

# **Instruction for New Applicants**

Materials: A 2-inch, white background ID photo (No bigger than 500kb) & a scanned copy of the information page of your passport (under 1mb in size).

### Step1 - Submit Online Application Form

Website Link: http://isinfosys.zju.edu.cn/recruit/login.shtml

### 1. Register:

Sign up by your email account and then click the link sent to your email to activate your account.

### 2. Application Confirmation

Make sure you've activated your account.



#### 3. Programs Selection

Choose Chinese Language and Culture Program (汉语言进修项目).



#### 4. Personal Information

- a. Items with \* must be filled in
- b. Upload your ID photo

#### 5. Contact Information

### 1) Permanent Address and Telephone Number

Fill in your home address



#### 2) Address to Receive Admission Documents & Telephone Number

- a. If you are in the States, please fill in your mailing address. (please fill in the English address, otherwise it will affect the accurate postal delivery.)
- b. If you are out of the States, please fill in the address of China Center. (Copy the information below)

Country - China City - HangZhou Postal Code - **310027** Address – Room 303, Building 11, 38 Zheda Road, Zhejiang University Yuquan Campus, Hangzhou, Zhejiang Province, P.R. China



3) Current Contacts (Copy the information below)

* 是否有在华紧急联系人 Are there any emergency contacts in China?	* 在华紧急事务联系人 Emergency Contact Person	* 联系人电话 Emergency Contact Phone Number	* 联系人地址 Emergency Contact Address
● 有 Yes ⊝ 无 No	Danyang (Ann) Zheng	13777886407	Room 303, Building 11, 38 Zheda
* 是否有在华担保联系人 Do you have any Guarantor in China?	* 在华担保事务联系人 Guarantor in China	* 担保人电话 Phone Number of Guarantor in China	* 担保人地址 Address of Guarantor in China
● 有Yes ⊝ 无No	Difei (Vivian) Hu	18058711681	Room 303, Building 11, 38 Zheda



Emergency Contact Person – **Danyang (Ann) Zheng** 

Emergency Contact Phone Number -13777886407

Emergency Contact Address - Room 303, Building 11, 38 Zheda Road, Zhejiang

University Yuquan Campus, Hangzhou, Zhejiang Province, P.R. China

Guarantor in China - Difei (Vivian) Hu

Phone Number of Guarantor in China - 18058711681

Address of Guarantor in China - Room 303, Building 11, 38 Zheda Road,

Zhejiang University Yuguan Campus, Hangzhou, Zhejiang Province, P.R. China

### **4) Information for Referees** (Copy the information below )

Name – Difei (Vivian) Hu

Organization - Long Island University

Position – Representative for China

Tel - **18058711681** 

Email - difei.hu @liu.edu

* 是否有推荐人 Are there any informations for referees?   有 Yes	*姓名 Name	* 工作机构 /Organization	* 职务 Position
	Difei (Vivian) Hu	Long Island University	Representative for China
	* 联系电话 Tel	*邮箱 /Email	
	18058711681	difei.hu @liu.edu	

#### 6. Educational Experience

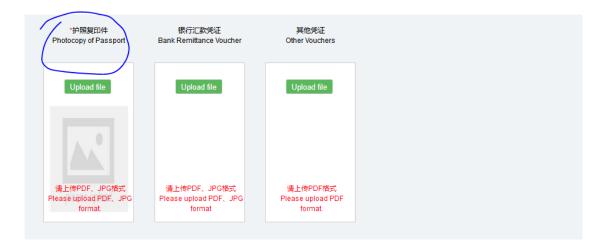


### 7. Study Plan (refer to the information below)



#### 8. Documents Upload

Just upload a copy of your passport, you don't have to upload any other documents.





9. The Online Application Status will turn into "submitted" when you finish this form. And if you exit this website without completion during the process, click "Modify" to return and come back.



10. Just click the "Submit" button after checking all your information. Make sure your mailing address is correct. All you need to do is to SUBMIT this application form and you DON'T have to pay any fee when completing the online form. We will follow up if anything else is required.

## Step2 - Send an email to Ann (danyang.zheng@liu.edu), including,

- a. A photocopy of "your information page of your passport"
- b. The confirmation letter of successful application submission. Or the screenshot from the ZJU's Online System your application Number, showing that you have successfully submitted the application
- c. Your mailing Address

Shall you have any question, feel free to contact Ann via LIU email danyang.zheng@liu.edu