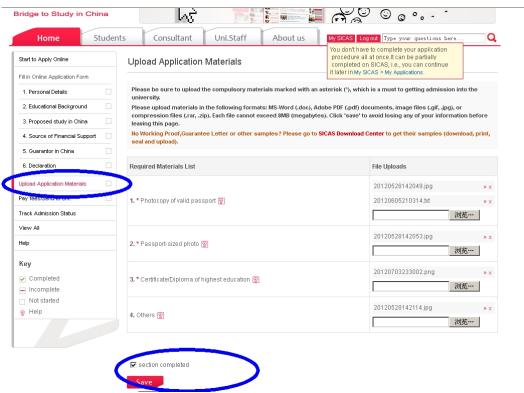# Step 2: Upload Required Application Documents

Picture 7-1 Step2 Upload Required Application Documents: According to the university's admission criteria, you are required to upload photocopies of required application documents. Please remember to upload the compulsory materials marked with an asterisk (*), which is a prerequisite for your student to get admission into the university.

How to prepare the photocopies?

A. Use a scanner to scan your documents and create an image on your computer,

B. You may use a digital camera or mobile phone with camera, be sure to make the photos clear and legible

C. Each file exceeding 8 MB (megabytes) can not be uploaded and all the materials should be image files (.gif, .jpg), Adobe PDF, (.pdf) documents, MS-Word (.doc), or compression files (.rar, .zip).
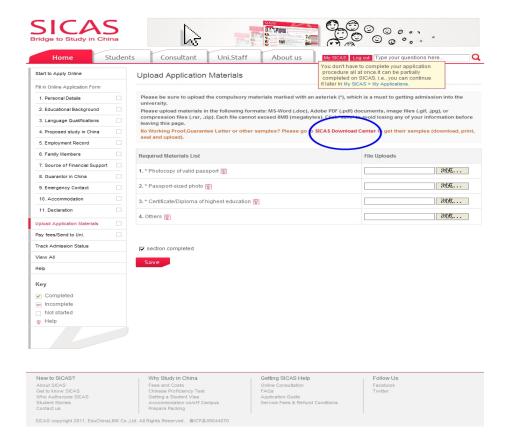
How to upload documents?

A. Click 'SELECT FILES' in the column of 'File Uploads'.

B. Choose the required documents from your computer.

C. Click OK to upload.

The uploading time may vary from several seconds to one minute according to your local connection speed. When your documents are uploading, please DO NOT leave the current section or make any change.

2.3.1 What to do if I havn't got certain required documents?

If you don't have your valid passport, certificate, transcript and other required documents by the time of application, you have to do as following.

Picture 7-2 SICAS Download Center： Click "SICAS Download Center" on the top of the page and you will be directed into the center where you can find all the samples of statement you need. Download the sample you need and print it out. Please sign the statement, scan and upload it as a substitute of the required document. When you have your valid document or related proof, please upload the photocopy of it as soon as possible. .

2.3.2 Is IELTS Test Report Form Necessary?

Students who graduate from shools in which all courses are taught in English may not need to take IELTS test when they apply for certain universities. In this case, you also need a statement to explain your circumstances. Print out the statement, sign it, and upload a photocopy of it. Then, ask for a written document from your school of graduation which can prove that all your courses in that school were taught in English. Finally, upload a photocopy of the document.

2.3.3 Is Working Proof　Necessary?

You will need to clarify your work experience and current post (if any), if you are not graduate of the current year or you plan to apply for universities located in Shandong Province. If you are a graduate of the current year, download "Statement of Current Year's Graduate" in the download center. Then print out the statement, sign it, and upload a photocopy of it.