

# 学生端操作指南

## Student Operation Guide



武汉在华国际

A T C H I N A

V 2.0

2021-6



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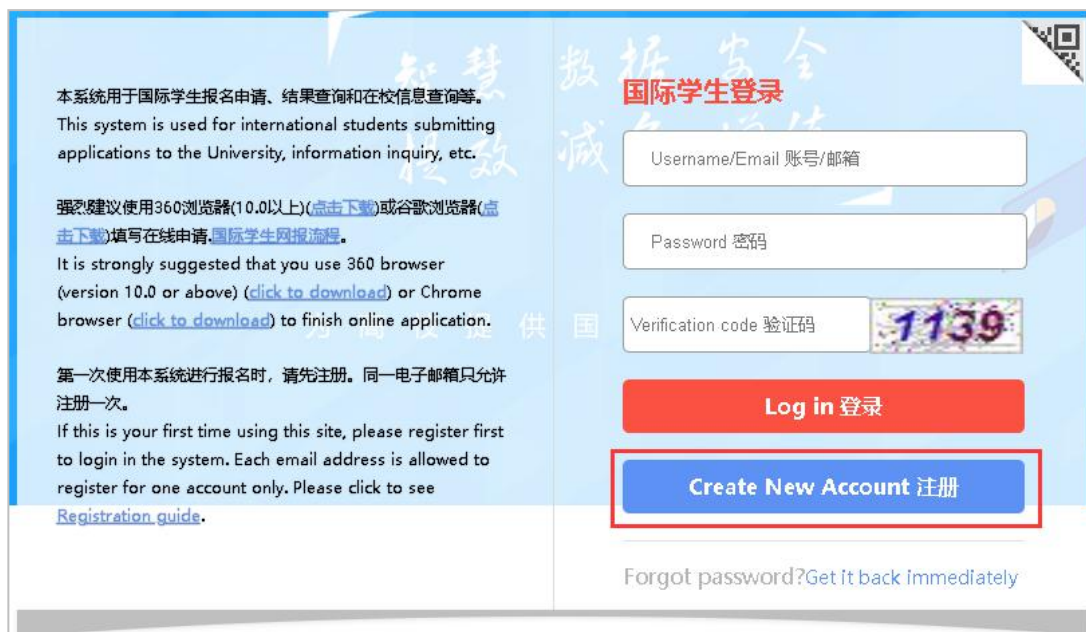
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## 一、登录 Login

### 1-1注册账号 Create New Account

1) 点击注册。

Click on "Create New Account" button.



本系统用于国际学生报名申请、结果查询和在校信息查询等。  
This system is used for international students submitting applications to the University, information inquiry, etc.

强烈建议使用360浏览器(10.0以上)([点击下载](#))或谷歌浏览器([点击下载](#))填写在线申请,国际学生网报流程。  
It is strongly suggested that you use 360 browser (version 10.0 or above) ([click to download](#)) or Chrome browser ([click to download](#)) to finish online application.

第一次使用本系统进行报名时,请先注册。同一电子邮箱只允许注册一次。  
If this is your first time using this site, please register first to login in the system. Each email address is allowed to register for one account only. Please click to see [Registration guide](#).

国际学生登录

Username/Email 账号/邮箱

Password 密码

Verification code 验证码 1139

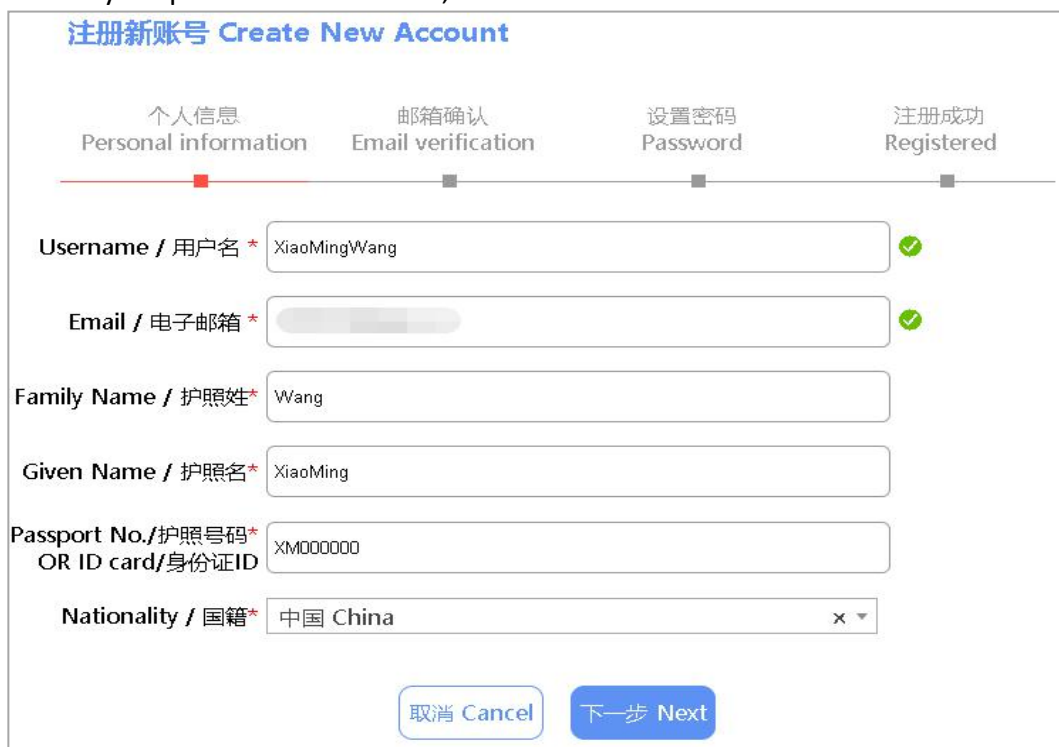
Log in 登录

Create New Account 注册

Forgot password?Get it back immediately

2) 输入个人信息, 点击下一步。

Fill out your personal information, then click on "Next".



**注册新账号 Create New Account**

个人信息 Personal information    邮箱确认 Email verification    设置密码 Password    注册成功 Registered

Username / 用户名 \* XiaoMingWang ✓

Email / 电子邮箱 \* [Redacted] ✓

Family Name / 护照姓 \* Wang

Given Name / 护照名 \* XiaoMing

Passport No./护照号码 \* OR ID card/身份证ID XM000000

Nationality / 国籍 \* 中国 China x ▾

取消 Cancel    下一步 Next

3) 邮箱确认, 点击 GET CODE, 获取验证码, 输入邮箱收到的验证码, 点击下一步。  
 Confirm with registered Email address. Access “verification code” by clicking on “Get Code”, Check your Email account to copy and paste it to the Code part to do Email verification, then click next to continue.

**注册新账号 Create New Account**

个人信息 Personal information      邮箱确认 Email verification      设置密码 Password      注册成功 Registered

---

Email / 电子邮箱 \*

Code / 验证码 \*

**Get Code / 发送验证码**

The verification code will be sent to your registered email address, please check it. Please also check your junk mails if you cannot find it in Inbox.

[上一步 Back](#)    [下一步 Next](#)

4) 设置密码, 密码要求是不少于 8 位的数字与字母的组合。  
 Setup password. Note that the password you create must be at least 8 characters long and must contain at least one number and one letter.

**注册新账号 Create New Account**

个人信息 Personal information      邮箱确认 Email verification      设置密码 Password      注册成功 Registered

---

Account / 账户 \*

Password / 密码 \*

Confirm Password / 确认密码 \*

**密码要求: 不少于8位的数字字母组合**  
**Requirements: 8 digits or more, includes letters and numbers**

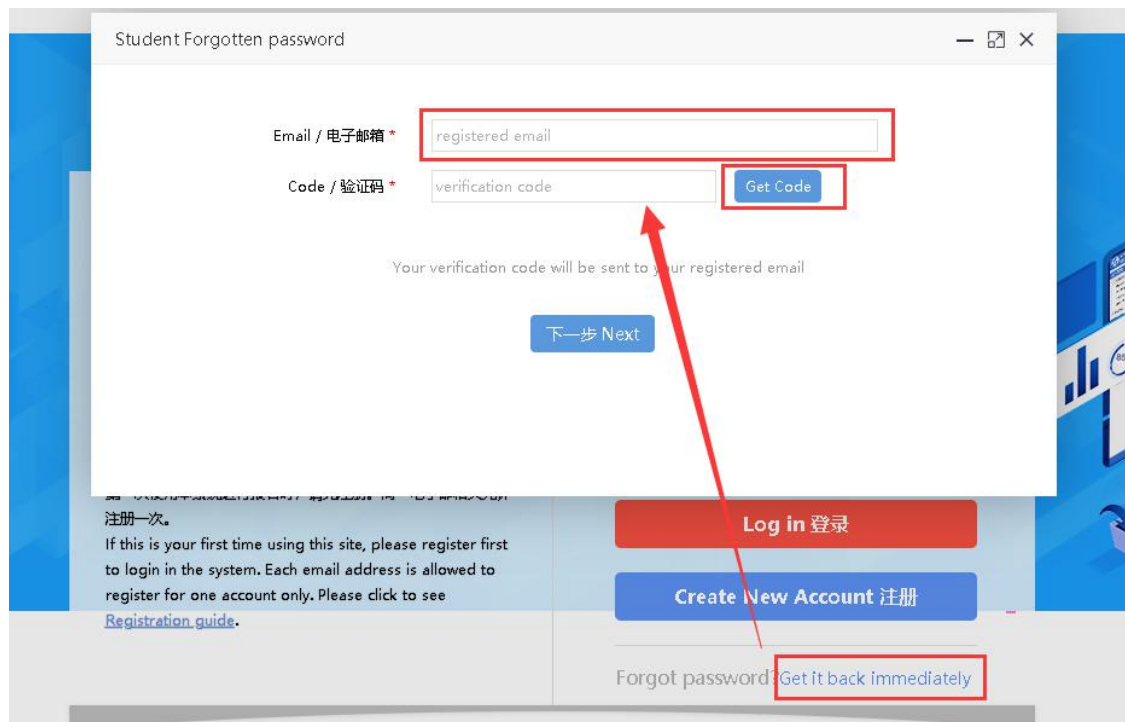
[下一步 Next](#)

5) 注册成功, 可以直接登录。  
 After successful registration, you can log in directly.

## 1-2找回密码 Retrieve password

1) 如果忘记了密码，在登录的下方可以根据自己之前注册的邮箱来获取验证码 找回密码。

If you forget your password, you can get the verification code to retrieve the password according to your previously registered email address at the bottom of the login.



Student Forgotten password

Email / 电子邮箱 \* registered email

Code / 验证码 \* verification code [Get Code](#)

Your verification code will be sent to your registered email

[下一步 Next](#)

注册一次。  
If this is your first time using this site, please register first to login in the system. Each email address is allowed to register for one account only. Please click to see [Registration guide](#).

[Log in 登录](#)

[Create New Account 注册](#)

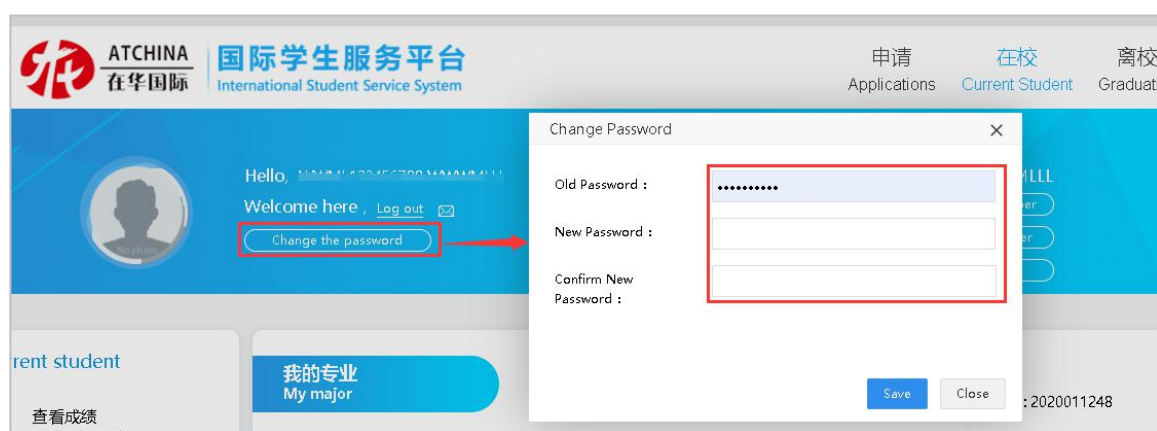
Forgot password? [Get it back immediately](#)

## 二、申请 Applications

### 2-1修改密码 Change the password

1) 登录进入之后为了账号安全可以修改密码，填写旧密码和需要设置的新密码之后点击【保存】。

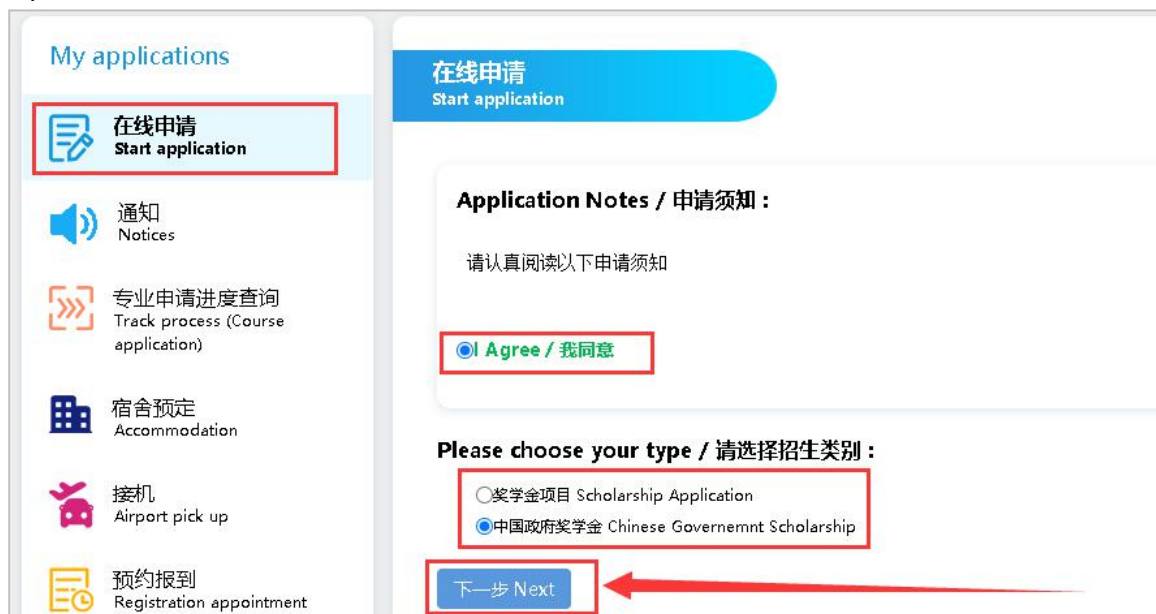
For the security of your account information, please change your password once you logged in.



### 2-2在线申请 Start application

1) 点击在线申请进入申请页面。依据个人志愿选择招生类别以及具体的专业。

Click on "Start application"; Choose types of different programs base on your personal preference.



**在线申请**  
 Start application

Degree 学历: All degree  
 Program 专业: Program  
 Taught by 语言: All language  
 College 学院: Please Choose

Search / 搜索  
 返回 / Return

院系 College	学生类别 Degree	学习专业 Program	导师 Tutor	专业学历 Program Degr...	授课语言 Taught by	学费 Tuition fee	学制 Years	报名截止 Apply deadli...	操作 Operation
国际商学院 School of Internati...	本科生 Bachelor's d...	工商管理 Business Administration		本科生 Bachelor's de...	英文 English	16000	4Y		Apply / 申请
信息工程学院 Information and En...	本科生 Bachelor's d...	电气信息工程 Electrical Information Engineering		本科生 Bachelor's de...	中文 Chinese	18000	4Y	2020-07-17	Apply / 申请
外国语学院 School of Foreign L...	本科生 Bachelor's d...	外国语言文学(20) Foreign Language and Literature		本科生 Bachelor's de...	中文 Chinese		4Y		Apply / 申请

2) 填写个人信息，上传申请材料，请确保所有带\*号部分填写完整。

Fill out your personal information and upload application materials. Please make sure all parts with \* are completed.

基本信息  
 Basic Information

申请信息  
 Application information

申请材料  
 Documents

补充信息  
 More information

预览  
 Preview

◆ 个人基本信息 Personal Information

护照姓 Passport Family Name\*  
 ABLDLAH

3) 填写完毕后提交申请。

Submit after completing your application.

基本信息  
 Basic Information

申请信息  
 Application information

申请材料  
 Documents

补充信息  
 More information

预览  
 Preview

◆ 基本信息 PROFILE

护照姓名 Passport Name

提示 Notice  
 是否要提交申请?  
 Are you going to submit the application?  
 Yes No

4) 如果个人信息填写不完整，系统将自动反馈需要补充的信息，补充完整后提交。

The system will give feedbacks automatically once your submitted information is incomplete. You have to resubmit it after complete the supplement documents and information.

以下信息/材料缺失, 请补充 The information/documents are incompleated, please check and provide it. X

请您填写	Please input
照片	Photo
婚姻状态	Marital Status
宗教	Religion
在本国生活年限	Years of Living in Your Own Country
护照到期时间	Passport Expireat time

## 2-3专业申请进度查询 Track process (Course application)

1. 提交申请以后, 可以点击进度查询, 了解材料审核的最新进度。

1-1) 提交后, 进度查询列表的操作栏显示【查看】, 则表示提交成功。

After submitting, application progress operation shows **【view】**, then it means successful submission.

1-2) 审核状态为【退回】, 表示申请信息中有内容不符合学校要求, 点击【修改】可修改申请信息, 点击【提交】后则不能再修改。

Status shows **【Revoked】**, it means the application information doesn't meet the university requirement, click **【Edit】** to edit the application information, after clicking **【Submit】** the application cannot be edited any more.

1-3) 出现【补充材料】字样, 表示提交的申请材料不符合学校要求, 或者需要补充更多材料。点击【补充材料】可以进行材料的补充和修改, 修改后点击【保存并继续】即可提交, 提交后则不能修改。

When Status shows **【Add documents】**, it means the application documents doesnt meet the university requirement or more documents would be needed. Click **【Add documents】** to upload more documents or edit the documents, after editing the documents, click **【Save and Continue】** to submit, after clicking **【Submit】** the application cannot be edited any more.

进度查询 Application progress						
申请编号 Application ID	申请时间 Date	申请专业 Course	学历 Degree	审核时间 Update	审核状态 Status	操作 Operation
201061158	2020-03-07	社会学	硕士研究生 Master's degree	2020-03-07	未处理 Pending	查看 View
193620959	2020-03-07	汉语言	短期团组 Short-term group	2020-03-07	已录取 Accepted	查看 View
201061159	2020-03-07	中文	语言进修生 Master's degree	2020-03-07	退回 Revoked	修改 Edit    提交 Submit
201061160	2020-03-07	建筑学	硕士研究生 Master's degree	2020-03-07	处理中 Processing	查看 View    补充材料 Add docuemnts

## 2-4宿舍预定 Accommodation

1) 被录取后, 可以进行宿舍预定, 点击【预约】。

After being admitted, you can make a dormitory reservation and click [Appointment].



宿舍预定 Accommodation						
申请编号 Application number	申请专业 Program	预定类型 Reservation	房间类型 Room Type	价格 (RMB) Price	状态 Status	操作 Process
211431800	寒假汉语 Winter Chinese			/		<a href="#">预约 Appointment</a>

2) 根据自己的意愿去预约对应的房间, 并提交预约, 预约后等待老师审核, 审核的状态可以在列表中查看。

Make a reservation for the corresponding room according to your own wishes, and submit the reservation, and wait for the teacher to review after the reservation. The review status can be viewed in the list.

宿舍预定 Accommodation				
<b>Accommodation:</b>  The rooms of international students' dormitory are equipped with furniture, air conditioning, bathrooms etc. Kitchens with refrigerators, microwave ovens and electromagnetic ovens are equipped on every floor. Laundry room is configured with intelligent system.  Double room: 15-20 RMB per person per night.  Single room: 30-40 RMB per night.  <b>After you pay the deposit 2000RMB, we will keep the room for you.</b>				
预定类型 Reservation Type	房间类型 Room Type	价格 (RMB) Price	剩余床位数量 Available Beds Left	管理 Manage
单人间	Single room	1000/Month	10	<a href="#">预约 Appointment</a>
双人间B	Double room	6000/Year	20	<a href="#">预约 Appointment</a>
双人间A	Double room	30/Day	20	<a href="#">预约 Appointment</a>
三人间	Five people	2000/Year	15	<a href="#">预约 Appointment</a>

宿舍预定 Accommodation						
申请编号 Application number	申请专业 Program	预定类型 Reservation	房间类型 Room Type	价格 (RMB) Price	状态 Status	操作 Process
211431800	寒假汉语 Winter Chinese	单人间	Single room	1000/Month	Pending	<a href="#">查看预约 Appointment view</a>

## 2-5接机 Airport pick up

1) 被录取后, 可以进行接机预定, 点击【预约】。

After being enrolled, you can make a reservation for pick-up and click [No appointment].



接机 Airport Pick up								
申请编号 Application ID	护照姓名 Passport Name	护照号 Passport No.	申请专业 Course	学历 Degree	航班号 Flight Number	机场名称 Airport...	预约接机时间 Schedule the ...	操作
211431800	AWDAW SDAW...	123497125	寒假汉语 Winter Chinese	语言生 Chinese Langua...				<a href="#">预约 No appointment</a>

2) 填写对应的信息后, 提交预定。

After filling in the corresponding information, submit the reservation.

航班号 / Flight number*	<input type="text" value="Flight number"/>		
预定接机日期 / Scheduled pick-up date*	请选择 / Please choose ▼		
预定接机时间段 / Book a pickup time*	请选择 / Please choose ▼		
到达日期和时间 / Arrival date and time*	<input type="text" value="Arrival date"/>	<input type="text" value="Time of arrival"/>	填写中国时间 / Chinese time format
机场名称 / Airport*	请选择 / Please choose ▼		
到达城市 / Arrival city*	请选择 / Please choose ▼		
Whatsapp	<input type="text" value="Whatsapp"/>		
邮箱 / Email	<input type="text" value=""/>		
CSC编号 / CSC No.	<input type="text" value="CSC编号 / CSC No"/>		
联系方式 / Contact information*	<input type="text" value="联系方式 / Contact information"/>		
紧急联系人 / Emergency contact *	<input type="text" value=""/>		
紧急联系人联系方式 / Emergency contact information *	<input type="text" value=""/>		
上传机票信息 / Upload air tickets*	<input type="button" value="上传 / Upload"/> *只能上传一张图片		
备注 / Remarks	<input type="text" value="备注 / Remarks"/> <div></div>		

3) 提交预定后, 等待老师审核, 审核的状态可进行查看和生成接机卡。

After submitting the reservation, wait for the teacher to review, the status of the review can be checked and the pick-up card can be generated.

**接机**  
 Airport Pick up

申请编号 Application ID	护照姓名 Passport Name	护照号 Passport No.	申请专业 Course	学历 Degree	航班号 Flight Number	机场名称 Airport...	预约接机时间 Schedule the ...	操作
211431800	AWDAW SDAW...	123497125	寒假汉语 Winter Chinese	语言生 Chinese Langua...	21341324132431	武汉天...	2019-07-01 01:20-05:20	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> <a href="#" style="color: blue; text-decoration: none;">查看预约 Appointment view</a> </div>

备注 / Remarks :  

状态 / Status : Pending

修改 / Modify

生成接机卡 / Generate pick up card/

## 2-6 预约报到 Registration appointment

1) 被录取后, 可以进行预约报到, 点击【预约】。

After being enrolled, you can make an appointment to register and click [Make appointment].



预约报到 Registration Appointment						
申请编号 Application ID	入学年份 Entry Year	申请专业 Course	学历 Degree	预约报到时间 Appointment Time	预约状态 Booking Status	操作 Operation
211431800	2013 Other	寒假汉语 Winter Chinese	语言生 Chinese Language			<a href="#">预约 Make appointment</a>

4) 按照自己的意愿选择来华意向后点击【提交】。

Choose your intention to come to China according to your own wishes and click [Submit].

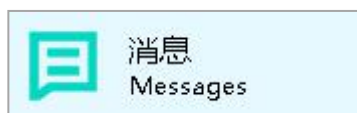
预约报到 Registration Appointment	
<p>申请人保证/I hereby affirm that:</p> <p>1) 本人所填写的信息和提供的材料真实无误。如因个人信息错误、失真造成不良后果, 责任由本人承担。 All information and materials provided are factually true and correct. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.</p> <p>2) 在华期间, 遵守中国的法律和法规, 不从事任何危害中国社会秩序的, 与本人来华学习身份不相符合的活动; During my stay in China, I shall abide by the laws and decrees of the Chinese government, and will not participate in any activities which are deemed to be adverse to the social order in China and are inappropriate to the capacity as a student;</p>	
<p>来华意向 Intention to China: <input checked="" type="radio"/> 愿意 Yes <input type="radio"/> 不愿意 No</p>	
备注 Note:	
<p><a href="#">提交 Submit</a></p>	

5) 如果来华意向为愿意则可以进行预约报到, 选择报到时段按照流程提交自己的预约。

If the intention to come to China is willing, you can make an appointment for registration, and choose the time period for the registration to submit your own appointment according to the process.

预约报到日期 Date	预约报到时间段 Time	预约总名额 Total quota	剩余预约名额 Remaining quota	操作 Operation
2021-01-01	上午/Morning	8	8	<a href="#">预约</a> Make appointment

## 2-7消息 Messages



1) 收件箱: 接收和回复老师的消息。

Inbox: You can receive and reply to teachers' messages.

收件箱 Inbox

发件箱 Outbox

标题 Subject	发件人 Sender	发送时间 Date	操作 Operation
<div><div></div>at0086</div>		2021-04-09	<div>Reply 回复</div>

2) 发件箱: 发送消息给老师的记录。

Outbox: The record of sending messages to the teacher.

收件箱 Inbox

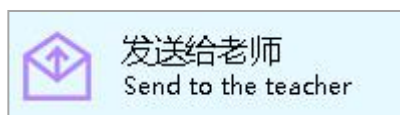
发件箱 Outbox

标题 Subject	发件人 Sender	发送时间 Date	操作 Operation
<div> <div></div> <div>Hello</div> </div>	<div></div>	2021-05-31	<a href="#">Delete 删除</a>

## 2-8发送给老师 Send to the teacher

1) 你可以编辑消息内容发送给老师。

You can edit the content of the message and send it to the teacher.



**发送给老师**  
Send to the teacher

Send a message to the teacher / 发送消息给老师

Subject / 标题: Hello

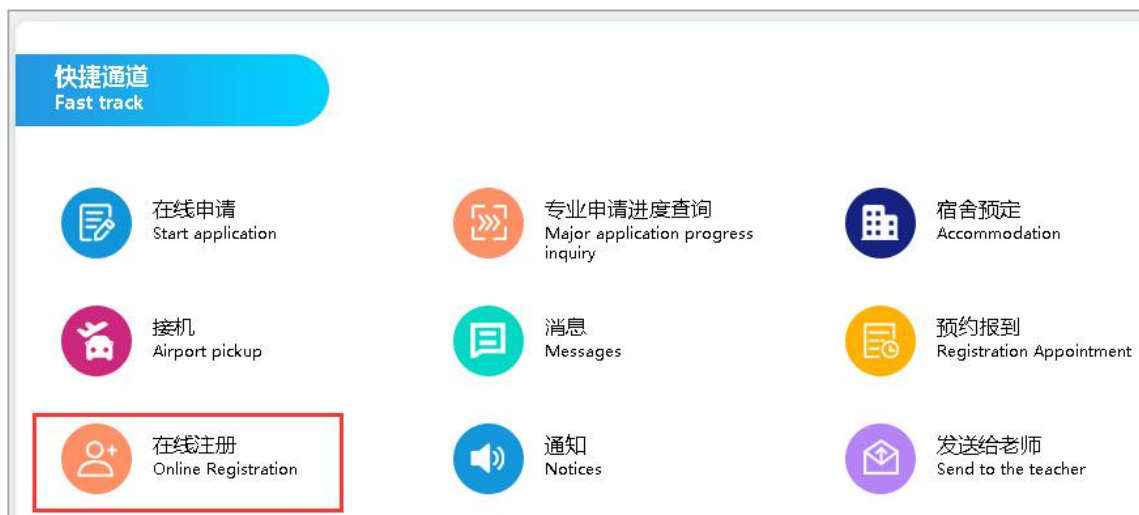
Content / 内容: Hello

Send / 发送

## 2-9在线注册 Online Registration

1) 学生使用账号登录弹出提示后点击【Yes】或者直接点击快捷通道的【在线注册】进入在线注册板块。

Students log in with the account, click 【Yes】 or directly click the shortcut 【Online Registration】 to enter the online registration section.



2) 点击注册，进入填写信息流程界面。

Click **Registration** to start filling the information.

在线注册  
Registration Appointment

学年 School Year	学期 Term	注册开始时间 Registration Start Time	注册截止时间 Registration Deadline	操作 Operation
2020-2021	第一学期	2020-08-31	2020-09-05	注册 Registration

在线注册  
Registration Appointment

申请编号 Application ID	入学年份 Entry Year	申请专业 Course	学历 Degree	在线注册 RegisterOnline_L...	审核状态 Approval Status	操作 Operation
202601351	2020 Autumn	暑期汉语培训 Summer Vacation Short-ter...	语言生 Chinese Language			注册 Registration

注册须知，认真阅读注册须知后，选择同意进行下一步，如果不同意需填写 原因和备注。

Read the registration instruction carefully, choose **Agree** to move to the next step, if you do not agree, please mention the reason and remarks.

注册须知 Registration Notice

核对信息 Check Information

材料补充上传 Supplementary Documents

注册须知 Registration Notice

线上注册以及授课说明Instruction of online registration and online courses:

1. 请认真核对个人信息、专业信息及奖学金类别。  
Please check your personal information, applied major and scholarship category.
2. 在未接到学校通知前，一律不得来华返校。  
No one is allowed to return to China or Yunnan Normal University before receiving further notice from YNNU.
3. 学校开学后，如因客观原因无法返校参加学习，学生需参加学校提供的在线课程。  
After the school starts, if students cannot return to school for objective reasons, they should participate in the online courses provided by the university.

**学生确认：**以上情况我已清楚，我同意线上授课  
**Student Confirmation:** I am aware of the facts above, and I accept to take online courses.

☒ 以上情况我已清楚，我同意线上授课 I have understood the above situation and I agree with online teaching
 ☐ 不同意 Disagree

下一步 Next

☐ 以上情况我已清楚，我同意线上授课 I have understood the above situation and I agree with online teaching  
☒ 不同意 Disagree

原因 Reason\* 请选择 Please Choose

备注 Remarks\* 请注明原因

[提交 Submit](#)

核对信息，核对基本信息和填写紧急联系人信息后点击下一步。  
Check the information, fill the emergency contact information and click **Next**.

注册须知 Registration Notice **核对信息 Check Information** 材料补充上传 Supplementary Documents

◆ 信息核对 Information Update

护照姓 Family Name	VU	护照名 Given Name	THI THANH MAI
性别 Sex		出生日期 Date of Birth	1983-01-23
国籍 Nationality	越南	护照号码 Passport No.	C3844719
护照到期时间 Expire at		学历 Degree	硕士研究生
学院 College	化学与材料学院	专业 Major	分析化学
联系电话 Contact Number*	<input type="text" value="联系电话 Contact Number"/>	邮箱 Email *	<input type="text" value="C3844719"/>
微信 Wechat*	<input type="text" value="微信 Wechat"/>	钉钉账号 Dingding account	<input type="text" value="钉钉账号 Dingding account"/>
家庭所在省/城市 Home address province/city *	<input type="text" value="家庭所在省/城市 Home address province/city"/>	家庭电话 Home Phone *	<input type="text" value="家庭电话 Home Phone"/>
家庭住址 Home Address *	<input type="text" value="家庭住址 Home Address"/>		

◆ 紧急联系人 Emergency Contact \*

请确保信息真实有效，以便紧急情况取得联系/Please make sure the contact information is real and correct in case of emergency.

姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	<a href="#">Add 添加</a>
<a href="#">下一步 Next</a> <a href="#">上一步 Previous</a>						

材料补充上传，上传材料信息后点击【提交】。  
Upload the Supplementary Documents and click **【Submit】**.

注册须知 Registration Notice
 核对信息 Check Information
 **材料补充上传 Supplementary Documents**

◆ 材料补充上传 Registration notice

UPLOAD DOCUMENTS / 上传材料

The uploaded file type needs to be \*.jpg,\*.jpeg,\*.png,\*.bmp,\*.doc,\*.docx,\*.pdf,\*.xls,\*.xlsx Maximum file size 5M\*

缴费凭证/Payment Receipt *	Scan To Upload 扫码上传	Choose File 上传
护照/passport	Scan To Upload 扫码上传	Choose File 上传

提交后列表可查看审核状态。

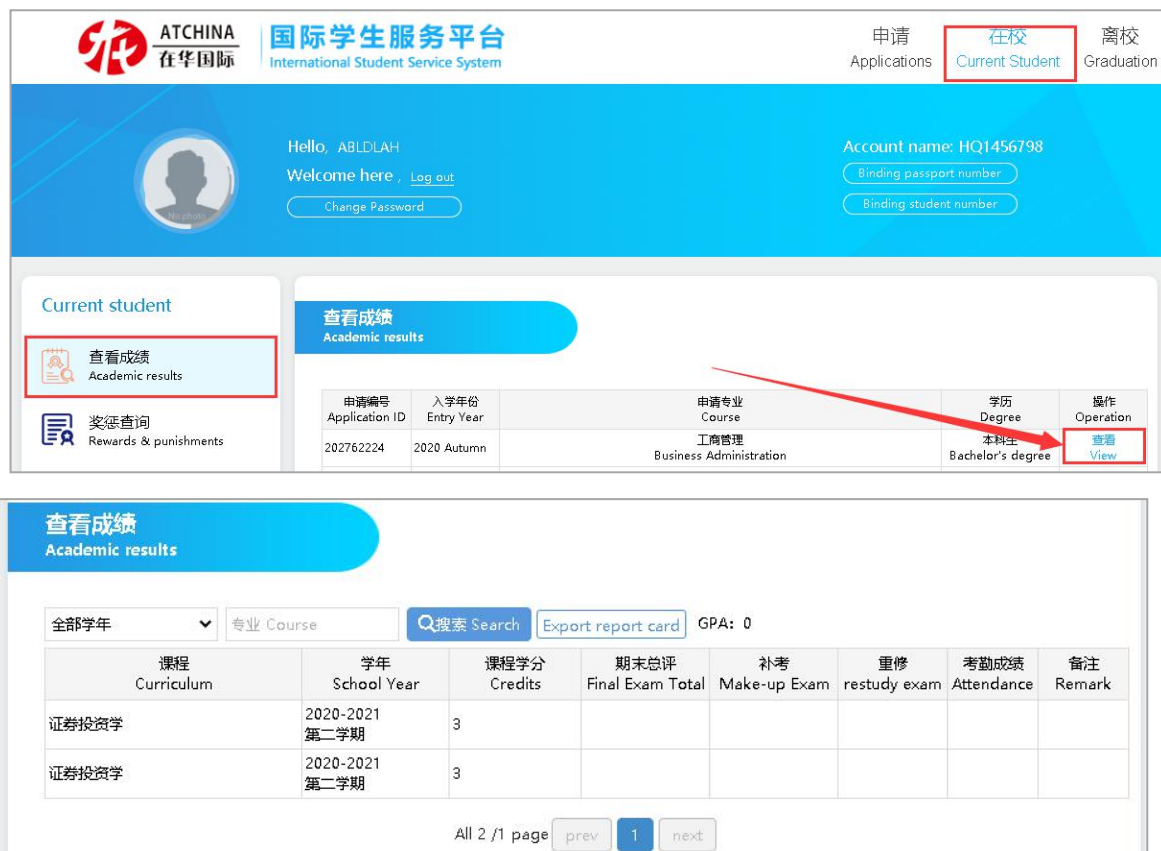
After submission, you can check the approval status.

注册记录 Registration record						
申请专业 Course	学历 Degree	学年 School Year	标题 Title	在线注册 Online registration	审核状态 Approval Status	操作 Operation
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	新生注册 Registration for New Students	同意 Agree	同意	<a href="#">查看反馈 Registration</a>
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	在线注册 Registration Appointment	同意 Agree	待处理	<a href="#">查看反馈 Registration</a>

### 三、在校 Current Student

#### 3-1 查看成绩 Academic results

已经在校的学生登录账号后在在校中点击进入【查看成绩】板块查看自己的成绩。  
 Students who are already in school, after logging in to the account, click to enter the [Academic results] section in the school to view their own results.



The screenshot shows the ATCHINA International Student Service System interface. The user is logged in as 'ABDLAH' with account name 'HQ1456798'. The 'Current Student' section is active, and the '查看成绩' (Academic results) button is highlighted. Below this, a table lists the user's academic records:

申请编号 Application ID	入学年份 Entry Year	申请专业 Course	学历 Degree	操作 Operation
202762224	2020 Autumn	工商管理 Business Administration	本科生 Bachelor's degree	<a href="#">查看 View</a>

Below the table, there is a section for '查看成绩' (Academic results) with search filters and a table of course results:

全部学年: [v] 专业: Course [v]  搜索 Search  GPA: 0

课程 Curriculum	学年 School Year	课程学分 Credits	期末总评 Final Exam Total	补考 Make-up Exam	重修 restudy exam	考勤成绩 Attendance	备注 Remark
证券投资学	2020-2021 第二学期	3					
证券投资学	2020-2021 第二学期	3					

Page: All 2 / 1 page

#### 3-2 奖惩查询 Rewards & punishments

已经在校的学生，登录账号后在在校中点击进入【奖惩查询】查看自己的奖励信息。  
 Students already in school, after logging in to the account, click to enter [Reward and Punishment Inquiry] in the school to view their own reward and punishment information.



The screenshot shows the ATCHINA International Student Service System interface. The user is logged in as 'ABDLAH' with account name 'HQ1456798'. The 'Current Student' section is active, and the '奖惩查询' (Rewards & punishments) button is highlighted. Below this, a table lists the user's rewards and punishments:

学年 Academic year	学期 Semester	奖惩类型 R&P type	奖惩种类 R&P classification	奖惩描述 description	奖惩时间 occurrence time	扣除分数 deducted marks	奖励分数 Reward score	查看 View
2020-2021	第一学期	奖励	劳动积极奖		2020-07-10	0	2	<a href="#">View</a>
2020-2021	第一学期	奖励	劳动积极奖		2020-07-10	0	2	<a href="#">View</a>

### 3-3缴费详情 Payment details

已经在校的学生，登录账号后在在校中点击进入【缴费详情】查看自己的缴缴费信息。  
 Students already in school, after logging in to the account, click to enter [Payment Details] in the school to view their payment information.

Current student		缴费详细 Payment Details			
	查看成绩 Academic results				
	奖惩查询 Rewards & punishments				
	缴费详情 Payment details				
		学年学期 School Year and Term	缴费类型 Payment type	实缴金额 Amount actually paid	缴费时间 Payment time
		2020-2021第二学期	学费 Tuition	6900	2021-04-14
		2020-2021第二学期	报名费 Registery fee	420	2021-04-14
				欠费/余额 Arrears/balance	0
				0	
		All 2 / 1 page <a href="#">prev</a> <a href="#">1</a> <a href="#">next</a>			

### 3-4考勤信息 Attendance information

已经在校的学生，登录账号后在在校中点击进入【考勤信息】查看自己的缴缴费信息。  
 Students already in school, after logging in to the account, click to enter [Attendance Information] in the school to view their payment information.

Current student		考勤查询 Rewards and Punishments			
	查看成绩 Academic results				
	奖惩查询 Rewards & punishments				
	缴费详情 Payment details				
	考勤信息 Attendance information				
		学年 School Year:	全部学年	学期 Semester:	全部学期
		<a href="#">Q 搜索</a> <a href="#">重置</a>			
学期 Semester	课程 Course	迟到 be late	早退 leave early	事假 personal le...	病假 sick leave
2021-2022第二...	高级 口语B	0	0	0	0
2021-2022第二...	高级 阅读	0	0	0	2
2021-2022第二...	高级 听力	0	0	0	0
2021-2022第二...	高级 综合	0	0	0	2
				旷课 cut class	未修 absence
				0	0
				缺勤数 absent days	出勤 attendance
				0	46
				2	48
				0	39
				2	88
		显示1-4条数据，共有4条数据   每页显示 20 <a href="#">条 1页</a> <a href="#">上一页</a> <a href="#">1</a> <a href="#">下一页</a>			

### 3-5我的课表 My curriculum

已经在校的学生，登录账号后在在校中点击进入【我的课表】查看自己本班的课表信息。  
 Students already in school, after logging in to the account, click to enter [My curriculum] in the school to view their own class schedule information.

**Current student**  
 查看成绩  
Academic results  
 奖惩查询  
Rewards & punishments  
 缴费详情  
Payment details  
**我的课表**  
My curriculum  
 签证提醒  
Visa reminder

**我的课表**  
My timetable  

本周 / This Week    本学期 / This Semester

22周, 22weeks

节次 Session	时间 Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
第1节	08:00-08:45	统计学 John 科技楼102 (22周)					统计学 John 科技楼102 (23周)	
第2节	08:55-09:40	统计学 John 科技楼102 (22周)						
第3节	10:00-10:45		统计学 John 科技楼102 (22周)				统计学 John 科技楼102 (23周)	

### 3-6 签证提醒 Visa reminder

已经在校的学生，登录账号后在在校中点击进入【签证提醒】可以查看签证，护照，居留许可信息。

Students who are already on campus, after logging in to the account, click to enter [Visa Reminder] in the campus to view visa, passport, and residence permit information.

缴费详情  
Payment details  
 我的课表  
My curriculum  
**签证提醒**  
Visa reminder

**签证提醒 Visa Reminder**  

护照号码 Passport No.    **HQ1456798**    护照到期时间 Expire at  
 居留许可号码 Residence permit number    居留许可到期时间 Expiration date of residence permit  
 签证号码 Visa number    签证到期时间 Visa expiry date

### 3-7 请假申请 Ask for leave

已经在校的学生在请假申请版块进行在线提交请假和请假单的审核状态查询，如果老师有上传请假附件可以进行下载。

Students who are already in school can check the review status of the leave request and leave request form submitted online in the leave application section. If the teacher uploads the leave request attachment, it can be downloaded.

Current student

- 查看成绩  
Academic results
- 奖惩查询  
Rewards & punishments
- 缴费详情  
Payment details
- 我的课表  
My curriculum
- 签证提醒  
Visa reminder
- 请假申请  
Ask for leave**
- 个人信息  
Personal information
- 返校申请  
Back to school
- 教学评价  
Teaching review

**请假申请**  
Leave Application

请假事由 Reason for leave\* ☐ Leave ☐ Sick leave ☐ Others

请假开始时间 Start time\*

请假结束时间 End time\*

请假说明 Detailed description\*

上传附件 Upload attachment

**我的请假**  
Ask for leave

请假事由 Reason for leave	请假说明 Detailed description	请假开始时间 Start time	请假结束时间 End time	请假附件 Attachment	审核状态 Processing status	操作 Operation
Leave	Go home	2021-06-02	2021-06-03		passed	详情 Details 下载 Download

All 1 / 1 page

### 3-8 个人信息 Personal information

已经在校的学生在个人信息版块可以查看个人的基本信息。

Students already in school can view their basic personal information in the personal information section.

Current student

- 查看成绩  
Academic results
- 奖惩查询  
Rewards & punishments
- 缴费详情  
Payment details
- 我的课表  
My curriculum
- 签证提醒  
Visa reminder
- 请假申请  
Ask for leave
- 个人信息  
Personal information**

**信息更新**  
Information Update

护照姓 Family Name\*

护照名 Given Name\*

中文名 Chinese Name

护照号码 Passport No.\*

护照到期时间 Expire at

最高学历 Highest Degree

宗教 Religion

国籍 Nationality

母语 Mother tongue

居留许可号码 Residence permit number

最新入境日期 Latest entry date

照片 Photo

旧护照号码 Old Passport No.\*

性别 Sex

出生日期 Date of Birth

出生国家 Country of birth

出生地点 Place of Birth

婚姻状态 Marital

居留许可到期时间 Expiration date of residence permit

房间号码 Room No.

### 3-9 返校申请 Back to school

已经在校的学生在【返校申请】填写可以进行返校行程的申请，填写自己的返校信息后提交。

Students who are already in school fill in the application for returning to school in [Back

to School], fill in their own back to school information and submit.

Current student

- 查看成绩 Academic results
- 奖惩查询 Rewards & punishments
- 缴费详情 Payment details
- 我的课表 My curriculum
- 签证提醒 Visa reminder
- 请假申请 Ask for leave
- 个人信息 Personal information
- 返校申请 Back to school**

**返校申请**  
Back to school application

返校时间 Date of return\*

乘坐交通工具 Means of transportation\* ☐ Train ☐ Flight ☐ Bus ☐ Other

车次/航班信息 Flight/Train No.\*

入境口岸 Port of entry\*

签证 (居留许可) 到期时间 Expiry time of visa (residence permit)\*

上传签证 (居留许可) 页 Upload visa (residence permit) page\*  \*只能上传一张图片 Only one image can be uploaded

备注 Remarks

### 3-10 教学评价 Teaching review

已经在校的学生在【教学评价】可以对课程进行评价，点击 开始评分按照对应的题目进行选择后提交。

Students who are already in school can evaluate the course in [Teaching review], click to start grading, and then select and submit according to the corresponding questions.



请假申请  
Ask for leave



个人信息  
Personal information



返校申请  
Back to school



教学评价  
Teaching review

教评  
Teaching review

课程 Course: 

Q搜索 Search

方案名称 Program name	课程 Course	任课老师 Instructor	教评期限 Deadline	操作 Operation
2021年春季教师教学评价 Teaching Evaluation of Year2021,S...	证券投资学	cherry	2021-06-01 ~ 2021-06-30	开始评分 Start rating
2021年春季教师教学评价 Teaching Evaluation of Year2021,S...	证券投资学	cherry	2021-06-01 ~ 2021-06-30	开始评分 Start rating
2021年春季教师教学评价 Teaching Evaluation of Year2021,S...	人力资源管理	melody	2021-06-01 ~ 2021-06-30	开始评分 Start rating
2021年春季教师教学评价 Teaching Evaluation of Year2021,S...	会计学	max	2021-06-01 ~ 2021-06-30	开始评分 Start rating
2021年春季教师教学评价 Teaching Evaluation of Year2021,S...	统计学	john	2021-06-01 ~ 2021-06-30	开始评分 Start rating

## 课程评分 Course grading

证券投资学  
教师 Teacher: cherry

中文 English Others

- 1.The teacher loves teaching and can attend classes on time. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 2.The teacher is kind and enthusiastic to the students during the class, and at the same time can be more strict with the students. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 3.I think the teacher made serious preparations for the lecture. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 4.The teacher's accent is clear and the speed is appropriate, which makes it easy for me to understand. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 5.The teacher's blackboard writing is clear and can help me understand. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 6.Teachers can use effective methods and means to help students understand and master. \*  
☒ A ☐ B ☐ C ☐ D ☐ E
- 7.What this teacher needs to improve.







提交 Submit

### 3-11 消息 Messages

在校的学生可以在消息页面查看相关通知信息。

Students in school can view relevant notification information on the message page.

**快捷通道**  
Fast track

 <p>查看成绩 Academic results</p>	 <p>奖惩查询 Rewards and Punishments</p>	 <p>我的课表 My curriculum</p>
 <p>签证提醒 Visa reminder</p>	 <p>请假申请 Ask for leave</p>	 <p>个人信息 Personal information</p>
 <p>返校申请 Back to school application</p>	 <p>教评 Teaching review</p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;">  <p>消息 Messages</p> </div>

### 3-12 在线注册 Online Registration

老生注册页面 Registration for Current Students:

国际学生服务平台  
International Student Service System

申请 Applications | **在校 Current Student** | 离校 Graduation

Hello, [Name]  
Welcome here, Log out [icon]  
Change the password

Account name: [input]  
Binding passport number [input]  
Binding student number [input]  
Binding wechat [input]

**我的专业 My major** Student ID: z021031X9

学年 Academic Year	专业 Course	学位 Degree	学习期限 Duration
2021秋季	Winter Chinese	Chinese Language	2021-01-2021-04

**快速通道 Fast track**

- 查看成绩 Academic results
- 奖惩查询 Rewards and Punishments
- 考勤信息 Attendance information
- 我的课表 My curriculum
- 签证提醒 Visa reminder
- 请假申请 Ask for leave
- 个人信息 Personal information
- 返校申请 Back to school application
- 教评 Teaching review
- 消息 Messages
- 缴费详情 Payment details
- 在线注册 Online Registration**

点击注册，进入填写信息流程界面。

Click **Registration** to start filling the information.

**在线注册**  
 Registration Appointment

学年 School Year	学期 Term	注册开始时间 Registration Start Time	注册截止时间 Registration Deadline	操作 Operation
2020-2021	第一学期	2020-08-31	2020-09-05	<a href="#" style="color: #007bff; text-decoration: none;">注册 Registration</a>

**在线注册**  
 Registration Appointment

申请编号 Application ID	入学年份 Entry Year	申请专业 Course	学历 Degree	在线注册 RegisterOnline_L...	审核状态 Approval Status	操作 Operation
202601351	2020 Autumn	暑期汉语培训 Summer Vacation Short-ter...	语言生 Chinese Language			<a href="#" style="color: #007bff; text-decoration: none;">注册 Registration</a>

注册须知，认真阅读注册须知后，选择同意进行下一步，如果不同意需填写原因和备注。

Read the registration instruction carefully, choose **Agree** to move to the next step, if you do not agree, please mention the reason and remarks.

注册须知 Registration Notice

核对信息 Check Information

材料补充上传 Supplementary Documents

◆ 注册须知 Registration Notice

线上注册以及授课说明 Instruction of online registration and online courses:

- 请认真核对个人信息、专业信息及奖学金类别。  
Please check your personal information, applied major and scholarship category.
- 在未接到学校通知前，一律不得来华返校。  
No one is allowed to return to China or Yunnan Normal University before receiving further notice from YNNU.
- 学校开学后，如因客观原因无法返校参加学习，学生需参加学校提供的在线课程。  
After the school starts, if students cannot return to school for objective reasons, they should participate in the online courses provided by the university.

**学生确认：** 以上情况我已清楚，我同意线上授课  
**Student Confirmation:** I am aware of the facts above, and I accept to take online courses.

☒ 以上情况我已清楚，我同意线上授课 I have understood the above situation and I agree with online teaching

☐ 不同意 Disagree

下一步 Next

☐ 以上情况我已清楚，我同意线上授课 I have understood the above situation and I agree with online teaching  
☒ **不同意 Disagree**

原因 Reason\* 请选择 Please Choose ▼

备注 Remarks\* 请注明原因

[提交 Submit](#)

核对信息，核对基本信息和填写紧急联系人信息后点击下一步。  
 Check the information, fill the emergency contact information and click **Next**.

注册须知 Registration Notice
核对信息 Check Information
材料补充上传 Supplementary Documents

◆ 信息核对 Information Update

护照姓 Family Name	VU	护照名 Given Name	THI THANH MAI
性别 Sex		出生日期 Date of Birth	1983-01-23
国籍 Nationality	越南	护照号码 Passport No.	C3844719
护照到期时间 Expire at		学历 Degree	硕士研究生
学院 College	化学与材料学院	专业 Major	分析化学
联系电话 Contact Number*	<input type="text" value="联系电话 Contact Number"/>	邮箱 Email *	<input type="text" value="C3844719"/>
微信 Wechat*	<input type="text" value="微信 Wechat"/>	钉钉账号 Dingding account	<input type="text" value="钉钉账号 Dingding account"/>
家庭所在省/城市 Home address province/city *	<input type="text" value="家庭所在省/城市 Home address province/city"/>	家庭电话 Home Phone *	<input type="text" value="家庭电话 Home Phone"/>
家庭住址 Home Address *	<input type="text" value="家庭住址 Home Address"/>		

◆ 紧急联系人 Emergency Contact \*

请确保信息真实有效，以便紧急情况取得联系/Please make sure the contact information is real and correct in case of emergency.

姓名 Name	关系 Relationship	单位名称 Work Place	职业 Occupation	联系电话 Phone/Mobile	联系邮箱 Email	Add 添加
<div style="display: flex; justify-content: space-around;"> <a href="#">下一步 Next</a> <a href="#">上一步 Previous</a> </div>						

材料补充上传，上传材料信息后点击【提交】。  
 Upload the Supplementary Documents and click **【Submit】**.

提交后列表可查看审核状态。

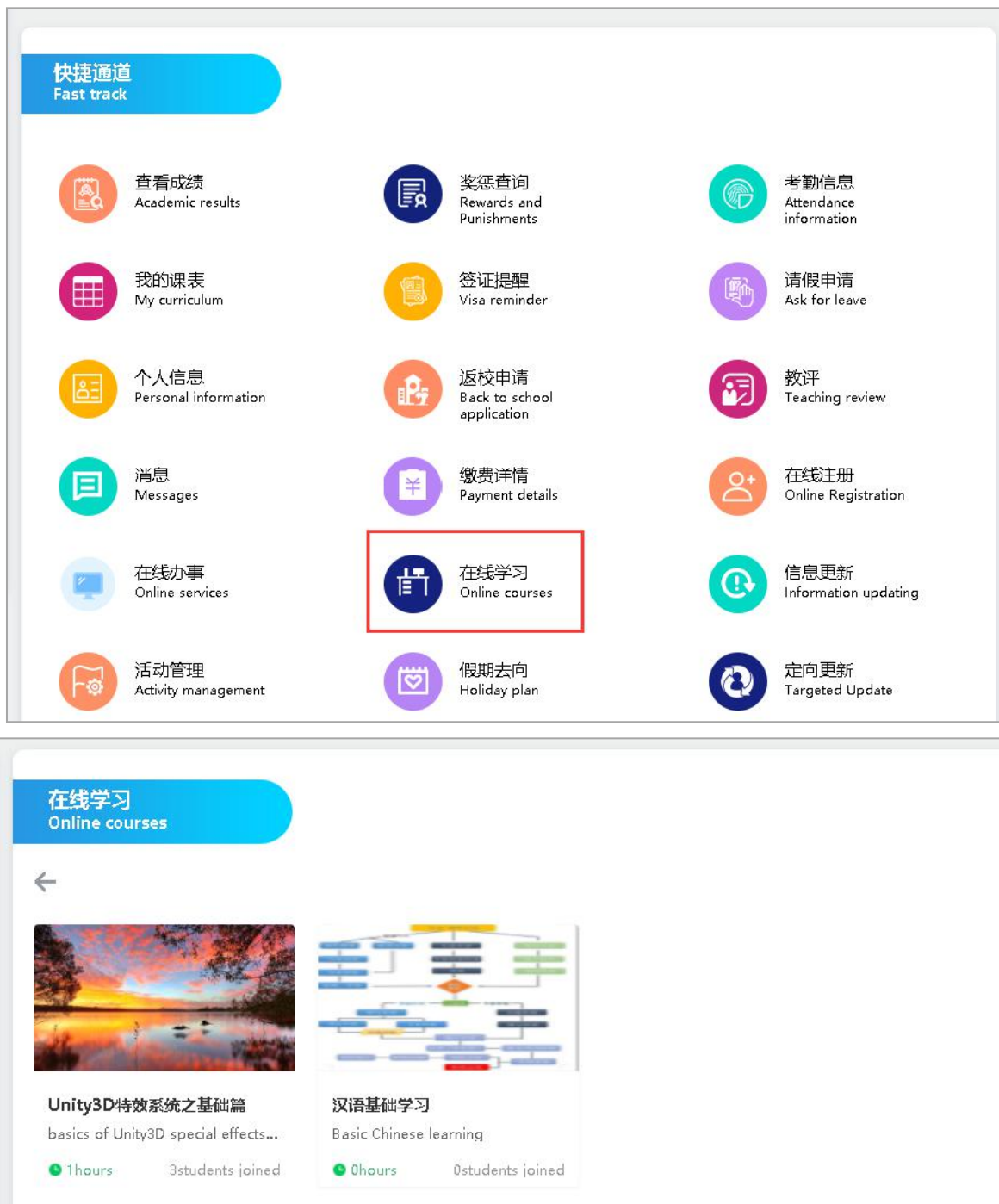
After submission, you can check the approval status.

注册记录 Registration record						
申请专业 Course	学历 Degree	学年 School Year	标题 Title	在线注册 Online registration	审核状态 Approval Status	操作 Operation
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	新生注册 Registration for New Students	同意 Agree	同意	<a href="#">查看反馈 Registration</a>
环境科学	本科生 Bachelor's degree	2020-2021 第一学期	在线注册 Registration Appointment	同意 Agree	待处理	<a href="#">查看反馈 Registration</a>

### 3-13 在线学习 Online courses

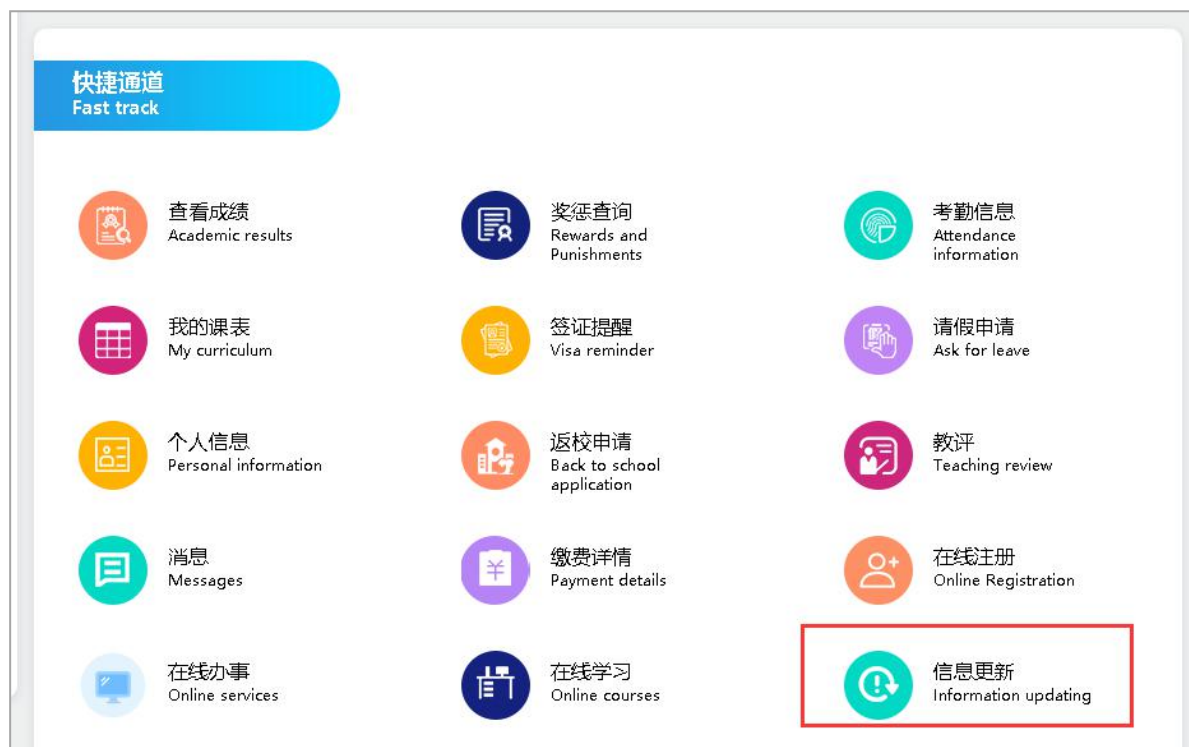
在校生，可以进入【在线学习】查看学校上传的教学视频。

Students in school can enter [Online courses] to view the teaching videos uploaded by the school.



### 3-14 信息更新 Information updating

在校生，可以进入【信息更新】核对并修改填写自己的信息后提交至老师审核。  
Students in school can enter [Information updating] to check and modify and fill in their own information and submit it to the management teacher for review.

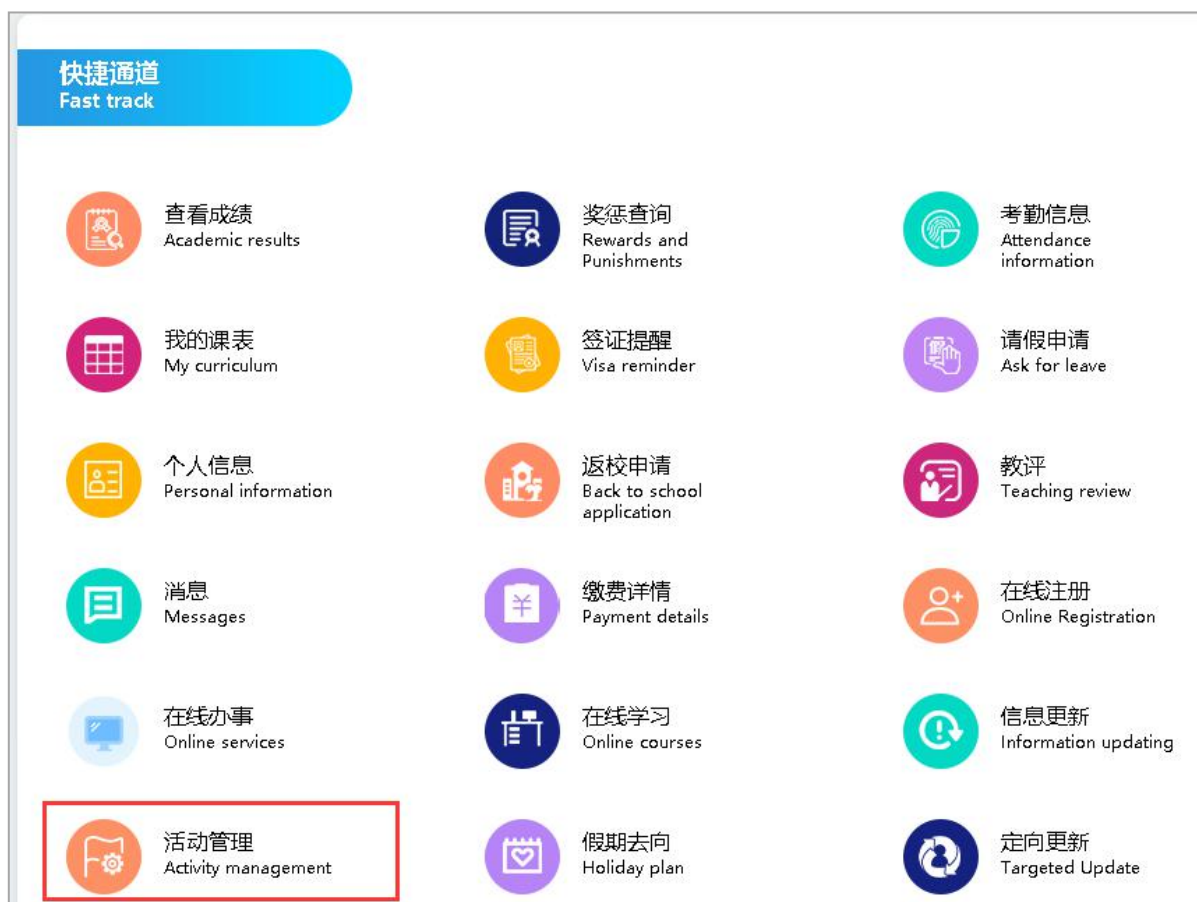


1) 进入信息更新页面，选择需要更新的信息，点击进入填写自己的信息后提交，已经提交更新的信息在【提交记录】中查看自己的信息审核状态和反馈。

Enter the information update page, select the information that needs to be updated, click to enter, fill in your own information, and submit. For the updated information that has been submitted, check your information review status and feedback in the [Submission Records].

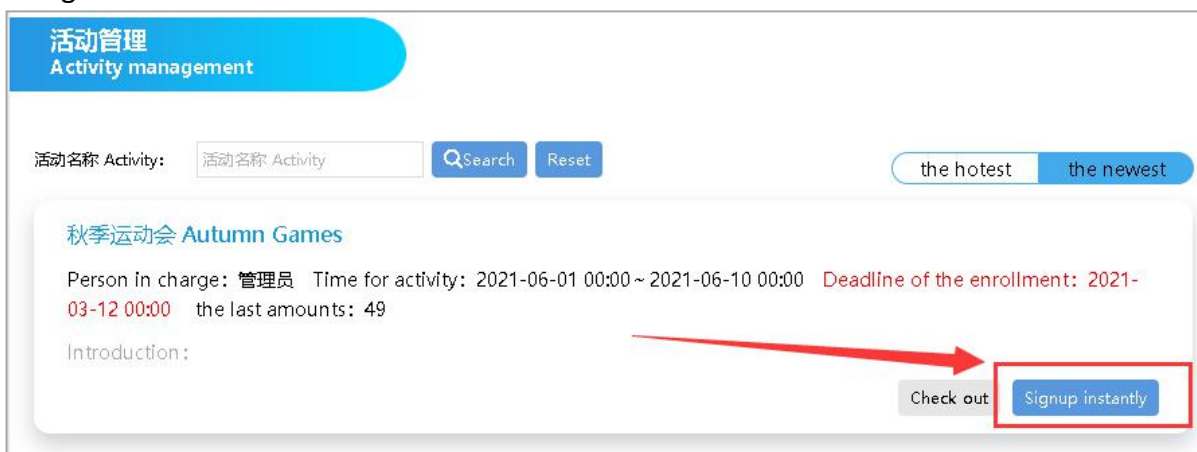


### 3-15 活动管理 Activity management

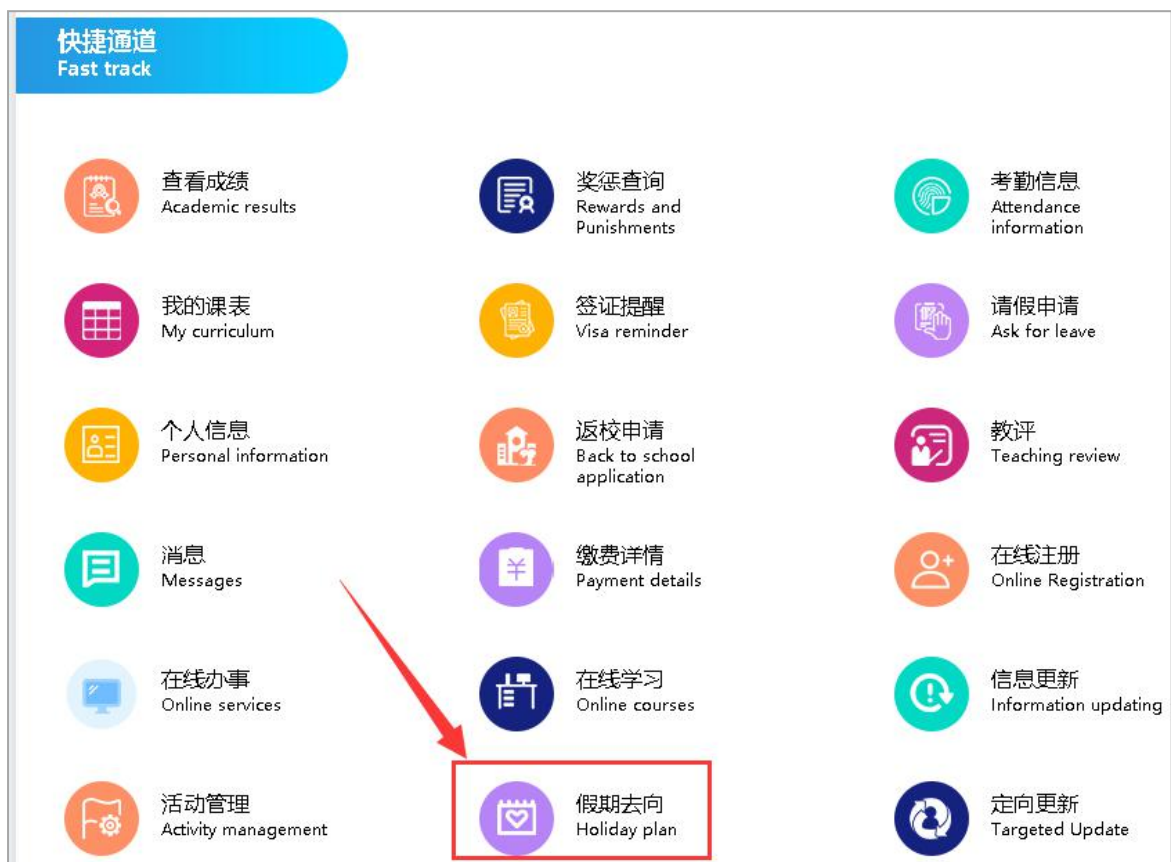


1) 进入【活动管理】，查看活动信息，点击【立即注册】进行报名。

Enter [Activity management], view event information, and click [Signup instantly] to register.



### 3-16 假期去向 Holiday plan



1) 进入【假期去向】，点击【编辑】进入上报自己的假期信息。

Enter [Holiday plan], click [Edit] to enter to report your own holiday information.

假期去向 Holiday Destination						
名称 Name	学年学期 Academic Y...	开始日期 Starting Date	截止日期 Deadline Da...	备注 Record	操作 Operation	
2021年暑期	2021-2022...	2021-05-14	2021-05-25		编辑	Edit
5.1	2020-2021...	2021-04-11	2021-04-30		编辑	Edit
2021年暑假	2020-2021...	2021-06-01	2021-08-31		编辑	Edit
2020年端午...	2020-2021...	2021-01-20	2021-01-27		编辑	Edit
2020年国庆...	2020-2021...	2020-09-01	2020-09-15	请填写假期去向	编辑	Edit
2020年春节...	2020-2021...	2020-12-28	2020-12-31		编辑	Edit
2019年元旦...	2020-2021...	2021-01-04	2021-01-22	手机版假期去向测试	编辑	Edit

2) 点击【上报】，填写假期去向信息后提交。

Click [Report], fill in the holiday destination information and submit it.

假期去向  
Holiday Destination

申请编号 Application ID	入学年份 Entry Year	申请专业 Course	学历 Degree	操作 Operation
211811602	2020 Autumn	播音与主持艺术 Broadcasting & Hosting Arts	本科生 Bachelor's degree	<a href="#">上报 Report</a>

假期去向 Holiday Destination

去向类型 Type of Leaving

请选择/Please Choose

去向地址 Leaving Address

去向地址 Leaving Address

交通方式 Means of Transportation

交通方式 Means of Transportation

联系方式 Contact Information

联系方式 Contact Information

离校时间 Departure Time

离校时间 Departure Time

返校时间 Returning Time

返校时间 Returning Time

保存 Save

返回 Return

### 3-17 定向更新 Targeted Update

快捷通道  
Fast track

查看成绩  
Academic results

奖惩查询  
Rewards and Punishments

考勤信息  
Attendance information

我的课表  
My curriculum

签证提醒  
Visa reminder

请假申请  
Ask for leave

个人信息  
Personal information

返校申请  
Back to school application

教评  
Teaching review

消息  
Messages

缴费详情  
Payment details

在线注册  
Online Registration

在线办事  
Online services

在线学习  
Online courses

信息更新  
Information updating

活动管理  
Activity management

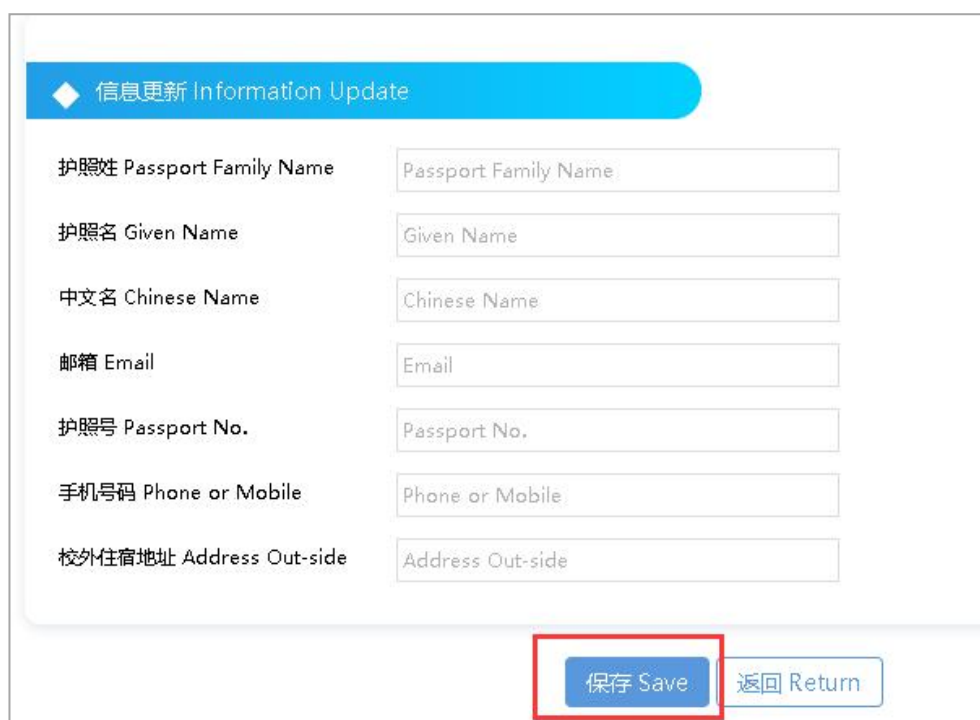
假期去向  
Holiday plan

**定向更新  
Targeted Update**

1) 进入【定向更新】，点编辑进入信息填写页面，填写完自己的信息后点击保存。  
Enter [Targeted Update], click Edit to enter the information filling page, and click Save after filling in your own information.



标题 title	操作 Oper...
更新信息 Update information	<a href="#">编辑 Edit</a>



◆ 信息更新 Information Update

护照姓 Passport Family Name

护照名 Given Name

中文名 Chinese Name

邮箱 Email

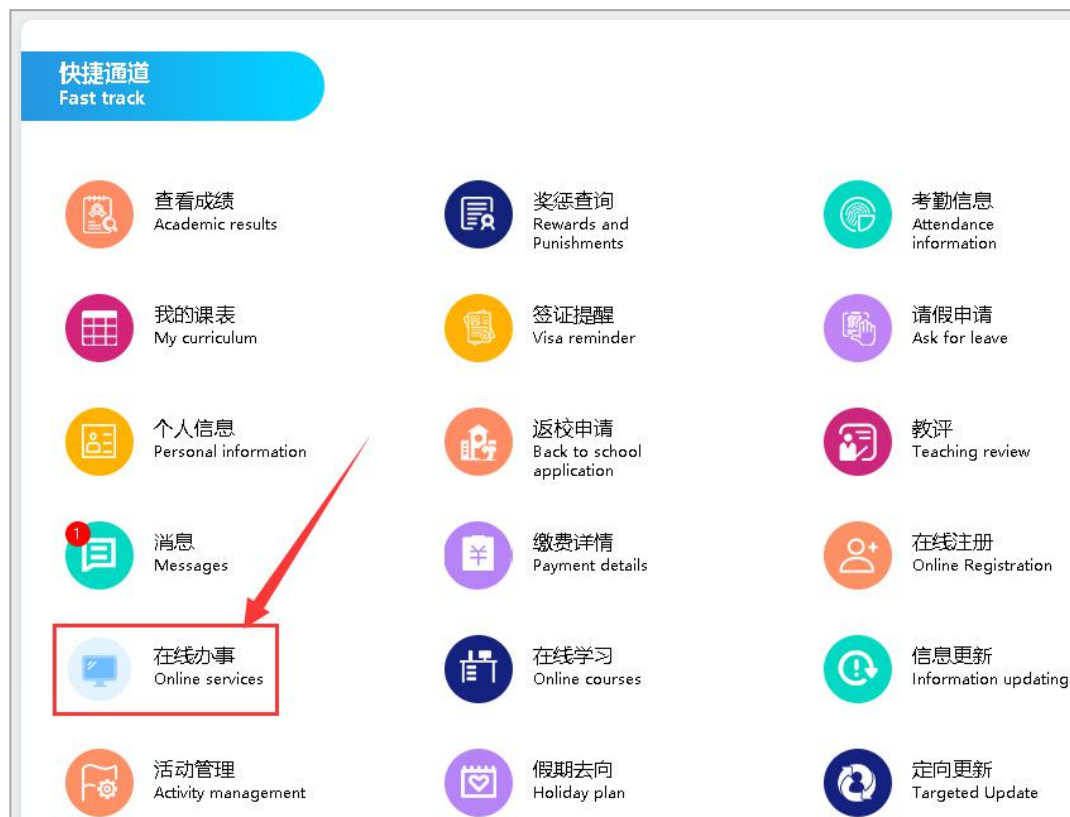
护照号 Passport No.

手机号码 Phone or Mobile

校外住宿地址 Address Out-side

[保存 Save](#) [返回 Return](#)

### 3-18 在线办事 Online services



1) 已经在校的学生，点击进入【在线办事】，选择需要提交的办事信息，根据流程填写后提交，已经提交的办事信息在【提交记录】中可以查看自己的信息审核状态和审批记录。

Students who are already in school, click to enter [Online Services], select the service information that needs to be submitted, fill in according to the process and submit. The submitted service information can be viewed in the [Handling record] to view their own information review status and approval record.

提交记录 Handling record				
办理事项 Affairs details	提交时间 Submission date	状态 Status	完成时间 Date	操作 Operation
NGUYEN BA PHAN TIEN提交的在线评教申请	2021-06-03	处理中 In process		<a href="#">查看 View</a>

办理记录  
Handling record

提交的在线评教申请

处理中 In process

课程喜爱程度1-10分

好8-7

提交时间

2021-06-03

返回 Return

审批记录  
Approval record

审批人 Approver	审核时间 Date	审批状态 Status	审批说明 Notes	附件 Attachment
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来华留学招生管理一站式服务！

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