附件 3

发送：驻韩国使馆

网上报名操作说明

Instructions of the CSC Online Application System for International Students

Step 1: Visit http://www.csc.edu.cn/laihua or www.campuschina.org and click "*Application Online for International Students*".

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

Step 3: After registration, log in with your user name and password. Choose *Chinese Government Scholarship* as your scholarship type unless you are applying for other Cooperation Program Scholarship.

Step 4: Fill in the correct **Agency Number**. An Agency Number represents a specific application receiving agency. It is listed in the first blank under the "PERSONAL DATA". 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 "**Agency Number**" is 4101.

Step 5: Fill in the **Online Application Form** 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: Click *Preview* and check your **Application Form** carefully before submitting it. Click *Confirmation of Submit* to submit your **Application Form**.

Step 7: Download the completed **Application Form** by clicking *Download Application* and print two hard copies.

Step 8: Prepare other supporting documents as required and send the full package of application documents (in duplicate) to the dispatching authorities.

Step 9: You can make changes to your application by clicking *Retrieve Application* on the left of the page. But make sure to submit it again by clicking *Confirmation of Submit* after finishing all the changes. Otherwise, the retrieved application will become invalid and your new application will not be received either.

- **Please use Internet Explorer (6.0 or 7.0). Menu selection functions may not work in other browsers.**
- **Only Chinese and English are accepted for the online application.**