

2022年外国留学生本科生自费生招生办法

Self-paying Program of Undergraduate Students for International Students of 2022

一、招生类别、专业及学习期限 (CATEGORIES, SPECIALTIES AND DURATION)

招生类别 Categories	学习期限 Duration of Study
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详见附件1（汉语国际教育专业符合相关条件者可申请国际中文教师奖学金，详情请参考该奖学金招生简章）

3-6年 3-6 Academic Years

二、申请时间和学习开始时间 (APPLICATION & COMMENCEMENT TIME)

申请时间 Application Time	学习开始时间 Study Commencement
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2022年3月01日—5月10日
March 1 to May 10, 2022

2022年9月
September of 2022

三、申请人资格 (CRITERIA & ELIGIBILITY)

- 品行端正、身体健康且愿意遵守中国相关法律法规和学校规章制度的外籍人士；
Foreigners who are well-behaved, in good health and willing to abide by relevant Chinese laws, regulations and school rules;
- 来华攻读学士学位者，须高中毕业，原则上年龄在18周岁以上，25周岁以下；
Applicants for Bachelor's degree studies must have senior high school diploma with good academic performance; between the ages of 18 and 25.
- 攻读中文授课专业学历教育者，原则上须具备HSK4级证书（210分以上），证书有效期为两年；攻读英文授课专业者，需提供英文水平考试证明，母语为英语的申请者或者前一阶段学历授课语言为英文的申请者免于提供语言水平考试证明。
HSK level 4 (more than 210 credits) within the two-year validity is necessary for applicants for degree studies of Chinese-taught program; Certificate of English ability is required for applicants for English-taught program. English native speakers or applicants whose latest study is English programs are exempt from certificate.

四、申请提交材料 (APPLICATION MATERIALS)

- | | |
|---|---|
| 1. 经公证的最高学历证明; | 1. Notarized highest diploma; |
| 2. 经公证的最高学历学习成绩单; | 2. Academic transcripts (written in Chinese or English); |
| 3. 护照照片页扫描件; | 3. Copy of passport; |
| 4. 目前在华学习者需提供所在学校开具的在学表现证明/出勤率证明及学习成绩单; | 4. For applicants currently studying in China, please provide the academic performance certificate/attendance certificate of your current school and the transcript of your current school; |
| 5. 目前在华工作者需提供单位开具的工作情况证明; | 5. For applicants currently working in China, please provide the certificate given by the working place; |
| 6. 经济担保证明; | 6. Proof of financial guarantee; |
| 7. 无犯罪记录证明; | 7. Non-criminal Record Certificate; |
| 8. 未满 18 周岁的申请者, 须提交在华监护人署名的委托证明文件。 | 8. Applicants under the age of 18 shall provide certified documents of designation signed by their entrusted legal guardians in China. |

五、费用 (FEE & TUITION)

报名费	415元	
学费	类别	本科生 (3-6年)
	文科	RMB 14,000
	理工科	RMB 16,000
	音乐、体育、美术	RMB 18,000
住宿费	单人间	80元/天
	双人间	40元/天
保险费	400元/半年, 800元/年	
书费	根据具体书价	

Enrollment	RMB 415	
Tuition Fee	Category	Bachelor (3-6 years)
	<i>Art and Human Sciences</i>	RMB 14,000
	<i>Business&Sciences& Engineering</i>	RMB 16,000
	<i>Music , P.E.& Fine Art</i>	RMB 18,000
Accommodation	<i>Single room</i>	RMB 80 per day
	<i>Double room</i>	RMB 40 per day
Insurance	RMB 400/Half Year, RMB 800/ One Year	
Books	According to the book price	

注: 1) 表中学费为中文授课项目学费, 英文授课项目学费详见招生网站 <http://en.cie.sdu.edu.cn>;
2) 无论录取与否, 注册费415元不退还;
3) 一经录取, 原则上中途转学、退学, 已缴纳学费不退还。

Note: 1) The tuition fees in the form are for Chinese-taught programs, and refer to the admissions website <http://en.cie.sdu.edu.cn> for English-taught programs;
2) The registration fee of RMB 415 is non-refundable;
3) Once admitted, paid tuition fee is non-refundable.

六、申请录取流程 (APPLICATION PROCEDURES)

1. 申请学生登录山东师范大学国际学生在线服务系统

<http://sdnu.17gz.org/member/login.do>注册并完整填写报名信息，填写完成后提交报名信息（系统操作流程详见附件1）；

2. 留学生工作办公室审核学生资料并通过邮件告知学生初审结果；

3. 通过初审的学生缴纳报名费至山东师范大学财务账户，并将缴费单据提交给留学生工作办公室；

4. 相关学院老师将组织面试（具体安排以通知为准）

1. Applicants login on the international student online service system of Shandong Normal University <https://sdnu.17gz.org/member/login.do> to register and submit the application information, (see Appendix 1 for the system operation process);

2. International Students Office examines applicants' materials and informs the students of the preliminary results through email;

3. Students pay enrollment to the financial account of Shandong Normal University (see Appendix 3 for details of the account information), and submit the voucher to the Office;

4. Applicants attend relevant interviews;

5. 留学生工作办公室通过邮件告知学生终审结果；

6. 通过审核的学生缴纳学费及其他费用至山东师范大学财务账户，并将缴费单据提交给留学生工作办公室；

7. 留学生工作办公室向被录取学生发送录取确认函。

5. International Students Office informs the students of the final results through email;

6. Students pay study fees to the financial account of Shandong Normal University (see Appendix 2 for details of the account information), and submit the voucher to the Office;

7. Office send admission notice to students.

注：录取材料是否发放以疫情发展情况及疫情防控部门的相关要求为准，该项目授课方式为网络授课。

The making and sending of admission materials (JW202 Form and Admission Letter) rest on the epidemic development and requirements of related department and online teaching is the only method for this program.

七、联系我们 (CONTACT US)

地址(Address): 山东省济南市历下区文化东路88号山东师范大学留学生工作办公室
International Students Office of Shandong Normal University, 88 Wenhua Road, Jinan, P.R. China

电话(Tel): 86-531-86180650, 86-531-86182865

邮箱(E-mail): ciednu@163.com

微信公众号(WeChat Official Account):



APPENDIX 1

学院	层次	专业	学制/年	学费/元/年	授课语言
新闻与传媒学院	本科生	新闻学	4	14000	中文
	本科生	网络与新媒体	4	18000	中文
	本科生	广播电视编导	4	18000	中文
	本科生	戏剧影视文学	4	18000	中文
商学院	本科生	旅游管理	4	16000	中文
	本科生	信息管理与信息系统	4	16000	中文
	本科生	财务管理	4	16000	中文
	本科生	财务管理	4	22000	英文
	本科生	物流管理	4	16000	中文
	本科生	会计学	4	16000	中文
	本科生	工商管理	4	16000	中文
	本科生	工商管理	4	22000	英文
国际教育学院	本科生	汉语国际教育	4	14000	中文
	本科生	汉语言	4	14000	中文

College&School	Level	Program Name	Duration (Year)	Tuition Fee (RMB/Academic Year)	Instruction Language
School of Journalism and Communication	Bachelor Degree	Journalism	4	14000	Chinese
	Bachelor Degree	Network and New Media	4	18000	Chinese
	Bachelor Degree	Radio and TV Editing	4	18000	Chinese
	Bachelor Degree	Literature of Drama, Film and Television	4	18000	Chinese
Business School	Bachelor Degree	Tourism Management	4	16000	Chinese
	Bachelor Degree	Information Management and Information System	4	16000	Chinese
	Bachelor Degree	Financial Management	4	16000	Chinese
	Bachelor Degree	Financial Management	4	22000	English
	Bachelor Degree	Logistics management	4	16000	Chinese
	Bachelor Degree	Accounting	4	16000	Chinese
	Bachelor Degree	Business management	4	16000	Chinese
	Bachelor Degree	Business management	4	22000	English
College of International Education	Bachelor Degree	Teaching Chinese to Speakers of Other Languages	4	14000	Chinese
	Bachelor Degree	Chinese Language	4	14000	Chinese

APPENDIX 2

系统填报指南 GUIDE ON APPLYING ONLINE

请在系统填报前认真阅读以下内容

Please read the following guidance carefully before you login on the internet :

登陆网址——山东师范大学国际学生在线服务系统

<https://sdnu.17gz.org/member/login.do>

Website Address: <https://sdnu.17gz.org/member/login.do>

在线填写信息时请注意以下几点:

Notice: 1

1. 请确保自己的重要的基本信息，如姓名、性别、出生日期、性别、学历、家庭住址、宗教信仰等准确并真实有效，并按招生要求上传学历证明、护照等附件；

Be sure to fill in the correct information about your name, sex, DOB, gender, etc. and submit the required materials in the system, such as passport. etc;

2. 推荐单位和电话为自己及个人电话；在华事务担保人及联系方式请填写目前在华人员及其联系方式。

Reference & Tel: please fill in your tel; Guarantor in China & Tel: please fill in a person in China.

Step1 Register

Registration Guide | 中文

Account Sign In

User Name/Email:

Password:

Verified Code:

Sign In Register

Forgotten password Resend email to activate

Step2 Check your E-mail and activate your account

Registration Guide | 中文

please check your email to activate the account.

Activation link has been sent to your email. Please activate your account by clicking on the link in the email. Thank you!

Go to Mail Box

Step3 Choose program of Self-sponsored

Registration Guide | 中文

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

Please choose your program:

- Self-sponsored
- Chinese government scholarship
- Confucius institute scholarship
- Shandong government scholarship
- Exchange student
- Scholarship of KP program

Next

Step4 Choose Student Type

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

please choose your type :

- Doctoral Student
- Master Student
- Undergraduate Student
- Chinese Language Student

Prior-Back Next

Step5 Apply

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

Query Option

Department: Please choose Major: Please choose

Research Field: Teaching Language: -choose-

Find Return

Study Plan List(total:1)

Study Plan Name	Department	Major	Duration From To	Years	Teaching language	Application Period	Notes	Operation
Undergraduate Student	College of International Education	Teaching Chinese to Speakers of Other Languages	2020-09-01 - 2024-07-15	4	Chinese	2020-02-26 00:00:00 - 2020-05-31 23:58:00		Apply

Displaying 1 to 1 of 1 items Per Page: 20 Items: Page 1 of 1

Step6 Fill in information one by one (Attention: please do upload the required materials mentioned above)

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info

2. Study Plan

3. Education & Employment

4. Additional Info

5. Contact Info

6. Application Form Preview

Next

Educational Background

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operations
				[delete]
				[delete]
				[delete]

Upload Documents Max Size 1M

Documents List

- The Photocopy of Passport (Pages with photo and visa)*.jpg,*.jpeg
- The previous stage of graduation certificate*.pdf,*.png,*.image
- The previous stage of transcript*.pdf,*.png,*.image
- Recommendation*.pdf,*.png,*.image Two Letters of Recommendation
- The Valid Report of Chinese or English Language Proficiency Test(CET-4/6 for English Medium: IELTS or TOEFL)*.pdf,*.png,*.image

Previous Save and Next

APPENDIX 3

如何缴纳费用How to pay

如果您选择从中国汇款，请这样做：

If you will pay in China, please do like this:

一、 请转账或至银行汇款到山东师范大学账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国建设银行山东济南文化东路支行

单位名称（Account Name）：山东师范大学

银行账号（Account No.）：37001618802050012321

地 址（Address）：中国济南市历下区文化东路88号

二、 缴费完成后，请将转账或汇款凭证交至山东师范大学国际教育学院留学生办公室（教学三号楼五层3530室）。

Please hand the transfer voucher to International Student Office at College of International Education (Room 3530, No. 3 Building) after paying all the fees.

三、 留学生办公室不再接受缴纳现金。

No more cash-paid.

如果您选择从国外汇款，请这样做：

If you will pay outside of China, please do like this:

一、 请转账或至银行汇款到山东师范大学外币账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国银行济南舜耕支行（BANK OF CHINA JINAN SHUNGENG SUB-BRANCH）

单位名称（Account Name）：山东师范大学Shandong Normal University

银行账号（Account No.）：211707892147

SWIFT CODE: BKCHCNBJ51B

二、 缴费完成后，请将转账或汇款凭证通过邮件或报名系统提交给留学生工作办公室

Please hand the transfer voucher to International Student Office through email or application system after paying all the fees.