



**Application Form for International Students Study in Global Institute of Management and Economics,
Dongbei University of Finance and Economics**

Please complete all relevant sections of this form in BLOCK Capitals and in BLACK INK and return it to the Student Admission Office at least one month before your intended start date.

Email: 1006@admissions.cn

Education Counselor's Stamp
Counselor's Name _____
Counselor's Email _____

Section 1 Student details (You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms) _____

Family name _____

Other names _____

Gender M F

Date of birth / / (dd/mm/yy) Current age _____

Nationality / citizenship _____

Student's marital status _____

Permanent country of residence _____

Home address _____
(you must complete this accurately as it may affect your visa application)

City _____

Postcode _____ Country _____

Student's telephone numbers in country of residence (inc. intl. code)

Tel _____ Fax _____

Mobile telephone (inc. intl. code) _____

Student's email address _____

Correspondence email (if different from above) _____

Correspondence address (if different from above) _____

City _____

Postcode _____ Country _____

Passport details

Name as written on passport _____

Passport number _____

Passport expiry date / / (dd/mm/yy) _____

Place of birth (as stated on passport) _____

Section 2 Program selection ✓

Bachelor of Business Management Master of International Business Management

Certificate of Business Management Summer Internship Program Summer Cultural Program

UK Pathway Program Double-Degree Program Foundation Program

Section 3 Student's education background

Please give details of your current or most recent school, college or university.

Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name _____

Subject(s)/major _____

Dates of study / / to / / (dd/mm/yy) _____

Date you received (or will receive) your certificate / / (dd/mm/yy) _____

Highest educational qualification name _____

Language of instruction _____

Institution city/town _____

Postcode _____ Country _____

Email address _____

Telephone (inc. intl. code) _____

Fax _____

Section 4 Current language proficiency ✓

Please tick and enter details of your most recent English language test.

Note: students will be assessed upon arrival and study plans WILL be altered if there is any discrepancy. Please provide a copy of your certificate.

IELTS TOEFL Other (please specify) Native speaker

Have you arranged to take any other English language test(s) Yes No

Name of exam _____ Date due to be taken _____ / _____ / _____ (dd/mm/yy)

汉语能力/Chinese Proficiency _____

无 None 差 Poor 较好 Fair 好 Good 很好 Excellent

HSK 水平 Level _____

Section 5 Emergency Contact Person

Title (Mr/Mrs/Ms) _____

Family name _____

Other names _____

Relationship to student _____

Contact address _____

City _____

Postcode _____ Country _____

Telephone (inc. intl. code) _____

Email address _____

Section 6 Welfare ✓

Do you have any medical conditions? Yes No

Do you consider yourself to have a disability? Yes No

Have you been convicted of a relevant criminal offence?

Yes No

If you have answered **yes** to any of the above, please provide full details with your application on a separate sheet

Section 7 Accommodation ✓

On campus:

Single room (en suite) Twin room (en suite)

Off campus:

Single room (en suite) Twin room (en suite)

* Accommodation is limited on campus. Availability is upon arrival. Please apply as early as possible.

Section 8 How did you learn about DUFE? ✓

Friends Advertisement Internet*

School/university Through an educational agent*

Education exhibition*

Other _____

* Please state which website or other source or give the name of agency

Section 9 Declaration ✓

I declare that the information I have supplied on and with this form is complete and correct

I have read and understood and agree to abide by the terms and conditions

I agree to abide by the Cancellation and Refund Policy

I agree to pay all tuition and accommodation and

sundry expense fees as they become due

I understand that by submitting my application to the University, I will be charged a RMB 800 visa document application fee

I understand that the giving of false or incomplete information may lead to the refusal of my application

or cancellation of my enrolment

Student records

I agree that copies of my academic progress and performance reports can be supplied to parents, sponsors or education counselors without further notification

..... Yes No

I agree that my records and achievements may be used for promotional purposes, without further notification

..... Yes No

Signed _____ Date / / (dd/mm/yy)
 (Parent/guardian) For students under 18

Or

Signed _____ Date / / (dd/mm/yy)
 (Student)

Section 10 Application check list ✓

I confirm that I have:

completed the application form in full and checked for accuracy _____ Yes

enclosed proof of an alternative insurance policy, if appropriate _____ Yes

enclosed full transcripts of all my relevant qualifications (including English language level) translated into English _____ Yes

A copy of my passport _____ Yes

Student's Resume(For Master program) _____ Yes

Two recommendation letters(For Master program) _____ Yes

Please list here all the transcripts you are enclosing:

(Must be completed for visa purposes)

Academic transcripts _____

English language transcript _____

APPLICATION PROCEDURE

STEP 1:

Prepare all the materials as below,

1. An application form
2. Copy(ies) of effective and relevant academic certificate(s) in English or Chinese
3. A certificate of proof in English proficiency
4. A copy of first page on passport

Send above materials to 1006@admissions.cn

Tips: We require both original and translated diploma and transcripts. All documents should be translated into English.

STEP 2:

1. An interview may be required.
2. Issue the student an unconditional or a conditional offer if they are deemed to meet the requirements for entry.

STEP 3:

1. Pay 800RMB for the visa document application fee. (Non-refundable)

* IMPORTANT: Take a screen shot of the payment page and send it back to recruitment office email.

2. Pay 10,000RMB for the deposit before school sends you the visa document and acceptance letter.

The deposit is non-refundable except the following conditions,

- (1) Visa rejected
- (2) Encountered catastrophe equivalent to an act of nature

* IMPORTANT: Take a screen shot of the payment page and send it back to 1006@admissions.cn.