

## 驻西班牙使馆

### 附件 2

#### “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

**第 1 步：**访问以下链接，点击“中国政府奖学金来华留学管理信息系统”进入申请界面。<http://www.csc.edu.cn/studyinchina> 或 [www.campuschina.org](http://www.campuschina.org)

**第 2 步：**请仔细阅读“注意事项”，并在完成阅读后点击“下一步”继续您的申请。

**第 3 步：**使用“用户名/注册邮箱”及“密码”登录，新用户请点击“学生注册”。

**第 4 步：**填写正确的“留学项目种类”及“受理机构编号”，留学项目种类和受理机构编号是“中国政府奖学金来华留学管理信息系统”中的必填内容。您的“留学项目种类”为：**A类**，“受理机构编号”为：7241。

申请人填写后，系统会自动显示所填写的代码代表的受理机构的名称。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，奖学金受理机构将无法收到在线申请信息。

**第 5 步：**根据页面左侧列表逐一完成所有申请信息的录入并上传补充材料，请确保信息及材料的完整、准确和真实。

如果对“学科门类”有疑问，可从“帮助”菜单下载“专业对照表”。

**第 6 步：**提交申请前请仔细检查各项信息及补充材料。系统中提交的申请材料将作为申请院校确认录取的唯一依据。

**第 7 步：**申请被受理前，申请人可通过点击“撤回并修改申请”对已提交的申请进行修改。申请被撤回修改后，申请人须再次提交，否则该申请将无法被受理。

**第 8 步：**申请提交后，可点击“打印申请”下载并打印申请表。

**第 9 步：**如受理机构要求，请将纸质申请表与其他补充材料提交至受理机构。

**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 of the Chinese Government Scholarship Information System**

**Step 1:** Visit <http://www.csc.edu.cn/laihua> or [www.campuschina.org](http://www.campuschina.org) and click “*Scholarship Application Online for International Students*” .

**Step 2:** Read “*Tips for online application*” carefully before clicking “*NEXT*” to the registration page.

**Step 3:** Log in with your user name and password. For new user, please click “Create an account” for registration.

**Step 4:** Fill in the correct **Program Category** and **Agency Number**. An Agency Number represents a specific application receiving agency and a correct choose of Program Category is necessary before filling in the Agency Number. Please make sure you fill it in correctly, otherwise you will not be able to continue your online application or your application will not be accepted.

Your ‘**Program Category**’ is : **Type A** and ‘**Agency Number**’ is:7241.

Once the correct ‘Agency Number’ is entered, the name of the agency will automatically emerge.

**Step 5:** Fill in the **Online Application Form** and **Upload Supporting Documents** truly, correctly and completely following the steps listed on the left of the page.

Applicants are required to select a discipline before choosing their majors.

Please refer to the Disciplines Index, which could be downloaded from Help, if you have any doubt about the disciplines and majors.

**Step 6:** Check each part of your **Application** carefully before submitting it. Click *Submit* to submit your **Application**. **The submitted documents will be the only reference for the applied universities to confirm the admission.**

**Step 7:** You can make changes to your application by clicking *Withdraw and Edit the Application* on the top of the page. But make sure to submit it again by clicking *Submit* after finishing all the changes. Otherwise, the retrieved application will become invalid and your new application will not be received either.

**Step 8:** You can download and print the completed **Application Form** by clicking *Print the Application Form*.

**Step 9:** Send the paper application form and other supporting documents to the dispatching authorities if they requires you to do so.

**Please use Firefox or Internet Explorer (11.0). Menu selection functions may not work in other browsers.**

**Only Chinese and English are accepted for the online application.**

