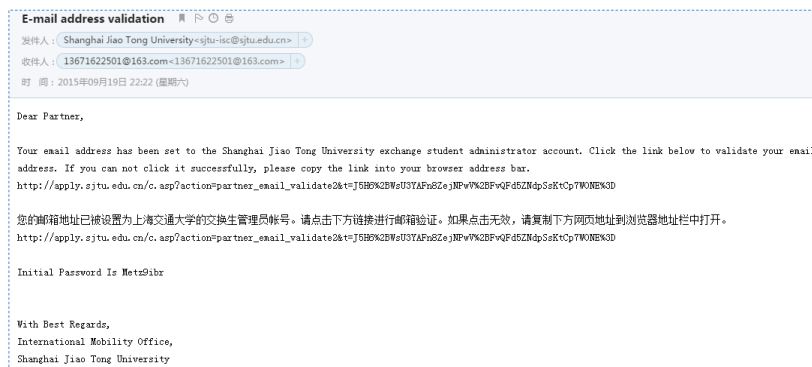


# NOMINATION GUIDANCE

## INTERUNIVERSITY EXCHANGE ONLY (UNIVERSITY LEVEL)

This guidance simply applies to the university level exchange nomination. Any school-level exchange nominees should be sent to the relevant college/school coordinators of SJTU. Otherwise, student's application will be regarded as invalid. If you have any questions about it, please email to us: [isc.exchange@sju.edu.cn](mailto:isc.exchange@sju.edu.cn).

**Step 1:** As a university level exchange coordinator, you will receive a validation email with password. If you do receive the email below, that means you already got the access to the nomination system.

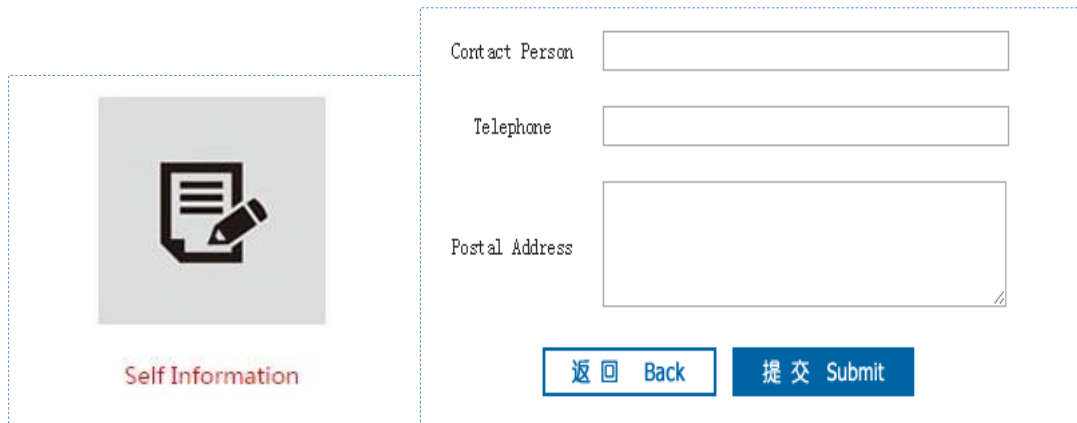


If you don't receive this validation email, please visit the following website to retrieve your password. [http://apply.sjtu.edu.cn/partner/c.asp?action=partner\\_sign](http://apply.sjtu.edu.cn/partner/c.asp?action=partner_sign)



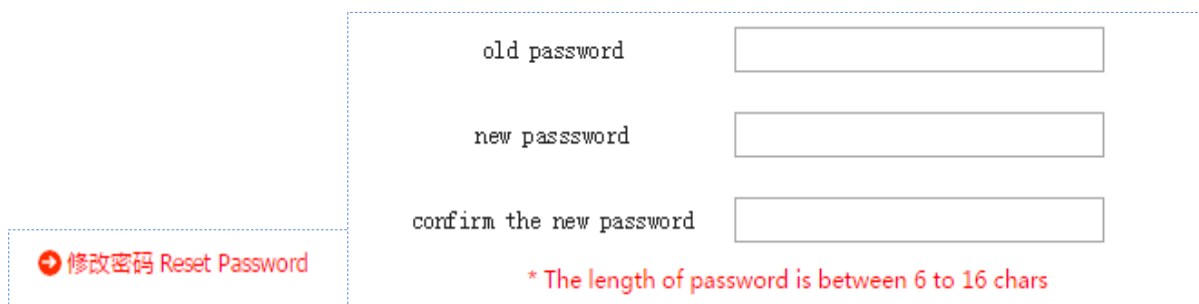
**Step 2:** Log in to the nomination system by clicking the link provided in the email or input the following address: [http://apply.sjtu.edu.cn/partner/c.asp?action=partner\\_sign](http://apply.sjtu.edu.cn/partner/c.asp?action=partner_sign).

**Step 3:** Fill in your contact information under the section of “Self Information”.



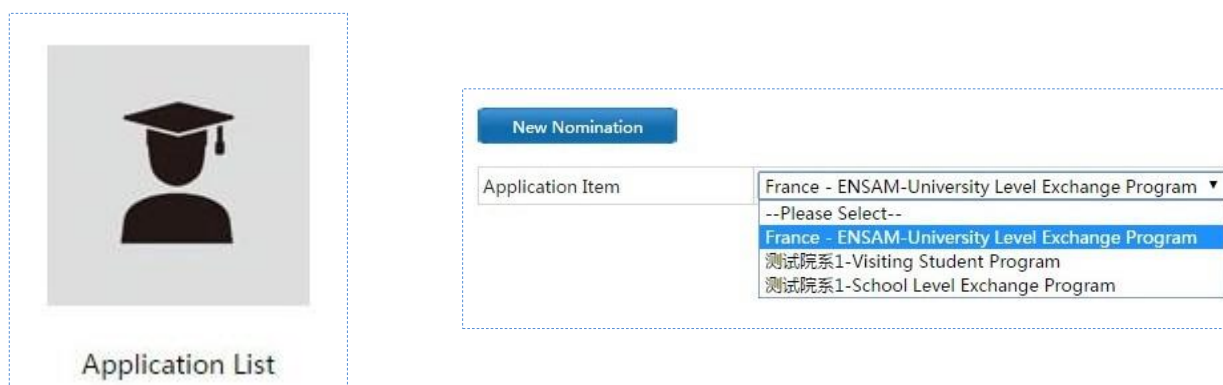
The image shows a web form titled "Self Information". On the left is a square icon with a document and a pencil. To the right are three input fields: "Contact Person", "Telephone", and "Postal Address". At the bottom right are two buttons: "返回 Back" and "提交 Submit".

We suggest you to reset your password under the section of “Reset Password”.



The image shows a web form titled "Reset Password". On the left is a square icon with a red arrow and the text "修改密码 Reset Password". To the right are three input fields: "old password", "new password", and "confirm the new password". Below the fields is a red note: "\* The length of password is between 6 to 16 chars".

**Step 4:** Click the “Application list” and choose your own university and click “New Nomination”.



The image shows two parts of the application process. On the left is a square icon with a graduation cap and the text "Application List". On the right is a form titled "New Nomination" with a dropdown menu for "Application Item". The dropdown menu is open, showing options: "France - ENSAM-University Level Exchange Program", "--Please Select--", "France - ENSAM-University Level Exchange Program", "测试院系1-Visiting Student Program", and "测试院系1-School Level Exchange Program".

**Step 5:** Please select the appropriate application item and fill in nominees' information. You may click "submit" and continue to nominate the next student. Once nominated an email is sent to students with information on how to submit their application form. Regarding to the detailed information about the application procedure, please read the application guidance.

**Student's name should match the name on the passport. The home university and the student will be responsible for the refusal of the visa due to name discrepancy.**

[返回首页 Back to Home Page](#)    [退出 Logout](#)    [简体中文](#)

New Nomination			
* Application Item	--Please Select--		
* Family Name:	<input type="text"/>	* Gender:	Male
* Given Name:	<input type="text"/>	* Nationality:	<input type="text"/>
* Account Email:	<input type="text"/>		

[Submit](#)

**Step 6:** You may go back to the home page and review your nominations.

Partner Name	测试学院2-院际交流协议				
Nomination Student					
Student Name	Application Item	Study Duration	Account Email	Application Status	Operate
WANG XIAO MING	2015-2016	2015/8/4 To 2016/9/15	414371800@qq.com	Unsubmitted	<a href="#">View</a> <a href="#">Delete</a>
<< 1 >>					