RUC International Student Application Guide

I. Instructions for Basic Information

1. Passport Surname and Given Name

Enter your surname and given name exactly as they appear in your passport. If your passport does not distinguish between a surname and a given name, enter your full name in both the "Surname on Passport" and "Given Name and Middle Name on Passport" fields.

2. Passport Information

Fill in your passport type, passport number, and expiration date accurately according to the personal information page of your passport. Only ordinary passports with an expiration date after March 1, 2028, will be accepted.

3. Occupation before Enrollment

If you are a graduating student or have graduated but are not currently employed, select "Student" under "Occupation before Enrollment" and enter the name of your graduating institution under "University or Workplace before Enrollment".

4. Contact Information

Under "Contact Information," provide your current phone number, email address, and other required details. Make sure your phone number is reachable and your email account is active so that you can receive important notifications from the university.

5. Family Information

Complete all required information about your parents and other family members. Use the "Add" button to enter each family member's details. If you are from a blended family, information about both biological parents and stepparents should be included.

6. Emergency Contact

Your emergency contact should be someone the university can reach if it needs to contact another person regarding matters related to your studies or stay in China.

7. Referee Information

Applicants to master's and doctoral programs are requested to provide complete information for two referees under the "Recommendations" section. Please ensure that this information corresponds with the recommendation letters submitted as part of the application.

8. Guarantor

The guarantor should be a natural person who is at least 18 years old, possesses full civil capacity, and has a stable source of income. Typically, the guarantor is a parent or relative of the applicant, and the applicant may not serve as their own guarantor.

II. Instructions for Uploading Application Documents

1. Combining Documents

If multiple documents are required for the same upload category, combine them into a single file in chronological order before uploading. Add explanatory notes within the file if necessary.

2. Updating or Supplementing Documents

If your application status shows "Application Information to be revised",you may need to revise your documents or upload additional materials.

Please note that uploading a new file will replace the previously uploaded file in the same category. To avoid accidentally omitting important information, follow these instructions:

a. **If the original file does not need to be retained:** You may directly upload the revised or updated file.

b. **If any content from the original file needs to be retained:** Combine the relevant content from the original file with the revised or additional content into one complete file before uploading. **Do not upload only the revised pages or newly added pages.**

Before resubmitting your application, carefully check that each combined file is complete, clear, and readable. Make sure all required information and documents are accurate and included.