

Some important application requirements for UCAS international students

When filling in the information on UCAS on-line application system (<http://adis.ucas.ac.cn>), international students must ensure their personal information are accurate and complete, ID document and certifications are legal and valid. Institute (SDC) will take responsibility to check all applications' information and ensure they are correct and complete, especially looking through the personal information of surname, family name, passport number, birth date, nationality, birth place and checking admission qualification, such as diploma, transcripts, pre-graduation certification signed and stamped by universities etc.. The following things need to be emphasized and paid more attention to:

1. The ID document must be a **valid and regular passport**. It cannot be any other document such as diplomatic passport and travel document.
International students can only use one and same nationality passport from application to graduation.
2. The **occupation must be accurate and identical** as in CV before being enrolled as a Master/PhD student. The information about occupation cannot be blank and vague. If filled as "other", it must be clear and definite. If there is no occupation, it can be written as "student" or "wait for employment". Accordingly, "Present work unit or study institutions" should be written clearly of work company/organization and study university/institutes before enrollment.
3. The on-line submitted **photo must be recently taken and qualified**, since the picture will also be used for a networking approval system of Beijing Foreign Affairs Office and a local Chinese Embassy/Visa Application Center. Unqualified picture may result in refusal of visa application.
The **format requirements** for qualified picture:
 - 1) Color, 2 inches, bareheaded, **front face, not sideways**, ID picture
 - 2) White background without frame
 - 3) Half-length photo with head occupying 2/3
 - 4) The pixels are not lower than 320*240, please see the standard picture example as below.
 - 5) **The picture must be named by passport number** when uploading!



Picture Example

4. **The spelling of a student's name cannot include special characters** (not an English letter), the special characters must be written as corresponding English letters such as Ø -OE, Å -AA, Æ -AE, È -E. Normally there are names in English characters under the line of ID info on a passport.
5. Others need to be emphasized as always:
 - 1) **Right order of Surname and First name** must strictly follow the passport way!
 - 2) **Pre-graduation Certification must state expected graduation time, and should be signed and stamped by universities.**
 - 3) **The relative documents of application should be prepared earlier, if it has the difficulty under the epidemic time, application could provide the clarification of relative departments or write personal explanation uploading Online System.**