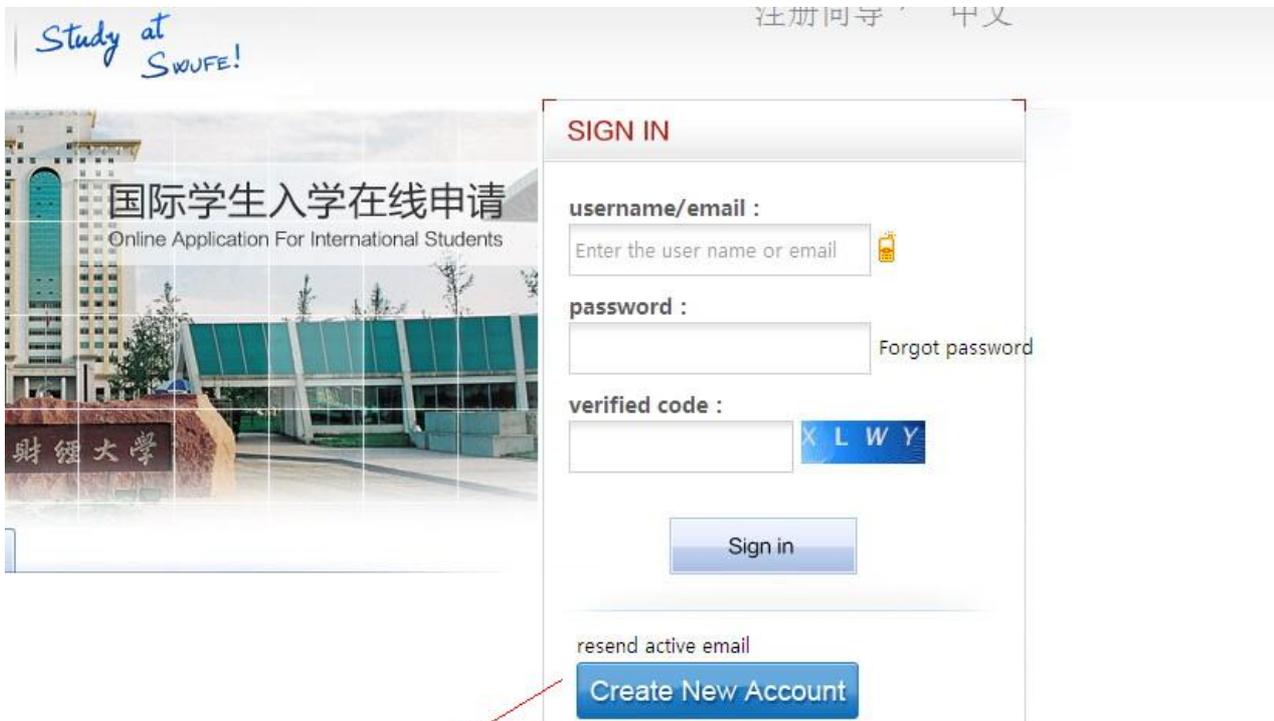


# Application Procedure for Non-Degree Student

Step 1: Create New Account at <http://admission.swufe.edu.cn>.



The screenshot shows the 'SIGN IN' form on the SWUFE admission website. The form includes fields for 'username/email', 'password', and 'verified code'. A red arrow points to the 'Create New Account' button, which is located below the 'password' field and above the 'resend active email' link.

Click on the link 'Create New Account'

于西南财经大学



The screenshot shows the 'member register' form. It includes fields for 'User name', 'Password', 'Confirm Password', 'E-mail', and 'verify Code'. A checkbox is checked for 'have read and accept 《Registration Agreement》'. The 'Register' button is highlighted in orange.

## Step 2: Check the email to activate the account

• 简体中文 • English • 加入收藏



# 西南财经大学

SOUTHWESTERN UNIVERSITY OF FINANCE AND ECONOMICS

## 国际学生入学在线申请

Online Application For International Students



点亮留学梦想

please check your email to activate the account.

██████████ will receive the email which can activate the account as soon as possible. Please activate your account by clicking the active link in the email.

[Go to Mail Box](#)

**swufe Online Application System for International Students** ☆

发件人: **Southwestern University of Finance and Economics** <international@swufe.edu.cn> 国

时 间: 2014年9月24日(星期三) 中午11:53

收件人: <██████████>

这不是腾讯公司的官方邮件。 请勿轻信密保、汇款、中奖信息，勿轻易拨打陌生电话。 举报垃圾邮件 网站安

You have already registered on Southwestern University of Finance and Economics Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:

User name is ██████████, password is ██████████

Please click the link to activate your account within 72 hours.

[active entry](#)

For more information, please login on the system. **[Southwestern University of Finance and Economics Online Application Platform](#)**

### Step 3: Choose your program

西南财经大学  
Southwestern University of Finance and Economics

国际学生入学在线申请  
Online Application For International Students

Welcome! xmj Sign out 简体中文 English

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

Please choose your program:

Degree Programs Application

Non-Degree Programs Application **choose Non-Degree Programs Application**

Next

请注意 / Attention

任何报名西南财经大学的留学生均需仔细阅读本管理规定，一旦经过我们的网上报名系统正式申请，即表示你完全理解并同意本管理规定的全部内容 / For any prospective student applying for SWUFE Programs: You are required to read the regulations below carefully. Once apply through our online application system, you will be regarded as fully understood and accept these regulations.

完整版的管理规定及下载链接请见我们的网站 / Full version of these regulations and download links please refer to our website at:  
<http://international.swufe.edu.cn/international/uploads/RegistrationGuidebook.pdf>

Admission Office

- Choose 'University Exchange Program'

- Choose 'General Visiting Student'

The screenshot shows the 'Application' page of the online application system. The user has selected 'General Visiting Student' from a list of options. The options are: University Exchange Program, Senior Visiting Student, General Visiting Student (selected), Discover SWUFE International Summer School, Short-Term Visiting Program, General Visiting Student, and Chinese Language Student. There are 'Prior-Back' and 'Next' buttons at the bottom.

- Choose 'School of Business Administration' and click 'Apply'

The screenshot shows the 'Query Option' section with dropdown menus for Department, Major, and Teaching Language, and a 'find' button. Below is the 'Study Plan List' table with 12 rows. The row for 'General visiting student' at the 'School of Business Administration' with 'Marketing' major is highlighted with a red box.

Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General visiting student	College of International Education	Chinese language	Chinese	2018-05-31 23:59:59		Apply
General visiting student	College of International Education	Economics	English	2018-05-31 23:59:59		Apply
General visiting student	School of Economic Information Engineering	E-commerce	English	2018-05-31 23:59:59		Apply
General visiting student	School of Business Administration	Marketing	English	2018-05-31 23:59:59		Apply
General visiting student	School of International Business	International Business	English	2018-05-31 23:59:59		Apply
General visiting student	School of Accounting	Accounting	English	2018-05-31 23:59:59		Apply
General visiting student	Research Institute of Economics and Management	Economics	English	2018-05-31 23:59:59		Apply
General visiting student	School of Foreign Languages for Business	Business English	English	2018-05-31 23:59:59		Apply
General visiting student	School of Public Administration	Administrative Management	English	2018-05-31 23:59:59		Apply
General visiting student	School of Finance	Finance	English	2018-05-31 23:59:59		Apply
General visiting student	School of Statistics	Statistics	English	2018-05-31 23:59:59		Apply
General visiting student	School of Economics	Economics	English	2018-05-31 23:59:59		Apply

Displaying 1 to 12 of 12 items Per Page 20 items Page 1 of 1

- Choose your home university and click 'Apply'

西南财经大学  
Southwest University of Finance and Economics

国际学生入学在线申请

Online Application For International Students

Welcome! xmj    Sign out    简体中文    English

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

Item List[total:38]

Name

find

return

Name	Operation
Catholic University of Lille	<a href="#">Apply</a>
Duksung Women's University	<a href="#">Apply</a>
ESCA Ecole de Management	<a href="#">Apply</a>
Faculty of Business, Economics and Social Sciences, Universit? t Hohenheim	<a href="#">Apply</a>
Faculty of Economics, University of Ljubjana	<a href="#">Apply</a>
HEC Management School, University of Liege	<a href="#">Apply</a>
Kasetsart University	<a href="#">Apply</a>
Le Group ESC Troyes	<a href="#">Apply</a>
Memorial University of Newfoundland, Canada	<a href="#">Apply</a>
Middle East Technical University	<a href="#">Apply</a>
SWUFE-(Toulouse Business School-ESC Toulouse Exchange Program	<a href="#">Apply</a>
SWUFE-Audencia Nantes Exchange Program	<a href="#">Apply</a>
SWUFE-Brussels Management School Exchange Program	<a href="#">Apply</a>
SWUFE-EM Strasbourg Business School Exchange Program	<a href="#">Apply</a>
SWUFE-EM Strasbourg Business School Double Master Degree Program	<a href="#">Apply</a>
SWUFE-ESCA School of Management Exchange Program	<a href="#">Apply</a>
SWUFE-ESG Management School Exchange Program	<a href="#">Apply</a>
SWUFE-INSEEC GROUP Exchange Program	<a href="#">Apply</a>
SWUFE-IPAG Business School Exchange Program	<a href="#">Apply</a>
SWUFE-ISCTE Lisbon University Institute Exchange Program	<a href="#">Apply</a>
SWUFE-Koc University Exchange Program	<a href="#">Apply</a>
SWUFE-MCI Management Center Innsbruck Exchange Program	<a href="#">Apply</a>
SWUFE-Memorial University of Newfoundland Double Bachelor Degree	<a href="#">Apply</a>
SWUFE-NEOMA Business School Exchange Program	<a href="#">Apply</a>

**Step 4: Fill out the field with your personal information then click Save and Next**

西南财经大学  
Southwestern University of Finance and Economics

国际学生入学在线申请  
Online Application For International Students

Welcome! xmj Sign out 简体中文 English

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 Pre-review

\*Personal Photo  Please upload your recent full-faced passport size photo (\*.jpg,\*.jpeg,\*.png).  
 浏览...

Family Name(as on passport)	<input type="text"/>	Given Name(as on passport)	<input type="text"/>
Chinese Name (if available)	<input type="text"/>	*Gender	<input type="radio"/> male <input type="radio"/> female
*Marital Status	<input type="radio"/> unmarried <input type="radio"/> married	*Nationality	Please choose <input type="text"/>
*Birth Date	<input type="text"/>	*Country of Birth	Please choose <input type="text"/>
*Place of Birth (City,Province)	<input type="text"/>	native language	Please choose <input type="text"/>
*Highest Level of Education	-choose- <input type="text"/>	*Religion	-choose- <input type="text"/>
*Employer or Institution Affiliated	<input type="text"/>	*Occupation	-choose- <input type="text"/>
Health Status	<input type="text"/>	Emigrant from mainland China, Hong Kong, Macau, and Taiwan?	<input type="radio"/> yes <input checked="" type="radio"/> no
Hobby	<input type="text"/>		

**Passport And Visa**

*Passport No.	<input type="text"/>	*Passport Expiration Date	<input type="text"/>
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Save and Next

<a href="#">Home</a>	<a href="#">Application</a>	<a href="#">Application Query</a>	<a href="#">Inbox [unread:0]</a>	<a href="#">Outbox</a>	<a href="#">Message to Administrator</a>
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- ✔ 1.Basic Info
- ✔ 2.Study Plan
- 3.Education & Employment
- 4.Additional Info
- 5.Contact Info
- 6.Application Form Pre-review

### Language Proficiency

Chinese Proficiency			
*Language Proficiency	<input type="text" value="-choose-"/>		
HSK Score	<input type="text" value="-choose-"/>	Score: <input type="text"/>	HSKK Score <input type="text" value="-choose-"/> Score: <input type="text"/>
English Proficiency			
*Language Proficiency	<input type="text" value="-choose-"/>		
TOEFL	<input type="text"/>	GRE	<input type="text"/>
GMAT	<input type="text"/>	IELTS	<input type="text"/>
Other Language Proficiency	<input type="text"/>		

### Study Plan - School of Business Administration [Edit Study Plan](#)

Program	General Visiting Student		
Department	School of Business Administration	Major	Marketing
Teaching Language	English		
*Study Duration	<input type="text" value="2017-02-27--2017-07-31"/> ✕		

### Recommended by(1)

*Source	<input type="text" value="-choose-"/>		
*Name	<input type="text"/>	*Relationship with the applicant	<input type="text"/>
*Organization	<input type="text"/>	Mobile	<input type="text"/>
*Phone Number	<input type="text"/>	Email	<input type="text"/>
Nationality	<input type="text" value="Please choose"/>	Job	<input type="text"/>
Address	<input type="text"/>	Fax Number	<input type="text"/>

[Previous](#)   [Save and Next](#)

	<b>国际学生入学在线申请</b> Online Application For International Students	Welcome! <a href="#">xmj</a> <a href="#">Sign out</a> <a href="#">简体中文</a> <a href="#">English</a>
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<a href="#">Home</a>	<a href="#">Application</a>	<a href="#">Application Query</a>	<a href="#">Inbox [unread:0]</a>	<a href="#">Outbox</a>	<a href="#">Message to Administrator</a>
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- ✔ 1.Basic Info
- ✔ 2.Study Plan
- ✔ 3.Education & Employment
- 4.Additional Info
- 5.Contact Info
- 6.Application Form Pre-review

### Educational Background Add

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation
Add				

### Employment Background Add

*Year Attended (From)	*Year Attended (To)	*School or Company	Job	Operation
Add				

### Upload Documents Max Size 1.5M

Documents List	Operation
	The Photocopy of Passport (Pages with photo and address)(* .jpg, *.jpeg, *.png) <input type="text"/> <input type="button" value="浏览..."/>

[Previous](#)   [Save and Next](#)

- 1.Basic Info
- 2.Study Plan
- 3.Education & Employment
- 4.Additional Info
- 5.Contact Info
- 6.Application Form Pre-review

Family Status						Add
*Family Members	*Name	*Phone Number	Email	*Position	*Work Place	
Father	<input type="text"/>	Delete				

Financial Supporter			
Guarantor name	<input type="text"/>	The guarantor Addr	<input type="text"/>
The guarantor Tel	<input type="text"/>	Relationship with applicant	<input type="text"/>
Organization	<input type="text"/>	Email	<input type="text"/>

Emergency Contact			
*Name	<input type="text"/>	*Mobile	<input type="text"/>
*Phone Number	<input type="text"/>	*Email	<input type="text"/>
Organization	<input type="text"/>	*Address	<input type="text"/>

- 1.Basic Info
- 2.Study Plan
- 3.Education & Employment
- 4.Additional Info
- 5.Contact Info
- 6.Application Form Pre-review

Home Country Address			
*Street Address	<input type="text"/>	*Phone Number	<input type="text"/>
*City/Province	<input type="text"/>	Mobile	<input type="text"/>
*Country	Please choose	*Zipcode	<input type="text"/>

Current postal address			
<input type="radio"/> Same as the Home country address <input checked="" type="radio"/> Other		*Personal Email	827049088@qq.com
*Mobile/Phone Number	<input type="text"/>	*Address	<input type="text"/>
*Zipcode	<input type="text"/>		

*How to Collect the Admission Notice	
<input type="radio"/> Deliver to Address Provided in Application <input type="radio"/> Collect at the Southwestern University of Finance and Economics in Person	

## Step 5:

Verify that the information is correct and click **SUBMIT BUTTON**

After submit, please download the Pdf document and send to the coordinator of School of Business Administration

西南财经大学  
Southwest University of Finance and Economics

国际学生入学在线申请  
Online Application For International Students

Welcome! xmj Sign out 简体中文 English

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

Application Status : filled in **Submit** Application No. : Financial Resources for Study : Exchange Student On The Universities Level Campus :

Family Name(as on passport)		Given Name(as on passport)	
Chinese Name (if available)		Gender	
Marital Status		Nationality	
Birth Dat		Country of Birth	
Place of Birth (City,Province)		native language	
Highest Level of Education		Religion	
Employer or Institution Affiliated		Occupation	
Health Status			
Emigrant from mainland China, Hong Kong, Macau, and Taiwan?no		Hobby	

**Passport And Visa**

Passport No.		Passport Expiration Date	
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**Educational Background**

Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma received
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**Employment Background**

Year Attended (From)	Year Attended (To)	School or Company	Job
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**Upload Documents**