# Instructions for Application Procedure of IDE Master's Degree Program 2021 of International School of Design, Zhejiang University, Ningbo (ZJU-ISD) and Scholarship

1. Visit Application & Admission System for International Student of Zhejiang University at http://isinfosys.zju.edu.cn/recruit/register copy.shtml to sign up



Enter your email address, and set a password containing at least 8 letters and/or digits, re-enter the password to confirm, press "Sign up".



2. Check Out the Email and Activate Account.



Click on the link in the activation email sent by Zhejiang University to activate your account. You can enter your user name (your registered email address) and password to log in Application & Admission System for International Students of Zhejiang University.



3. Log in the Application & Admission System



Enter your registered email address and password, click on "Login".

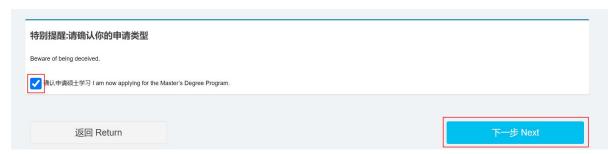
# 4. Select Program



Click on "Master's Degree".

#### 5. Confirm the Type of Program

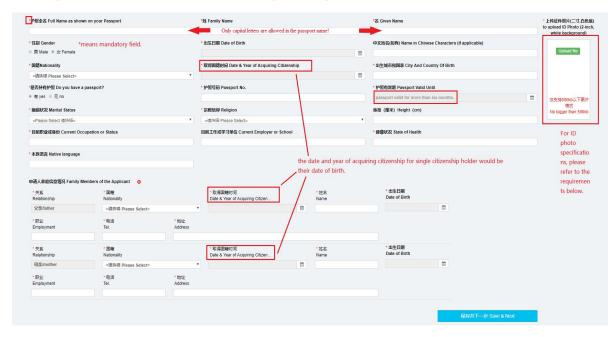




Click on the box, to confirm the application of the Master's Degree Program, then click on "Next".

Note: Applicant is advised to click on "Save & Next" once complete every page to save the input.

# 6. Complete Basic Information Session and Upload ID photo



All applicants MUST meet the following requirements when submitting your ID photo in the online application system:

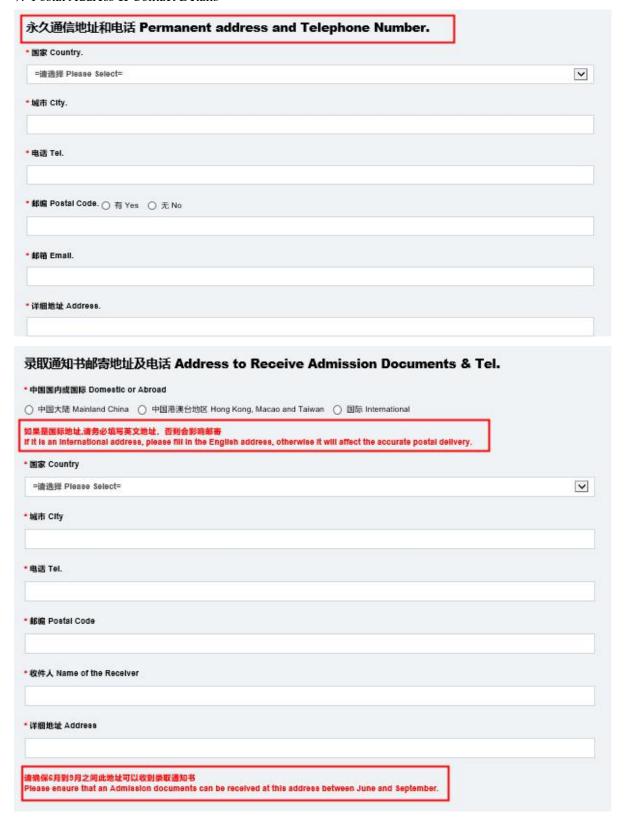
- -- 2 inch color ID photo;
- --Bareheaded;
- --No frame, on white background;
- -- Head occupying 2/3 of photo size;
- --Pixels: no less than 320 \* 240 pixels;
- --Aspect Ratio: 4:3;
- --Size:between 100KB and 500KB;
- --Format: JPG;

For applicants who fail to submit the ID photo which meet the above-mentioned requirements, your application will NOT be able to move to the following phase of the admission procedures, so

please make sure to provide us with the ID photo as strictly required.

If you have already submitted ID photos in the online application system which do NOT meet the above-mentioned requirements, please send your new ID photo to the corresponding admission email box directly as soon as possible.

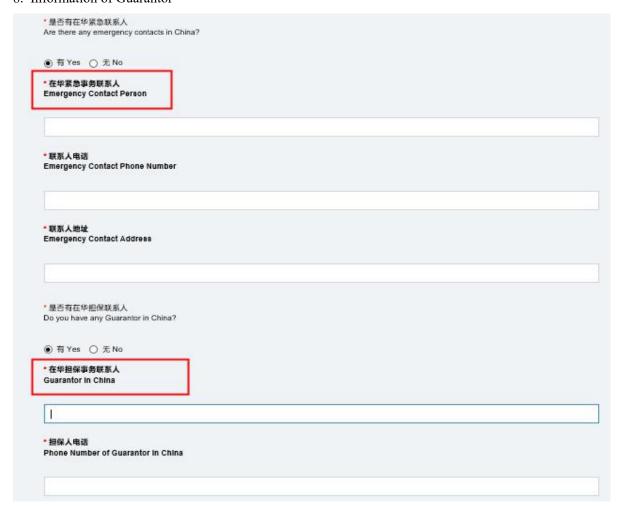
#### 7. Postal Address & Contact Details





Please provide 3 types of postal address and contact numbers, permanent address and telephone number to receive admission notice (please ensure that admission documents can be received at this address between June and September) and your current address and telephone number (repeat to fill in the information even if they are the same).

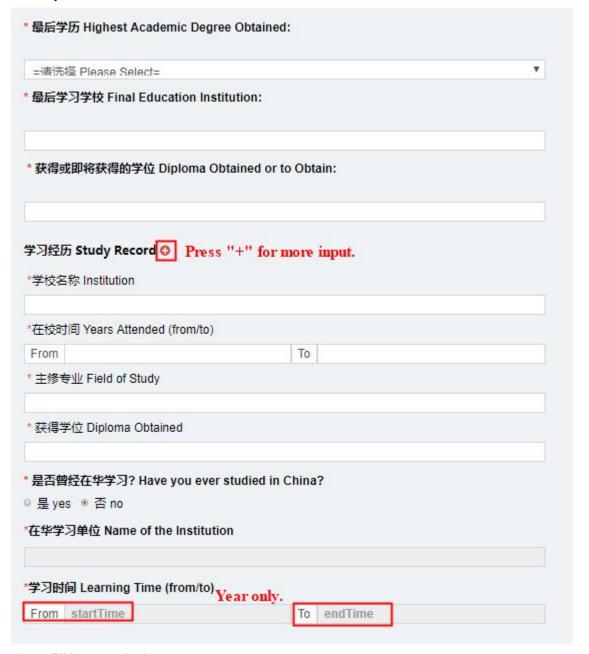
#### 8. Information of Guarantor





Please fill in the information if you have emergency contact person and guarantor in China. If not, you may enter the postal address of the embassy of your country in China or consulate of your country in Ningbo, name and telephone number of your country's ambassador/consul general in China.

#### 9. Study Record



Please fill in as required.

#### 10. Work Experience



Please fill in as required.

11. Academic Papers, Writing & Art Works Published



It is optional, please fill in if you have published any academic papers, writing and art works.

12. Language Proficiency



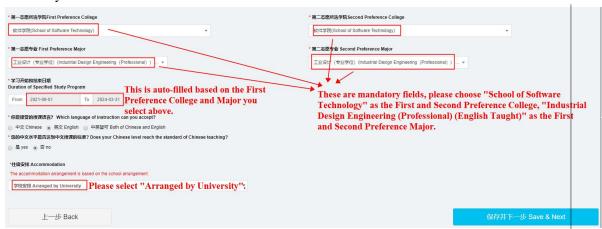
Please fill in as required.

13. Other Experience



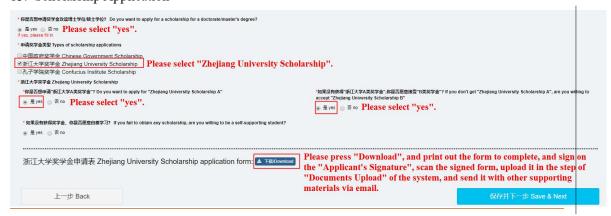
Please select "Yes" or "No" according to the fact.

#### 14. Study Plan



Please choose School of Software Technology as the First and Second Preference College, and Industrial Design Engineering (Professional) (English taught) as the First and Second Preference Major. Duration of Specified Study Program is auto-filled based on the First Preference College and Major you select above, manual input is not needed.

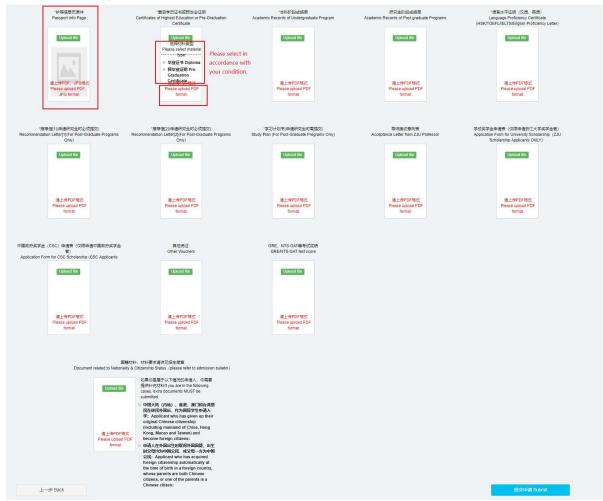
#### 15. Scholarship Application



Please select "Zhejiang University Scholarship" as the Type of scholarship application. Please download and print the Zhejiang University Scholarship Application Form to complete. Applicant

needs to sign his/her name by handwriting, the application is invalid without applicant's signature; Scan the signed form when complete, and upload it into the system in the step of Documents Upload, after online submission, the form shall be sent along with all other materials to Zhejiang University via email: nbxq010@zju.edu.cn.

### 16. Documents Upload



Documents shall be in either Chinese or English, and the size of each attachment shall be no more than 5MB, passport information page can be in PDF or JPG formats, all other materials must be in PDF format, please upload materials to the corresponding block. Note: The system is unable to save uploaded documents, therefore, please ensure you have completed the application form, and uploaded all materials required by the applications of master's degree program and scholarship, and then click on "Submit".

Note: Applicant who has not got the degree certificate when applying shall provide the pre-graduation certificate first (then provide the academic degree certificates no later than registration).

# 17. Modify Application at Anytime Before Submission

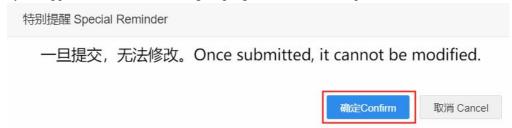


You can log in the system to modify your application and upload additional materials at any time before your application is submitted. An application number is generated by the system before the application is submitted, you could find the number on the upper left corner on the homepage when you log in the system.

#### 18. Submit Application

# 提交申请 Submit

Click on "Submit" only when you complete the application form and upload all materials required by the applications of master's degree program and scholarship.



Note: Once the application is submitted, you cannot modify anything and upload materials for the application. If you confirm, click on "Confirm", to complete the online submission procedure.

# ♥ 正在提交... submitting...

The submission takes a few minutes, please be patient and do not close the webpage during submitting.



Your application and uploaded materials are submitted successfully only if you see this page.

# 19. Email All Materials

Applicant shall send all materials uploaded into the system after online submission, including the signed Admission Application Form and Zhejiang University Scholarship Application Form and all other materials in a ZIP or RAR file via email: nbxq010@zju.edu.cn.