

#### 2023年

#### 線上申請系統教學手冊

#### 港澳台辦公室



### 線上申請系統如何進?

#### step 1 找到學校英文官網



Find your course

#### step 2 在菜單欄處點擊 "study with us"





### 線上申請系統如何進?

step 3 進入頁面後點擊 你所想要申請的學制按鈕 "undergraduate"是申請本科 "postgraduate"是申請研究所

#### Study with us



# step 4 進入頁面後在左邊的菜單欄裡找到 "how to apply" 點擊進入

University of Nottingham Ningbo China Study with us Undergraduate

#### **Undergraduate study**





#### Undergradu

At the University of Notti offered an international e rooted in all that is disting teaching and assessment creative thinking among :



## 線上申請系統如何進?

step 5 進入頁面後拉到最下面,找到如右圖所示 線上申請系統入口即為紅框所畫線處

對於申請2023年秋季學期入學的申請人, 免除了申請報名費用

#### Submit your application online

For 2023 entry, please submit your application on our Online Application System. Email or post application is not accepted.





#### 1. 註冊帳號





#### 2. 登錄帳號



#### 註冊完成以後, 記 得重新登錄系統。

#### 用戶名: 註冊郵箱 密碼: 註冊密碼



### 3. 申請系統主界面





nottingham.edu.cn



# 4 開始申請-選擇港/澳/台地區身份

University of Nottingham	Application HUB		
	# Home	⊠ News 🇘 Notice	🕑 z2019133@nottingham.edu.cn 🛛 🖨 Log out
New Applicati	on My Application		
		_	
	Nationality/Region  * Please select your nationality or region:		
	please select	~	Nationality/Region
			<ul> <li>Please select your nationality or region:</li> </ul>
			please select
		Back Submit	CHILE
			CHINA
			HONG KONG, CHINA
			MACAU, CHINA
			TAIWAN, CHINA



#### 4 開始申請-選擇專業





#### 4 開始申請-選擇專業

ramme Details			
Undergraduate degree course(please state the course which you are as	pplying for)		
irst Choice			
选择 please select			^
BSc (Hons) International Economics and Trade_4YrUG			A
BSc (Hons) International Economics and Trade_3YrUG	3 (2+2)_4YrUG	Trade_4YrUG	
BSc (Hons) Finance, Accounting and Management_4YrUG	· /-	_	
BSc (Hons) Finance, Accounting and Management_3YrUG		a ZVellC	
BSc (Hons) Environmental Science (2+2)_3YrUG	nce (2+2)_3YrUG	3_3110G	
BSc (Hons) International Business Management_4YrUG			-

Back

Save & Next

#### \*專業後綴的標識說明:

4YrUG: 在寧波諾丁漢大學就讀四年的本科學制; 3YrUG: 在寧波諾丁漢大學就讀三年的本科學制(憑國際課程成績直升大二); (2+2)\_4/3YrUG: 2+2學制,但視申請成績種類與優異程度可選擇直升大二或從大一開始就讀



### 4 開始申請-選擇專業

Programme Details	
<ul> <li>Undergraduate degree course(please state the course which you are applying for)</li> </ul>	
* First Choice	
请选择 please select	~
Whether to choose the second major YES ONO * Second Choice * Second Choice	
请选择 please select	~
Back	Save & Next





### 4 開始申請-個人信息填寫

#### 如實填寫即可,請仔細閱讀系統當中所有的提示信息,做好提前準備的工作,能夠很大 程度上提升系統的使用體驗

#### **Personal Information**

- Applicants to the University of Nottingham Ningbo China are considered solely on the basis of their merits, abilities and potential, regardless of gender, ethnic or nation (subject to the University regulations on minimum age), disability, religion or any other irrelevant distinction.
  - Please enter details of your Chinese National ID (Chinese applicants), Permanent Identity Card (applicants from Hong Kong and Macau), Entry Permit Card(applicants fr Passport (international applicants) and upload corresponding copy in this section.
- Our primary form of contact is the email address supplied when creating your account.

* Front Side of Hong Kong Permanent Identity Card (?) Only jpg, jpeg, png, gif, word, pdf is allowed to be uploaded; file size maximum 5M.	Upload
* Backside of Hong Kong Permanent Identity Card ?	Upload

\* One colour, bareheaded photo with a white or blue background is needed (Note: the head must occupy two-thirds of the size of the photo, with an aspect ratio of 4:3; the size should be 100–500 kb; jpg format).



# 4 開始申請-上傳學術成績及語言成績

Educational Experience		
<ul> <li>Please start with the most recent and where po</li> <li>No.1</li> </ul>	ssible, applicants should enclose official trans	cripts of their qualifications.
<ul> <li>* Is it the highest education?</li> <li>YES NO</li> </ul>	填寫你的上一級學歷。 如申請本科:填寫高	* Graduated or not?
* Education Level Please Select	中學歷; 如申請研究生: 填寫	* Institution ⑦ dongshan gaozhong / ~
* Start date and Award date/Expected Award date	本科學歷	* Course/Degree Subject
— <u>—</u>		0/100 This field is required
<ul> <li>Degree title will be obtained</li> </ul>		* Current average grades
e.g. Bachelor of Arts	0/100	
Other information relevant to your academic history	,	This field is required



# 4 開始申請-上傳推薦信及推薦人信息

<ul> <li>The reference letter should be stamped/signed on s</li> <li>If you graduated more than three years ago, please</li> <li>If you choose "Referee upload", the system will sen</li> </ul>	school/university headed paper and provided by an academic/te provide a reference letter from your current/most recent employ d the request email to your referee's email address.	eacher from your current/most recent school/institution. yer.	在這裡填寫推薦人的相關信息(名字, 地址,職務,電話,郵箱)
Information for Referee 1			
* Referee	* Address	* Position	並且需要把推薦信的電子檔案上傳系統
* Phone Number Example: +86-10-12345678	* Email Address		如果推薦老師不願意把推薦信給到同學, 要自己寄, 申請人可以在這個系統裡選
<ul> <li>* Please select the way to upload the recommendation left</li> <li>• upload by myself</li> <li>• upload by Referee</li> </ul>	<sup>tter</sup> 推薦信要用學校抬頭		擇讓導師自行寄送推薦信。
References Attachments ⑦	紙,並且有推薦人簽 字或蓋章	Upload	Delete
Back			Save & Next



# 4 開始申請-上傳個人陳述PS

Supporting Documents	Acceptable file types Size limit Stat	us Action
■ * Personal Statement ⑦		
none	doc / docx / png / pdf / jpg 0KB ~ 2000KB 0	Select 💿 View 🗂 Delete



#### 5 申請遞交後信息追踪頁面



通過這個頁面,大家可以非常明晰的看到自己實時的申請進度以及審核處理進度,包含獎學金申請以及定 金支付頁面開放情況



### 5 申請遞交後信息追踪頁面

