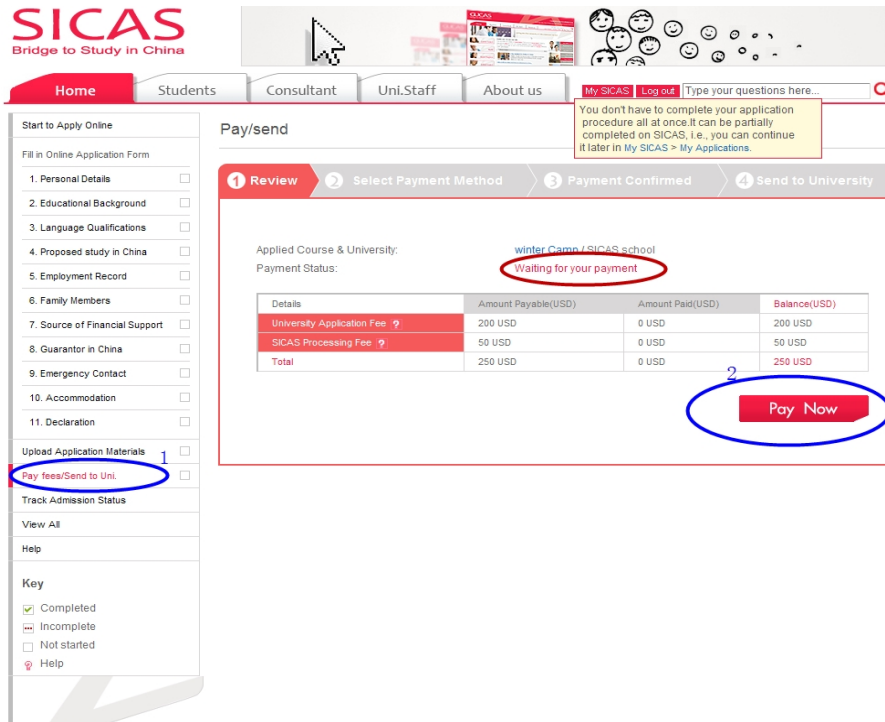


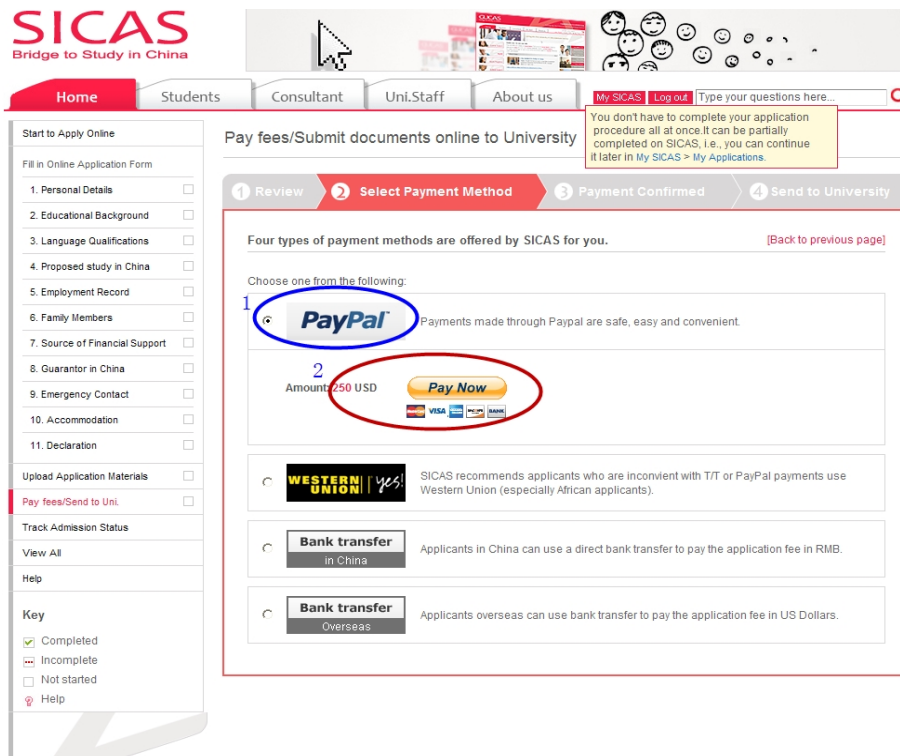
Step 3 Pay Fees/Send to University

This step allows you to make payment and submit your student’s application to the university. Please pay the application fee and SICAS processing fee in order to submit the application. **An application fee** is charged by the individual university or universities that you apply to. The application fee of a Chinese university is usually between 60-120 USD depending on schools and types of courses. Based on the agreements between SICAS & China’s universities; SICAS does the collection of application fees for universities. A **SICAS processing fee** is charged for the operation and maintenance of SICAS (50 U.S. dollars).

Picture 8-1 Pay fees/Send to Uni: Click “Pay fees/Send to Uni” on the left menu, you will see that your payment status is “Waiting for your payment”. Click the button “Pay Now” to begin Step 3.



Picture 8-2 Select a Payment Method: Four types of payments are offered by SICAS for you. If you choose to pay by PayPal, select it and click “Pay Now”.



Picture 8-3 Pay by PayPal: You will be directed into the page as following. Check the order summary carefully before enter your payment details. Then, click “Review and Continue” and finish the left procedure. After you pay your fees successfully, you will receive an conformation email from the official email of PayPal. Then, forward the email to your SICAS adviser and accounting@sicas.cn.

Your order summary

Descriptions	Amount
winter Camp SICAS school Item number: BT20130703033634 Item price: \$250.00 Quantity: 1	\$250.00
Item total	\$250.00
Total \$250.00 USD	

Choose a way to pay

▶ **Pay with my PayPal account** PayPal
Log in to your PayPal account to complete the purchase

▼ **Pay with my credit or debit card**
(Optional) Sign up for PayPal for faster future checkout

Country:

Card number:

Payment Types:

[Identify your card type](#)

Surname:

Given name:

Province or municipality:

City / County:

Address line 1:

Address line 2 (optional):

Postal code:

Telephone (+86):

Email:

Payments processed by PayPal

[Cancel and return to 青岛](#)

[Site Feedback](#)

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Compose
Check
Contacts

Inbox (9)
Drafts (5)
Sent
Trash [Clear]
Spam

My Folders
Other Mailboxes

Notepad
Online File Storage
Enterprise Network
More Applications

From: "service@paypal.co.uk" <service@paypal.co.uk>
Date: 12 May 2013 11:16:25 BST
To: Taylor Hardy <taylor.hardy@educhinalinkcn@yahoo.com>
Subject: Receipt for Your Payment to 青岛国际教育咨询有限公司 (educhinalinkcn@yahoo.com)

PayPal 12 May 2013 11:16:25 BST
Transaction ID: 6MVS80299E346564M

Dear Taylor Hardy,

You sent a payment of \$75.00 USD to 青岛国际教育咨询有限公司 (educhinalinkcn@yahoo.com)

You can use PayPal at millions of websites
From the biggest retailers to the smallest specialists [See for yourself](#)

It may take a few moments for this transaction to appear in your account.

<p>Merchant 青岛国际教育咨询有限公司 educhinalinkcn@yahoo.com +86 053288893296</p> <p>Shipping address - confirmed Taylor Hardy 135 Lord Home Halls Henriot Watt University CURRIE, Midlothian EH14 4AS United Kingdom</p>	<p>Instructions to merchant You haven't entered any instructions.</p> <p>Dispatch details The seller hasn't provided any dispatch details yet.</p>
--	--

Description	Unit price	Qty	Amount
Mechanical Engineering and Automation Ningbo University Item Number G820130413111452	\$75.00 USD	1	\$75.00 USD
Subtotal			\$75.00 USD
Total			\$75.00 USD
Payment \$75.00 USD			

Charge will appear on your credit card statement as 'PAYPAL "QINGDAO LINK" Payment sent to educhinalinkcn@yahoo.com

Currency conversion: To complete this transaction, we converted the payment amount to the currency of your card based on our agreement with you. PayPal's currency conversion fee is added to the exchange rate, which is set by an external financial institution. For more information about fees, see our [User Agreement](#).

Questions? Go to the Help Centre at: www.paypal.com/help

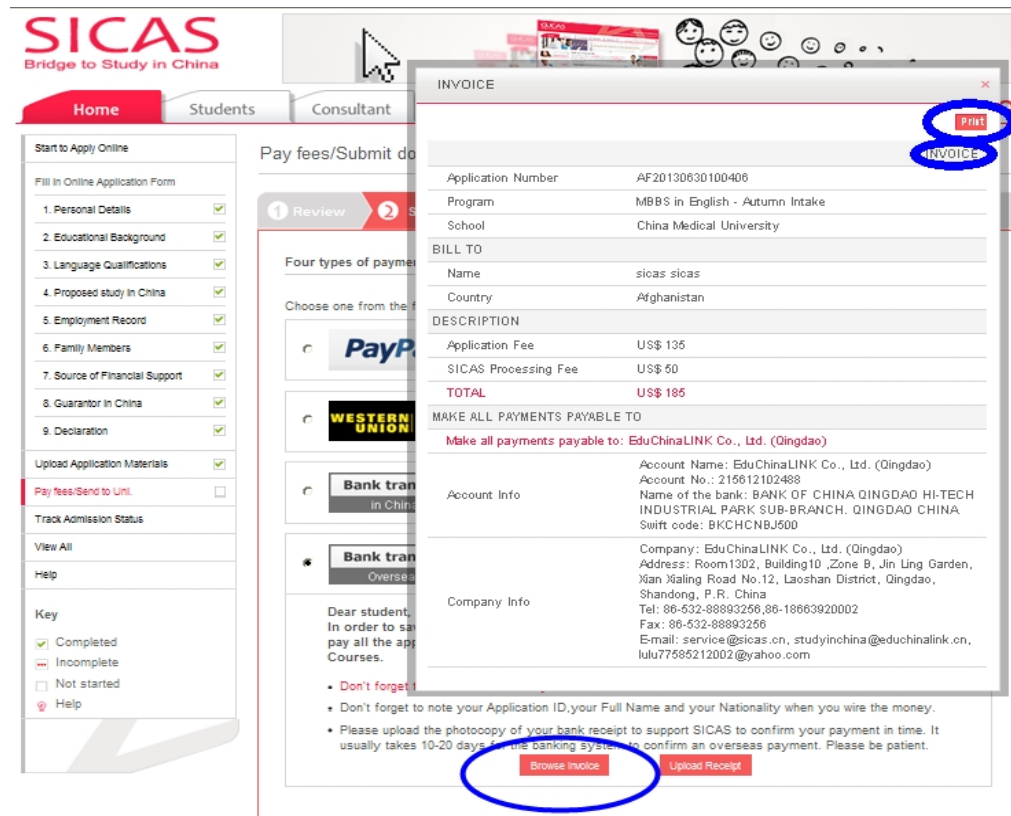
Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click Help in the top right corner of any PayPal page.

You can choose to receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your PayPal account at www.paypal.co.uk, go to your Profile and click My account settings.

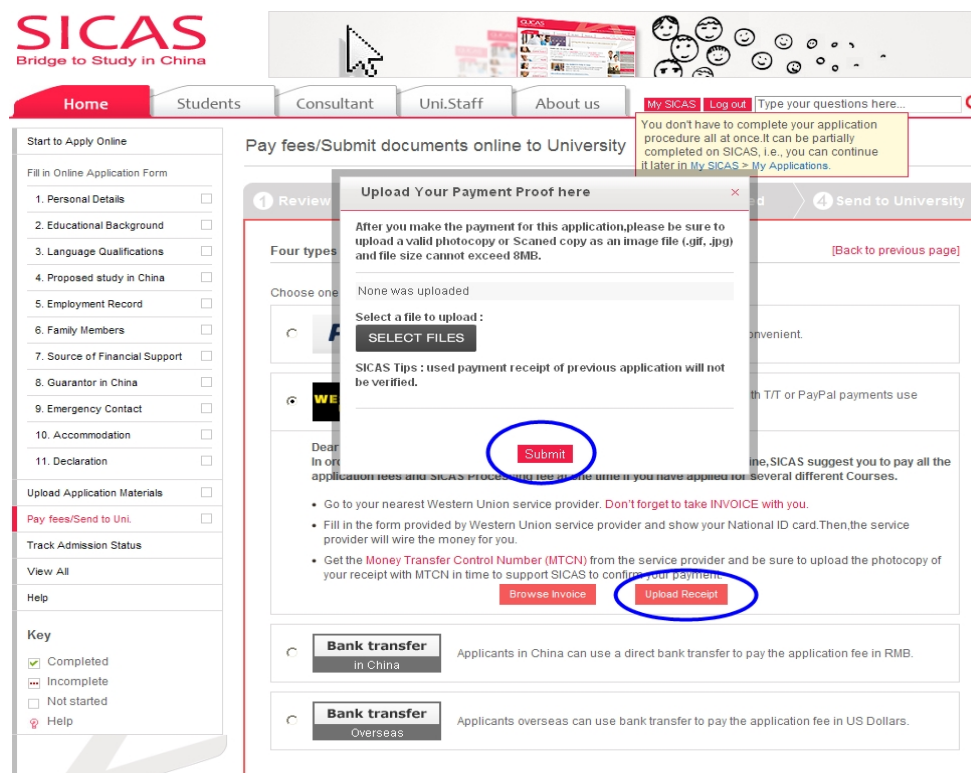
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Société en Commandite par Actions
Registered Office: 5th Floor 22-24 Boulevard Royal L-2449, Luxembourg
RCS Luxembourg B 118 349

Picture 8-4 Pay by Western Union or Bank Transfer: If you choose to pay by Western Union or Bank Transfer (both in China and Overseas), the procedures are the same. Take Western Union as example. Select Western Union, then click “Browse Invoice” and you will see a pop-up window. Print out your invoice by clicking “Print” on the top of the pop-up window. Don’t forget to take it with you to the bank when you make payment.



Picture 8-5 Upload Receipt: Upload a scanned copy of your payment receipt by clicking “Upload Receipt”, then you will see a pop-up window. Select the picture of your receipt in your computer and click “Submit”.



Picture 9-1 Confirming Payment: After you paid through PayPal or uploaded your payment receipt of bank, please wait patiently for 1-2 working days for SICAS to confirm your payment with the bank. During this period, your payment status will show as “Confirming”.

The screenshot shows the SICAS website interface. The top navigation bar includes 'Home', 'Students', 'Consultant', 'Uni.Staff', and 'About us'. A search bar is on the right. The left sidebar contains a 'Key' section with status indicators: Completed (checked), Incomplete (dashed), Not started (empty), and Help (lightbulb). The main content area is titled 'Pay/send' and shows a progress bar with four steps: 1. Review, 2. Select Payment Method, 3. Payment Confirmed (highlighted in red), and 4. Send to University. Below the progress bar, the 'Applied Course & University' is 'Marital Arts / Henan University of Traditional Chinese Medicine'. The 'Payment Status' is 'Confirming', which is circled in blue. A text box explains that the user should wait 1-2 working days for confirmation and provides an email address: 1307919143@qq.com. A table below shows the payment details:

Details	Amount Payable(USD)	Amount Paid(USD)	Balance(USD)
University Application Fee ?	100 USD	0 USD	100 USD
SICAS Processing Fee ?	50 USD	0 USD	50 USD
Total	150 USD	0 USD	150 USD

A 'Next' button is located at the bottom right of the main content area.

Picture 9-2 Confirmation Failed: You will receive an email with confirmation results from SICAS, once the confirmation process is finished. Your payment status will turn to “Confirmation failed” if we do not receive your payment. There are two reasons for this result. Firstly, the scanned copy of your bank receipt is not qualified. Secondly, you have not paid in full which means your balance is not 0 USD. Please re-upload the photocopy of your receipt or pay the rest fees. If you are sure that you have paid all fees and uploaded the qualified picture, but your confirmation is failed, please email your problems to your SICAS adviser and accounting@sicacn. We will solve your problems as soon as possible.

The screenshot shows the SICAS website interface. The top navigation bar is the same as in Picture 9-1. The left sidebar is also the same. The main content area is titled 'Pay/send' and shows a progress bar with four steps: 1. Review, 2. Select Payment Method, 3. Payment Confirmed (highlighted in red), and 4. Send to University. Below the progress bar, the 'Applied Course & University' is 'Marital Arts / Henan University of Traditional Chinese Medicine'. The 'Payment Status' is 'Confirmation Failed', which is circled in blue. A text box explains that SICAS hasn't received any payment or has just received part of it, and asks the user to go to 'make payment again'. A table below shows the payment details:

Details	Amount Payable(USD)	Amount Paid(USD)	Balance(USD)
University Application Fee ?	100 USD	90 USD	10 USD
SICAS Processing Fee ?	30 USD	40 USD	-10 USD
Total	130 USD	130 USD	0 USD

A 'Next' button is located at the bottom right of the main content area.

Picture 9-3: Payment Confirmed: If your student's payment status becomes "Confirmed", it means that we have received your payment. Then you can click "Next" to complete the rest procedures.

The screenshot shows the SICAS application portal. The top navigation bar includes 'Home', 'Students', 'Consultant', 'Uni.Staff', and 'About us'. A search bar is on the right. The main content area is titled 'Pay/send' and shows a progress bar with four steps: 1. Review, 2. Select Payment Method, 3. Payment Confirmed (highlighted in red), and 4. Send to University. Below the progress bar, the 'Applied Course & University' is 'Chinese Language Program / Jingdezhen Ceramic Institute'. The 'Payment Status' is 'Confirmed', which is circled in blue. A message states: 'Now you can submit your application online. Please click the "Send to University" button in the next step to send your application to the University Admission Office Account on SICAS.' Below this is a table of payment details:

Details	Amount Paid(USD)	Amount Due(USD)	Balance(USD)
University Application Fee	85 USD	0 USD	85 USD
SICAS Processing Fee	0 USD	0 USD	--
Total	85 USD	0 USD	85 USD

A red 'Next' button is circled in red at the bottom right of the main content area.

Picture 9-4 Green Button: If the button "Send to Uni" in this page is green, you can click it directly to submit your application to the university you apply.

The screenshot shows the SICAS application portal. The top navigation bar is the same as in Picture 9-3. The main content area is titled 'Pay/send' and shows a progress bar with four steps: 1. Review, 2. Select Payment Method, 3. Payment Confirmed, and 4. Send to University (highlighted in red). Below the progress bar, the 'Sending Status' is 'Waiting for Sending', which is circled in blue. A message states: 'You haven't sent to your university. Click the button and your application will be sent directly to the University Admission Office. If you have any difficulty in sending your application, please send an email to admission@sicas.cn.' Below this is a table of application sections:

Sections	Status	Action
Application Form		
Personal Details	Completed	Check
Educational Background	Completed	Check
Proposed study in China	Completed	Check
Source of Financial Support	Completed	Check
Guarantor in China	Completed	Check
Declaration	Completed	Check
Upload Application Materials	Completed	Check
Payment Status	Completed	Make payment

A green 'Send to Uni' button is circled in blue at the bottom right of the main content area.

Picture 9-5 Gray Button: If the “Send to Uni” button is gray, it means that you have not fully completed step 1,2,3 or your have not verified your email address . If you have not completed any one step, the corresponding status will show as “Incomplete” in red. Please go back to complete all the steps of application. If you have not verified your email address, click “Verify Your Email”.

SICAS
Bridge to Study in China

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

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.

Pay/send

1 Review 2 Select Payment Method 3 Payment Confirmed 4 Send to University

Sending Status: Not yet
The application still can't be sent to your university. Following status turns to be "Completed", and only after you click "Verify Your Email", the "Send to University" button will be on.

[Verify Your Email](#) [Send to Uni.](#)

Sections	Status	Action
Application Form		
Personal Details	Completed	Check
Educational Background	Completed	Check
Language Qualifications	Completed	Check
Proposed study in China	Completed	Check
Employment Record	Completed	Check
Family Members	Completed	Check
Source of Financial Support	Completed	Check
Guarantor in China	Completed	Check
Emergency Contact	Completed	Check
Accommodation	Completed	Check
Declaration	Completed	Check
Upload Application Materials	Completed	Check
Payment Status	Incomplete	Make payment

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

Key

- Completed
- Incomplete
- Not started
- Help

2.4.1 How to Verify your Email

Picture 10-1 Verify Your Email: Click “Verify Your Email” to have your email address verified.

SICAS
Bridge to Study in China

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

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.

Pay/send

1 Review 2 Select Payment Method 3 Payment Confirmed 4 Send to University

Sending Status: Not yet
The application still can't be sent to your university. Following status turns to be "Completed", and only after you click "Verify Your Email", the "Send to University" button will be on.

[Verify Your Email](#) [Send to Uni.](#)

Sections	Status	Action
Application Form		
Personal Details	Completed	Check
Educational Background	Completed	Check
Language Qualifications	Completed	Check
Proposed study in China	Completed	Check
Employment Record	Completed	Check
Family Members	Completed	Check
Source of Financial Support	Completed	Check
Guarantor in China	Completed	Check
Emergency Contact	Completed	Check
Accommodation	Completed	Check
Declaration	Completed	Check
Upload Application Materials	Completed	Check
Payment Status	Incomplete	Make payment

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

Key

- Completed
- Incomplete
- Not started
- Help

Picture 10-1 Verification Code: You will be directed into the next page as following and you will receive an email with your “Verification Code” within a few seconds. Copy the code and paste it into the “Email verification code” blank and then click “Verify email” to have your email address verified.

The screenshot shows the SICAS website interface. The top navigation bar includes 'Home', 'Students', 'Consultant', 'Uni.Staff', and 'About'. The left sidebar contains 'My SICAS' with options like 'Search -> Apply/Collect', 'My Applications (2)', 'My Collections (1)', 'Track Admission Status (0)', 'Book Accommodation on Campus', 'My Scholarship (0)', 'My Messages', and 'Setting'. The main content area is titled 'Welcome >Verify email' and contains instructions for email verification. A red circle highlights the 'Verify email' button. An email from 'webmaster@sicas.cn' is displayed, with the verification code 'LEU661' highlighted in blue. A red box highlights the email content.

Picture 10-3 Verification Successful: Finally, you will reach this page which notifies you that your email address has been verified successfully. You can return to the Welcome page and continue your application process.

The screenshot shows the SICAS website interface after successful verification. The top navigation bar includes 'Home', 'Students', 'Consultant', 'Uni.Staff', and 'About us'. The left sidebar contains 'My SICAS' with options like 'Search -> Apply/Collect', 'My Applications (2)', 'My Collections (1)', 'Track Admission Status (0)', 'Book Accommodation on Campus', 'My Scholarship (0)', 'My Messages', and 'Setting'. The main content area is titled 'Welcome >Verify email' and contains the message 'Thank you; your email address has been verified.' and a link 'Click here to return to the Welcome page' circled in blue.