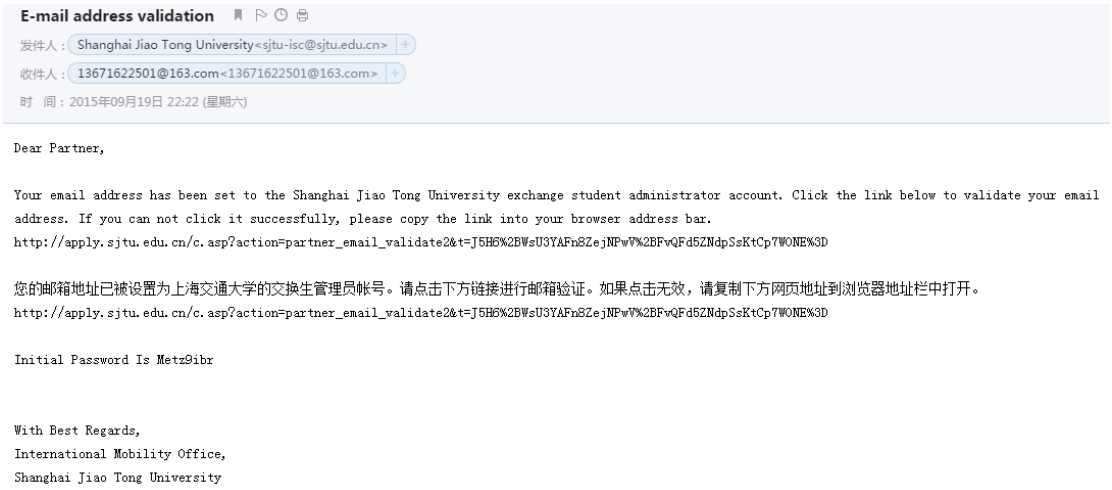
University Level Exchange Nomination Guidance

THIS GUIDANCE SIMPLY APPLIES TO THE UNIVERSITY LEVEL EXCHANGE NOMINATION.
Any school-level exchange nominee should be sent to the relevant college/department coordinators at SJTU, otherwise applications shall be regarded as invalid applications. If you have any problem about it, please send us email through isc.exchange@sjtu.edu.cn

Step 1: As a university level exchange coordinator, you will receive a validation email with password to validate your email address and activate the right to use this online nomination system. Then go to Step 2.



E-mail address validation

发件人：Shanghai Jiao Tong University<sjtu-isc@sjtu.edu.cn>
收件人：13671622501@163.com<13671622501@163.com>
时　间：2015年09月19日 22:22 (星期六)

Dear Partner,

Your email address has been set to the Shanghai Jiao Tong University exchange student administrator account. Click the link below to validate your email address. If you can not click it successfully, please copy the link into your browser address bar.
http://apply.sjtu.edu.cn/c.asp?action=partner_email_validate2&t=J5H6%2BWsU3YAFn8ZejNPwV%2BFvQFd5ZNdpSsKtCp7WONE%3D

您的邮箱地址已被设置为上海交通大学的交换生管理员帐号。请点击下方链接进行邮箱验证。如果点击无效，请复制下方网页地址到浏览器地址栏中打开。
http://apply.sjtu.edu.cn/c.asp?action=partner_email_validate2&t=J5H6%2BWsU3YAFn8ZejNPwV%2BFvQFd5ZNdpSsKtCp7WONE%3D

Initial Password Is Metz9ibr

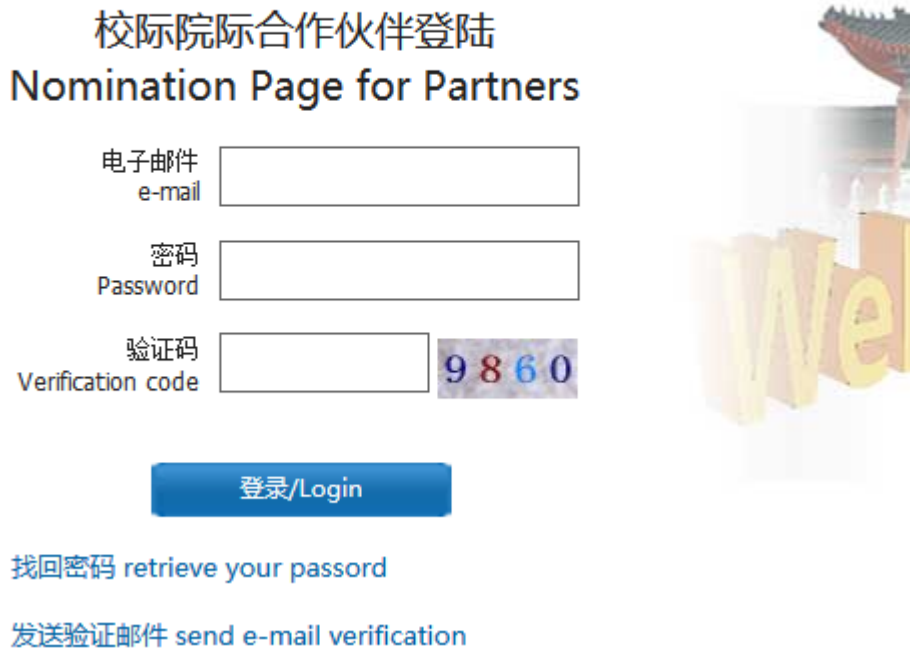
With Best Regards,
International Mobility Office,
Shanghai Jiao Tong University

If you don’t receive this validation email, please go to the following website and retrive your password by clicking the item of “retrive your password”
http://apply.sjtu.edu.cn/exchange_Partner.asp

Please input your email address under the item of “e-mail’’ and you need to log into your personal email box to get your password.

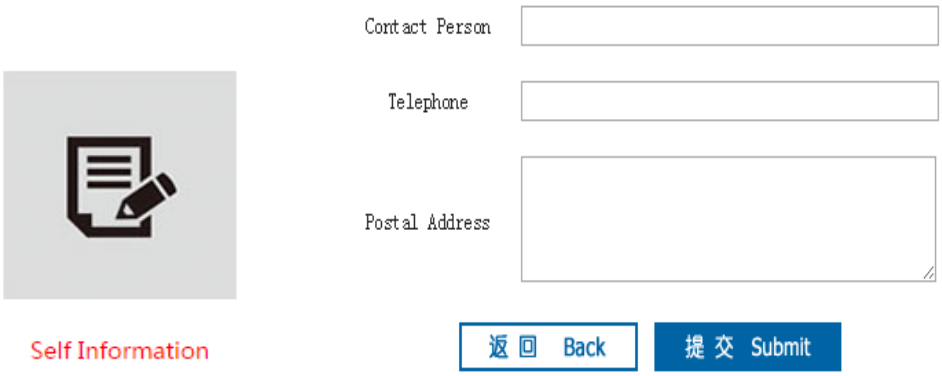
When you get the password from your email box, plesae go back to the following website. The logging account is your email address you use to receive password. Password is listed in the validation email. Then go to step 3.

http://apply.sjtu.edu.cn/exchange_Partner.asp

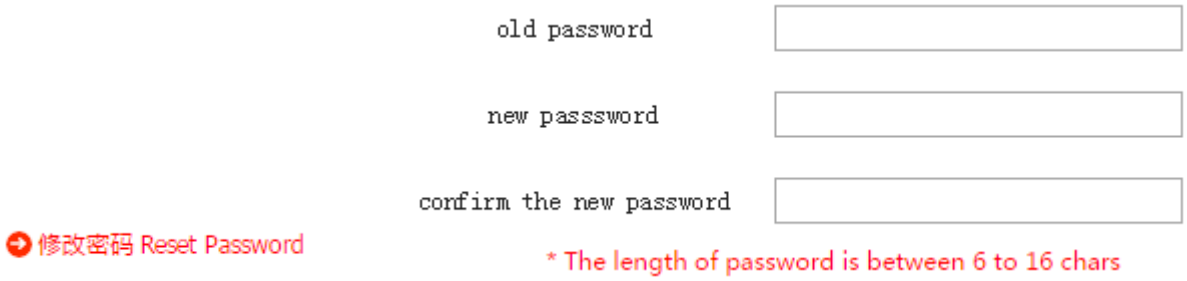


Step 2: Log into the nomination page by using the link provided in the email. The logging account is the one receiving the validation link. Password is listed in the validation email.

Step 3: Please fill in your personal contact information under the section of “Self Information”

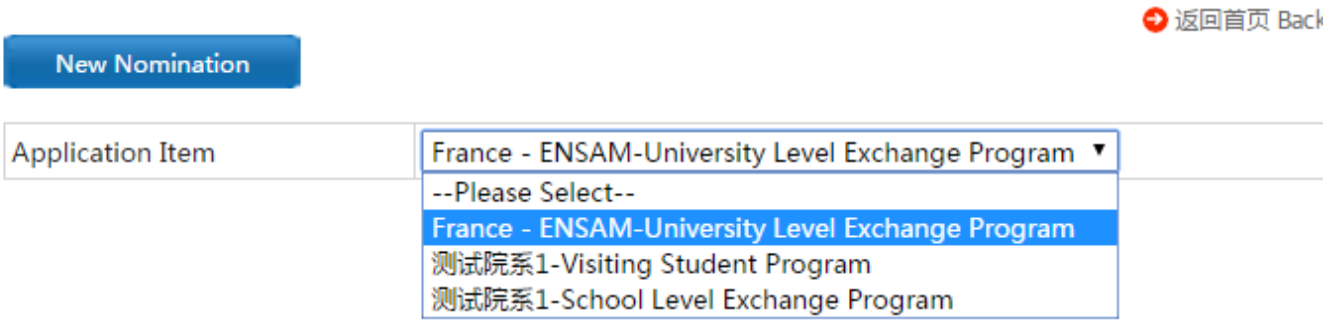


Step 4: Please reset your logging password under the section of “Reset Password”



Step 5: Click the “Application list”.

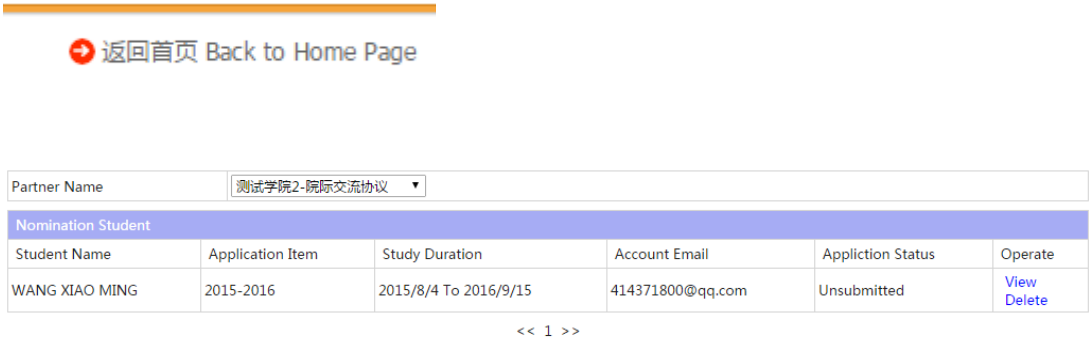
Step 6: Choose your university and enter “New Nomination”



Step 7: Please choose the right application item and fill in nominee's basic information. When you complete one nominee's information, please click "submit" and continue to fill in the next one.

Once you finish the nomination online, the nominee will receive a link to complete the application online. Regarding to the detailed information about the application, please read the application guidance in the attachment.

Step 8: If you want to check how many students you have nominated, please go back to the home page and enter 'View'.



Step 9: Each applicant will receive a notification regarding the admission result and is required to log in to the online application system to modify or confirm.