

# Instructions of the CSC Online Application System for MOFCOM Scholarship in UNEP-Tongji IESD

## Step

**1:** Visit <http://www.csc.edu.cn/studyinchina> or [www.campuschina.org](http://www.campuschina.org) and click “*Application Online for International Students*”.

**Step 2:** Read “*Tips for online application*” carefully before clicking “*NEXT*” to the registration page.

**Step 3:** Log in with your user name and password. For new user, please click “Create an account” for registration.

**Step 4:** Fill in the correct **Program Category** and **Agency Number**. An Agency Number represents a specific application receiving agency and a correct choose of Program Category is necessary before filling in the Agency Number. Please make sure you fill it in correctly, otherwise you will not be able to continue your online application or your application will not be accepted.

Your ‘**Program Category**’ is: **Type B** and ‘**Tongji Agency Number**’ is: **10247**. Once the correct ‘Agency Number’ is entered, the name of the agency will automatically emerge.

**Step 5:** Fill in the **Online Application Form** and **Upload Supporting Documents** truly, correctly and completely following the steps listed on the left of the page.

Applicants are required to select a discipline before choosing their majors. Please refer to the Disciplines Index, which could be downloaded from Help, if you have any doubt about the disciplines and majors.

**Step 6:** Check each part of your **Application** carefully before submitting it. Click *Submit* to submit your **Application**.

**Step 7:** You can make changes to your application by clicking *Withdraw and Edit the Application* on the top of the page. But make sure to submit it again by clicking *Submit* after finishing all the changes. Otherwise, the retrieved application will become invalid and your new application will not be received either.

**Step 8:** Download the completed **Application Form** by clicking *Print the Application Form* and print two hard copies.

**Step 9:** Prepare other supporting documents as required and send the full package of application documents (both hardcopies and scancopies) to the Economic and Commercial Counsellor's Office (ECCO) of the Chinese Embassy.

**Please use Firefox or Internet Explorer (11.0). Menu selection functions may not work in other browsers.**

**Only Chinese and English are accepted for the online application.**