### Application Form for ISES- Incoming Students (from SHU MBA)

* All forms **MUST** be filled electronically except the signature.
* All signatures **MUST** be hand-signed
* All the application materials (including this form) **MUST** be sent via email.
* **Neither** fax **nor** post is accepted. Please kindly send all application materials in **PDF format** to xulu@shu.edu.cn

Photo

(Pix 390\*567)

**SECTION A – PERSONAL PARTICULARS**

|  |  |
| --- | --- |
| Name in English: |  |
|  | *Last (surname/family)* | *First (given)* |
| Nationality: |  | Highest Degree: |  |
| Gender: |  | Marital Status: |  |
| Date of Birth: |  | yy |  | mm |  | ddddddd | Birth Place: |  |
| Passport No.: |  | Valid until: |  | yyyy |  | mm |  | dd |
| Home University: |  |
| Major of Study: |  |
| Tel. (home/office): |  | Mobile: |  |
| Fax: |  | Email: |  |
| Correspondence Address (post code):  |  |

**Person to contact in case of an emergency:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name in English: |  |  | Relationship: |  |
| Telephone: |  |  | Email: |  |
| Address(Post code): |  |

**SECTION B – EXCHANGE PERIOD**

Please remark your choice with “X”.

Period of Exchange: ( ) 2017 Spring Term

Expected Arrival Date to Shanghai:

Expected Departure Date from Shanghai:

**SECTION C – EXCHANGE DETAILS**

Please tick on the left-hand column, the courses you would like to take in the above exchange period.

|  |  |  |
| --- | --- | --- |
| **Courses/ Program** | **Credits** | **Remarks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Rules to be Followed in Each Course：**

1. In each term, incoming international exchange students are required to take at least 6 credits and not more than 10.5 credits in Shanghai University MBA Center (SHU MBA).
2. Strict compliance to the class discipline, course assessment and delivery, and academic rules and regulations in each course, as usually found in SHU MBA previous traditional practice and as specified in the related rule and policy documents of SHU MBA and graduate department of Shanghai University is a MUST for each course.
3. Each course will be offered only once in each year. Any student who fails the course assessment, or is unable to attend the course, will not be allowed to retake the course.
4. Each course requires not less than 75% attendance. Students who fall short of this requirement will be FAILED in the related course.
5. CHANGES on the class schedule within the term are possible, and is at the sole discretion of SHU MBA. However, there would be a 2-day notice prior to this occurrence.
6. Free textbooks and cases are not provided for ISES-incoming students. Thus, the ISES-incoming students will need to buy the required course textbooks and other materials.

**SECTION D – ACCOMMODATION**

I will live ( ) On-campus, ( ) Off-campus

Please help to reserve 1 room for me from \_\_\_\_\_\_ (m) \_\_\_\_\_ (d), \_\_\_\_\_ (yy) to \_\_\_\_\_ (m) \_\_\_\_ (d), \_\_\_\_\_ (yy).

**Note:**

1. Shanghai University offers on-campus international students’ dormitory for international exchange students during their study in SHU MBA. As the number of rooms available is very limited, please note our institution CANNOT guarantee that all of the exchange students will be granted housing. Our reservation procedure works on a first come first served basis. The dormitory is not guaranteed even you reserved, you need to double confirm with SHU MBA before arrival.
2. We strongly recommend all international students live on-campus to experience campus life during the exchange period. If the student lives off-campus, he/she should take care of the related logistics by himself/herself and make a formal declaration. The declaration form will be given once he/she is admitted.

**SECTION E – DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION FORM**

1. Completed application form required by Shanghai University (the form is attached)
2. Complete and properly signed Declaration Form (the blank Declaration form is attached)
3. Official transcript for proving language proficiency and/or English Language Proficiency Proof from the Home University’s official department or professor.
4. Copy of latest transcript(s) and/or degree(s) & diploma(s) (if any) with official stamp
5. Updated Personal Curriculum Vitae
6. Statement of Your Exchange Purposes and your Understanding on China and its society, business and economics, culture and languages(not less than 1500 words)
7. ISES-Incoming Undertaking
8. Electronic-photo (pix 390\*567);
9. Copy of valid passport;
10. Copy of insurance (if brought in students’ own country).

**SECTION F –DECLARATION**

1. I hereby declare that the information given in this application form and supporting documents mentioned in Section E is true and complete.
2. I have read all the rules and notes of this Application Form and I unconditionally accept all of these.
3. I have fully read SHU MBA’s official website (especially the program resource guide) and this SHU MBA ISES-incoming Application Guide. I fully understand and unconditionally agree to follow all academic rules mentioned in the Guide and any other policies/rules/regulations of Shanghai University and its MBA program during my exchange period in Shanghai University’s MBA Center.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_