# 国际学生服务指南-奖学金年审系统（学生端）

# International Student Service Instruction - Scholarship Annual Evaluation

## 一、 登录：国际学生在线申请与服务系统
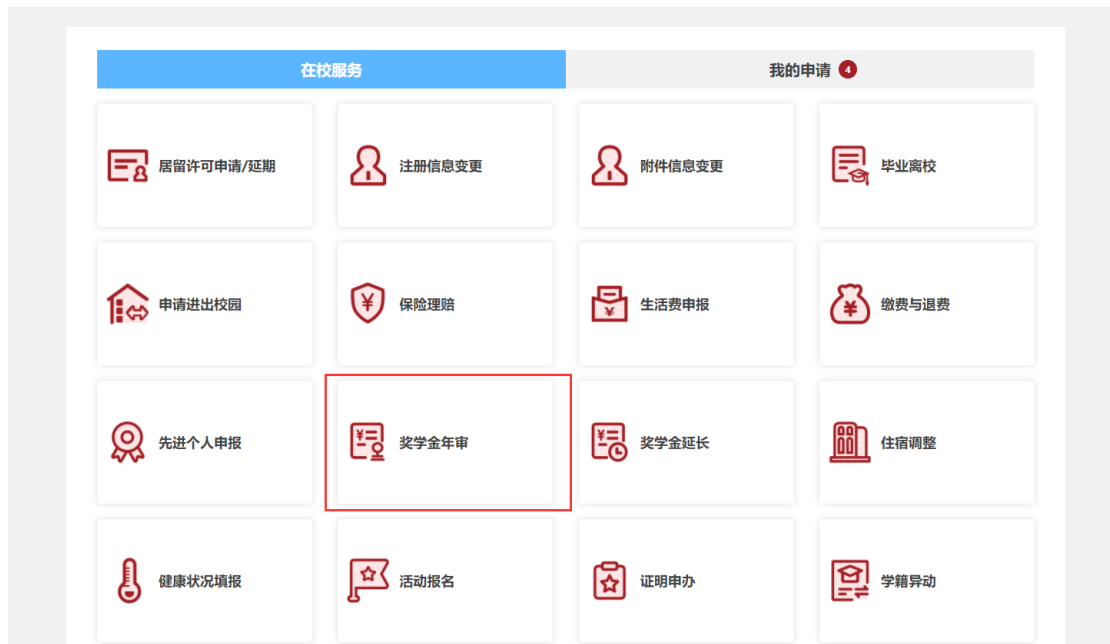
## 一、Login "Online Application and Service System for International Student"

1. 登录 http://admission.hust.edu.cn/apply/login，进入 service，在出现的统一身份认证系统上输入用户名和密码，如图所示，可以选择右上角"简体中文"进入中文界面；

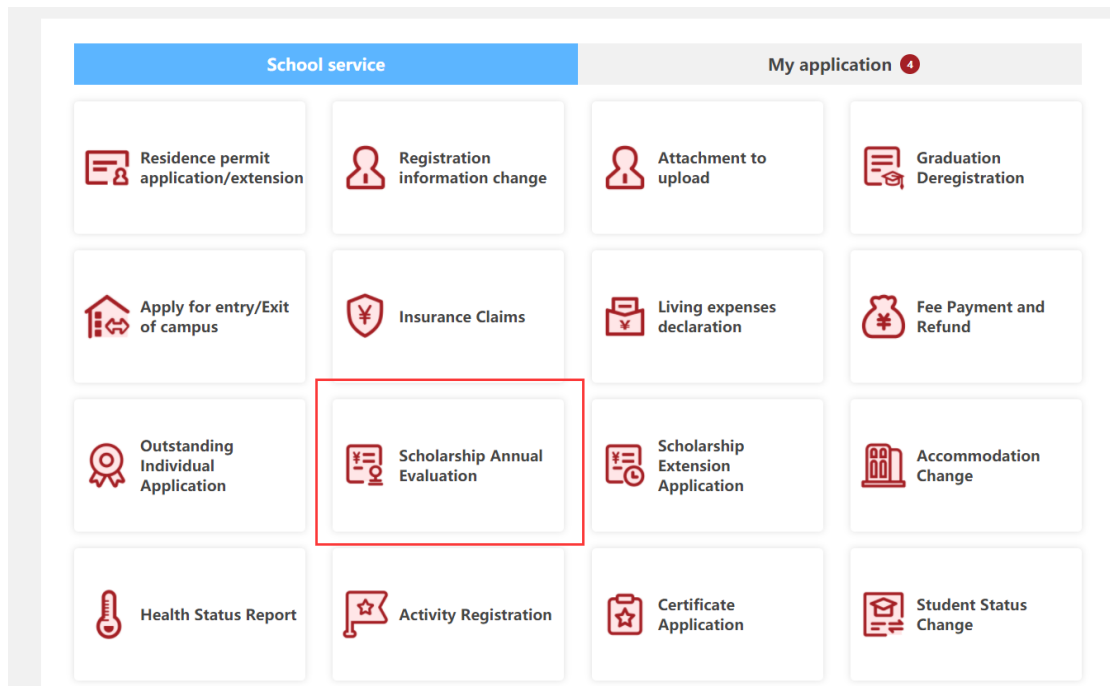1. Log on http://admission.hust.edu.cn/apply/login, select "service", and use your student ID and password to sign in，as shown below:

2. 登录后，点击"在校服务"中的 "奖学金年审"。



2. You can find "**Scholarship Annual Evaluation**" below "**School service**".

## 二、 填写信息后提交申请

1. 若个人注册信息有误，请先在"在校服务"申请"注册信息变更"，注册信息变更操作步骤指南：http://iso.hust.edu.cn/info/1195/3175.htm。修改通过后，即可申请"奖学金年审"。
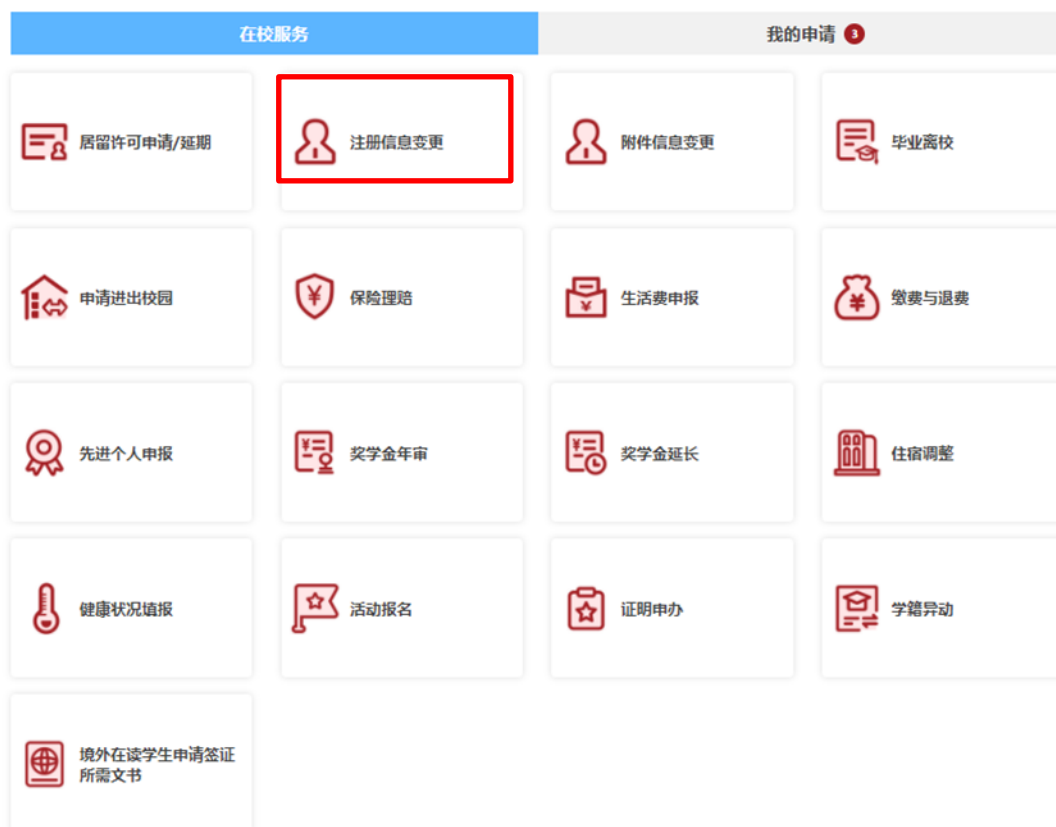


2. 如下图，"奖学金年审"中"本人在本学年内的表现情况"栏：学生应对自己在 2020-2021 学年的遵规守纪、学习情况、参加活动情况进行真实完整的简要总结。

遵规守纪：20-200 字符

学习情况：500-1000 字符

参加活动情况：20-300 字符

**中文授课学生需用中文填写，英文授课学生需用英文填写。**

人在本学年内的表现情况（学生应对自己在本学年的遵规守纪、学习情况、参加活动情况简要总结） *

| 遵规守纪 * | |
| 学习情况 * | |
| 参加活动情况 * | |

3. 上传成绩单和附件材料，及个人签名后，点击【提交/提交申请】。

附加信息* 请上传附件(每一项如果有多页，请合并成一个pdf上传)

| 成绩单 | 请上传 | 支撑材料（发表文章等） | 请上传 |

个人签名 * 你的签字仅用作上述相关规定需要签字的地方.

编辑

返回　保存　提交

## 三、 Students fill the information and submit application

1. If there are any errors in your personal registration information, please apply for "Registration information change" in "School service" firstly. Instruction manual for "Registration information change": http://iso.hust.edu.cn/info/1195/3175.htm. After the change application being approved, you can get the correct personal information and then submit the application for "Scholarship Annual Evaluation".

| School service | My application ❸ |
|---|---|

Residence permit application/extension
Registration information change
Attachment to upload
Graduation Deregistration
Apply for entry/Exit of campus
Insurance Claims
Living expenses declaration
Fee Payment and Refund
Outstanding Individual Application
Scholarship Annual Evaluation
Scholarship Extension Application
Accommodation Change
Health Status Report
Activity Registration
Certificate Application
Student Status Change
Required Documents of VISA application for international student out of China

2. After clicking "Scholarship Annual Evaluation" button, you shall fill the summary of performance form, giving a truthful and complete review of the performances during this academic year from three perspectives (Observe rules and regulations, Academic performance, Participation in activities).



Summary of my performance in this academic year(You shall give a brief review of the study and behavior during this academic year from three perspectives (Observe rules and regulations, Academic performance, Participation in activities)) *

Observe rules and regulations *

Academic performance *

Participation in activities *

Observe rules and regulations: 20-200 characters

Academic performance: 500-1000 characters

Participation in activities: 20-300 characters

For Chinese-taught students, please fill the form in Chinese；for English-taught students, in English.

3. Then submit the attachment (transcript and supporting materials), and upload the scanned copy of personal signature (the background color is white，If it has been uploaded, there is no need to upload again), and then click [submit/submit your application].
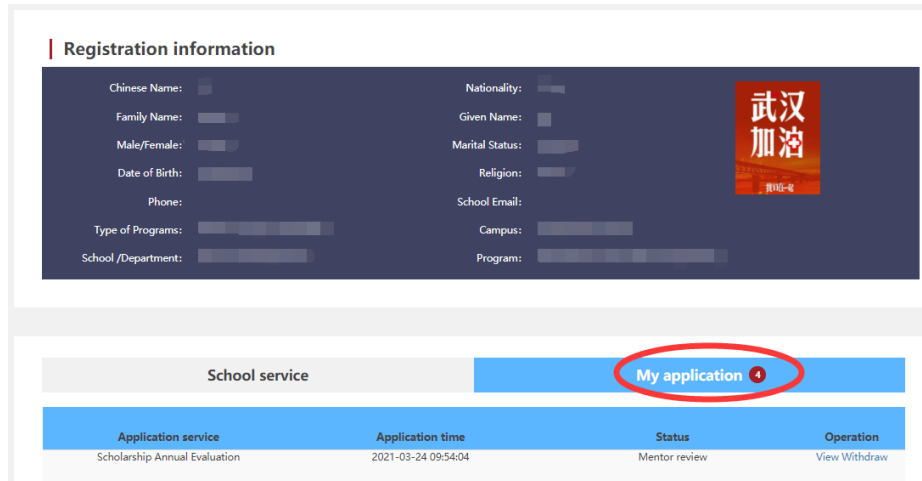


## 四、 查看申请进度

可在"我的申请"查看申请进度，如下图所示。

## 四、**Check the application progress**

After submitting your application, you can go back to the online service homepage to check your application status.



## 五、 系统问题联系人

郑老师，微信/QQ 346137715，邮箱：ywzheng_sie@hust.edu.cn

## 五、**Contacts**

Mr. Yao, Wechat/QQ 346137715，Email：ywzheng_sie@hust.edu.cn