

## Step 4: Track Admission Status

**Picture 11-1 Successfully Sent:** You will reach Pic 2-3, once your application has been successfully sent to the university you applied for. Then, click “Track Admission Status” to see the status of your admission.

The screenshot shows the SICAS application tracking interface. On the left, a sidebar lists application sections with checkboxes indicating their completion status. The 'Track Admission Status' option is highlighted with a blue circle. The main content area shows a progress bar with four steps: 1. Review, 2. Select Payment Method, 3. Payment Confirmed, and 4. Send to University. A red box highlights a message box that reads: 'Sending Status: Already sent. Congratulations! You have sent your application to University of International Business and Economics. In general, it only takes 1-3 weeks to receive your Admission Letter or to know if you are refused by the university. SICAS will notify you through zhang\_xiaochong@126.com. You can also click "Track Admission Status" either in the left menu or in your "My SICAS" account menu.'

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	Completed	Make payment

**Picture 11-2 Processing:** Once you reach Pic 3-1, you will see that your admission status is “Processing” which means that the university is processing your application and you will get the result within 1-3 weeks generally. You can refer to the square on the bottom of the page to know the different phases of admission status.

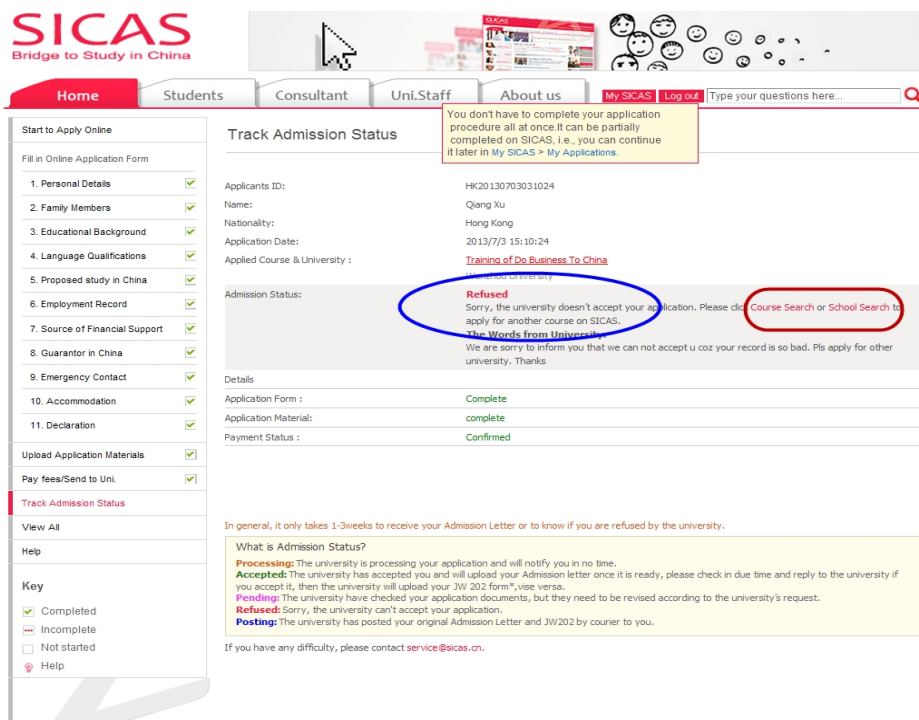
The screenshot shows the SICAS application tracking interface. The 'Track Admission Status' section is active. A message box at the top right states: 'You don't have to complete your application procedure all at once. It can be partially completed on SICAS, i.e., you can continue it later in My SICAS > My Applications.' The 'Admission Status' is highlighted with a blue circle and reads: 'Processing. The university is processing your application and will notify you in no time.'

**What is Admission Status?**  
**Processing:** The university is processing your application and will notify you in no time.  
**Accepted:** The university has accepted you and will upload your Admission letter once it is ready, please check in due time and reply to the university if you accept it; then the university will upload your JW 202 form; vice versa.  
**Pending:** The university have checked your application documents, but they need to be revised according to the university's request.  
**Refused:** Sorry, the university can't accept your application.  
**Posting:** The university has posted your original Admission Letter and JW202 by courier to you.

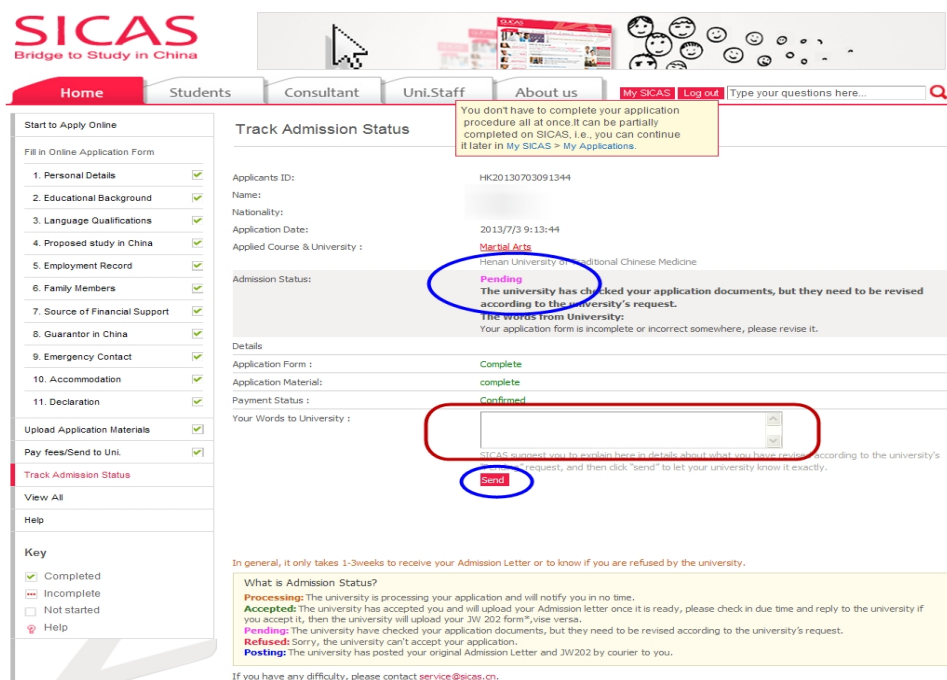
If you have any difficulty, please contact service@sicas.cn.

**SICAS Tips:** Please be aware that you may not have to go through all phases.

**Picture 11-3 Refused:** If the status becomes “Refused”, this means that the university you applied for cannot accept your application. Then, SICAS suggests that you try another course or university. Click “Course Search” or School Search” and re-begin the application process.



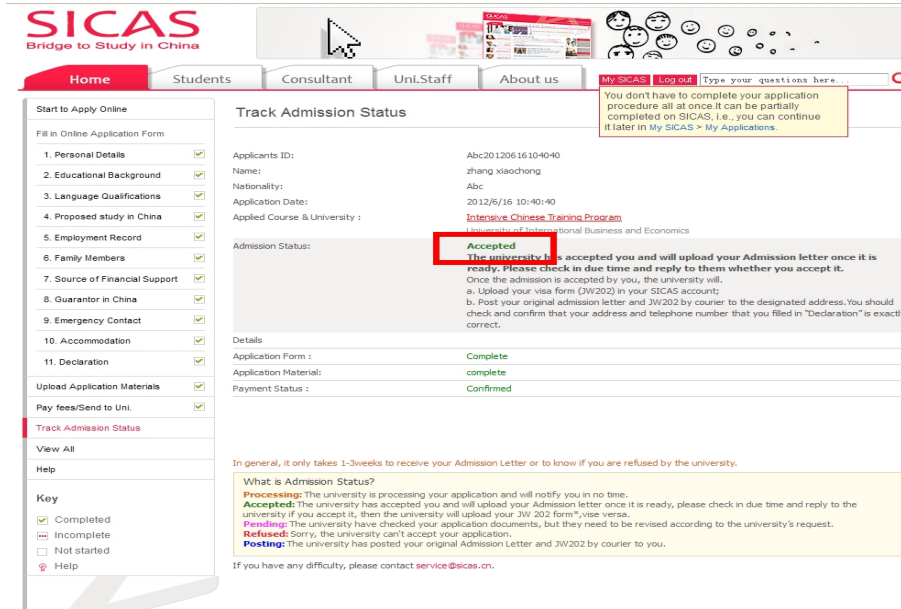
**Picture 11-4 Pending:** If the status becomes “Pending”, this means that the university has check your application documents, but they need to be revised according to the university’s request. This may be due to that the application form you provided or the materials you uploaded are incomplete or incorrect. Please make the revision or re-upload materials according to the university’s request by clicking the corresponding sections on the left menu. Once you finish, SICAS suggests that you explain what you have revised in the text box, then click “Send”.



**Picture 11-5 Accepted--Waiting your admission letter:** If the status becomes “Accepted”, there will be three conditions. Firstly, your track admission status will state:

**Accepted**

The university has already accepted your application and will upload your admission letter once it is ready. Please check in due time and reply to the university whether you accept it.

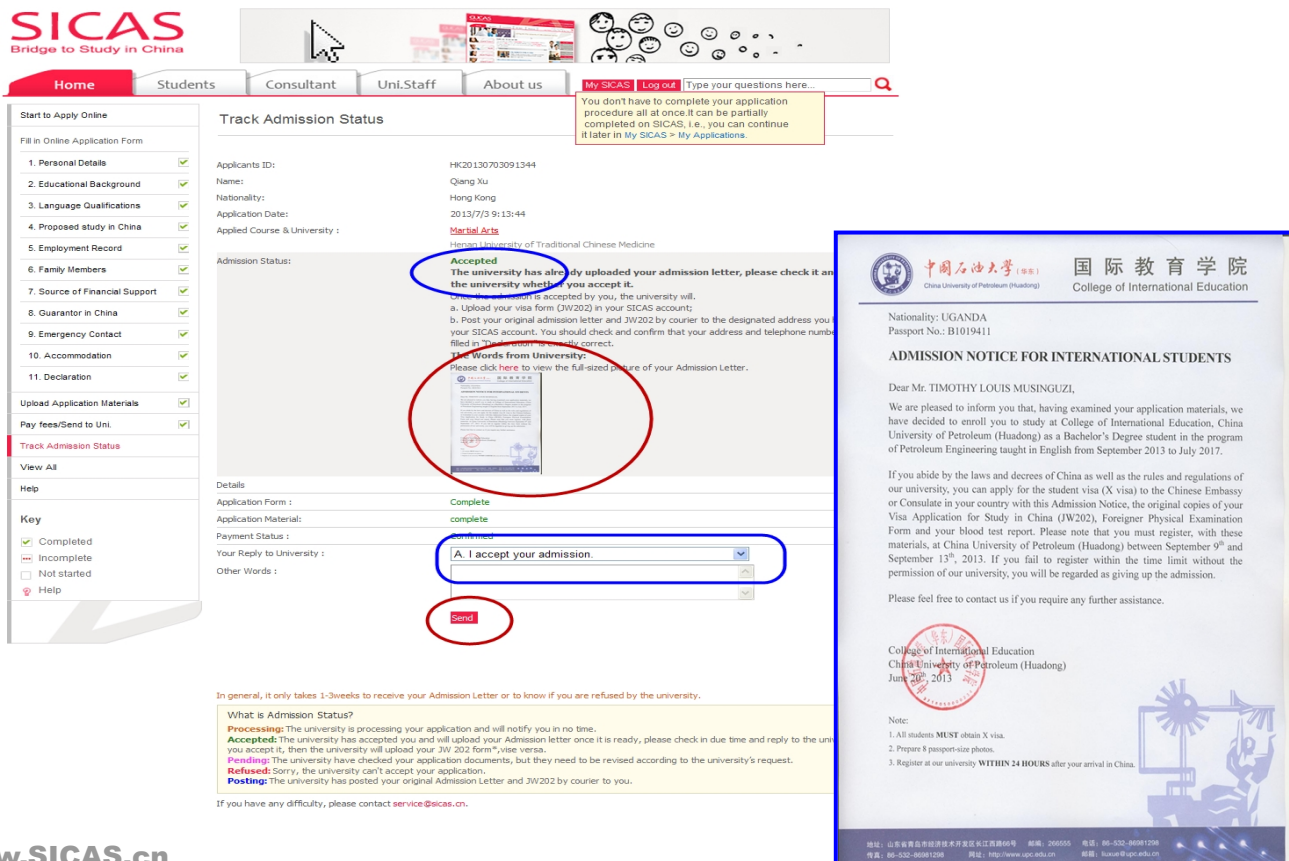


**Picture 11-6 Accepted--Admission Letter Uploaded:** In the second condition, your admission status will state:

**Accepted**

The university has already uploaded your admission letter, please check it and reply to the university whether you accept it.

You can check your admission letter by click “here”.



SICAS Tips: You must reply to the university whether you accept your admission, so that the university can upload your visa form (JW202) in your SICAS account and post it together with your original admission letter to the designated address you have filed in your SICAS account. Therefore, you should check and confirm that your address and telephone number that you filled in “Declaration” are correct.

**Picture 11-7 Accepted--JW202 Form Uploaded:** After you reply to the university you accept the Admission, you'll find the following in” Track Admission Status” stating:

**Accepted**

Up to now, the university has already uploaded your admission and visa form (JW202) in your SICAS account, and will post your originals by courier to the designated address.

SICAS Tips: If you cannot find your admission letter, click “View All”, scroll down to the bottom and you will find both your JW202 form and admission letter.

**Picture 11-8 Posting:** When the admission status turn to “Posting”, it means that either SICAS or the University will post your original Admission Letter and JW202 form to you and you'll find the following in the blue oval marked in the picture :

**Posting**

The university has already posted your original admission letter and JW202 to you by courier. Please reply to the university once you receive it.

The Words from University:

Express Date:2012-07-04

Express Number:DHL9872345

www.SICAS.cn

Add: Room1302, Building10 ,Zone B, Jin Ling Garden, Xian Xialing Road No.12, Laoshan District, Qingdao, Shandong, P.R. China

Email: admission@sicas.cn , service@sicas.cn, studyinchina@sicas.cn,lulu77585212002@yahoo.com

Fax: +86+532+88893256, +86-18663920002,

Express Company: DHL  
 Express Company Website: www.dhl.com  
 Detailed description of the contents of the package:  
 1st,one piece of admission letter  
 2nd,one piece of JW202  
 3rd,one piece of brochure

4th,Others

SICAS Tips: Once you have received your admission letter and JW202, please be sure to select “Yes, I’ve received the express package” in the box “Your word to University” .You cannot choose “No, I haven’t received the express package” in the box until 10 days after the posting date. Please be aware that if you do not inform SICAS and the university whether you have received your package, you will not be able to apply for accommodation and airport pick-up service.

**Picture 11-9: Unable to Book Accommodation:** As shown by Pic 3-8, the name of the university will not show up when you try to book accommodation on campus.