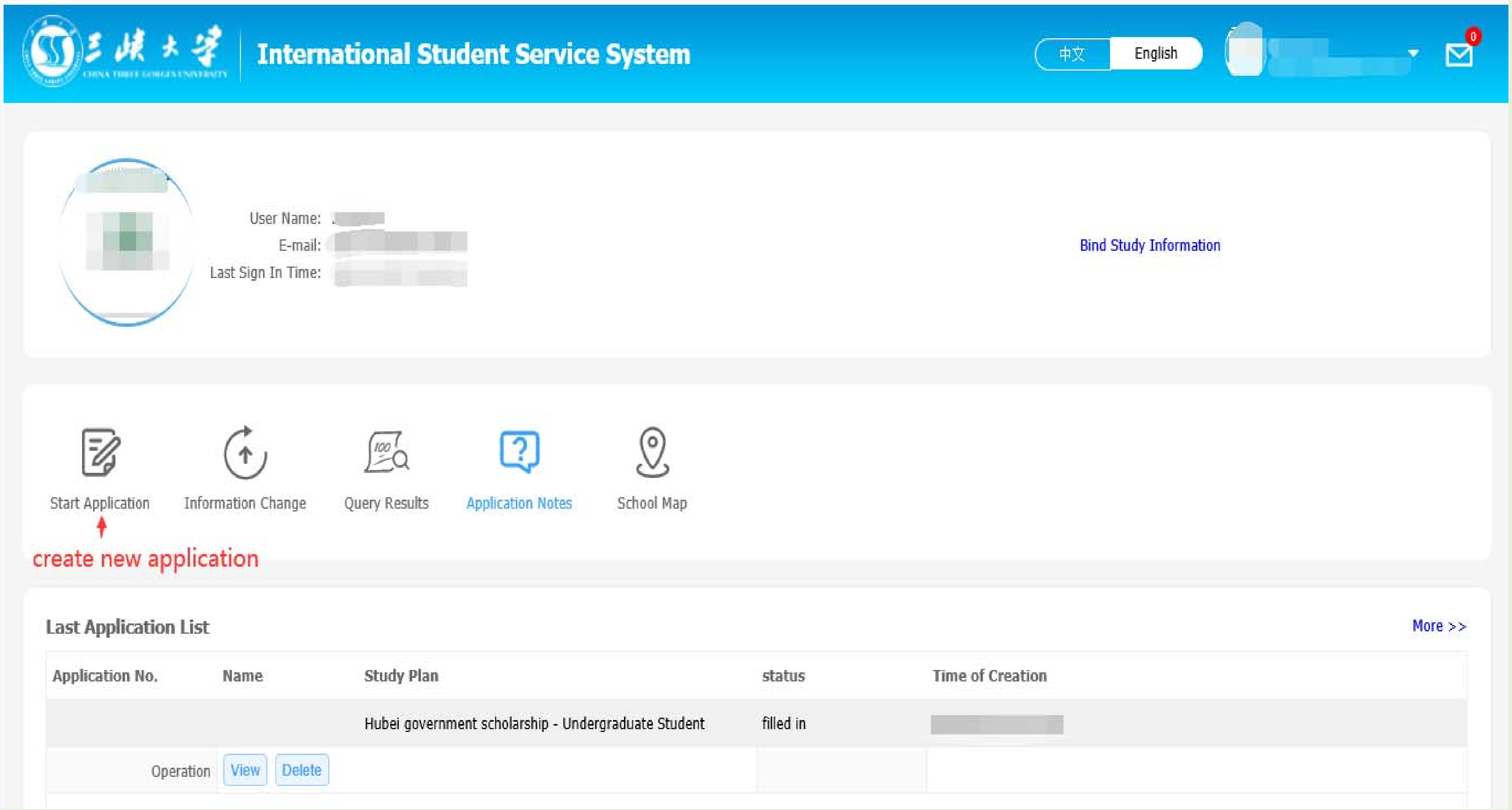
Step 1:

*Register an account in the application portal: http://lsx.ctgu.edu.cn/


三峡大学
CHINA THREE GORGES UNIVERSITY
国际学生在线服务系统
International Student Service System
Registration Guide | 中文
Account Sign In
User Name/Email:
Password:
Verified Code:
Sign In
Register
Forgotten password | Resend email to activate
News List
March 2021
Guidance for Online Application

Step 2:

*** This is the Home page after you log in & to create new application by clicking “Start Application”：**


International Student Service System
中文
English
0
Start Application
Information Change
Query Results
Application Notes
School Map
More >>
View
Delete

User Name: [redacted]
E-mail: [redacted]
Last Sign In Time: [redacted]

Bind Study Information

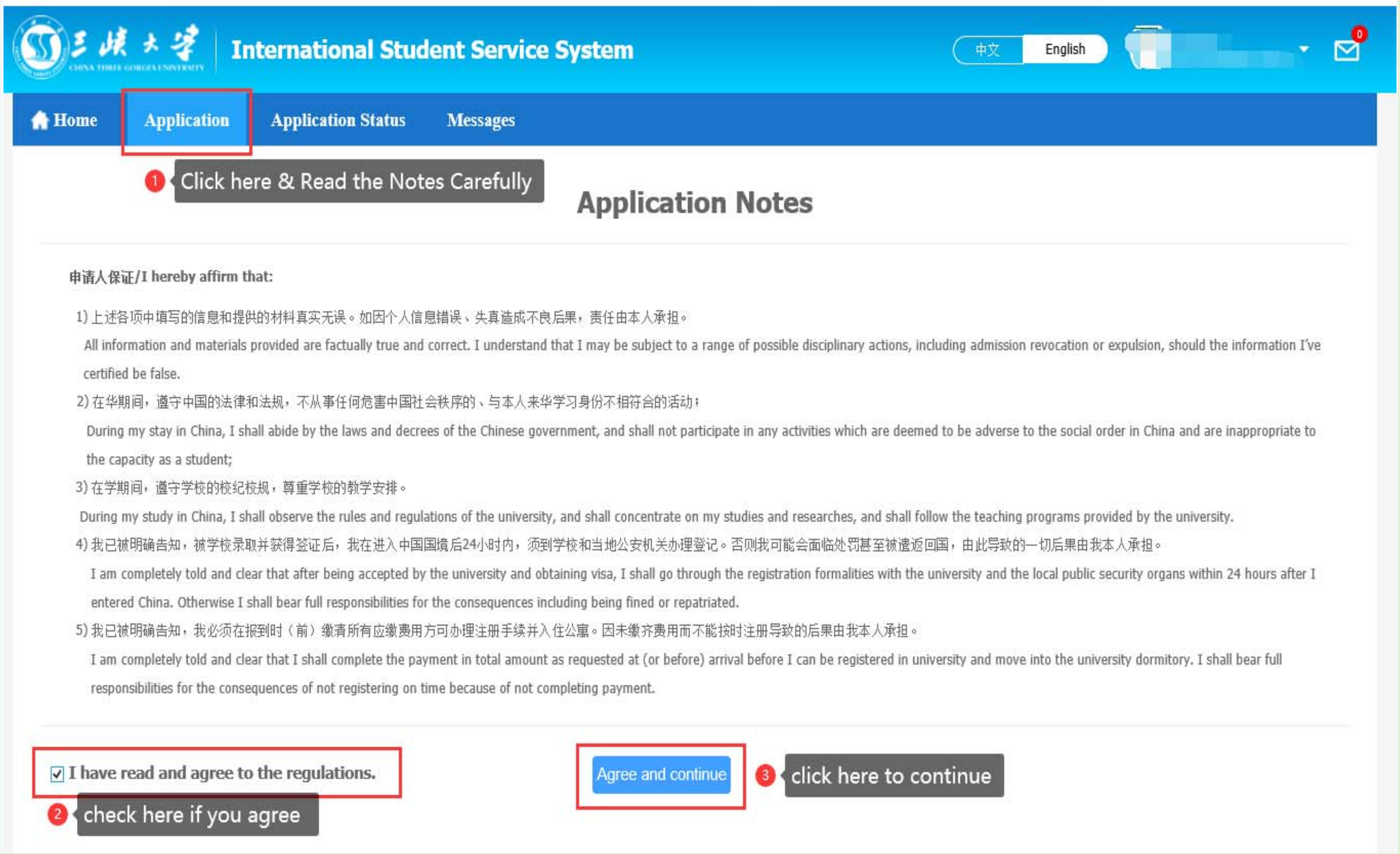
create new application

Last Application List

Application No.	Name	Study Plan	status	Time of Creation
		Hubei government scholarship - Undergraduate Student	filled in	[redacted]
Operation	View Delete			

Step 3:

* Read the “**Application Notes**” carefully and check “**Agree**” to continue:



① Click here & Read the Notes Carefully

Application Notes

申请人保证/I hereby affirm that:

1) 上述各项中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 shall 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，遵守学校的校纪校规，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 shall concentrate on my studies and researches, and shall follow the teaching programs provided by the university.

4) 我已被明确告知，被学校录取并获得签证后，我在进入中国国境后24小时内，须到学校和当地公安机关办理登记。否则我可能会面临处罚甚至被遣返回国，由此导致的一切后果由我本人承担。

I am completely told and clear that after being accepted by the university and obtaining visa, I shall go through the registration formalities with the university and the local public security organs within 24 hours after I entered China. Otherwise I shall bear full responsibilities for the consequences including being fined or repatriated.

5) 我已被明确告知，我必须在报到时（前）缴清所有应缴费用方可办理注册手续并入住公寓。因未缴齐费用而不能按时注册导致的后果由我本人承担。

I am completely told and clear that I shall complete the payment in total amount as requested at (or before) arrival before I can be registered in university and move into the university dormitory. I shall bear full responsibilities for the consequences of not registering on time because of not completing payment.

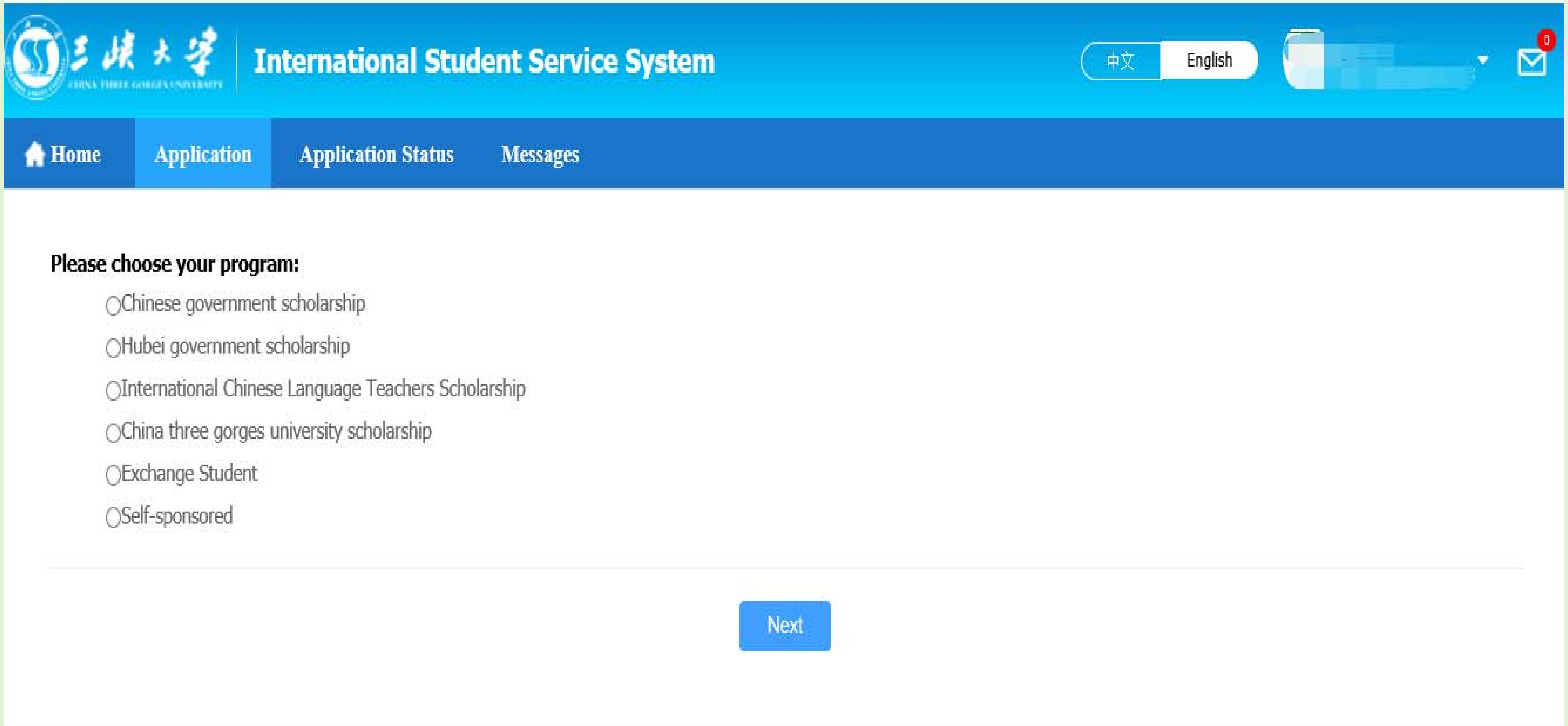
☑ **I have read and agree to the regulations.**

② check here if you agree

③ click here to continue

Step 4:

*** Choose your program according to the program information in CTGU English website (https://eng.ctgu.edu.cn/) :**


International Student Service System
中文
English
0
Home
Application
Application Status
Messages

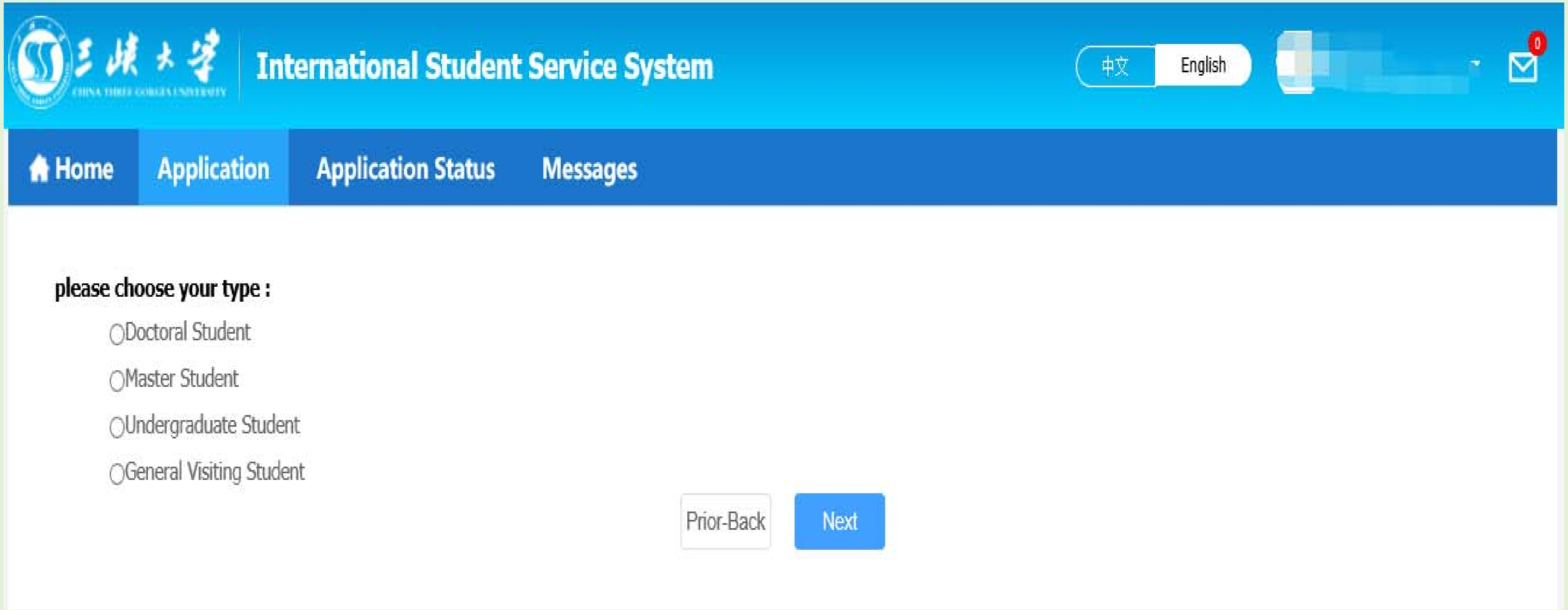
Please choose your program:

- ○Chinese government scholarship
- ○Hubei government scholarship
- ○International Chinese Language Teachers Scholarship
- ○China three gorges university scholarship
- ○Exchange Student
- ○Self-sponsored

Next

Step 5:

*** Choose your level:**



International Student Service System
中文
English
0
Home
Application
Application Status
Messages

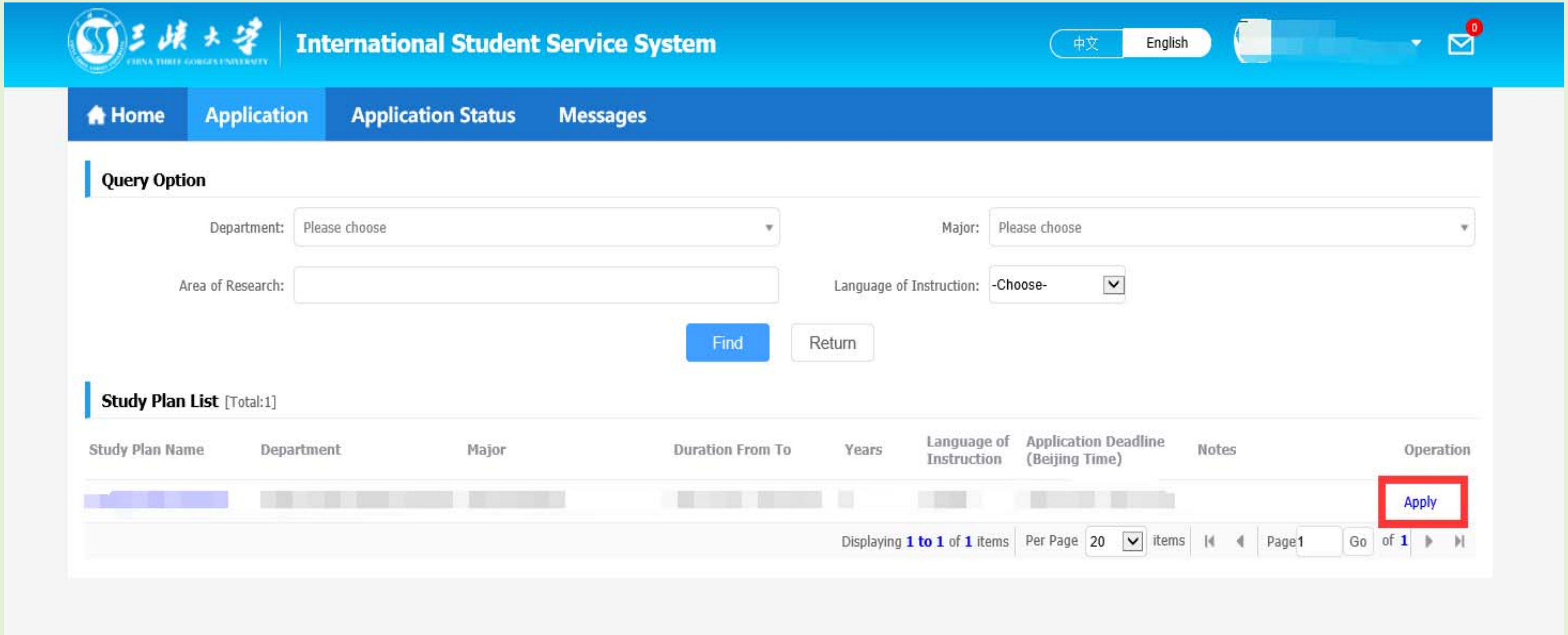
please choose your type :

- ○Doctoral Student
- ○Master Student
- ○Undergraduate Student
- ○General Visiting Student

Prior-Back
Next

Step 6:

* Search your program and click “**Apply**”：



三峡大学
CHINA THREE GORGES UNIVERSITY
International Student Service System
中文
English
0
Home
Application
Application Status
Messages

[redacted]

Query Option

Department: Please choose

Major: Please choose

Area of Research:

Language of Instruction: -Choose-

Find
Return

Study Plan List [Total:1]

Study Plan Name	Department	Major	Duration From To	Years	Language of Instruction	Application Deadline (Beijing Time)	Notes	Operation
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		Apply

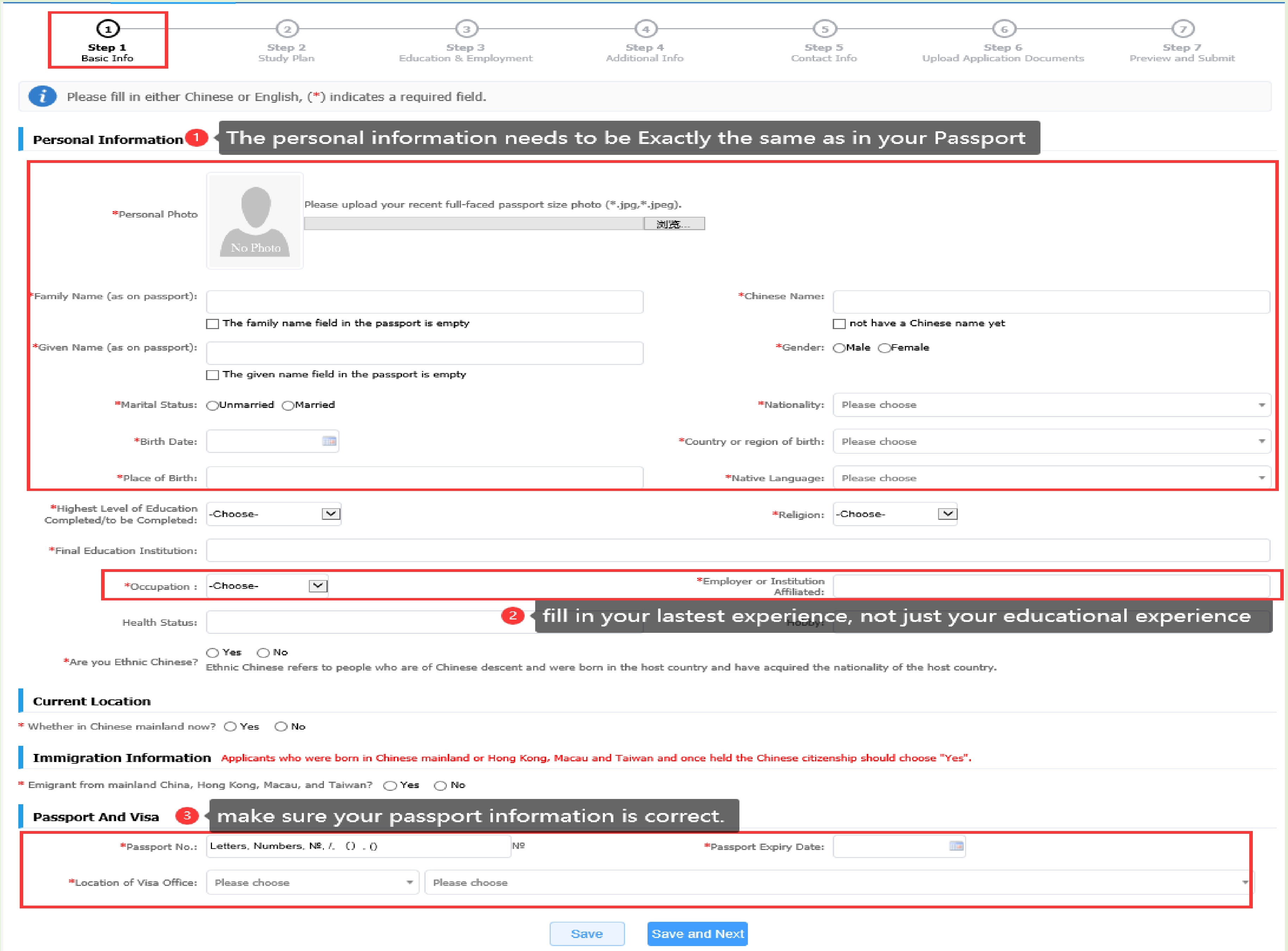
Displaying 1 to 1 of 1 items | Per Page 20 items | Page 1 Go of 1

Step 7:

*** Fill in all the information in the following seven aspects according to the Guide in the system.**

1. **Basic Info**
2. **Study Plan**
3. **Education & Employment**
4. **Additional Info**
5. **Contact Info**
6. **Upload Application Documents**
7. **Preview & Submit**

1 Basic Info



Step 1 Basic Info | Step 2 Study Plan | Step 3 Education & Employment | Step 4 Additional Info | Step 5 Contact Info | Step 6 Upload Application Documents | Step 7 Preview and Submit

Please fill in either Chinese or English, (*) indicates a required field.

Personal Information ① The personal information needs to be Exactly the same as in your Passport

*Personal Photo: No Photo
Please upload your recent full-faced passport size photo (*.jpg,*.jpeg). 浏览...

*Family Name (as on passport):
☐ The family name field in the passport is empty

*Chinese Name:
☐ not have a Chinese name yet

*Given Name (as on passport):
☐ The given name field in the passport is empty

*Gender: ○Male ○Female

*Marital Status: ○Unmarried ○Married

*Nationality: Please choose

*Birth Date:

*Country or region of birth: Please choose

*Place of Birth:

*Native Language: Please choose

*Highest Level of Education Completed/to be Completed: -Choose-

*Religion: -Choose-

*Final Education Institution:

*Occupation : -Choose-

*Employer or Institution Affiliated:

② fill in your lastest experience, not just your educational experience

Health Status:

Hobby:

*Are you Ethnic Chinese? ○ Yes ○ No
Ethnic Chinese refers to people who are of Chinese descent and were born in the host country and have acquired the nationality of the host country.

Current Location

* Whether in Chinese mainland now? ○ Yes ○ No

Immigration Information Applicants who were born in Chinese mainland or Hong Kong, Macau and Taiwan and once held the Chinese citizenship should choose "Yes".

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

Passport And Visa ③ make sure your passport information is correct.

*Passport No.: Letters, Numbers, №, /, () . () №

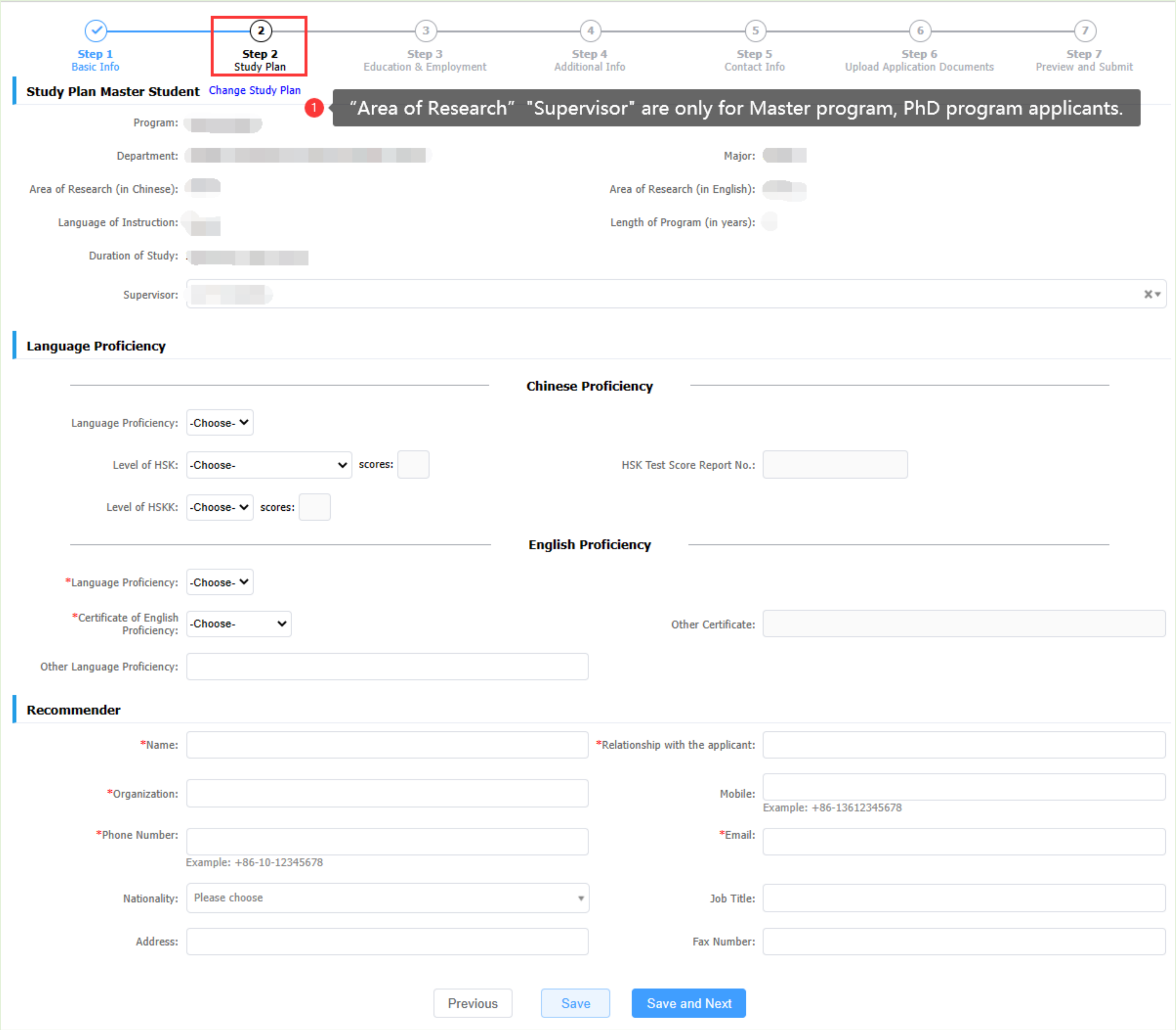
*Passport Expiry Date:

*Location of Visa Office: Please choose Please choose

Tips for Basic Info

1	**Personal Photo**	Full-faced, passport size photo within the last 3 months (*.jpg,*.jpeg).
2	**Family Name & Given Name**	Exactly as in your passport
3	**Chinese name**	Optional
4	**Birth Date**	Exactly as in your passport
5	**Employer or Institution Affiliated**	Fill the employer or Institution Affiliated at present.
6	**Occupation**	Fill your occupation at present. If you can't find an appropriate occupation from the Options provided, please choose others and specify what you are doing.
7	**Passport No.** **Passport Expiry Date**	Exactly as in your passport
8	**Other Basic Info**	Fill in the information completely, accurately, accordingly.

2 Study Plan



Step 1
Basic Info
Step 2
Study Plan
Step 3
Education & Employment
Step 4
Additional Info
Step 5
Contact Info
Step 6
Upload Application Documents
Step 7
Preview and Submit

Study Plan Master Student Change Study Plan

① "Area of Research" "Supervisor" are only for Master program, PhD program applicants.

Program:

Department:

Major:

Area of Research (in Chinese):

Area of Research (in English):

Language of Instruction:

Length of Program (in years):

Duration of Study:

Supervisor:

Language Proficiency

Chinese Proficiency

Language Proficiency: -Choose-

Level of HSK: -Choose- scores:

HSK Test Score Report No.:

Level of HSKK: -Choose- scores:

English Proficiency

*Language Proficiency: -Choose-

*Certificate of English Proficiency: -Choose-

Other Certificate:

Other Language Proficiency:

Recommender

*Name:

*Relationship with the applicant:

*Organization:

Mobile:

Example: +86-13612345678

*Phone Number:

Example: +86-10-12345678

*Email:

Nationality: Please choose

Job Title:

Address:

Fax Number:

Previous
Save
Save and Next

Tips for Study Plan

1. Study Plan:

Please choose the correct program and the instruction language.

For applicants for Master Degree or above, if you received an acceptance letter from the CTGU supervisor, please fill in the name and contacts, which will make your application more competitive.

If you can't find a supervisor, just leave this part, the relevant college can help to arrange one if they accept your application.

2. Language Proficiency

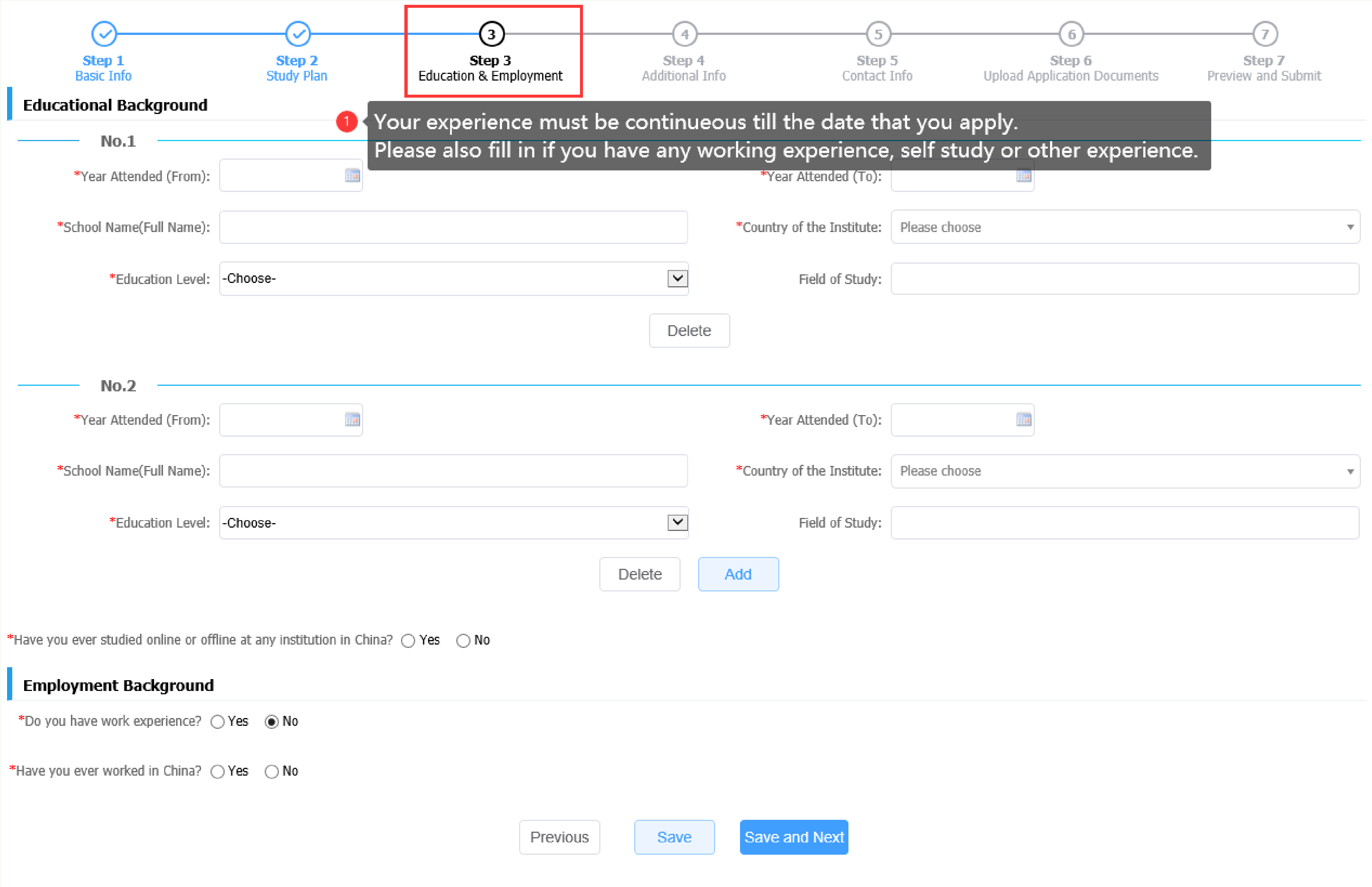
2.1 Chinese Proficiency: If you choose Fair or Good or Excellent, please fill in your HSK or HSKK score and upload your HSK or HSKK certificate in "Other Documents upon Request " HSK3 or above certificate should be provided if applying for the Chinese –taught program.

2.2 English Proficiency: If you are from non-English speaking countries, please fill in your IELTS or TOFLE score and upload your language transcript in "Other Documents Upon Request". IELTS with 5.0 or above or other equivalent language proficiency certificate should be provided if applying for the English-taught program. Applicants who are from English speaking countries or received education more than 3 years in English can exempt from providing the relevant English language proficiency certificates.

3. Recommender (Recommended by)

Please fill in the individual or institution's information, who introduced CTGU to you. If you know it through websites, you can just fill in "website" or "none".

3 Education & Employment



Step 1
Basic Info
Step 2
Study Plan
Step 3
Education & Employment
Step 4
Additional Info
Step 5
Contact Info
Step 6
Upload Application Documents
Step 7
Preview and Submit

Educational Background

①
Your experience must be continuous till the date that you apply.
Please also fill in if you have any working experience, self study or other experience.

No.1

*Year Attended (From):
*Year Attended (To):
*School Name(Full Name):
*Country of the Institute: Please choose
*Education Level: -Choose-
Field of Study:

Delete

No.2

*Year Attended (From):
*Year Attended (To):
*School Name(Full Name):
*Country of the Institute: Please choose
*Education Level: -Choose-
Field of Study:

*Have you ever studied online or offline at any institution in China? ○ Yes ○ No

Employment Background

*Do you have work experience? ○ Yes ● No

*Have you ever worked in China? ○ Yes ○ No

Previous
Save
Save and Next

Tips for Education & Employment

1. Educational Background:

* The study duration should match with the documents or certificates you submit.

* If you have studied in China before or you are studying in China now, please fill the relevant information and upload **Certificate for the Experience of Studying in China**(https://eng.ctgu.edu.cn/info/1032/1615.htm)   in "Other Documents upon Request":

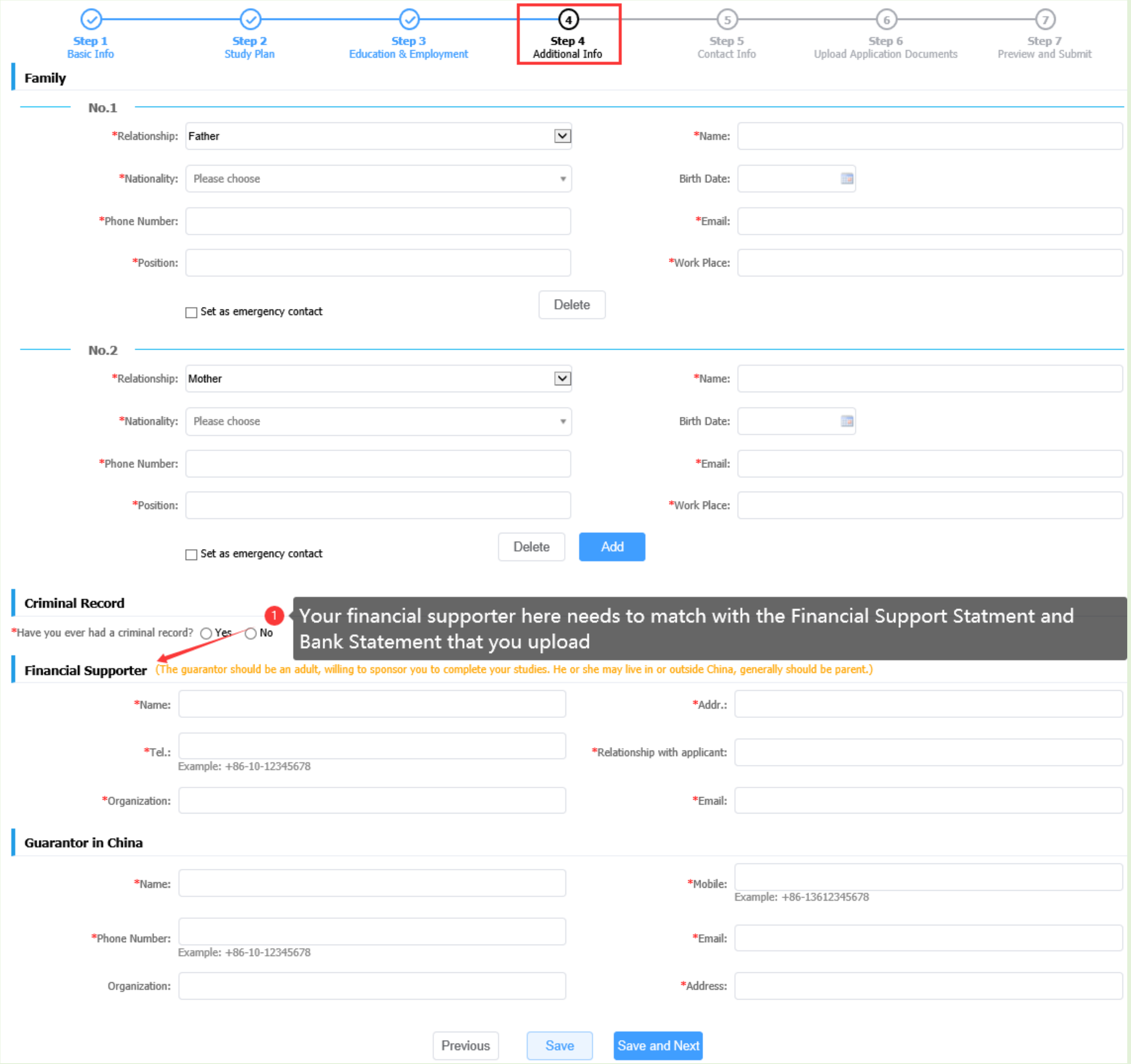
* If your residence permit is still valid, please provide a Transfer Letter or NOC Letter from the current institution;

2. Employment Background:

Fill in your working experiences as complete as possible. A latest work certificate uploaded in section "Other Documents upon Request" will be preferred.

3. Your education & employment background should be continuous until present. If you had graduated from your last school long ago, please fill what you did after your graduation and upload the working certificates in "Other Documents upon Request" if available. Even you didn't do any job or just stay at home, please also write it down in the system.

4 Additional Info



Step 1
Basic Info
Step 2
Study Plan
Step 3
Education & Employment
Step 4
Additional Info
Step 5
Contact Info
Step 6
Upload Application Documents
Step 7
Preview and Submit

Family

No.1

*Relationship: Father

*Name:

*Nationality: Please choose

Birth Date:

*Phone Number:

*Email:

*Position:

*Work Place:

☐ Set as emergency contact

Delete

No.2

*Relationship: Mother

*Name:

*Nationality: Please choose

Birth Date:

*Phone Number:

*Email:

*Position:

*Work Place:

☐ Set as emergency contact

Delete
Add

Criminal Record

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

① Your financial supporter here needs to match with the Financial Support Statment and Bank Statement that you upload

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.)

*Name:

*Addr.:

*Tel.:

Example: +86-10-12345678

*Relationship with applicant:

*Organization:

*Email:

Guarantor in China

*Name:

*Mobile:

Example: +86-13612345678

*Phone Number:

Example: +86-10-12345678

*Email:

Organization:

*Address:

Previous
Save
Save and Next

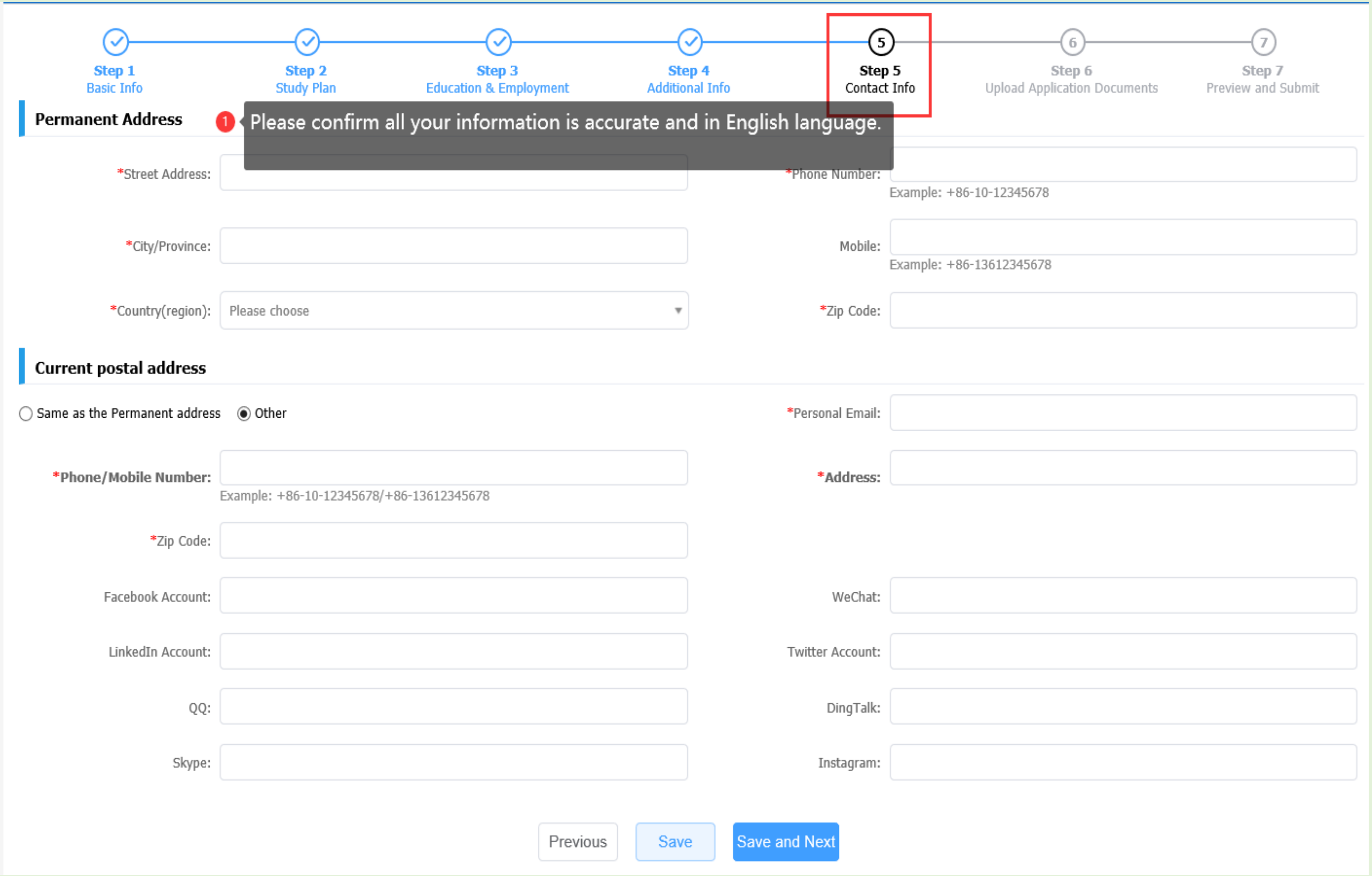
Tips for Additional Info

1. **Family Members**： Please fill your parents’ information correctly, especially their phone numbers in case of any emergencies for contacting.

2. **Financial Supporter**: If you apply for the Chinese Government Scholarship Program, you can fill the information of CSC. Non-CSC applicants can fill the financial supporter information in accordance with the Financial Support Statement which you upload in the system. The financial supporter can NOT be yourself.

3. **Guarantor in China**: The guarantor should be the person who can take responsibilities for your study in China. You can fill the information of your parent or the Recommender.

5 Contact Info



Step 1
Basic Info
Step 2
Study Plan
Step 3
Education & Employment
Step 4
Additional Info
5
Step 5
Contact Info
6
Step 6
Upload Application Documents
7
Step 7
Preview and Submit

Permanent Address

1 Please confirm all your information is accurate and in English language.

*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 Permanent address ● Other

*Personal Email:

***Phone/Mobile Number:**
Example: +86-10-12345678/+86-13612345678

***Address:**

*Zip Code:

Facebook Account:

WeChat:

LinkedIn Account:

Twitter Account:

QQ:

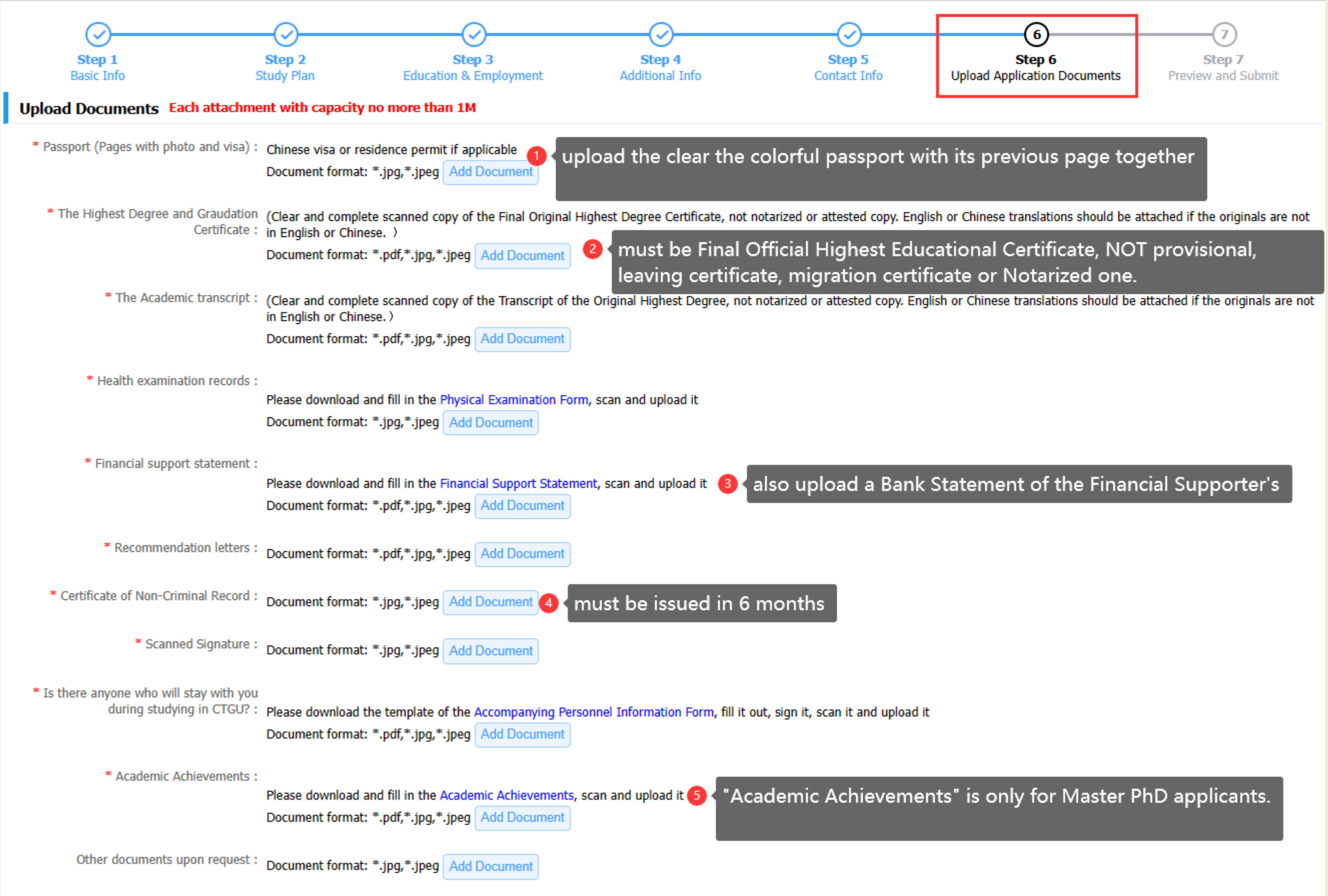
DingTalk:

Skype:

Instagram:

Previous
Save
Save and Next

6 Upload Application Documents



Upload Documents Each attachment with capacity no more than 1M

* Passport (Pages with photo and visa) : Chinese visa or residence permit if applicable
Document format: *.jpg,*.jpeg Add Document

① upload the clear the colorful passport with its previous page together

* The Highest Degree and Graudation Certificate : (Clear and complete scanned copy of the Final Original Highest Degree Certificate, not notarized or attested copy. English or Chinese translations should be attached if the originals are not in English or Chinese.)
Document format: *.pdf,*.jpg,*.jpeg Add Document

② must be Final Official Highest Educational Certificate, NOT provisional, leaving certificate, migration certificate or Notarized one.

* The Academic transcript : (Clear and complete scanned copy of the Transcript of the Original Highest Degree, not notarized or attested copy. English or Chinese translations should be attached if the originals are not in English or Chinese.)
Document format: *.pdf,*.jpg,*.jpeg Add Document

* Health examination records :
Please download and fill in the Physical Examination Form, scan and upload it
Document format: *.jpg,*.jpeg Add Document

* Financial support statement :
Please download and fill in the Financial Support Statement, scan and upload it
Document format: *.pdf,*.jpg,*.jpeg Add Document

③ also upload a Bank Statement of the Financial Supporter's

* Recommendation letters : Document format: *.pdf,*.jpg,*.jpeg Add Document

* Certificate of Non-Criminal Record : Document format: *.jpg,*.jpeg Add Document

④ must be issued in 6 months

* Scanned Signature : Document format: *.jpg,*.jpeg Add Document

* Is there anyone who will stay with you during studying in CTGU? : Please download the template of the Accompanying Personnel Information Form, fill it out, sign it, scan it and upload it
Document format: *.pdf,*.jpg,*.jpeg Add Document

* Academic Achievements :
Please download and fill in the Academic Achievements, scan and upload it
Document format: *.pdf,*.jpg,*.jpeg Add Document

⑤ "Academic Achievements" is only for Master PhD applicants.

Other documents upon request : Document format: *.jpg,*.jpeg Add Document

Tips for Application Documents

***Documents in languages other than Chinese or English must be attached with notarized Chinese or English translations.**

1 The Passport Copy: include the previous page in original color. If you had education or work experiences in China, Residence Permit and Visa page should be uploaded.

2 Highest Diploma: upload the clear photo of the Graduation Certificates of the Highest Diploma in original color. A temporary certificate or a provisional certificate is not accepted.

3 Academic transcript: upload the Complete Final Degree Transcript. If you graduate in China, you should provide the academic transcript in Chinese version. **4 4.Study plan or Research proposal:** For postgraduate applicants ONLY.

5 Health examination records: The sample form can be downloaded from: http://eng.ctgu.edu.cn/DOWNLOADS.htm

6 Recommendation Letters: for postgraduate applicants only. The letters must include the title and contacts of the recommenders.

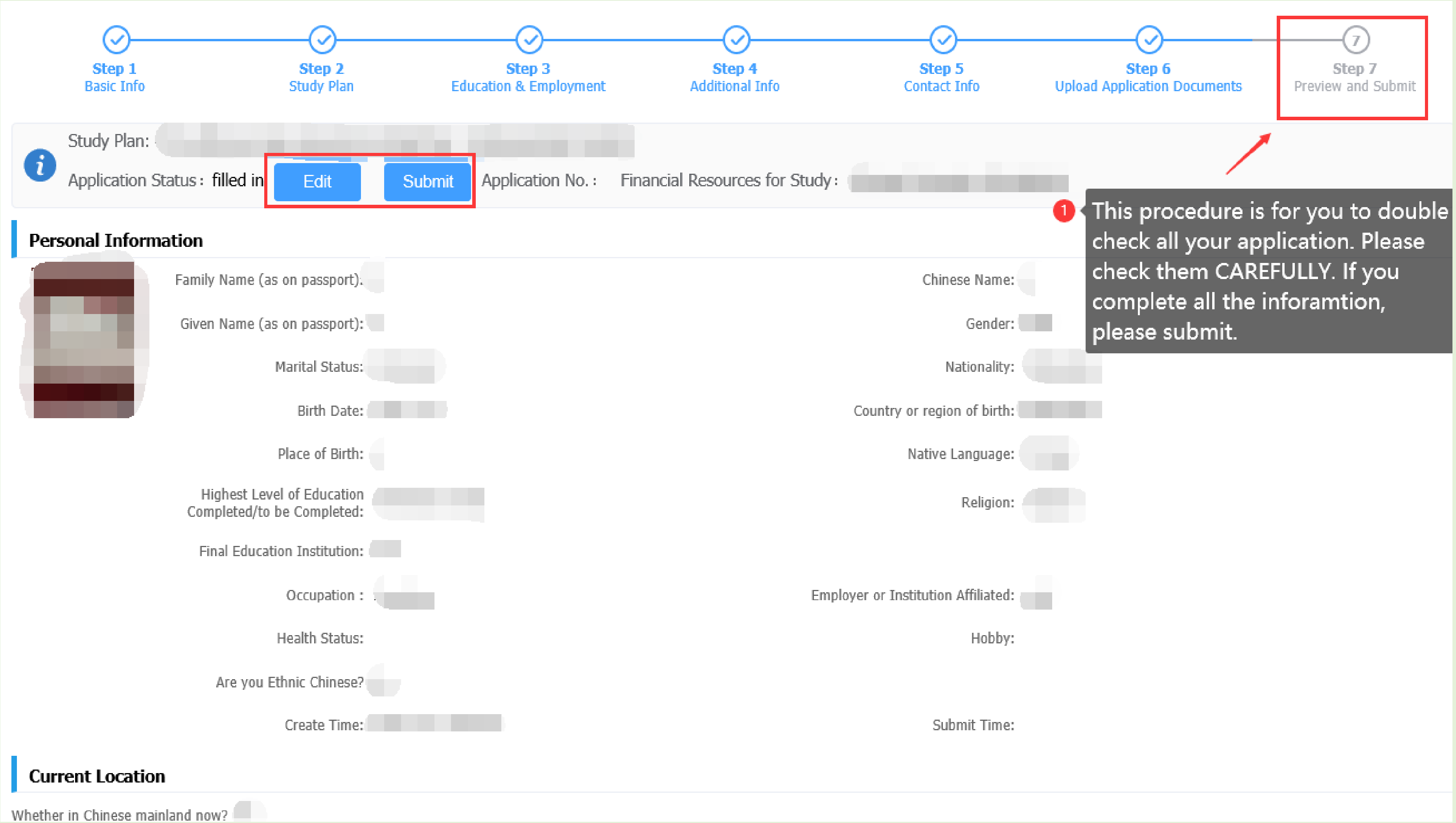
7 Financial support statements: all applicants include CSC or other scholarships should provide it. The financial supporter should be your parents or your relatives instead of yourself. The sample form can be downloaded from: http://eng.ctgu.edu.cn/DOWNLOADS.htm, please also upload the Bank statement of your Financial Supporter.

8 Is there anyone who will stay with you during studying in CTGU: Please download the template of the Accompanying Personnel Information Form in the system

9 Academic Achievements: for postgraduate applicants only.

10 Other Documents upon Request: all the other documents that you want to provide, like Language Proficiency or other achievements.

7 Preview & Submit



Step 1
Basic Info
Step 2
Study Plan
Step 3
Education & Employment
Step 4
Additional Info
Step 5
Contact Info
Step 6
Upload Application Documents
Step 7
Preview and Submit
Edit
Submit

Study Plan:

Application Status： filled in

Application No.：

Financial Resources for Study：

1 This procedure is for you to double check all your application. Please check them CAREFULLY. If you complete all the inforamtion, please submit.

Personal Information

Family Name (as on passport):

Chinese Name:

Given Name (as on passport):

Gender:

Marital Status:

Nationality:

Birth Date:

Country or region of birth:

Place of Birth:

Native Language:

Highest Level of Education Completed/to be Completed:

Religion:

Final Education Institution:

Occupation :

Employer or Institution Affiliated:

Health Status:

Hobby:

Are you Ethnic Chinese?

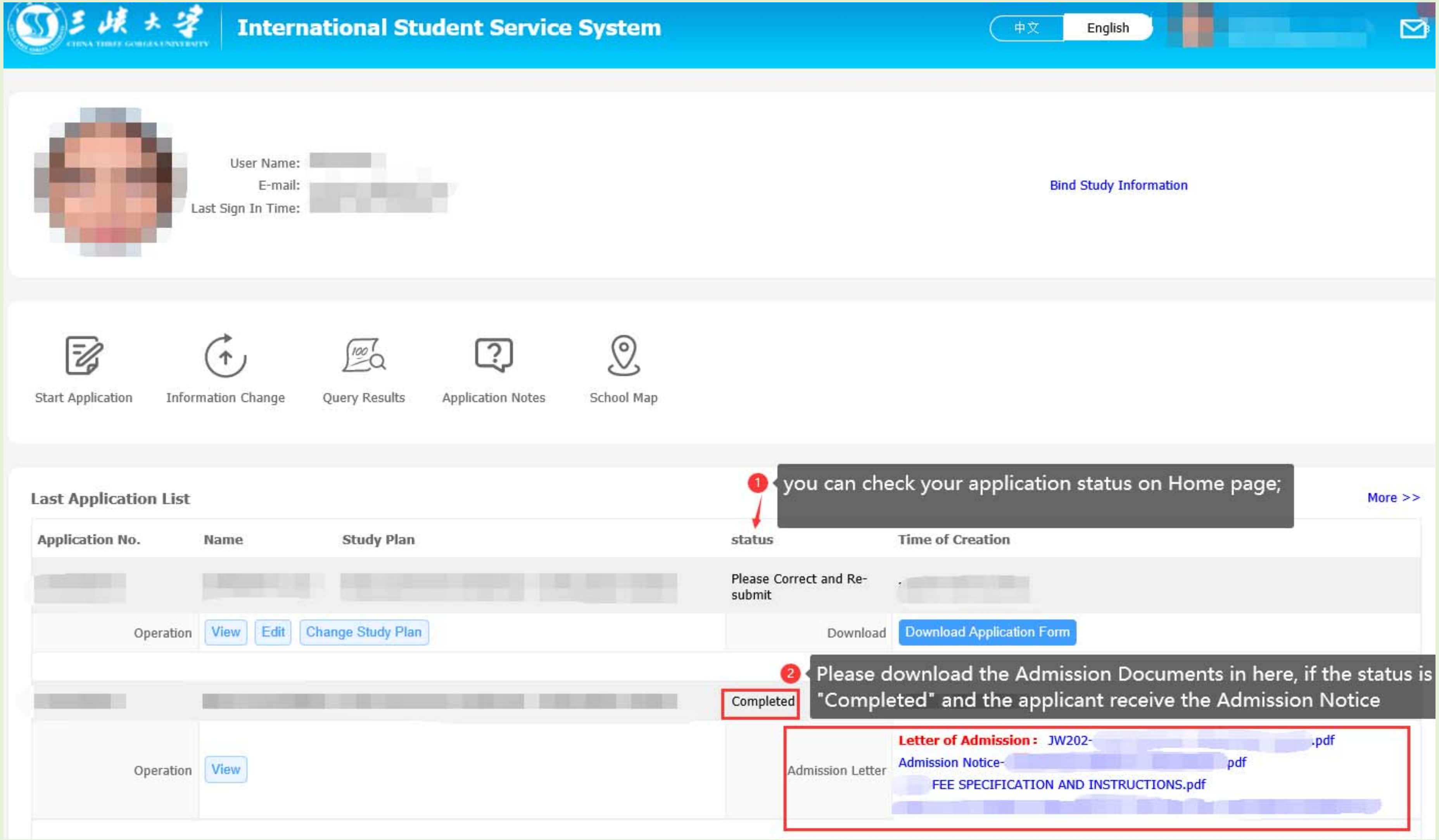
Create Time:

Submit Time:

Current Location

Whether in Chinese mainland now?

Step 8: Follow up the “Status” & download your Admission Documents


三峡大学
CHINA THREE GORGES UNIVERSITY
International Student Service System
中文
English
Bind Study Information
Start Application
Information Change
Query Results
Application Notes
School Map
More >>

User Name: [redacted]
E-mail: [redacted]
Last Sign In Time: [redacted]

Last Application List

① you can check your application status on Home page;

Application No.	Name	Study Plan	status	Time of Creation
[redacted]	[redacted]	[redacted]	Please Correct and Re-submit	[redacted]
Operation	View Edit Change Study Plan		Download	Download Application Form
[redacted]	[redacted]	[redacted]	Completed	
Operation	View		Admission Letter	**Letter of Admission：** JW202-[redacted].pdf Admission Notice-[redacted]pdf FEE SPECIFICATION AND INSTRUCTIONS.pdf [redacted]

② Please download the Admission Documents in here, if the status is "Completed" and the applicant receive the Admission Notice