

上海政法学院申请系统硕士生项目操作说明

Registration Instructions of "Master Student Program"

第一步： 拷贝网址到浏览器 <https://admission.shupl.edu.cn/studentLogin>，打开上海政法学院国际学生申请系统，点亮“注册 Registration”，输入必要的信息。**特别注意：Surname and Givenname 需要和你护照上的一致，填入后就不能修改了，所以请用实名填写。** 记住你的密码。点击“注册 Register”，你的邮箱会收到激活码，登录你的邮箱获取激活码。

Step1: Copy the url to your browser ——<https://admission.shupl.edu.cn/studentLogin> , then open the application system for international student of SHUPL. Click “Registration” , fill in the necessary information. **Especially pay attention to “Surname and Given name” .It needs to be the same as that found on your passport, Please remember “It can't be modified after filling it”, so please fill it in with your real name.** Meanwhile please remember your password. Click “Register”, your email will get the activation code. Please login your mailbox for the activation code.

上海政法学院 国际学生在线申请系统
Online Application System for International Student

使用说明:
本系统用于国际学生报名申请。
This system is used for international students submitting applications to the University.
建议在你的电脑上使用360浏览器(10.0以上)([点击下载](#))或谷歌浏览器([点击下载](#))填写在线申请。
It is suggested that you use 360 browser (version 10.0 or above) ([click to download](#)) or Chrome browser ([click to download](#)) to finish online application on your computer.
第一次使用本系统进行报名时，请先注册，同一电子邮箱只允许注册一次。
If this is your first time using this site, please register first to login in the system.
Each email address is allowed to register for one account only.
地址：中国上海市青浦区外青松公路7989号留学生楼
Address: No.7989 Wai Qing Song Road, Qingpu District, Shanghai City, China
Phone: 0086-21-39225275 | Fax: 0086-21-39225275 | Email: admission@shupl.edu.cn

登录 Login 注册 Registration

Registraton

Surname * Test

Given name * Bob

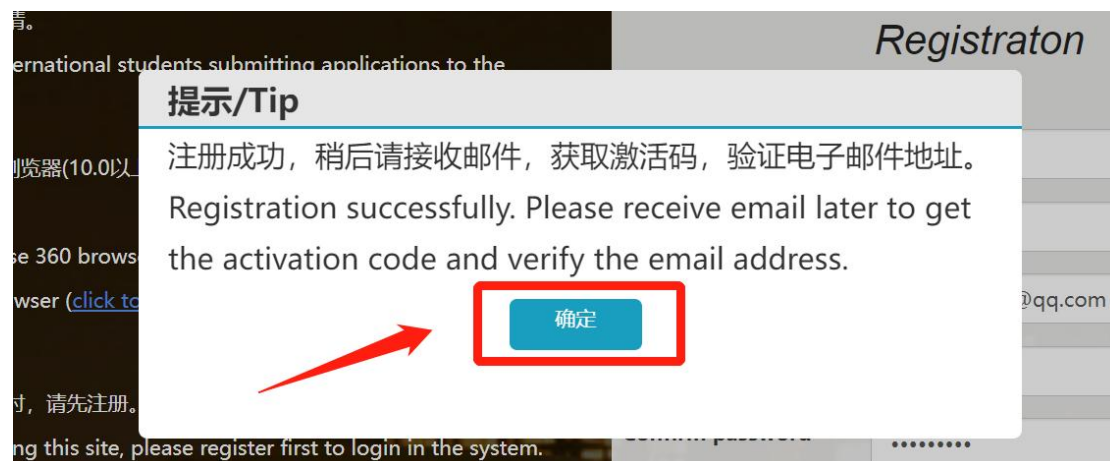
Email * [Type](#)com

password *

Confirm password *

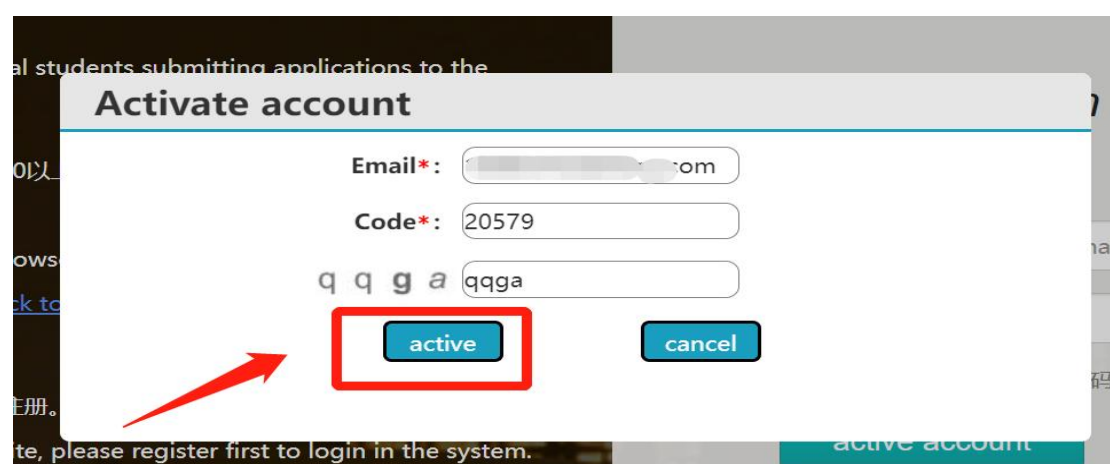
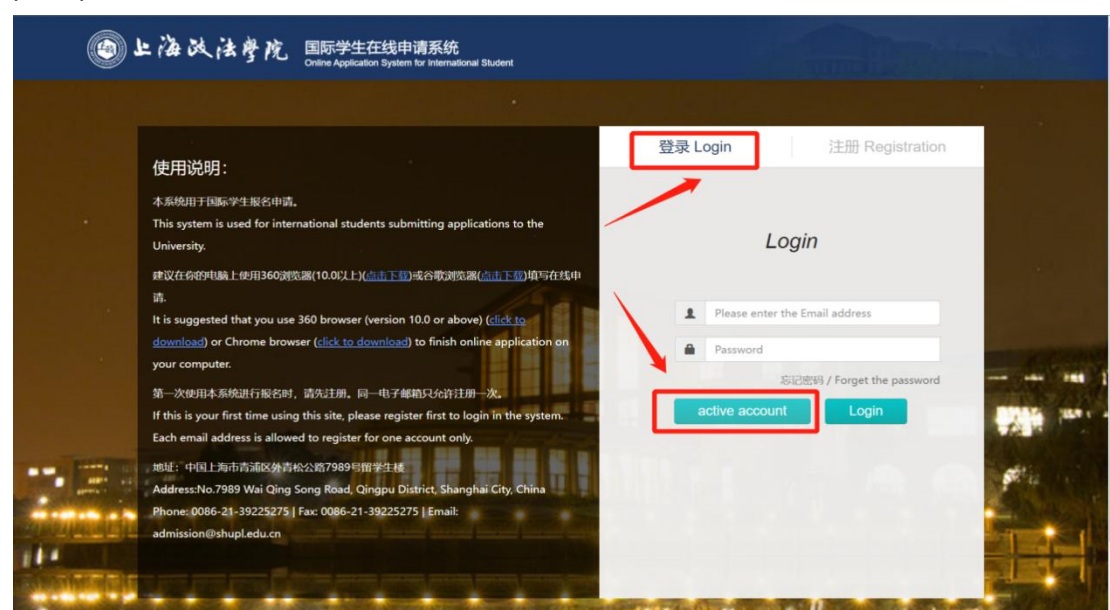
Verification code * 64bh 6 4 b h
Click the picture to obtain the verification code

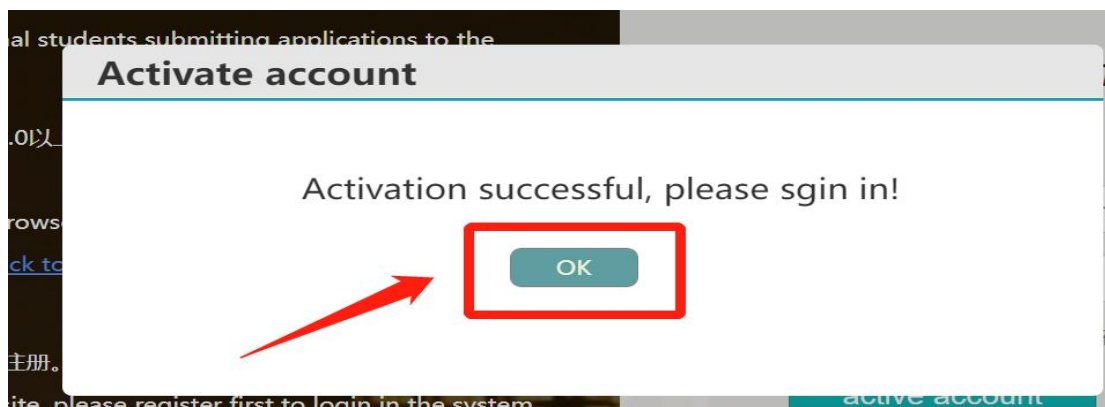
Register



第二步, 激活账户。先点亮“登录”, 点击“active account”, 输入你的邮箱和收到的数字激活码, 然后收到激活成功的提示。

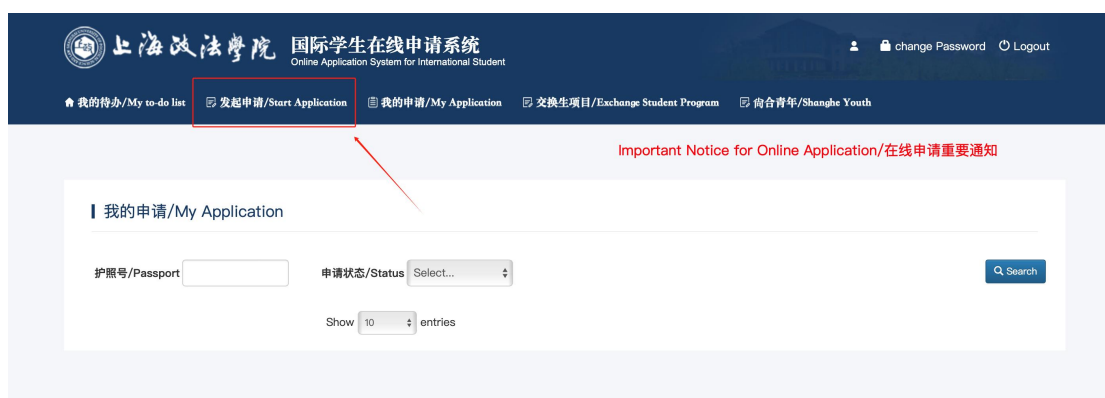
Step2: Activate your account. Click “Login”, and continue to click “active account”, fill in your email and the digital activation code you received, and then you will receive a prompt for a successful activation.





第三步，登录账户，点击“发起申请/start Application”，系统会跳出来阅读提示信息。点击“已阅读并开始办理”按钮。

Step3: Login account, please click “start Application”, a reading prompt message will appear on the system. And click “Read complete and start processing” .



1. 申请表中所填写的内容和提供的材料真实无误的。
All the information given in this form is true and correct.
2. 在华期间，遵守中国的法律法规，不从事任何危害中国秩序的、与本人来华学习身份不相符的活动。
During my stay in China, I shall abide by the laws and decrees of the Chinese Government, and will not participate in any activities, which are deemed to the social order in China and inappropriate to the capacity as a scholar or student.
3. 在学期间，遵守学校的校规校纪，全力投入学习和研究工作，尊重学校的教学安排。
During my study in China, I shall observe the rules and regulations of the university, and will concentrate on my studies and researches, and will following the teaching programs made by the university.

已阅读并开始办理/Read complete and start processing

第四步，根据系统提示分步填写你的相关信息，在第 5 步中，提交申请。填写过程中你可以随时保存填写的信息，最后点提交。

Step4: Follow the system prompts to fill in your relevant information step by step, in step 5, submit the application. You can save the information at any time during the filling process, and click Submit at the end.

①

Important Notice for Onli

说明：已完成的步骤，可以直接点击步骤图标，跳转至该步骤。/For the completed step, you can directly click the step icon to jump to this step.

1

个人信息
Personal information

2

语言能力
Language proficiency

3

学习计划
Study plan

4

重要联系人
Important contacts

5

相关附件
Attachments

个人信息/Personal Information

基础信息/BaseInfo

护照姓/Surname on Passport*	护照名/Given Name and Middle Name on Passport*	中文名/Chinese Name
TEST	TEST	
性别/ Gender*	最高学历/Highest Academic Degree Obtained*	国籍/Nationality*
Select...	Select...	Select...
母语/Native Language*	婚姻状况/Marital Status*	宗教信仰/Religion*
Select...	Select...	Select...

收件人国家/Receiver's Country*	收件人邮编/Receiver's Zip code*	收件人街道/Receiver's Street*
Select...	4	4

学习经历/Education 从最高学历起/ From Degree Obtained

添加学习经历/ Add Education

学校名称 Institute	在校时间 Duration	专业 Major	所获文凭 Diploma	操作 Operation
No data available in table				

家庭主要成员信息/Family members Information 请填写父母信息/Please fill out with your parents information

添加家庭成员/Add Family members

关系 Relation	护照姓名 Passport Name	护照号码 Passport Number	联系方式 Contact Information	工作单位 Place of Work	操作 Operation
No data available in table					

最近三次入境签证记录/3 recent Visas to China

添加入境记录/Add Visas to China

入境次数 No	逗留时间(月) Duration(months)	签证类型 Visa type	原因 Reason	操作 Operation
No data available in table				

保存并下一步/Save And Next →

②

Progress bar: 1. 个人信息 (Personal information) [checked], 2. 语言能力 (Language proficiency) [highlighted], 3. 学习计划 (Study plan), 4. 重要联系人 (Important contacts), 5. 相关附件 (Attachments)

语言能力/Language proficiency

汉语能力/Chinese proficiency

汉语水平/Chinese Proficiency*
Select...

HSK等级/HSK Level*
Select...

HSK成绩/HSK Scores*
如果没有可以填无/if not,you can fill in none

其他/Others
[Text input field]

英语能力/English proficiency

英语水平/English Proficiency*
Select...

托福/TOEFL*
如果没有可以填无/if not,you can fill in none

GMAT成绩/GMAT*
如果没有可以填无/if not,you can fill in none

GRE成绩/GRE*
如果没有可以填无/if not,you can fill in none

雅思/IELTS*
如果没有可以填无/if not,you can fill in none

其他/Others
[Text input field]

其他语言/Other proficiency

其他/Other Language
[Text input field]

Navigation: [← 上一步/Previous](#) [保存并下一步/Save And Next →](#) [highlighted]

③

说明: 已完成的步骤, 可以直接点击步骤图标, 跳转到该步骤。/For the completed step, you can directly click the step icon to jump to this step.

Progress bar: 1. 个人信息 (Personal information) [checked], 2. 语言能力 (Language proficiency) [checked], 3. 学习计划 (Study plan) [highlighted], 4. 重要联系人 (Important contacts), 5. 相关附件 (Attachments)

学习计划/Study Plan

学习计划/Study Plan

申请项目类别/Program Category*
Select...
[Dropdown menu with "Master Student" highlighted]

申请院系专业/Choice you apply*
[Text input field]

⑤

说明：已完成的步骤，可以直接点击步骤图标，跳转到该步骤。/For the completed step, you can directly click the step icon to jump to this step.



上传附件/Upload Attachment

注：所提供的学历及证明材料若非中文，需提供中文或英文公证件。
所有附件中若有标注签字处，需申请人手写签字。
相关表格模板请登录我校官网查询和下载。

Note: If the academic qualifications and supporting materials provided are not in Chinese, notarized copies in Chinese or English are required;
If the signature is marked in all attachments, the applicant must sign by hand.
Please login to our school's official website to enquiry and download the forms..

Prompt: Please click on the icon in the form of each attachment category to upload attachments.

Genre/type	No.	File Name	Operation
最高学历毕业证书 Notarization of your highest awarded certificate * ① 非中文或英文的需要翻译并公证 Texts which are not in Chinese or English must be translated into either Chinese or English and Notarized	1		
注册缴费证明 Bank receipt of application fee payment * ① 400元人民币 RMB 400 yuan	1		
最高学历成绩单 Official transcript * ① 非中文或英文的需要翻译并公证 Texts which are not in Chinese or English must be translated into either Chinese or English and Notarized accordingly before submission	1		

ords, either in Chinese or English			
推荐信 (中文或英文) two recommendation letters * ① 本科生如有需提供；硕士生必须提供。推荐人需具有教授或副教授职称 Either in Chinese or in English at least by Associate Professors	1		
在校学习证明 (离校证明) learning certificate (leaving school certificate) ① 已在华工作或学习申请者需提供 International students studying in China shall provide	1		
临时居留许可证复印件 Temporary resident permission ① 已在华工作或学习申请者需提供 International students studying in China shall provide	1		

← 上一步/Previous

提交申请/Submit Application →