**International Exchange Program Application Form**

* **SECTION A – PERSONAL INFORMATION**

Photo

(3.5cm x 4.5cm)

|  |  |
| --- | --- |
| Name in Chinese: |  |
| Name in Pinyin:  |  |
| China ID No.: |  |
| Student No.:  |  |
| Class: | 🞏 20\_\_Full-time Class 🞏 20\_\_Part-time Class (English)🞏 20\_\_Part-time Class (Bilingual) |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth (yy/mm/dd):  |  | Gender: |  |
| Mobile: |  | Email: |  |
| Contact Address: |  |

**EMERGENCY CONTACT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Relationship: |  | Mobile: |  |

**EXCHANGE DETAILS**

*Please consider carefully when you are selecting the host institutions that fit your study plan. Please note that any changes are not allowed once the form is submitted. Exchange period is one academic semester.*

*Please clarify your choice of host institutions. (Applicants may choose up to two, 1 being the preferred host institution.)*

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  |  | Starting Date: | 20\_\_ 🞏Fall 🞏Spring/Winter |
| 2. |  | Starting Date: | 20\_\_ 🞏Fall 🞏Spring/Winter |

**ENGLISH PROFICIENCY TESTS (if available)**

|  |  |  |  |
| --- | --- | --- | --- |
| Test | Date of Test |  | Score |
| TOEFL |  |  |  |
| IELTS |  |  |  |
| Others (please specify) |  |  |  |

**SECTION B – SHORT QUESTIONS**

(Each answer is limited to 250 words. Please submit separate pages if space in this form is not enough.)

|  |
| --- |
| 1. Why do you choose the exchange program(s)? What are your expectations from the exchange program(s)?
 |
| 1. How will our partner institutions benefit from you if you are selected?
 |
| 1. How will your fellow students in SISU MBA benefit from you if you are selected? What will be your actions?
 |

**SECTION C – STATEMENT AND DECLARATION**

1. I understand the all sections of this application form must be completed. All documents mentioned in Section D and other required by the host institution should be submitted in support of my application. I fully understand that MBA Center reserves the right to decline my application if any section of this application form is incomplete or false and the supporting documents are not submitted with this application before the application deadline.
2. I understand that my participation in the exchange program is conditional upon:
	1. my application being reviewed and approved by SISU MBA and Shanghai International Studies University;
	2. my suspension of study in Shanghai International Studies University
	3. my gaining admission to the host institution;
	4. my obtaining the necessary leave of absence from my MBA Program and my employers;
	5. my tuition fee for SISU MBA being paid in its entirety;
	6. my returning to SISU MBA to complete my studies and/or graduate at SISU MBA at the end of the exchange period;
	7. my visa application approval by the embassy/consulate of host country;
3. I declare that:
	1. the information given on this application form and supporting documents is true;
	2. I apply the exchange program voluntarily;
	3. I will and can afford the living cost during the exchange period in host institution;
	4. I will obey the laws of host country;
	5. I will obey the rules and regulations of host institution.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant: |  | Date: |  |

*Please return the completed application form with photo and supporting documents to International Affairs Office of SISU MBA Center, before the deadline.*

***\*Application Form filled by typing is preferred but all signatures must be done by hand-writing.***

**SECTION D–Checklist of Application Documents**

1. International Exchange Program Application Form
2. C.V. include the following:

-Education background

-Working experience and achievement

-Activities

1. Confirmation Letter from employer (Only for part time MBA students)