How to submit your application

Step 1: Click “Exchange Application 2014” or copy and paste following address to your web browser (we recommend you use Windows Internet Explorer 8 or above version):

http://sharepoint.nottingham.edu.cn/io/Exchange application 2014/

When a popping-up window asks for user name and password, please type exactly like this

Username: UNNC_CHINA\zy*****  (For example if your Student ID is 6503123, please type in: UNNC_CHINA\zy03123)

Password: *****  (type in your password)

Step 2: Click “Add document”
Step 3: fill in the form:

- Make sure you fill in all personal information correctly and clearly. If your application is successful this will be used for your visa application, offer letter etc..
- The Family Name and Given Name should be in Pinyin.
- The Date of Birth should be: DD/MM/YYYY
- If you do not yet have a passport, please leave “Passport number” blank. But we strongly encourage you to apply for a passport as soon as possible and get it ready before April. Because your passport number will be used in order to request for your offer letter and other important documents.
- A mobile number is compulsory in case we need to contact you urgently.
- You can select up to 5 preferences with “one” as your top preference.
- Choose your preferred semester for each of your preference. If you want to go in a specific semester only, please select “semester 1 only” or “semester 2 only”. Please note that there are places at some partner institutions for specific semesters only.
- You must fill in the fields marked with red asterisk (required field)
Step 4: Click “Submit” after you fill in the entire form.

<table>
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<tr>
<th>Step 4-1: Click “Submit”</th>
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After submitting the form, you will see a confirmation page as show below, please close the window:

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<th>Step 4-2: close the window after you submitted</th>
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Your Application form have been successfully submitted!
Step 5: Refresh the web page and you will see a new application record show as below. Double check this new record and make sure the contents are right.

Step 6: If you see 2 records as below, please double check those records and delete one.
We recommend you use Windows Internet Explorer 8 or above version. Problem may occur if you use other web browser such as Safari etc.