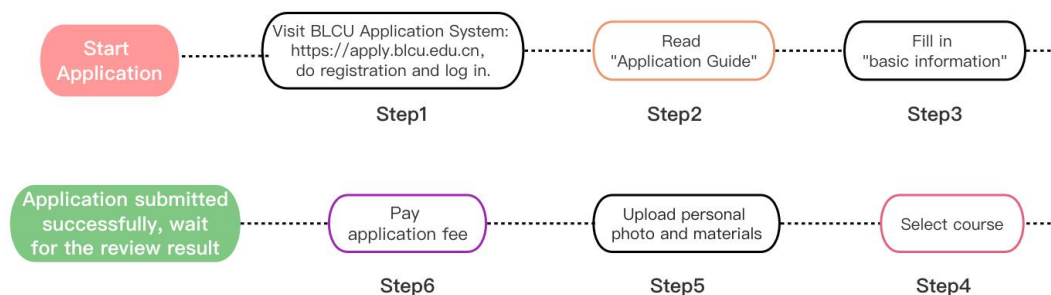


# Guidance for The BLCU Application System for International Students

- For personal application



**Step 1:** Go to the BLCU Application System website: <https://apply.blcu.edu.cn>. Click “Personal user registration” to register. After the registration, use your account to log in.

**Step 2:** Read “Application Guide”. This instruction contains important content. Please read carefully before applying. When you finish reading, click “Have read the application guide” to enter the application page.

**Step 3:** Fill in your “Basic information”. While you are filling in your information, you can click “Save” at any time. When you completed the form, click “Next” to select your programs/courses.

北外语言文化大学 APPLICATION SYSTEM FOR INTERNATIONAL STUDENTS 中文 UserName: Xiang11 Exit

Student registration Registration record Revise password

**Emergency contact** The emergency contact shall be over 18 years old and shall not be a student

\* Name of emergency contact: MASHA

\* Nationality of emergency contact: ARMENIA

\* The relation with emergency contact: SISTER

\* Phone number of emergency contact: Area code 45667

\* Employer of emergency contact: ACC

\* Email of emergency contact: 123@ED.COM

\* Address of emergency contact: ACQ

Previous Save Next

**Step 4: “Select course”** Click “Add course”, select “Category” (Associate degree student, Bachelor student, Master student, Doctor student, General learner, Preparatory student) and select “Programs/courses”. If you select Bachelor student, Master student or Doctor student, you can select at most 3 programs as your three choices. We will process your application in the order of

your choice. When you completed the selection, click “Next” to upload your materials.

Application form for international students-Beijing Language and Culture University

This website is only for self funded students to submit applications. Please do not submit scholarship applications on this website.

Selected Programs/Courses

Program/Course Name	Starting from	Ending at	Period	Tuition	Registration Deadline	Choice	Operation
Human Resource Management_Bachelor student	2023-02-27	2027-01-15	4Years	23200	2023-01-13	Second choice	Revise Delete
Internet and New Media_Bachelor student	2023-02-27	2027-01-15	4Years	25800	2023-01-13	Third choice	Revise Delete
Chinese language_Business-oriented_Bachelor student	2023-02-27	2027-01-15	4Years	25800	2023-01-13	First choice	Revise Delete

**Step 5: “Upload personal photo and materials”.** Upload your photos and attachments as required on the page. Click “Submit” and enter the payment page.

If you need to upload more attachments, please click “Upload other attachments” at the bottom of the page.

Upload other attachments

The uploaded attachments will be saved automatically. Please check all your information and attachments before submitting the application. Make sure that all your information and materials are correct and authentic.

**Step 6: Make payment.** The system will calculate the total expenses automatically according to the courses that you selected. After checking the “Expense information”, please choose your payment method and make the payment as required.

**Available payment methods:**

International credit card (VISA and MASTER credit card with international business)

Domestic UnionPay card (UnionPay card with online banking function / WeChat / Alipay)

After the payment and submission, “Application submitted successfully” will be noticed. We will process your application within three working days and inform you whether the application materials are complete by email.

**Step 7: Check your registration record and audit status.** Go to “Registration record” to check your “Audit status”.

There are more functions on this page:

1. Click “Application form” to download.
2. Check the “Enrollment number”. If you are enrolled, your enrollment number will be shown.
3. Check delivery status. You will receive an email once the admission materials are sent out.

You can click “Tracking Number” to check the delivery status. Please note that the “Tracking Number” button is only available after the materials are sent out.

The screenshot shows the 'Registration record' page of the 'APPLICATION SYSTEM FOR INTERNATIONAL STUDENTS'. The page has a dark blue header with the university logo and name on the left, and '中文', 'UserName: Xiang11', and 'Exit' on the right. Below the header, there are three navigation tabs: 'Student registration', 'Registration record' (which is active), and 'Revise password'. The main content area is titled 'Registration record' and contains a sub-tab 'Application form'. Below this is a table with the following data:

Registration number	Program/Course Name	Starting from	Ending at	Registration deadline	Application fee	Payment status	Audit status	Enrollment number	Operation
2022112565392840	Internet and New Media_Bachelor student	2023-02-27	2027-01-15	2023-01-13	800	Successful	Admission	Q2320014	<a href="#">Check</a> <a href="#">Tracking Number</a>
2022112565392776	Human Resource Management_Bachelor student	2023-02-27	2027-01-15	2023-01-13	800	Successful	Under review	/	<a href="#">Check</a>
2022112565392854	Chinese language_Business-oriented_Bachelor student	2023-02-27	2027-01-15	2023-01-13	800	Successful	Under review	/	<a href="#">Check</a>