# Applying to Peking University HSBC Business School

## 1. Find the Online Portal

Enter the following link to arrive at the Online Application Portal:

<a href="http://www.studyatpku.com/">http://www.studyatpku.com/</a>



### 2. Create a Profile

 Click on the orange Register button and create a profile using your email address

 You will need to confirm your new profile through your email address before continuing

## 3. Select 'Degree Program Application'



## 4. Select Master's Degree Program

• 简体中文 • English • 加入收藏



### 国际学生在线申请(支付)系统

Online Application and Payment System for International Students



Welcome: bgpollok [logout]

My Homepage unread message[0]

### Online Application

Apply Now

My Application

ScholarShip Apply

ScholarShip Apply

Scholarship Query

### My message

Inbox

To Administrator

#### Personal profile

User Information

Password Modification

please choose your type:	please	choose	your	type:
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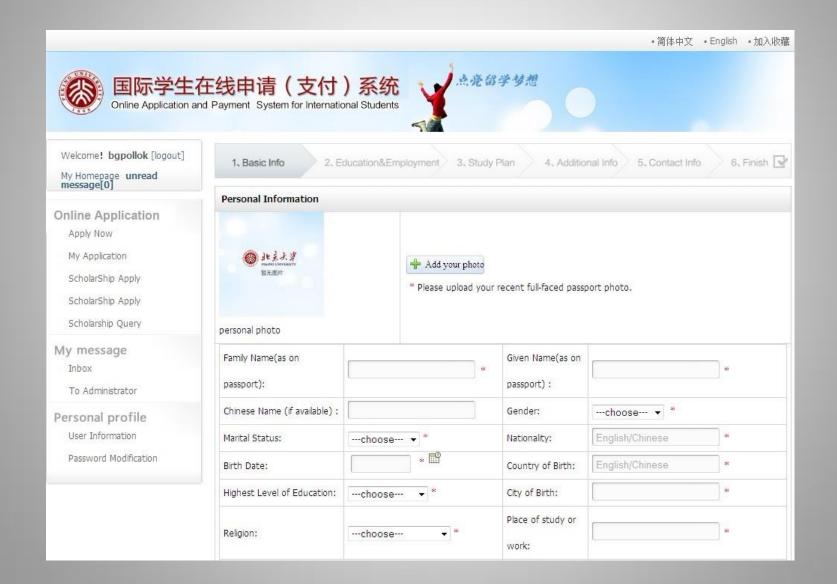
- PKU-WASEDA Joint Undergraduate Program
- Master's Degree Program
- PhD Program
- Undegraduate Studies

Next

## 5. Enter 'English' as the Teaching Language and select 'Shenzhen Graduate School' for the Department



## 6. Complete the Online Application



## 7. Before Submitting...

- Fill out the entire application form with complete and accurate information
- Be sure not to miss any steps prior to submitting your online form
- Only areas with a red asterisk (\*) are required;
   you may leave blank information regarding
   visa status, Chinese name, etc.

## 8. Your Application(s)

You may return to an existing application at any time by clicking on the 'My Application' tab on the left side of the screen. Be sure to save your information before leaving any page of the online application.



## 9. Once you've submitted...

- Print out your completed application form
- Include this form with your supplementary materials (listed next) when you mail your application to HSBC Business School



## Supplementary Materials

- 1. One recent photograph (passport-size)
- 2. Official or notarized diploma certificate in English (current students shall present letter of certification for graduation)
- 3. Official transcripts in English from all the universities the applicant attended
- 4. Statement of Purpose in English (no longer than two pages, double-spaced)
- 5. Confidential Recommendation Forms from two references
- 6. Certified score reports of TOEFL or IELTS
- 7. Copy of passport
- 8. Optional: Scholarship application form, which can be found at <a href="http://english.phbs.pku.edu.cn/index.php?m=content&c=index&a=show&catid=606&id=305">http://english.phbs.pku.edu.cn/index.php?m=content&c=index&a=show&catid=606&id=305</a>
- 9. Optional: GRE, GMAT, books, publications, articles, etc. in English related to your academic and professional accomplishments

## 10. Mailing the Application

 Once all documents have been assembled, mail them together to:

Admissions Office for International Students, Room 114
Peking University HSBC Business School
University Town, Nanshan District
Shenzhen 518055, China

## 11. Notes and Tips for Applying

- HSBC Business School accepts students on a rolling basis. Therefore, it is advantageous to apply early in the application period.
- There is no application fee. However, applicants are expected to pay the postage fee for their application materials.
- For confidential documents, like your official transcript and letters
  of recommendation, please send them with your other materials,
  but in sealed envelopes to ensure their veracity.
- Applicants may be contacted by the school to conduct an interview via phone or Skype. Whether or not you have an interview has no bearing on your admission or scholarship status.
- Our school encourages diversity, regardless of race, religion, gender identity, sexual orientation, or ethnicity. Please do not feel the need to exclude certain political/social accomplishments.

# Deadline for Application: March 15, 2015