



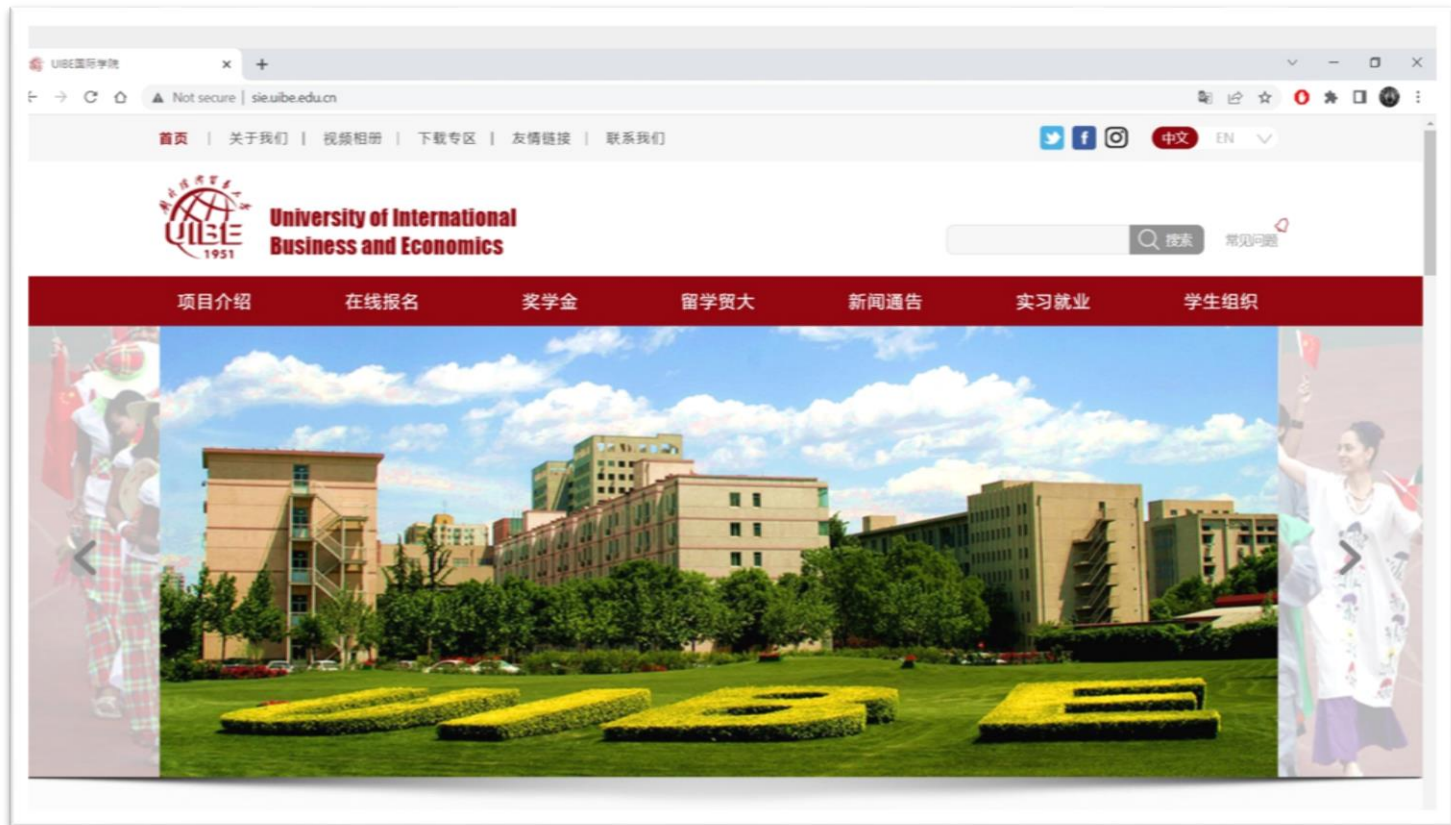
# Online Application Guide

Admissions Office

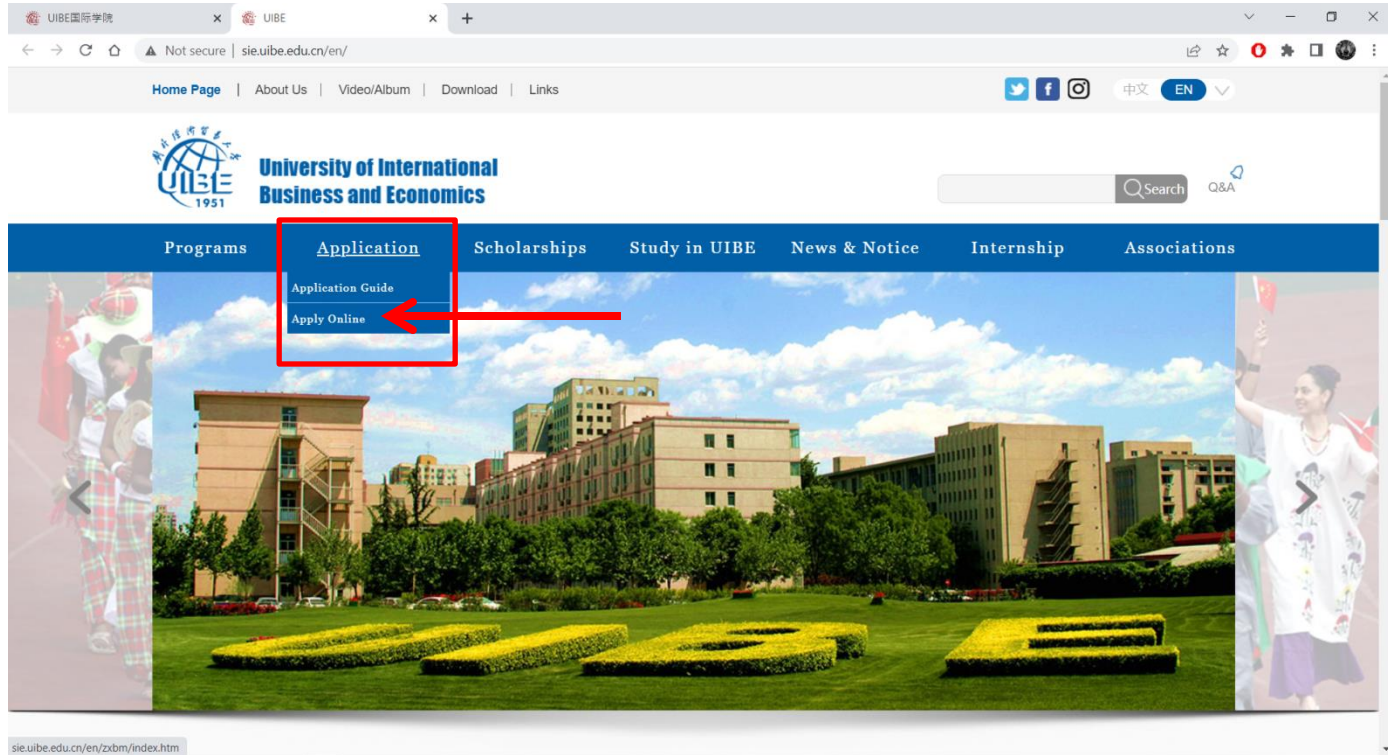
School of International Education

University of International Business and Economics

## Step 1: Go to sie.uibe.edu.cn

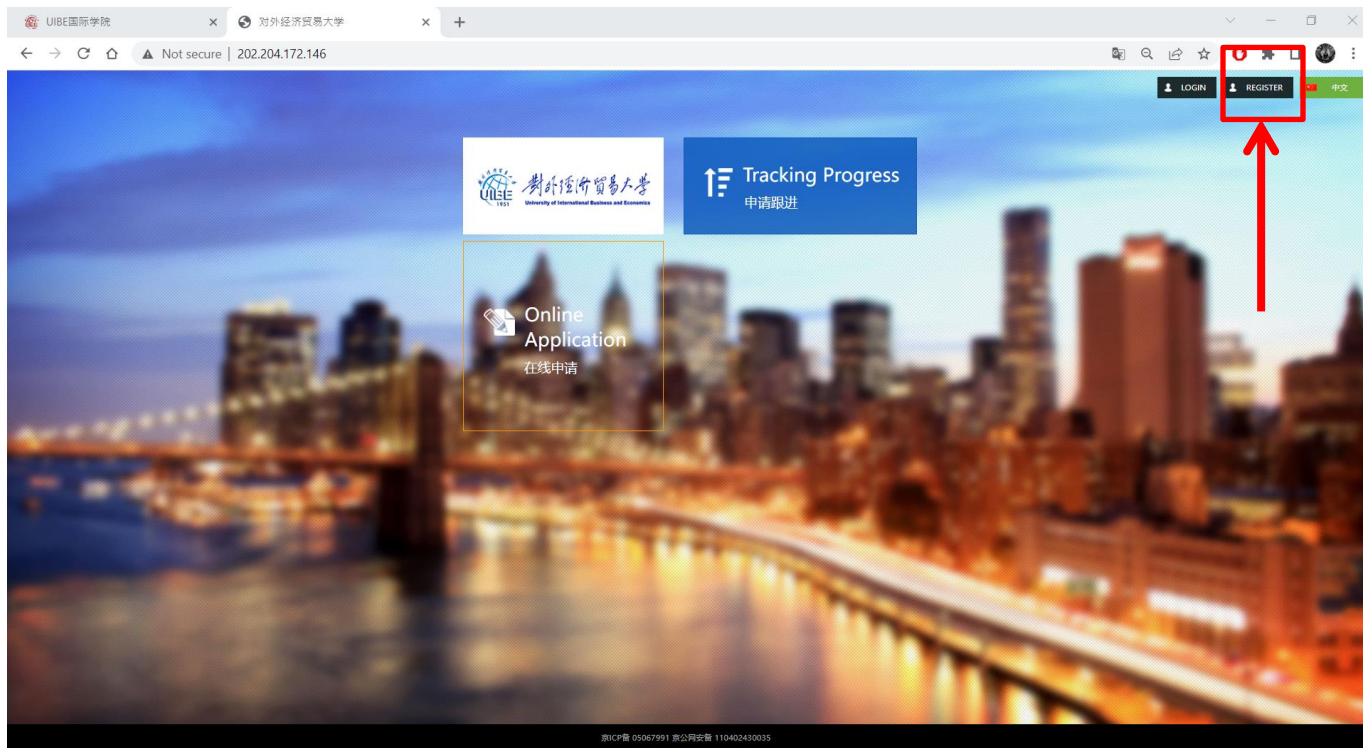


## Step 2: Go to “application” and then choose “Apply Online”

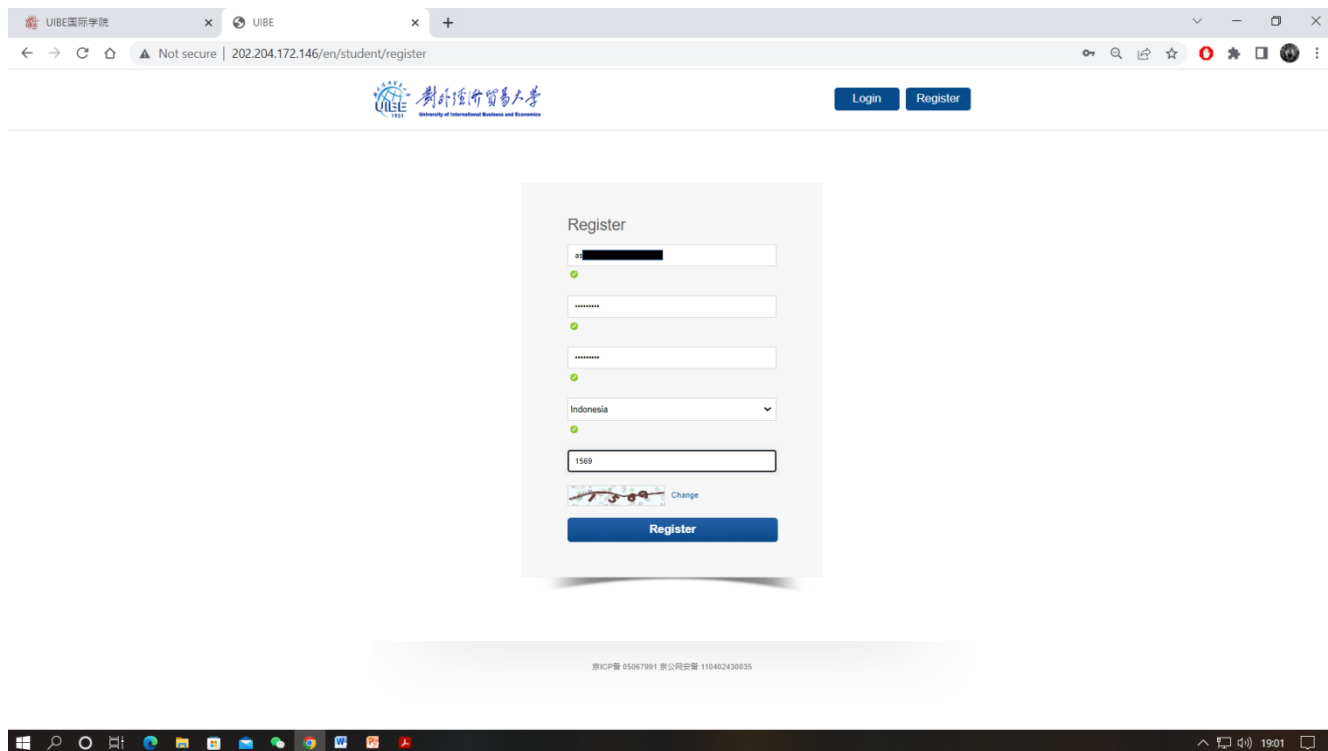


**Note:** the picture used above as reference is from the English website. You can switch to the “English” version (top-right corner) of the website but the process is the same with the Chinese version

**Step 3:** Once redirected to the application portal, register an “application account” by clicking “Register” (in the top-right corner)



## Step 4: Fill in the necessary information as requested and then at the end click “Register”



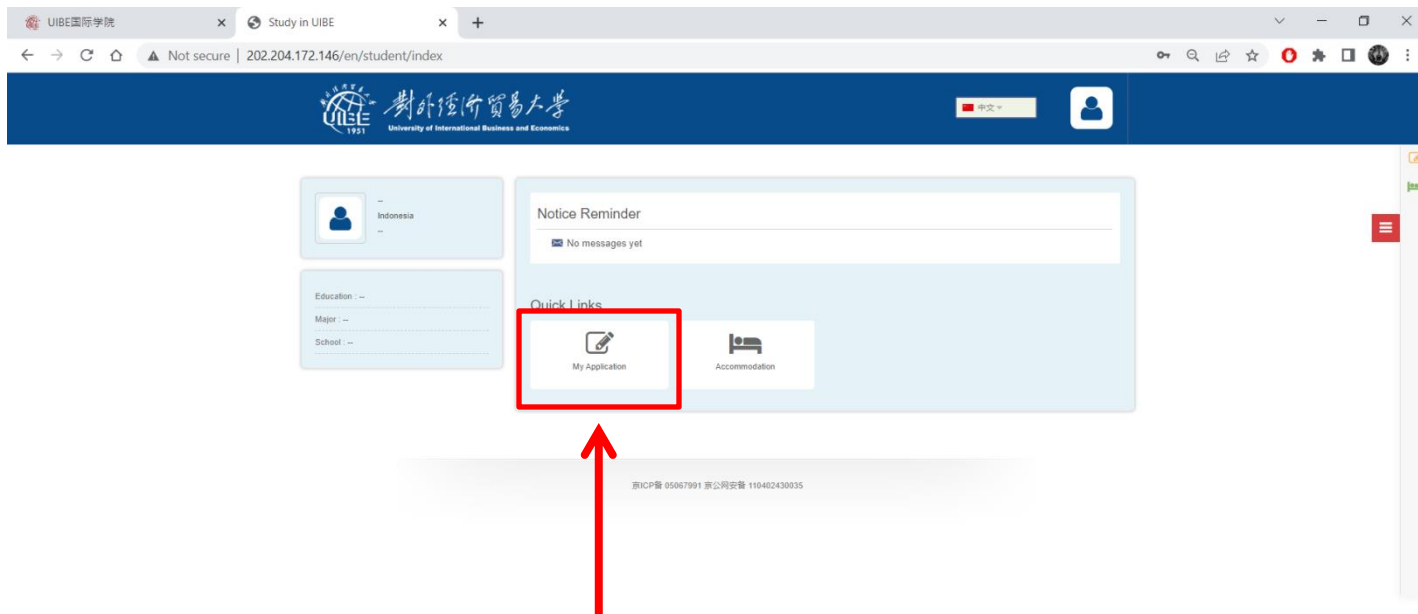
The screenshot shows a web browser window with the URL `202.204.172.146/en/student/register`. The page header includes the UIBE logo and navigation buttons for "Login" and "Register". The main content is a registration form titled "Register" with the following fields:

- Name: [Redacted]
- Email: [Redacted]
- Password: [Redacted]
- Country: Indonesia (dropdown menu)
- Phone Number: 1569

Below the phone number field is a "Change" link with a small icon. At the bottom of the form is a blue "Register" button. At the very bottom of the page, there is a small text string: "京ICP备 05067991 京公网安备 110402430035".

**Note:** You will be sent a confirmation email, please check your inbox and confirm the creation of your application account. Once done, go back to the website and log into your newly-created account

**Step 5:** Once you have successfully logged in, you will need to start your application by clicking “ My Application”



## Step 6: Click on “Start Applying”

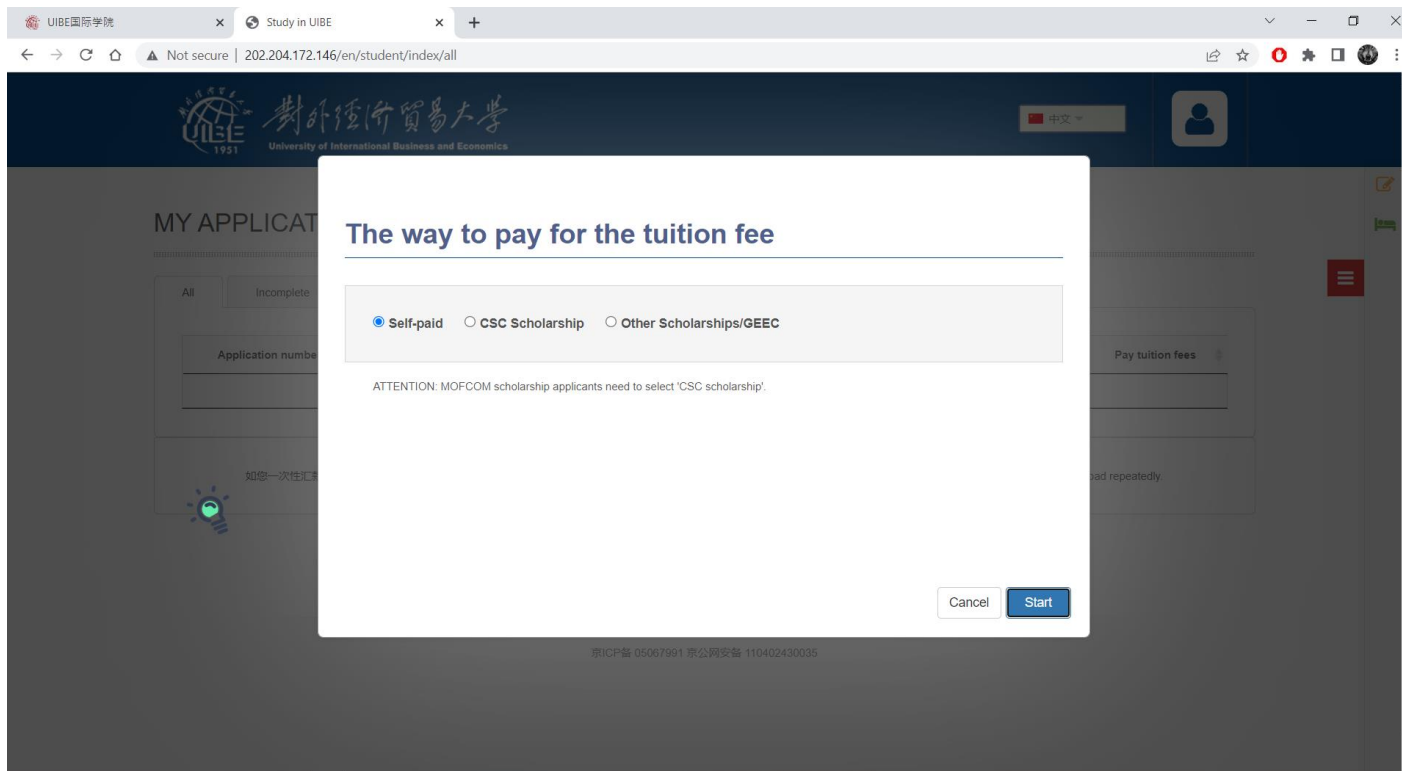
The screenshot shows a web browser window with the URL `202.204.172.146/en/student/index/all`. The page header features the UIBE logo and the text "University of International Business and Economics". The main content area is titled "MY APPLICATION" and includes a red warning message: **\*IF YOU WANT TO CHANGE THE MAJOR, PLEASE DELETE THE CURRENT APPLICATION AND CREATE ANOTHER ONE.**

Below the warning, there are filter tabs for "All", "Incomplete", and "Invalid". A table with the following columns is displayed: Application number, Course Name, Teaching language, School, Status, Last operation time, Action, and Pay tuition fees. The table currently shows "No Data".

A red arrow points to a blue button labeled "Start Applying" located at the bottom of the application list area. Below the table, there is a lightbulb icon and a note: "如您一次性汇款多项费用，请选择任一个转账单上传口进行上传，勿重复上传。 If you remit multiple fees at once, please select one transfer port to upload the slip, do not upload repeatedly."

At the bottom of the page, the text "京ICP备 05067991 京公网安备 110402430035" is visible.

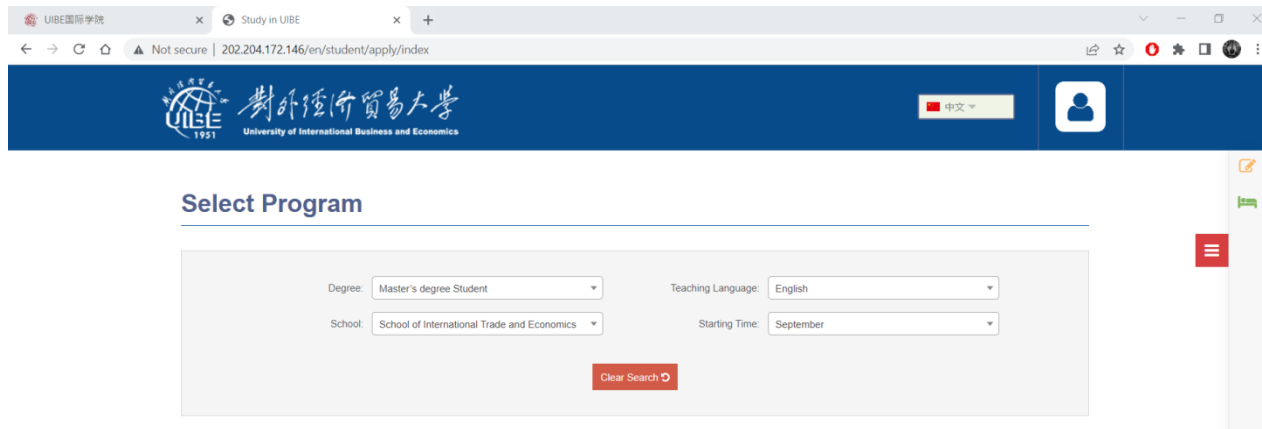
## Step 7: Choose your tuition fee category, and then click “Start”



**Note:** From this step and forward, as shown on the picture above, we will be using the “self-paid” option.



**Step 8:** Choose your Degree, Teaching language, School and Starting time. After choosing, a list of options will be shown at the bottom (see example below)



**Step 9:**  
Choose your major of choice and then click on "Apply Now" (see example)

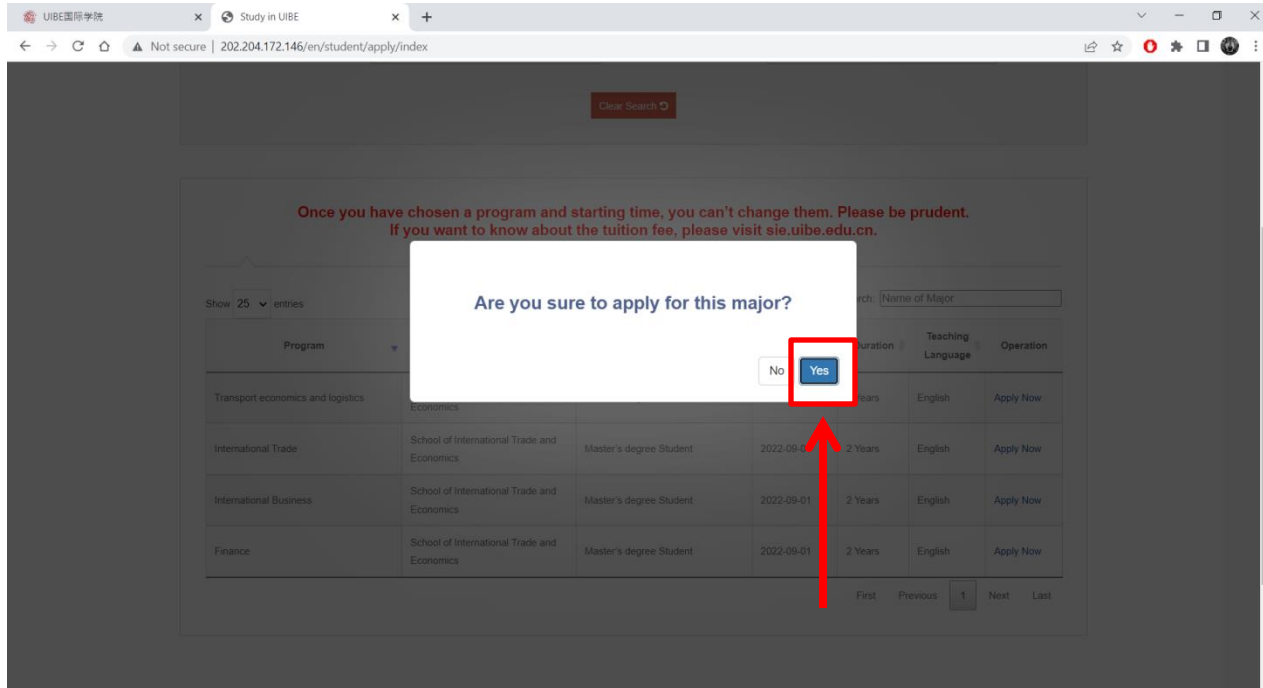
Once you have chosen a program and starting time, you can't change them. Please be prudent.  
If you want to know about the tuition fee, please visit [sie.uibe.edu.cn](http://sie.uibe.edu.cn).

Show 25 entries Search: [Name of Major]

Program	School	Degree	Starting Time	Duration	Teaching Language	Operation
Transport economics and logistics	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now
International Trade	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now
International Business	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now
Finance	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now

First Previous 1 Next Last

**Step 10:** Once you have made sure that you have chosen the right major, go ahead and confirm your choice by clicking “Yes”



The screenshot shows a web browser window with the URL [202.204.172.146/en/student/apply/index](https://202.204.172.146/en/student/apply/index). A confirmation dialog box is centered on the screen, asking "Are you sure to apply for this major?". The dialog has two buttons: "No" and "Yes". The "Yes" button is highlighted with a red square, and a red arrow points to it from below. In the background, a table lists various programs. The table has columns for Program, School, Student Type, Start Date, Duration, Teaching Language, and Operation. The "Operation" column contains "Apply Now" for all listed programs.

Once you have chosen a program and starting time, you can't change them. Please be prudent.  
If you want to know about the tuition fee, please visit [sie.uibe.edu.cn](http://sie.uibe.edu.cn).

Are you sure to apply for this major?

No Yes

Program	School	Student Type	Start Date	Duration	Teaching Language	Operation
Transport economics and logistics	Economics			2 Years	English	Apply Now
International Trade	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now
International Business	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now
Finance	School of International Trade and Economics	Master's degree Student	2022-09-01	2 Years	English	Apply Now

First Previous 1 Next Last

# Step 11: You will now need to fill in your Personal Information and Other required information.

The screenshot displays a web browser window with the URL `202.204.172.146/en/student/apply_forms/index?apply_id=Mzc3MjY`. The header features the UIBE logo and the text 'University of International Business and Economics'. Below the header, the major is listed as 'International Trade'. A progress bar at the top of the form area shows four steps: 1. Apply (active), 2. Upload, 3. Psychological Test, and 4. Submit. On the left, a sidebar menu lists various sections: Personal Information, Recommended by whom, Study Experience, Work Experience, Family Members, Guarantor, Emergency Contact, Major, Home Country Address, Mailing Address, and a bottom arrow. The main form area is titled 'Personal Information' and is divided into 'Basic Information' and 'Passport (Middle Name)\* Given Name' sections. The form fields are as follows:

Field	Value
Passport Surname	test
Chinese Name	Chinese Name
Passport Date of Issue	2014-07-18
Gender	male
Nationality	Indonesia
Country/Area of Birth	Indonesia
Native Language	Indonesian
Religion	
Passport (Middle Name)* Given Name	test
Passport Number	123456
Passport Expiration Date	2024-07-18
Marital Status	Single
Date of Birth	1999-07-01
Place of Birth(Province, City)	Jakarta
Highest Level of Education	Bachelor
Occupation	Student

**Step 12:** Once you have finished filling in all the information, you may click on “Save & Next”

The screenshot shows a web browser window with the URL `202.204.172.146/en/student/apply_forms/index?apply_id=Mzc3MjY`. The page contains a form with several sections: "How have you known about us?", "Declaration", and "Whether In China Now". The "Declaration" section has a checked checkbox and a text area. The "Whether In China Now" section has a dropdown menu set to "No". At the bottom of the form, there are two buttons: "Save" and "Save & Next". The "Save & Next" button is highlighted with a red box, and a red arrow points to it from below. The browser's address bar shows "Not secure" and the page title is "Study in UIBE".

**Note:** You may not having all the required information so you may save what you have filled in and come back to the form at a later time

**Step 13:** After filling in all the information, you then need to upload all the required materials that are mentioned on the website. After that, click on “Next”

The screenshot shows a web browser window with the URL `202.204.172.146/en/student/apply_attr/index?apply_id=Mzc3MjY`. The page header features the UIBE logo and the name 'University of International Business and Economics'. The main content area is titled 'Major: International Trade' and contains a progress bar with four steps: 1. Apply, 2. Upload, 3. Psychological Test, and 4. Submit. The 'Upload Materials' section includes a 'Notice' box with four instructions and two upload slots. The first slot is labeled 'Recent Passport/Visa Style Photo' and the second is '1.The Photocopy of Passport(photo page)'. At the bottom, there are 'Prev' and 'Next' buttons. A red arrow points from the 'Prev' button to the 'Next' button, which is highlighted with a red rectangular box.

UIBE 國際學院

Study in UIBE

Not secure | 202.204.172.146/en/student/apply\_attr/index?apply\_id=Mzc3MjY

UIBE 1951 對外經濟貿易大學 University of International Business and Economics

中文

Major: International Trade

1 Apply 2 Upload 3 Psychological Test 4 Submit

**Notice**

1. To avoid delays in admission, please upload each document according to the description in the right column.
2. Please make sure the scanned or photographed documents are clearly readable and printable.
3. The system only accepts the following formats: RAR, PDF, JPG, PNG, GIF, DOC, DOCX.
4. Each upload file cannot exceed 5M.

**Upload Materials** (Application materials must be prepared in either Chinese or English)

- \* Recent Passport/Visa Style Photo
- \* 1.The Photocopy of Passport(photo page)

Prev Next

**Step 14:** After uploading the files, you will have to answer few questions that are parts of the Psychological Test then click on “Save & Next”.

Major: International Trade

1 Apply 2 Upload 3 Psychological Test 4 Submit

**Psychological Test**

- \* 1. If you find that a very important thing is missing, you will:
- \* 2. You are in a hurry to go to a meeting, but there is a serious traffic jam, you will:
- \* 3. When you arrive at the meeting and find there are all strange faces, you will:
- \* 4. It is already the deadline for submitting your paper, you will:
- \* 5. When you stay and sleep in a hotel in another city, you will:
- \* 6. Do you feel dissatisfied with your bad habits?
- \* 7. After you go out, do you always turn back to check again because you are worried that the door is not locked or the gas is not turned off?
- \* 8. Do you take a long time to fall asleep after going to bed, or wake up too early in the morning?
- \* 9. Have you ever been desperate for life and had thoughts of suicide?
- \* 10. Are you so sensitive that you often see or hear things that others cannot detect?

**Save & Next**

**Step 15:** The last step is submitting your application for review.  
Click on “Submit”

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "UIBE国际学院" and "Study in UIBE".
- Address Bar:** "Not secure | 202.204.172.146/en/student/apply\_submit/index?apply\_id=Mzc3MjY".
- Header:** UIBE logo (1951) and "对外经济贸易大学 University of International Business and Economics". A language selector shows "中文".
- Page Title:** "Major: International Trade".
- Progress Bar:** A horizontal bar with four steps: 1 Apply, 2 Upload, 3 Psychological Test, and 4 Submit. Step 4 is highlighted.
- Text:** "Please submit the application form by clicking this button below:"
- Checklist:** "Form completed", "Materials completed", and "Psychological Test completed".
- Submit Button:** A red button labeled "Submit" is highlighted with a red box and a red arrow points to it from the left.
- Footer:** "京ICP备 05067991 京公网安备 110402430035".