

上海音乐学院留学生在线申请系统使用说明

Introduction of Online Application System for International Students of Shanghai Conservatory of Music

一、 输入网址 <http://admission.shcmusic.edu.cn> 打开在线申请系统

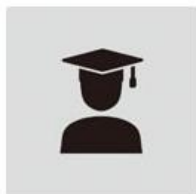
Type <http://admission.shcmusic.edu.cn> to open online application system.

The screenshot shows the login and registration interface of the Shanghai Conservatory of Music online application system. On the left, there is a background image of the conservatory's building. On the right, there is a white box containing the login and registration forms. The login form has fields for '电子邮件 e-mail', '密码 Password', and '验证码 Verification code'. The registration form has a '注册 Register' button. A red box on the right side of the form contains the text: '* 此处不可空白 (This field is required)' and '* 最长100个非空字符 (Maximum length is 100 nonblank chars)'. The verification code '4125' is displayed in a green box.

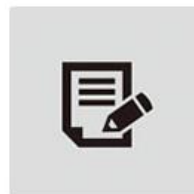
首先，按要求注册电子邮箱，等待验证邮件查看初始密码。

First register an email address and wait for the reply email containing initial password information.

二、 用邮箱地址和密码登录，来到申请界面 To log in with your email address and initial password.



填写申请表
New Application



已填写申请表
My Application

选择“填写申请表”，进入填写申请表格页面，也可在“已填写申请表”中看到自己上次填写的申请信息。
Choose “New Application” to the next step of filling in the forms and in “My Application” you will see the information that you filled in last time.

申请人保证/I hereby affirm that:



1. 本人承诺所提交的申请材料 and 信息，真实无误，无虚假行为。若有不实，个人承担一切后果。I hereby declare that all the materials and information provided here is true and correct. If there are any forge documents or incorrectness, I will undertake all the consequences.

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的秩序的，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;

3. 在学期间，遵守学校的校纪校规，尊重学校的教学安排。During my study in China, I shall observe the rules and regulations of the university, and will concentrate on my studies and researches, and will follow the teaching programs provided by the university.


☐ 已经阅读完规章制度并且同意/I have read and agree to the regulations.

下一步 / Next

三、 进入 “第一步 学习项目”（见以下截图），可根据来我校学习计划需要选择申请类别“汉语进修生”，“高级进修生”，“普通进修生”，“硕士奖学金项目”，“博士奖学金项目”等，进行在线申请并按步骤上传附件申请材料。

Next you will go to “Step 1 Study Plan” and see the screenshot as follows. You can choose one or several student types

according to your study plan in our conservatory such as “Chinese Language Student” “General Scholar” or “Senior Scholar” “Master's Degree Scholarship Program” and “PhD Scholarship Program” and apply online step by step. You would be required to upload documents as attachment for application.

 <p>汉语进修生/Chinese Language Student</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>每年按学期开班（分为春季学期和秋季学期），根据学生听、说、读、写的实际程度分为不同的班级（允许中途插班短期进修），循序渐近学习汉语。学校每学期开设汉语班选修课，组织音乐会观摩、联欢、旅游、参观考察等活动，帮助学生全面了解中国社会文化。主要课程：精读（含写作）、泛读、听力、口语、汉字书写。</p>	 <p>本科奖学金项目/Undergraduate Scholarship Program</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>报考资格</p> <ol style="list-style-type: none"> 1、身份认定：持有效外国护照；根据国家相关规定，外籍考生身份的认定标准为入外国籍满四年及以上，且最近两年实际居住在国外（一个自然年度居住满九个月可以认定为满一年）。 2、身体健康18周岁以上，一般不超过40周岁。
 <p>硕士奖学金项目/Master's Degree Scholarship Program</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>报考资格</p> <ol style="list-style-type: none"> 1、身份认定：持有效外国护照的非中国籍公民。仅持有绿卡（永久居留证）不能视为入外国籍。 2、身体健康，18周岁以上，一般不超过45周岁。 3、品德良好，无犯罪记录，遵守中华人民共和国的法律、法规和学校有 	 <p>博士奖学金项目/PhD Scholarship Program</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>报考资格</p> <ol style="list-style-type: none"> 1、身份认定：持有效外国护照的非中国籍公民。仅持有绿卡（永久居留证）不能视为入外国籍。 2、身心健康，品德良好，无犯罪记录，遵守中华人民共和国的法律、法规和学校有关规章制度。 3、具有硕士学历或相当于硕士毕业以上学历，应届生由在读学校开具在
 <p>短期项目/Short-term Program</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <p>上海暑期学校-中国民乐项目 “一带一路”艺术文化人才培优项目</p> <p>Shanghai Summer School - Chinese Traditional Music Program Belt and Road - Art Talent Training Program</p>	 <p>普通进修生/General Scholar</p> <p>查看招生简章/Brochure » 申请/Apply »</p> <ol style="list-style-type: none"> 1. 普通进修生可选择一个本院本科相关专业，每周一次专业课，每学期修读本科相应年级专业基础课程，与本院本科生随班上课，授课语言为汉语。 2. 学制为半年或一年。 <p>1.Course descriptions:</p>

四、 在选择申请类别后，在“学习时间”选项中有该类别对应的不同学习项目，然后选择“第一志愿-学院”和“第一志愿-专业”并进入下一步：

After choosing student type, the related programs will be shown in “Study Duration”. Then you can choose “First-Preference College” and “First-Preference Major” and go to the next step.

例：硕士研究生项目中选择“学习时间”为2026年中国政府奖学金“高水平研究生”项目-硕士，第一志愿-学院根据报考专业所在院系填写，第一志愿-专业按实际报考专业在下拉菜单选择：

For example: Master Student Program, for “Study Duration” 2026 Chinese Government Scholarship-Postgraduate

Study Program (Type B), for First Preference-College and First Preference-Major can be chosen from the list below.

请用中文或英文填写表格 / Please fill in the form in Chinese or English.	
学习项目 / Study Plan	
申请类别* Application Category:	硕士研究生 / Master Student
学习计划内容* Future Study Plan:	
授课语言* Teaching Language:	<input checked="" type="radio"/> 汉语 / Chinese <input type="radio"/> 英语 / English
学习时间* Study Duration:	2026中国政府奖学金“高水平研究生”项目（B类）-硕士 / 2026 Chinese Government Scholarship High-Level Postgraduate Study Program (Type B) Master's Program, From 2026-9-1 to 2029-7-31
第一志愿-学院* First Preference-College:	2026中国政府奖学金“高水平研究生”项目（B类）-硕士 / 2026 Chinese Government Scholarship High-Level Postgraduate Study Program (Type B) Master's Program, From 2026-9-1 to 2029-7-31
第一志愿-专业* First Preference-Major:	请选择/Please choose...
申请专业导师* Tutor to Apply for (very important !):	
你是否已与该导师联系* Have you contacted with the tutor?:	<input type="radio"/> 是 / Yes <input type="radio"/> 否 / No
推荐人 Reference:	
推荐机构/合作院校* Recommended by / Corporated university:	<input checked="" type="checkbox"/> 无 “推荐机构/合作院校” /No “Recommended by/Corporated university”

保存&下一步
Save and Next

五、 根据第二步到第九步的操作提示，逐项填报，其中第七步附件上传中显示星号 “*” 为必填项。可见下图中的申请表状态进度。

Follow the Steps from Step 2 to Step 9 to fill in the items one by one and the items with the Sign of “*” in Step 7 Upload Documents must be filled in. You can see the following screenshot for the Application Status.

<p>* 电子报名照片 / Application Photo 备注: JPG格式, 200KB以下</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件 文件格式: jpg, gif, png File format: jpg, gif, png</p>
<p>* 个人学术能力和综合素质证明 / Certificate of Academic and comprehensive abilities 备注: 可提供学术论文、科研项目、音乐会、专利、获奖证书等</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件</p>
<p>* 《外国人体格检查表》复印件 (原件自行保存, 此表格由中国卫生检疫部门统一印制, 须英文填写) / A photocopy of the Foreigner Physical Examination Form completed in English 备注: 申请人应严格按照《外国人体格检查表》中要求的项目进行检查。缺项、未贴有本人照片或照片上未盖骑缝章、无医师和医院签字盖章的《外国人体格检查表》无效, 检查结果有效期为 6 个月。 Memo: The physical examinations must cover all the items listed in the Foreigner Physical Examination Form. Incomplete records or those without the signature of the attending physician, the official stamp of the hospital, or a sealed photograph of the applicants are invalid. Please select the appropriate time to take a physical examination as the result is valid for only 6 months. (the original copy shall be kept by the applicant).</p> <p> 外国人体格检查表 FOREIGNER PHYSICAL EXAMINATION FORM</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件</p>
<p>* 无犯罪记录证明 / Non-criminal record report 备注: 申请人须提交由所在地公安机关出具的有效期限内的无犯罪记录证明, 通常为提交申请之日前 6 个月以内的证明文件。 Memo: The applicant shall submit a valid certificate of Non-Criminal Record issued by the local public security authority, usually issued within 6 months prior to the submission date of the application.</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件</p>
<p>* 经济担保证明, 如银行开具的存款证明等 / Statement of Financial Support, such as a bank statement</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件</p>
<p>* 一段3分钟以内的中、英文自我介绍 / a Video of self-introduction within 3 minutes 备注: MP4格式视频, 小于500MB Memo: MP4 video, less than 500MB</p>	<p>已上传, 可点击查看 Uploaded, click to view</p>	<p>选择文件 未选择文件</p>

保存&上一步
Save and Previous

保存&下一步
Save and Next

六、在填写过程中, 费用来源可根据实际情况进行选择, 自费学生需要缴纳报名费(转账)并提交相关凭证后方可完成报名, 各类奖学金申请人可在“是否已经获得中国政府或其他组织提供奖学金?”中做修改, 点击 Modify 进入以下界面。在“自费”栏里选择“否”, “是否已经获得中国政府或其他组织提供奖学金?”中选择“否”, 在拟申请奖学金中选择相应奖学金类别, 见下一页。

In the process, you would choose according to your actual situation in the “Financial Support” item. Self-support students should pay for application fee through bank transfer and provide the certificate as the application document. Scholarship applicants can modify the financial support item for “Do you have any scholarship offered by Chinese Government or other sponsors” and choose the scholarship type in the next page as follows.

请用中文或英文填写表格 / Please fill in the form in Chinese or English.

费用来源 / Financial Support

* 自费 Self-support: ☐ 是 / Yes ☒ 否 / No

* 是否已经获得中国政府或其他组织提供奖学金? Do you have any scholarship offered by Chinese Government or other sponsors?

☐ 是 / Yes ☒ 否 / No

拟申请奖学金 / Apply for Scholarship

1. ☒ 中国政府奖学金2 / CSC Scholarship for Master's Degree Candidate

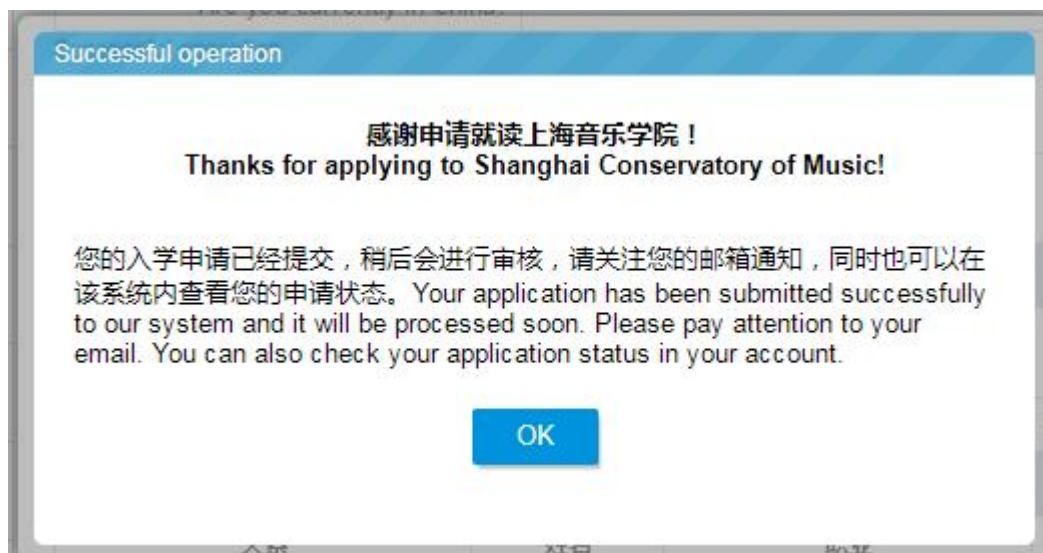
2. ☐ 上海市外国留学生政府奖学金2 / Shanghai Government Scholarships for International Students2

保存&上一步
Save and Previous

保存&下一步
Save and Next

七、最后将出现如下页面截图，即报名成功。

When you see the following screenshot, your application has been submitted successfully.



注：如有任何问题，可发送邮件至 iso@shcmusic.edu.cn 询问。

If you have any question, please send email to iso@shcmusic.edu.cn.

以上内容如有变动，以上海音乐学院国际教育学院最终解释为准。