





## Instructions for Chinese Government Scholarship Information System (CGSIS)

-For Applicants

Please carefully read the instructions before applying for the scholarship.

**Step 1:** Make a new account through the CGSIS system. Please click on the "CREATE AN ACCOUNT" button to register an account.

Register an account through [CREATE AN ACCOUNT] and log in with your account.

**Step 2: Input Personal Details.** Click **Edit Personal Details** and finish inputting personal details by filling in all the information, verifying and saving the information. After the completion of this section, return to the previous page and start filling in your application information.

**Step 3: Select the correct program category.**

Click on the correct program category. There are 4 program categories to choose from. Please select the correct one.

4

Please click on the "Program Category" field.

**Program Category** and **Agency Number** are directly matched, both are mandatory for online application.

After inputting the agency number, the matched agency name will automatically show on the page. As **Program Category** and **Agency Number** are directly matched, application processing authorities will not receive your online application if the program category or agency number is not correct.

**Step 5: Input Application Information**

Next, please fill in your application information. Please click on the "GIVE APPLICATION" button to submit your application. Check each part of your application carefully before submission. Please make sure that all the information and uploaded documents are valid and accurate.

Applicants can apply for the scholarship program of three desired universities through the CGSIS system. Please click on the "GIVE APPLICATION" button to submit your application.

be the scholarship candidates of one of these institutions, which is determined by the time when universities submit their recommendation letters. Applicants are advised to fill in the university that has offered a pre-admission letter to increase the chances of getting admitted.

**Step 6: Once submitted, amendments**

4 . Before the application is processed by the processing authorities, applicants can revoke the submitted application by clicking and edit the application. After revoking the application, applicants must submit it again after re-editing, or the application will not be processed. Once the application is processed, the application cannot be revoked.

**Step 7:** Click Print the Applicatio

**Step 8:** Submit scholarship application under the requirements of the dispatching authorities (or application processing agency).

Scholarship-awarded universities shall not entrust any individual or intermediary agent to process Chinese Government Scholarship applications. All designated institutions shall inform applicants of accessing relevant information on the official website of the China Scholarship Council ( ).

**Notes:**

Please use Firefox or Internet Explorer (11.0).

For applicants using Internet Explorer, please close the function ahead of editing.

Please fill in all application information in Chinese or English.