



# GUIDANCE

NON-DEGREE EXCHANGE STUDENT  
SERVICE PLATFORM

## CONTENT

1. LOG IN .....	II
2. STATUS MANAGEMENT .....	III
3. ONLINE APPLICATION .....	V
4. COURSE REGISTRATION .....	IX
TO QUERY A TRANSCRIPT OR CERTIFICATION .....	XII
<i>*PLEASE NOTE THE ITEMS BELOW ARE NOT APPLICABLE DURING THE VIRTUAL EXCHANGE!.....</i>	<i>XIII</i>
5. LIVING OFF-CAMPUS .....	XIII
6. ACCOMMODATION APPLICATION .....	XIII
7. TRAVEL .....	XIII
8. ABSENCE .....	XIV
9. E-CARD APPLICATION .....	XIV
10. BUDDY PROGRAM .....	XIV
11. EVALUATION&COMMENTS .....	XV

## 1. LOG IN

Website: <http://202.204.175.192/> or [202.204.175.192/eedepot.aspx](http://202.204.175.192/eedepot.aspx)

Account: Your email address (in use now)

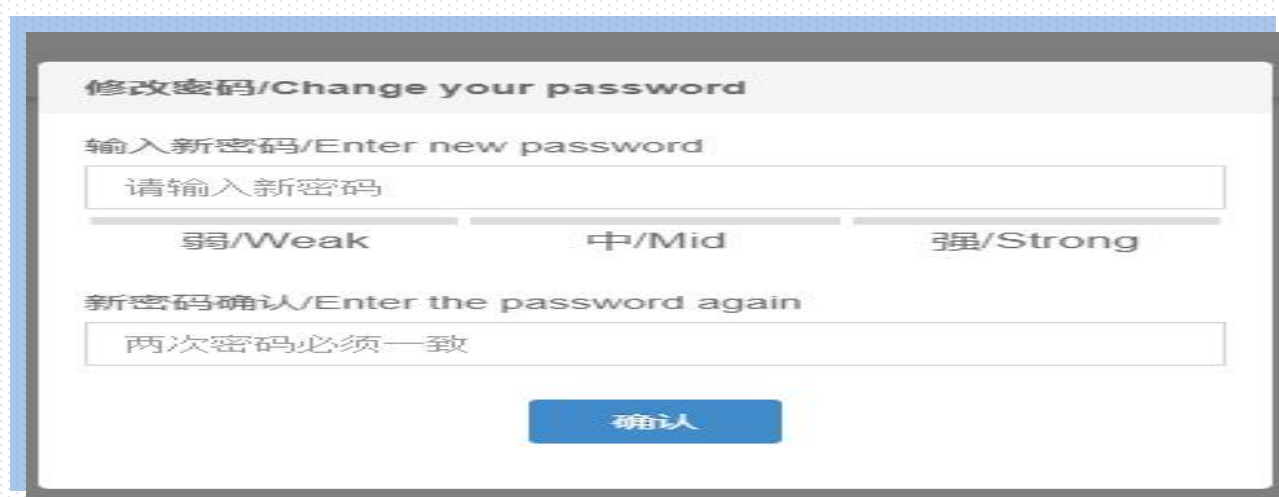
Password: 666666

NOTE:

1. Your email address has been created as an account automatically. If any change happens to your email address in use now, please contact us.
2. Password needs to be reset the first time you log in successfully. If you forget your password, please contact us.



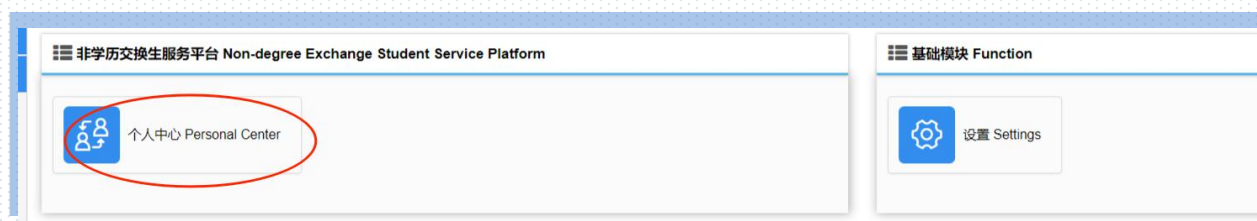
The screenshot shows the login interface of the Foreign Affairs Service System. At the top, there is a header with the university's logo and name in Chinese and English, and the system's name in Chinese and English. The main area has a blue background with a globe graphic. On the right, there is a white login box titled '登录 Login'. It contains three input fields: 'email address', 'password', and 'code'. The 'code' field has a red box around it with the number '2387' displayed. Below the input fields, there is a checkbox for '记住帐号' (Remember account) and a red button labeled '登录' (Login). A red box with the text 'log in' is overlaid on the login button. To the right of the login box, there is a small icon of a person and the text '在线客服' (Online customer service).



The screenshot shows the password change form. The title is '修改密码/Change your password'. It has two main sections: '输入新密码/Enter new password' and '新密码确认/Enter the password again'. The first section has a text input field with the placeholder '请输入新密码' (Please enter new password). Below the input field, there are three radio buttons labeled '弱/Weak', '中/Mid', and '强/Strong'. The second section has a text input field with the placeholder '两次密码必须一致' (Two passwords must be consistent). At the bottom, there is a blue button labeled '确认' (Confirm).

## 2. STATUS MANAGEMENT

Click **Personal Center** on the homepage.



Click **Status Management** to fill in the information.

The screenshot shows the '在学状态管理 Status Management' page. The left sidebar has the '在学状态管理 Status Management' button highlighted. The main form is titled '基本信息 (系统编号/System Number: 1100002033SC20220085)'. It contains the following fields:

- 学号/Student ID: [Text Box]
- 学生登录系统账号/Account for login this system: A3@qq.com
- 姓名/Student's full name, same as passport \*: A3
- 派出机构 Name of Home Institution \*: U哈弗大学
- 国籍/Nationality \*: Albania
- 性别/Gender \*: Male
- 出生日期/Date of birth \*: [Text Box]
- 专业/Major \*: Philosophy
- 学历/Degree \*: undergraduate
- 手机号/Mobile \*: [Text Box]
- 护照号码/Passport No \*: [Text Box]

Below the form, there is a photo upload section with a '照片检测效果' button and a '照片未上传' warning. At the bottom right, there is a '保存并下一步/Save And Next Step' button.

Click **Submit And Next Step**.

The screenshot shows the '申请信息/Application Information' page. The left sidebar has the '申请信息/Application Information' button highlighted. The main form is titled '申请信息/Application Information (系统编号/System Number: 1100002033SC20220085)'. It contains the following fields:

- 年度/Year: [Text Box]
- 交换学期/Exchange Term: [Text Box]
- 是否返校生/Whether a Returning Exchange Student: [Text Box]
- 派出方联系人所在部门/Department for Nomination: [Text Box]
- 派出方联系人姓名/Name of Outgoing Coordinator: [Text Box]
- 派出方联系人邮件/Coordinator Email Address: [Text Box]

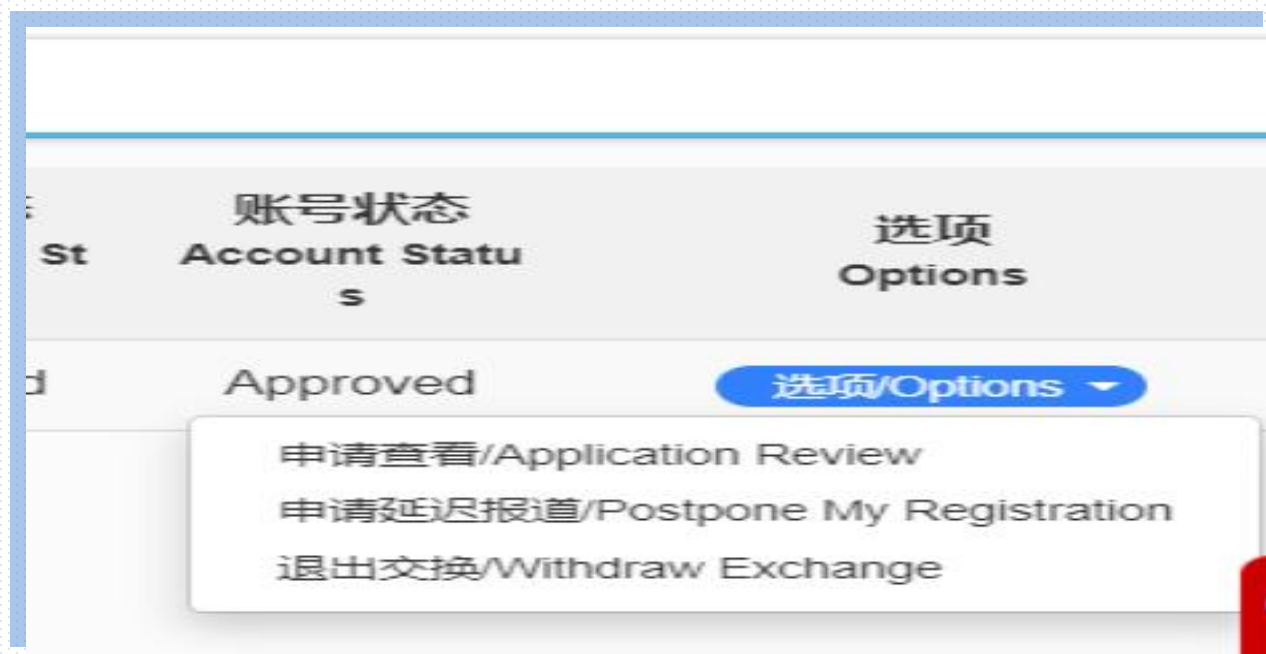
Below the form, there is a '附件信息/Attachment Information' section with a table of uploaded files:

序号 No.	附件类型 File Type	附件格式 File Format	附件大小 File Size	上传状态 Upload Status	上传时间 Upload Time	选项 Options
1 *	Scanned Copy of Passport(护照扫描件)	pdf, png, jpg, tiff, doc, docx	最大 30M 30M in Max	已上传 Upload Successfully	2022-05-13 22:32	上传/Upload, 下载/Download, 删除/Delete
2 *	Scanned Official Nomination Letter(官方提名信扫描件)	pdf, png, jpg, tiff, doc, docx	最大 30M 30M in Max	已上传 Upload Successfully	2022-05-13 22:33	上传/Upload, 下载/Download, 删除/Delete

At the bottom left, there is a '联系我们 Contact Us' section with contact information. At the bottom right, there is a '完成并提交审核/Submit And Next Step' button.

On **Options**:

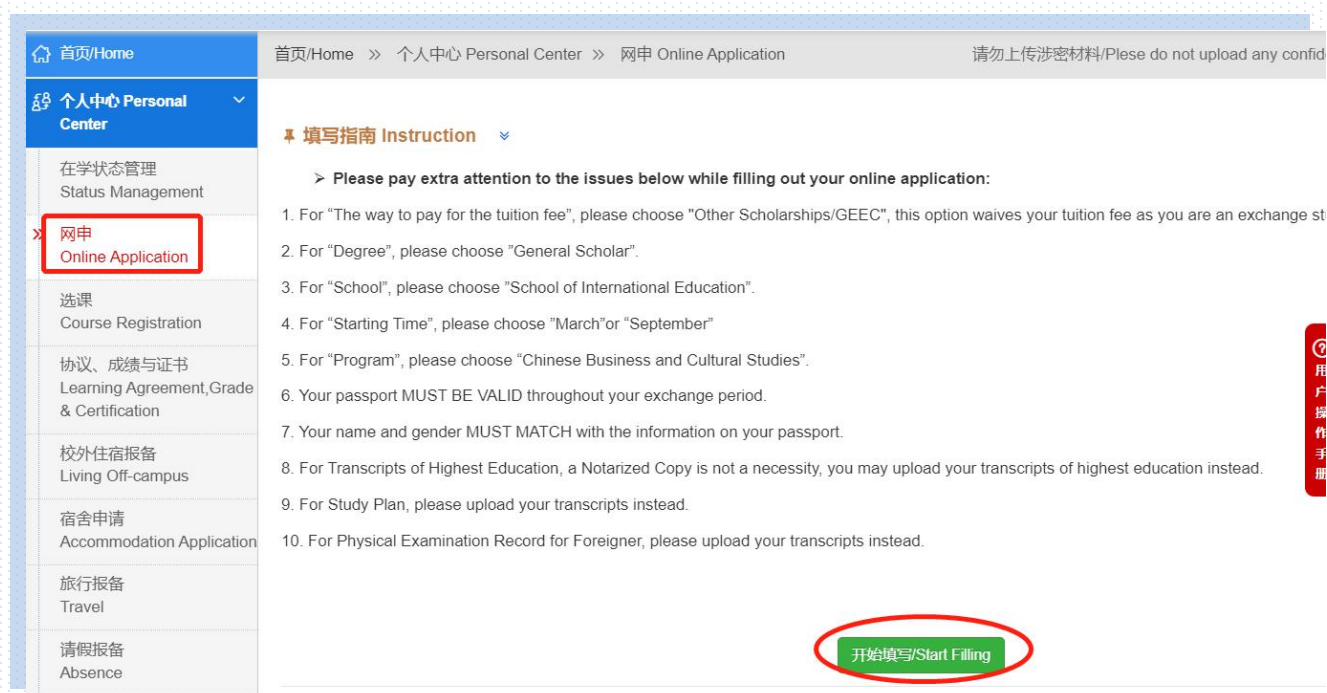
- (1) Application Review: review your personal information.
- (2) Postpone My Registration: postpone your registration due to irresistible reasons such as flight delays.
- (3) Withdraw Exchange : quit the exchange.





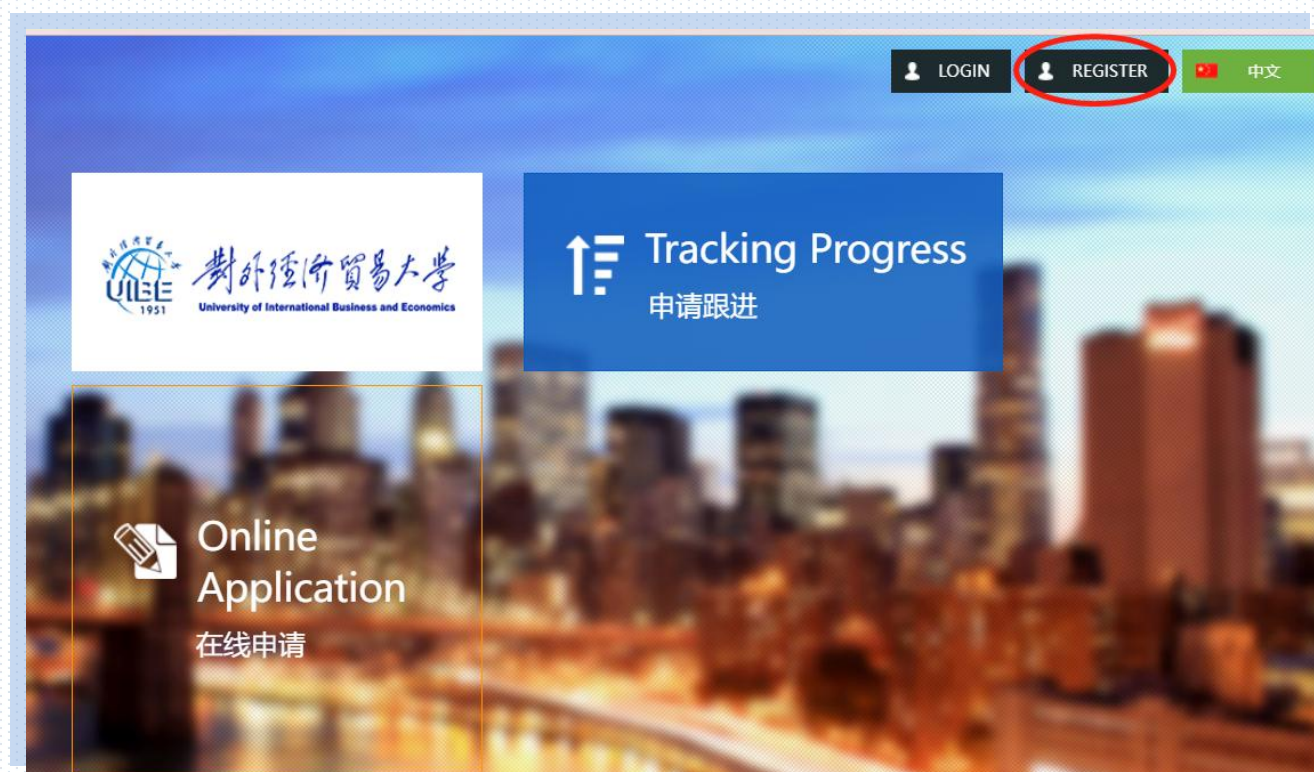
### 3. ONLINE APPLICATION

Click **Online Application** and **Start Filling**.



When clicking **Start Filling**, you will be required to register with an email address (The email address could be the one in use or a new email address.)

Click **REGISTER** to complete your information and log in to make your Online Application.



对外经济贸易大学  
University of International Business and Economics

Login Register

### Register

Email

Password

Confirm Password

- Nationality -

Verification Code

Change

Register

***\*Please pay extra attention to the issues below while filling out your online application:***

- ❖ Please choose 'Other Scholarships/GEEC' for 'The way to pay for the tuition fee'.
- ❖ Please choose 'General Scholar' for 'Degree'.
- ❖ Please choose 'School of International Education' for 'School'.
- ❖ Please choose 'March' or 'September' for 'Starting Time'.
- ❖ Please choose 'Chinese Business and Cultural Studies' for 'Program'.
- ❖ Please fill in 'GEEC' for 'Name of the Agency'.

## The way to pay for the tuition fee

☐ Self-paid   ☐ CSC Scholarship   ☒ Other Scholarships/GEEC

ATTENTION: MOFCOM scholarship applicants need to select 'CSC scholarship'.

Cancel

Start

## Select Program

Degree: General Scholar

Teaching Language: English

School: School of International Education

Starting Time: September

Clear Search

-Select-

March

September

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
Credit Courses (one year)	School of International Education	General Scholar	2022-09-01	1 Year	English	<a href="#">Apply Now</a>
Credit Courses (one semester)	School of International Education	General Scholar	2022-09-01	1 Semester	English	<a href="#">Apply Now</a>
Chinese Business and Cultural Studies (Foreign Language Teaching) (one year)	School of International Education	General Scholar	2022-09-01	1 Year	English	<a href="#">Apply Now</a>
Chinese Business and Cultural Studies (Foreign Language Teaching) (one semester)	School of International Education	General Scholar	2022-09-01	1 Semester	English	<a href="#">Apply Now</a>



**Recommended by whom**

If you are a GEEC student, please fill in the Name of the Agency with "GEEC"

Name of the Agency

Referee (if any)

Relationship with you

Mobile

Nationality

E-mail

Address

Remarks

Major: Chinese Business and Cultural Studies (Foreign Language Teaching) (one semester)

1 Apply

2 Upload

3 Psychological Test

4 Submit

You cannot submit the application before you complete the steps below:

Form completed

Materials completed

Psychological Test completed

**Submit**

**\* 9.Asset certificate (i.e. current deposit on the bank statement shall be able to cover program tuition)**

Non-degree students: Please provide/upload a personal statement confirming your ability to pay full tuition fees.

**For item 9 Asset certificate, please upload a statement of you are GEEC exchange student instead of the bank statement.**

## 4. COURSE REGISTRATION

Click **Course Registration**.

Choose your **Semester**, and click **Next Step**.

首页/Home » 个人中心 Personal Center » 选课 Course Registration

请勿上传涉密材料/Plese do not upload any confidential files 刷新当前界面/Refre

个人中心 Personal Center

- 在学状态管理 Status Management
- 网申 Online Application
- 选课 Course Registration**
- 协议、成绩与证书 Learning Agreement, Grade & Certification
- 校外住宿报备 Living Off-campus
- 宿舍申请 Accommodation Application
- 旅行报备 Travel
- 请假报备 Absence
- E卡申请 E-Card Application
- 语伴申请 Buddy Program
- 评估反馈 Evaluation & Comments

Business School (BS)  
Maggie REN  
imba.uibe@gmail.com  
Tel: 010-64494287  
Rm. 831, Ningyuan Bld

School of International Education (SIE)  
Qianyao REN  
jiaowubu@163.com  
Tel: 010-64493419  
Rm.129, Qiuzhi Bld

School of International Trade and Economics (SITE)  
Catherine GUAN  
catherineguan@uibe.edu.cn  
Tel: 010-64492003  
Rm. 1112, Boxue Bld

学期/Semester: **Spring**

下一步/Next Step

Search courses by query conditions

Q 查询条件/Query conditions

智能搜索/Search 教师姓名/Lecturer 学院/School 时间/Time

Q 搜索一下/Searching 重置条件/Reset Condition 展开更多查询条件/Expand More Searching Conditions

查询结果/Searching Result

序号 No.	课程代码 Course Code	课程名称 Course Title	学期 Semester	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	学分 Credits	上课形式 Teaching Mode	选项 Options
--------	------------------	-------------------	-------------	---------------	-----------	--------------	---------	------------	--------------------	------------

Click **View** and check course information.

序号 No.	课程代码 Course Code	课程名称 Course Title	学期 Semester	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	学分 Credits	上课形式 Teaching Mode	选项 Options
1	6-H Chinese	6H Chinese Lesson	Spring		School of International Education			6	Recording + LIVE	<b>查看/View</b> 选课/Select
2	20-H Chinese	20H Chinese Lesson	Spring		School of International Education			20	Recording + LIVE	查看/View 选课/Select

Q 查询条件/Query conditions

智能搜索/Search

教师姓名/Lecturer

学院/School

时间/Time

Q 搜索一下/Searching

重置条件/Reset Condition

展开更多查询条件/Expand More Searching Conditions

查询结果/Searching Result

序号 No.	课程代码 Course Code	课程名称 Course Title	学期 Semester	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	学分 Credits	上课形式 Teaching Mode	选项 Options
1	6-H Chinese	6H Chinese Lesson	Fall		School of International Education			6	Recording + LIVE	<div>查看/View取消/Cancel</div>
2	20-H Chinese	20H Chinese Lesson	Fall		School of International Education			20	Recording + LIVE	<div>查看/View选课/Select</div>

智能搜索/Search

教师姓名/Lecturer

学院/School

时间/Time

目标条件/Target Condition

展开更多查询条件/Expand More Searching Condition

操作成功! /Operation Succeeded!

确认/Confirm

查询结果/Searching Result

序号 No.	课程代码 Course Code	课程名称 Course Title	学期 Semester	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	学分 Credits	上课形式 Teaching Mode
1	6-H Chinese	6H Chinese Lesson	Fall		School of International Education			6	Recording + LIVE

在学状态管理  
Status Management

网申  
Online Application

选课  
Course Registration

协议、成绩与证书  
Learning Agreement, Grade & Certification

校外住宿报备  
Living Off-campus

宿舍申请  
Accommodation Application

旅行报备  
Travel

退费报备  
Refund Report

Q 查询条件/Query conditions

年度/Year

2022

x ▼

学期/Semester

Fall

x ▼

📄 下载学习协议模板/Download Learning Agreement Template


🔍 搜索一下/Searching

🔄 重置条件/Reset Condition

☰ 查询结果/Searching Result

序号 No.	姓名 Student Full Name	国籍 Region Name	学校 School Name	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Have Selected	状态 Status	选项 Options
暂未查询到符合条件的数据 No qualified data has been queried yet										

Sign in your learning agreement. An electronic signature is accepted.

2022 年 秋季学期交换生课程选课确认表							
2022 FALL SEMESTER LEARNING AGREEMENT OF COURSE FOR EXCHANGE STUDENT							
学号 STUDENT NUMBER	No.***	护照姓名 STUDENT NAME ON PASSPORT	John Smith	护照号码 PASSPORT NUMBER	No.***	确认日期 CONFIRMATION DATE	5/26/2022
学院 SCHOOL	课程代码 COURSE CODE	学分 CREDIT	学生签字 SIGNATURE of STUDENT		国际交流中心签字 SIGNATURE of GEEC		
School of International Education	6-H Chinese	6					

Upload your learning agreement and click **Submit**.

查询条件/Query conditions

年度/Year: 2022 x 学期/Semester: Fall x

[下载学习协议模板/Download Learning Agreement Template](#) [搜索一下/Searching](#) [重置条件/Reset Condition](#)

查询结果/Searching Result

序号 No.	姓名 Student Full Name	国籍 Region Name	学校 School Name	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Have Selected	状态 Status	选项 Options
1					2022	Fall		1	Not Submitted	<a href="#">选项/Options</a> <a href="#">上传课程协议/upload signed learning agreement</a> <a href="#">提交/Submit</a>

附件信息/Attachment Information

序号 No.	附件类型 File Type	附件格式 File Format	附件大小 File Size	上传状态 Upload Status	上传时间 Upload Time	选项 Options
1	课程协议	pdf, png, jpg, tiff, doc, docx	最大 30M 30M in Max	✖ 未上传 To be uploaded		<a href="#">上传/Upload</a> <a href="#">删除/Delete</a> <a href="#">查看/Check</a>

Click any button to upload a file

[返回/Back](#) [上传/Upload](#)

查询条件/Query conditions

年度/Year: 2022 x 学期/Semester: Fall x

[下载学习协议模板/Download Learning Agreement Template](#) [搜索一下/Searching](#) [重置条件/Reset Condition](#)

查询结果/Searching Result

序号 No.	姓名 Student Full Name	国籍 Region Name	学校 School Name	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Have Selected	状态 Status	选项 Options
1					2022	Fall		1	Not Submitted	<a href="#">选项/Options</a> <a href="#">上传课程协议/upload signed learning agreement</a> <a href="#">提交/Submit</a>



*\*Before you officially enroll in any courses, please contact your home institution to verify your learning agreement.*

序号 No.	姓名 Student Full Name	国籍 Region Name	学校 School Name	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Have Selected	状态 Status	选项 Options
1								1	Learning Agreement Pending review by Home Institution	选项/Options

## TO QUERY A TRANSCRIPT OR CERTIFICATION

Click ***Learning Agreement, Grade & Certification.***

Click **Options** and choose **View**. You can download and check your transcript or certification at the end of a semester.

在学状态管理  
Status Management

网申  
Online Application

选课  
Course Registration

协议、成绩与证书  
Learning Agreement, Grade & Certification

校外住宿报备  
Living Off-campus

宿舍申请  
Accommodation Application

旅行报备  
Travel

请假报备  
Absence

查询条件/Query conditions

年度/Year

学期/Semester

下载学习协议模板/Download Learning Agreement Template

搜索一下/Searching

重置条件/Reset Condition

查询结果/Searching Result

序号 No.	姓名 Student Full Name	国籍 Region Name	学校 School Name	学号 Student ID	年度 Year	学期 Semester	学院 School	课程数量 Have Selected	状态 Status	选项 Options
1	A2	Albania	U哈佛大学		2022	Spring	School of International Education	2	Home institution confirmed learning agreement	<div>选项/Options</div>

上传课程协议/upload signed learning agreement

查看/View

课程信息/Courses Information

基本信息/Basic Information

课程信息/Courses Information

附件信息/Attachment Information

学院/Home Institution

学期/Semester

课程数量/Selected Course Numbers

2

课程信息/Courses Information

序号 NO.	课程代码 Course Code	课程名称 Course Title	教师姓名 Lecturer	学院 School	教室 Classroom	时间 Time	起始周/上课时间 Starting Week	学分 Credits	上课形式 Teaching Mode	成绩 Grade
1	MBA511	Business Risk Management	Dr. Zeng Lixin	Business School	N/A		1-14周	2	Tencent/Zoom live	121
2	S124	New China Economic Insights	张英若	School of International Education	online	Friday 19:00-21:30	1-14 Week	3	Tencent/Zoom live	222

附件信息/Attachment Information

序号 No.	附件类型 File Type	附件格式 File Format	附件大小 File Size	上传状态 Upload Status	上传时间 Upload Time	选项 Options
1*	Certification(成绩单)	pdf, png, jpg, tiff, doc, docx	最大 30M 30M in Max	✓ 已上传 Upload Successfully	2022-05-13 23:56	<div>下载/Download</div> <div>查看/Check</div>
2*	Learning Agreement(课程协议)	pdf, png, jpg, tiff, doc, docx	最大 30M 30M in Max	✓ 已上传 Upload Successfully	2022-05-14 00:05	<div>下载/Download</div> <div>查看/Check</div>

**\*PLEASE NOTE THE ITEMS BELOW ARE NOT APPLICABLE DURING THE VIRTUAL EXCHANGE!**

## 5. LIVING OFF-CAMPUS

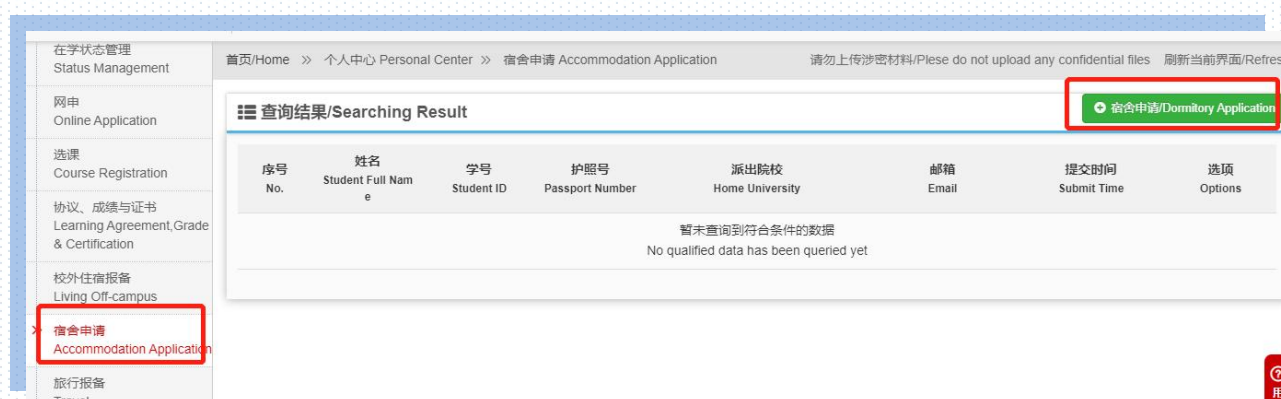
Click *Living Off-campus* to submit accommodation information outside UIBE.



The screenshot shows the 'Living Off-campus' page. The left sidebar has a menu with '校外住宿报备' (Living Off-campus) highlighted. The main content area is titled '查询结果/Searching Result' and contains a table with columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 国籍 (Nationality), 学院 (School), 护照号 (Passport Number), 派出院校 (Home University), 手机号 (Phone Number), 提交时间 (Submit Time), 状态 (Status), and 选项 (Options). The table is currently empty, with a message '暂未查询到符合条件的数据' (No qualified data has been queried yet). A green button labeled '校外住宿报备/Off Campus Accommodation Record' is visible in the top right corner. A red box highlights the '校外住宿报备' menu item and the green button. A red box also highlights the '用户操作' (User Operation) button in the bottom right corner.

## 6. ACCOMMODATION APPLICATION

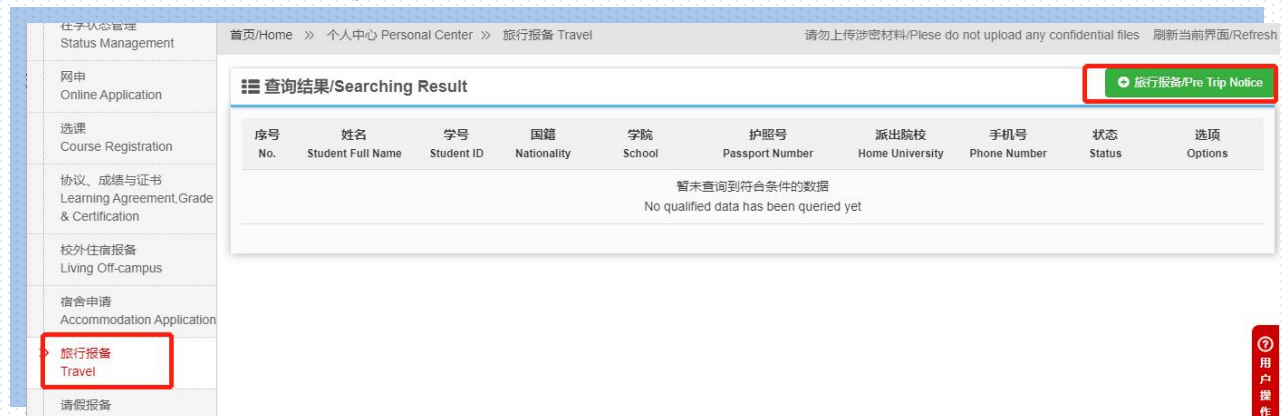
Click *Accommodation Application* to apply for on-campus dormitory.



The screenshot shows the 'Accommodation Application' page. The left sidebar has a menu with '宿舍申请' (Accommodation Application) highlighted. The main content area is titled '查询结果/Searching Result' and contains a table with columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 护照号 (Passport Number), 派出院校 (Home University), 邮箱 (Email), 提交时间 (Submit Time), and 选项 (Options). The table is currently empty, with a message '暂未查询到符合条件的数据' (No qualified data has been queried yet). A green button labeled '宿舍申请/Dormitory Application' is visible in the top right corner. A red box highlights the '宿舍申请' menu item and the green button. A red box also highlights the '用户操作' (User Operation) button in the bottom right corner.

## 7. TRAVEL

Click *Travel* to submit travel plan.



The screenshot shows the 'Travel' page. The left sidebar has a menu with '旅行报备' (Travel) highlighted. The main content area is titled '查询结果/Searching Result' and contains a table with columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 国籍 (Nationality), 学院 (School), 护照号 (Passport Number), 派出院校 (Home University), 手机号 (Phone Number), 状态 (Status), and 选项 (Options). The table is currently empty, with a message '暂未查询到符合条件的数据' (No qualified data has been queried yet). A green button labeled '旅行报备/Pre Trip Notice' is visible in the top right corner. A red box highlights the '旅行报备' menu item and the green button. A red box also highlights the '用户操作' (User Operation) button in the bottom right corner.



## 8. ABSENCE

Click **Absence** to submit leaving application.

The screenshot shows the 'Absence' section of the web application. On the left sidebar, the '请假报备' (Absence Reporting) option is highlighted with a red box. The main content area is titled '查询结果/Searching Result' and features a green button labeled '请假报备/Leave or Absence Reporting'. Below the title is a table with the following columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 国籍 (Nationality), 学院 (School), 护照号 (Passport Number), 派出院校 (Home University), 手机号 (Phone Number), 状态 (Status), and 选项 (Options). The table body contains the text '暂未查询到符合条件的数据' (No qualified data has been queried yet). A vertical red button labeled '用户操作手册' (User Operation Manual) is located on the right side of the interface.

## 9. E-CARD APPLICATION

Click **E-Card Application** to submit e-card application.

The screenshot shows the 'E-Card Application' section of the web application. On the left sidebar, the 'E卡申请' (E-Card Application) option is highlighted with a red box. The main content area is titled '查询结果/Searching Result' and features a green button labeled '申请E卡/Apply for E-card(Campus Card)'. Below the title is a table with the following columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 性别 (Gender), 护照号 (Passport Number), 领卡时间 (Data), 状态 (Status), and 选项 (Options). The table body contains the text '暂未查询到符合条件的数据' (No qualified data has been queried yet). A vertical red button labeled '用户操作手册' (User Operation Manual) is located on the right side of the interface.

## 10. BUDDY PROGRAM

Click **Buddy Program** to submit the program application.

The screenshot shows the 'Buddy Program' section of the web application. On the left sidebar, the '语伴申请' (Buddy Program) option is highlighted with a red box. The main content area is titled '查询结果/Searching Result' and features a green button labeled '申请语伴/Apply for Buddy Program(Language Partner)'. Below the title is a table with the following columns: 序号 (No.), 姓名 (Student Full Name), 学号 (Student ID), 性别 (Gender), 护照号 (Passport Number), 邮箱 (Email), 微信号 (Wechat ID), and 选项 (Options). The table body contains the text '暂未查询到符合条件的数据' (No qualified data has been queried yet). A vertical red button labeled '用户操作手册' (User Operation Manual) is located on the right side of the interface.

# 11. EVALUATION&COMMENTS

Click *Evaluation & Comments* to submit valuable feedback on the exchange program.

在学状态管理  
Status Management

网申  
Online Application

选课  
Course Registration

协议、成绩与证书  
Learning Agreement, Grade  
& Certification

校外住宿报备  
Living Off-campus

宿舍申请  
Accommodation Application

旅行报备  
Travel

请假报备  
Absence

E卡申请  
E-Card Application

语伴申请  
Buddy Program

» 评估反馈  
Evaluation & Comments

首页/Home » 个人中心 Personal Center » 评估反馈 Evaluation & Comments

请勿上传涉密材料/Please do not upload any confidential files 刷新当前界面/Refresh

查询结果/Searching Result

新增评估反馈/New Evaluation Feedback

序号 No.	姓名 Student Full Name	学号 Student ID	护照号 Passport Number	评估反馈 Evaluation & Comments	选项 Options
暂未查询到符合条件的数据 No qualified data has been queried yet					

用户操作手册