

Dear partners,

Greetings from Renmin University of China (RUC).

The nomination for fall semester 2016:

The deadline for the application will be **May 15<sup>th</sup>, 2016**.

The procedures and required documents will be listed below. Please read carefully and follow the procedures.

**Step one: Nomination.** The home university has to send the official nomination letter to our office by email to: [mileyly@163.com](mailto:mileyly@163.com). The nomination letter has to include the students' names, passport numbers, grade information (sophomore, junior, 1<sup>st</sup> year grad student, etc), major, gender, and their duration of study (one semester or two semesters).

Examples below:

Name (surname, full name)	Passport #	Grade information	Major	Gender	Duration of study (one semester or two semesters)
William, Jason	1234567	2 <sup>nd</sup> year undergrad	Business	Male	One semester

Deadline for nominations (you can send the nomination by email first, and then send the hard copies) for fall semester 2016 is **May 15<sup>th</sup>, 2016**.

**Step 2: Applicant filling the online application.** Students must finish the online application first and then print out the completed application form. The online application will open in early March, 2016 and close on May 15<sup>th</sup>, 2016. The online application can be found at: <http://app2.ruc.edu.cn/idcwb/index.htm> Please make sure use the IE explorer to finish the application. Please also remind the students to do the compatibility set-up in advance. Otherwise, they won't be able to print the completed form. The compatibility set-up information is attached at the end.

The students have to submit the following supportive documents in hard copy:

1. The official transcripts (English version)\*  
\* (minimum GPA 3.0)
2. The official certificate of enrollment (English version)
3. One recommendation letter \*\*  
\*\* only required for graduate-level applicants
4. The photocopy of passport
5. The signed Guarantee Statement (see the attachment 1)
6. Three ID pictures

7. The official HSK certificate (new test, level 6)\*\*\*  
\*\*\* if students choose to study other Chinese-taught majors except Chinese language, then the students have to have HSK certificate. We do provide English-taught classes at Business School and School of Economics. If students want to take the Chinese courses and other English-taught courses, the coordinator has to indicate this request in the nomination letter.
8. Research proposals (only applicable for senior-visiting students)

Please send all the above documents and the official nomination letter to our office no later than **May 31<sup>st</sup>, 2015**. The admission letter and JW form will be sent out in late June, 2015. Our mailing address is:

LV Yuanyuan (吕媛媛)  
School of Economics  
Renmin University of China  
Room 611A, Mingde Main Building  
#59 Zhongguancun Street, Haidian District  
Beijing, 100872  
P. R. China

**Step 3: Admission Process at RUC.** International Student Office will review the applications after the deadline and the admission package will be sent out to the coordinator in late June. The coordinator should forward the admission package to the applicant immediately and remind the students to read every single document carefully. The package will include the Admission Letter, JW form (for visa application), and other important documents.

**Fall semester, 2016:** early September, 2016 – mid January, 2017

**Examinations:** There will be 18 weeks for the fall semester. The mid-term is usually in the 10th week and the final term will be in the 18th week.

**Transcript of records:** At the end of the semester, after taking all the examinations, students should ask the professors to send your grades to [mileyly@163.com](mailto:mileyly@163.com), and we will prepare a Grade Record with the school stamp to you.

Should you have any additional questions or concerns, please contact me at: [mileyly@163.com](mailto:mileyly@163.com).

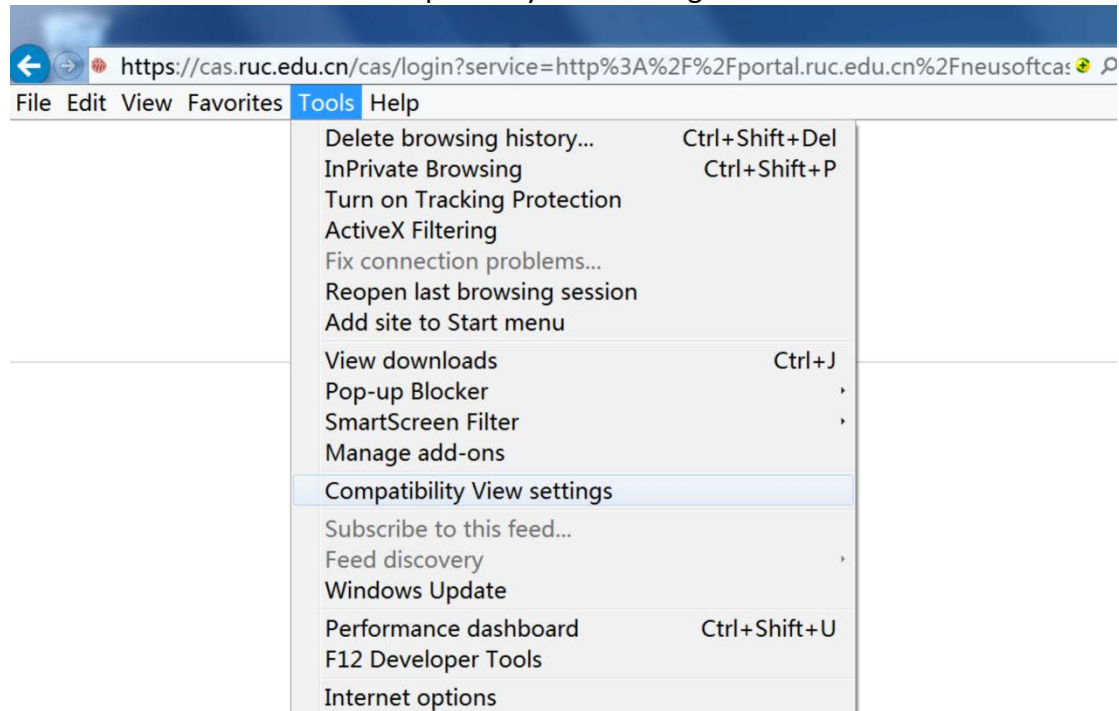
Best regards,  
LV Yuanyuan  
Program Coordinator  
Tel: 86-10-62511058  
Email: [mileyly@163.com](mailto:mileyly@163.com)

Attachment:

## 兼容性视图设置（Compatibility set-up）

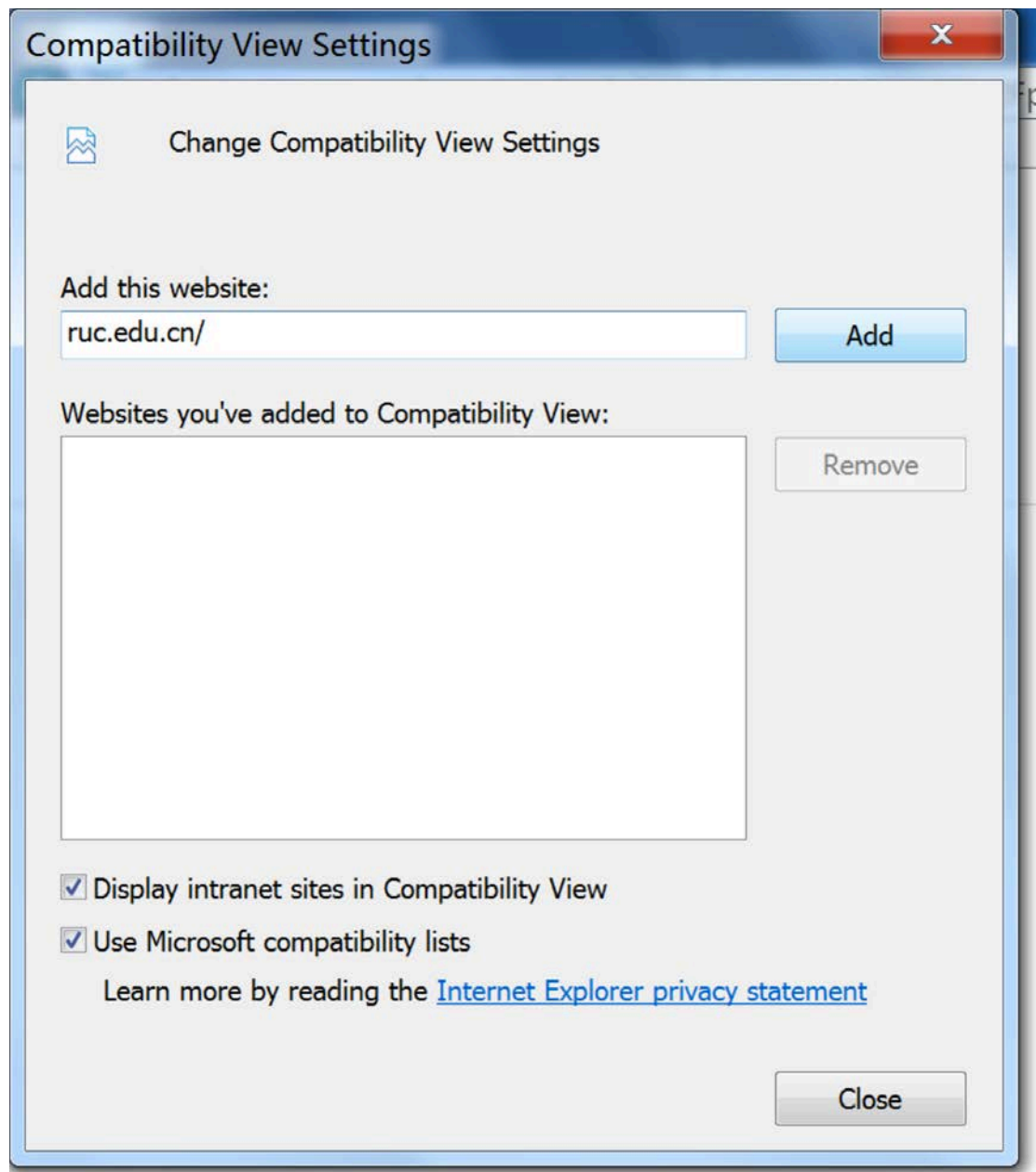
左侧菜单栏中选择 tools 里面的 compatibility view settings

Go to “tool” and then click “compatibility view settings”



在小输入框中写 `ruc.edu.cn`，点击 `add`，添加到下面的大框中，有时候下面的大框里面之前已经有了 `ruc.edu.cn`，但是访问还是不好使，可以再添加一遍 `ruc.edu.cn`

Add “ruc.edu.cn” in the column. If you’ve already added it but it didn’t work well, please add this web address again.



如果没有菜单栏，在右上角空白处，点击右键，左键点击 menu bar

If you cannot find "tool", please right click the mouse in the blank area, and then left click the "menu bar" and then add the web address.