

## 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.

Bridge to Study in China

Home Students Consultant Uni.Staff About us My SICAS Log out Type your questions here...

Start to Apply Online

Fill in Online Application Form

- 1. Personal Details
- 2. Educational Background
- 3. Proposed study in China
- 4. Source of Financial Support
- 5. Guarantor in China
- 6. Declaration
- Upload Application Materials**
- Pay fees/submit documents

Track Admission Status

View All

Help

Key

- Completed
- Incomplete
- Not started
- Help

### Upload Application Materials

You don't have to complete your application procedure all at once. It can be partially completed on SICAS, i.e., you can continue it later in My SICAS > My Applications.

Please be sure to upload the compulsory materials marked with an asterisk (\*), which is a must to getting admission into the university.

Please upload materials in the following formats: MS-Word (.doc), Adobe PDF (.pdf) documents, image files (.gif, .jpg), or compression files (.rar, .zip). Each file cannot exceed 8MB (megabytes). Click 'save' to avoid losing any of your information before leaving this page.

**No Working Proof, Guarantee Letter or other samples? Please go to SICAS Download Center to get their samples (download, print, seal and upload).**

Required Materials List	File Uploads
1. * Photocopy of valid passport <input checked="" type="checkbox"/>	20120528142049.jpg > x 20120605210314.bt > x <input type="text"/> 浏览...
2. * Passport-sized photo <input checked="" type="checkbox"/>	20120528142053.jpg > x <input type="text"/> 浏览...
3. * Certificate/Diploma of highest education <input checked="" type="checkbox"/>	20120703233002.png > x <input type="text"/> 浏览...
4. Others <input checked="" type="checkbox"/>	20120528142114.jpg > x <input type="text"/> 浏览...

section completed

Save

### How to prepare the photocopies?

- Use a scanner to scan your documents and create an image on your computer,
- You may use a digital camera or mobile phone with camera, be sure to make the photos clear and legible
- 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?

- Click 'SELECT FILES' in the column of 'File Uploads'.
- Choose the required documents from your computer.
- 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 haven'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.

**SICAS**  
Bridge to Study in China

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**Start to Apply Online**

Fill in Online Application Form

1. Personal Details
2. Educational Background
3. Language Qualifications
4. Proposed study in China
5. Employment Record
6. Family Members
7. Source of Financial Support
8. Guarantor in China
9. Emergency Contact
10. Accommodation
11. Declaration

**Upload Application Materials**

Pay fees/Send to Uni.

Track Admission Status

View All

Help

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section completed

**Save**

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Contact us

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Getting a Student Visa  
Accommodation on/off Campus  
Prepare Packing

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FAQs  
Application Guide  
Service Fees & Refund Conditions

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### 2.3.2 Is IELTS Test Report Form Necessary?

Students who graduate from schools 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.