GUIDANCE

NON-DEGREE EXCHANGE STUDENT

SERVICE PLATFORM

对外经济贸易大学 | 外事工作服务系统
Foreign Affairs Service System

CONTENT

1. LOG IN

Website: http://202.204.175.192/ or 202.204.175.192/eedepot.aspx
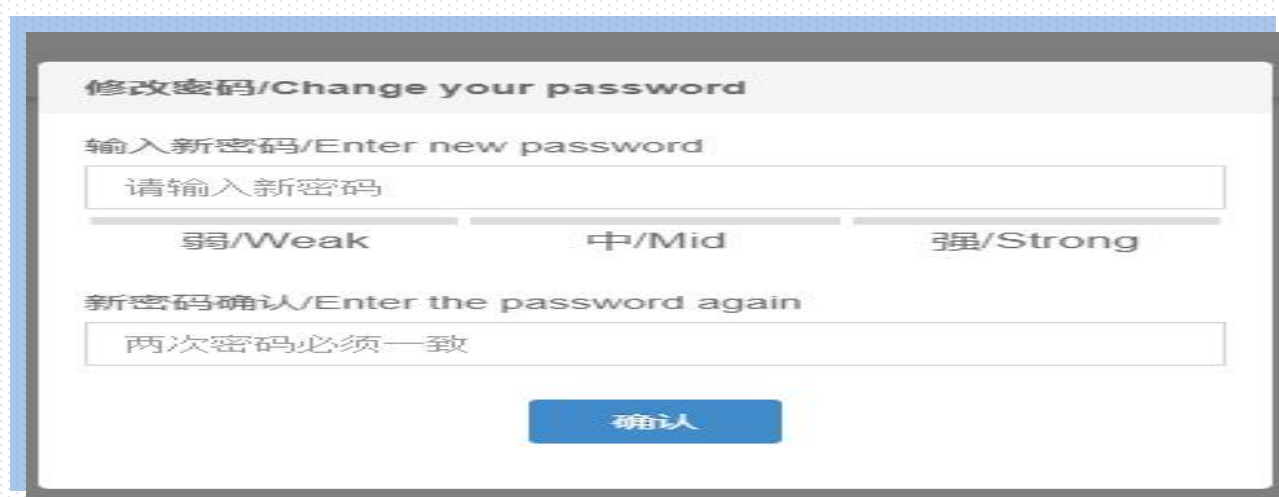Account: Your email address (in use now)
Password: 666666

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.
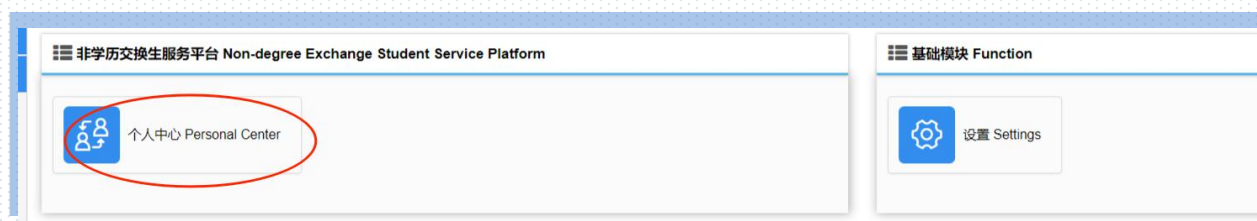
2. STATUS MANAGEMENT

Click *Personal Center* on the homepage.

Click *Status Management* to fill in the information.

Click *Submit And Next Step*.

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.
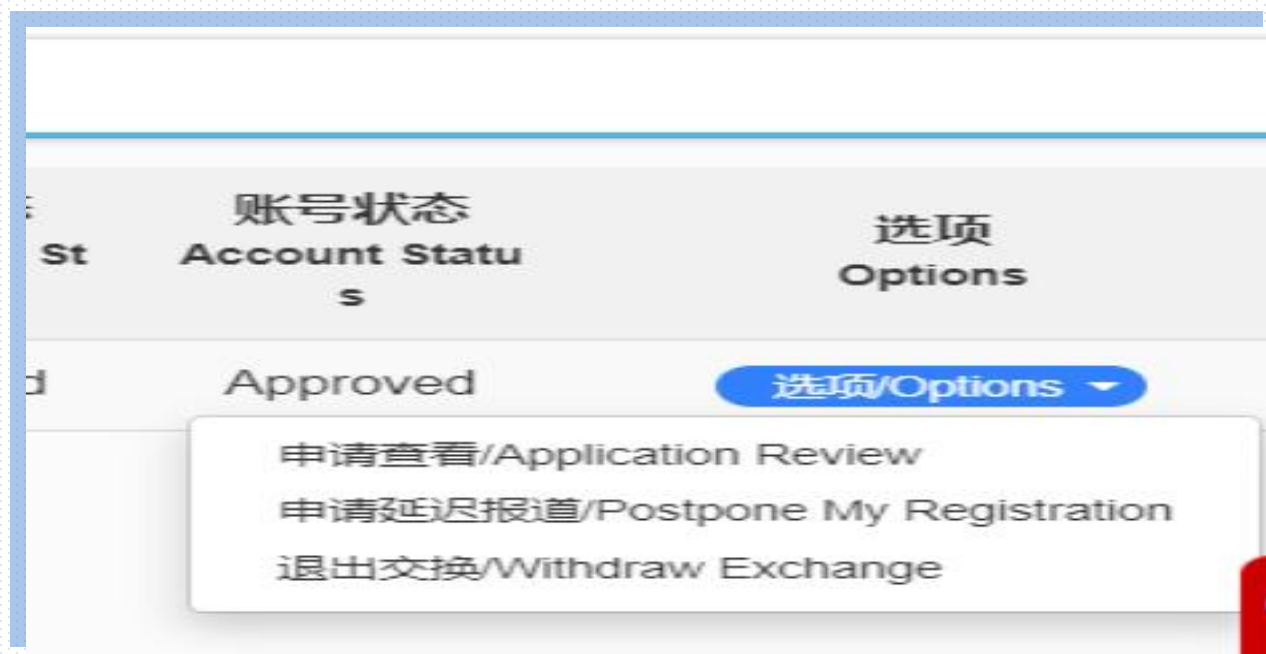
3. ONLINE APPLICATION

Click *Online Application* and *Start Filling.*
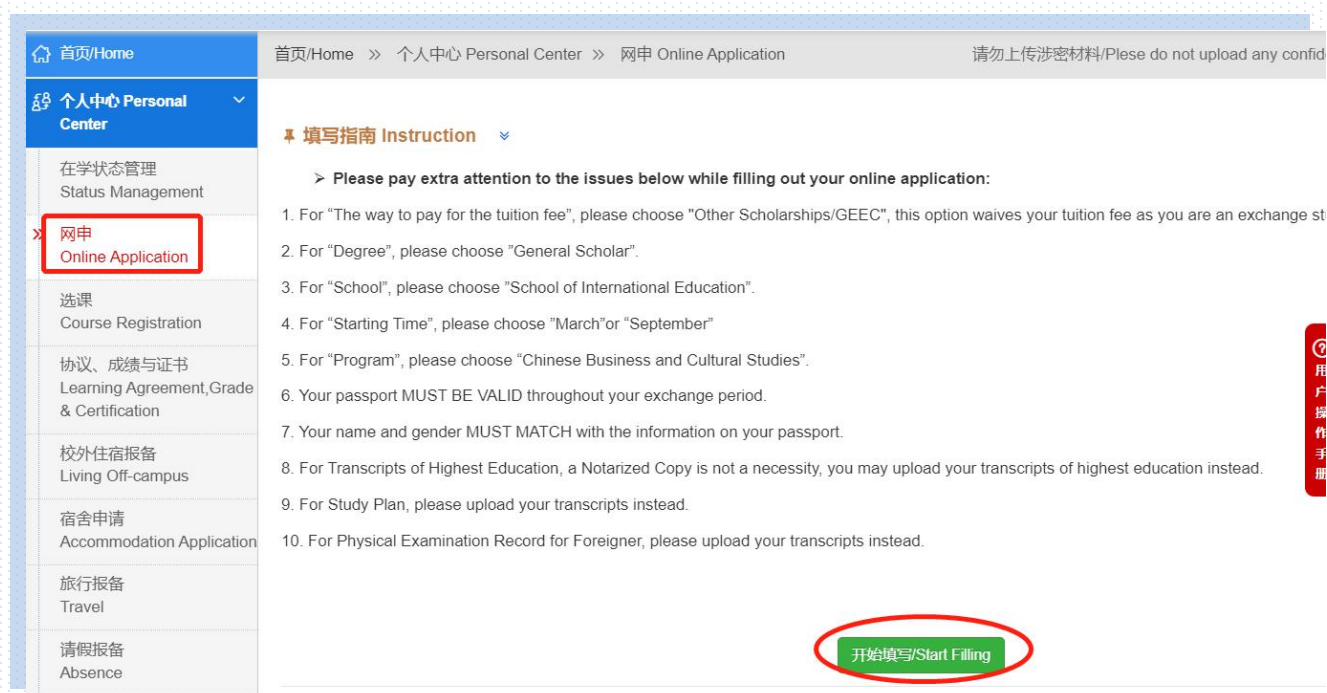
When clicking *Start Filling*, you will be required to register with an email address (The email address could be the one in use or a new email address.)
Click *REGISTER* to complete your information and log in to make your Online Application.

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

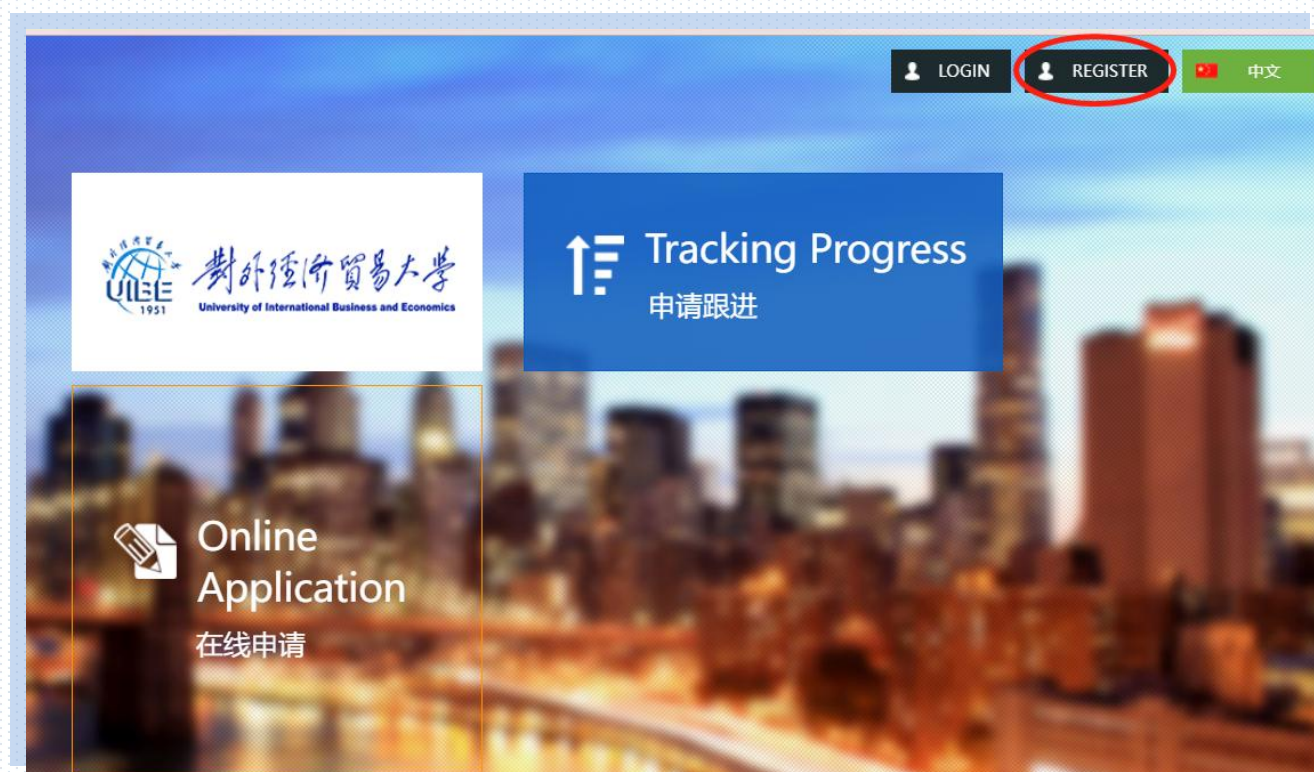- ❖ Please choose 'Other Scholarships/GEEC' for 'The way to pay for the tuition fee'.
- ❖ Please choose 'General Scholar' for 'Degree'.
- ❖ Please choose 'School of International Education' for 'School'.
- ❖ Please choose 'March' or 'September' for 'Starting Time'.
- ❖ Please choose 'Chinese Business 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 ▲

-Select-
March
September

Clear Search ↻

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.

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	Apply Now
Credit Courses (one semester)	School of International Education	General Scholar	2022-09-01	1 Semester	English	Apply Now
Chinese Business and Cultural Studies (Foreign Language Teaching) (one year)	School of International Education	General Scholar	2022-09-01	1 Year	English	Apply Now
Chinese Business and Cultural Studies (Foreign Language Teaching) (one semester)	School of International Education	General Scholar	2022-09-01	1 Semester	English	Apply Now

If you are nominated for one full year, please choose here

VII

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

Name of the Agency	GEEC	Referee (if any)	Referee (if any)
Relationship with you	Relationship with you	Mobile	Mobile
Nationality	American Samoa ▾	E-mail	E-mail
Address	Address	Remarks	Remarks

对外经济贸易大学
University of International Business and Economics
IBE 1951

🏴 中文 ▾

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**.

Search courses by query conditions

Click **View** and check course information.

Click **Select** to confirm your course selection. If a course is chosen successfully, the **Select** button will turn to **Cancel.**

Operation Succeeded will be shown on the screen when you have chosen or canceled a course.

If you have accomplished course selection, please click **Learning Agreement, Grade & Certification.** Choose the exchange year and semester to download your learning agreement.

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

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

Click any button to upload a file

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

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.

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

5. LIVING OFF-CAMPUS
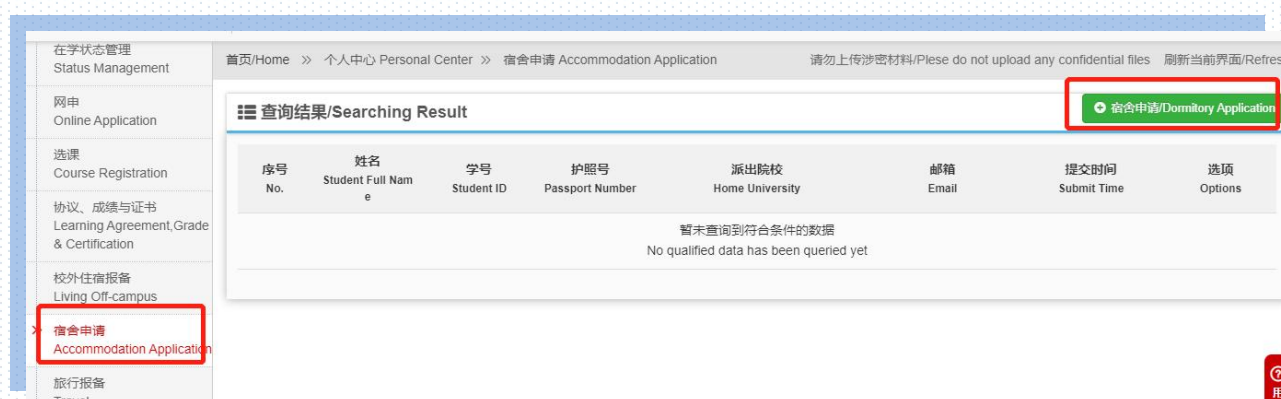
Click *Living Off-campus* to submit accommodation information outside UIBE.

6. ACCOMMODATION APPLICATION

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

7. TRAVEL

Click *Travel* to submit travel plan.

8. ABSENCE

Click *Absence* to submit leaving application.

9. E-CARD APPLICATION

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

10. BUDDY PROGRAM

Click *Buddy Program* to submit the program application.

11. EVALUATION&COMMENTS

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