Instructions for Chongqing University International Student Service System

(**November, 2025**)

1. Preparatory Step: Review the Application Guide

Before applying, please carefully read the Application Guide of the corresponding program to understand the application requirements, document specifications, and deadline. Failure to meet the requirements may affect your application progress.

2. Registration

Registration URL：https://cqu.17gz.org/member/login.do

The page supports Chinese/English switching (via the button in the upper right corner); The registration function is located on the right side of the page.

1) Enter the registration page

Click "Register" and enter the page of "Registration Agreement" as in the following picture. Carefully read the terms, choose "Accept" and enter the page of user registration.

2) User registration

Fill in all information as in the picture below, click "Register" to submit.

3) Activate your account

After successful registration, log in to the email address you provided to receive the system-generated activation email; The email contains your username and an activation link. Click the link to activate your account.
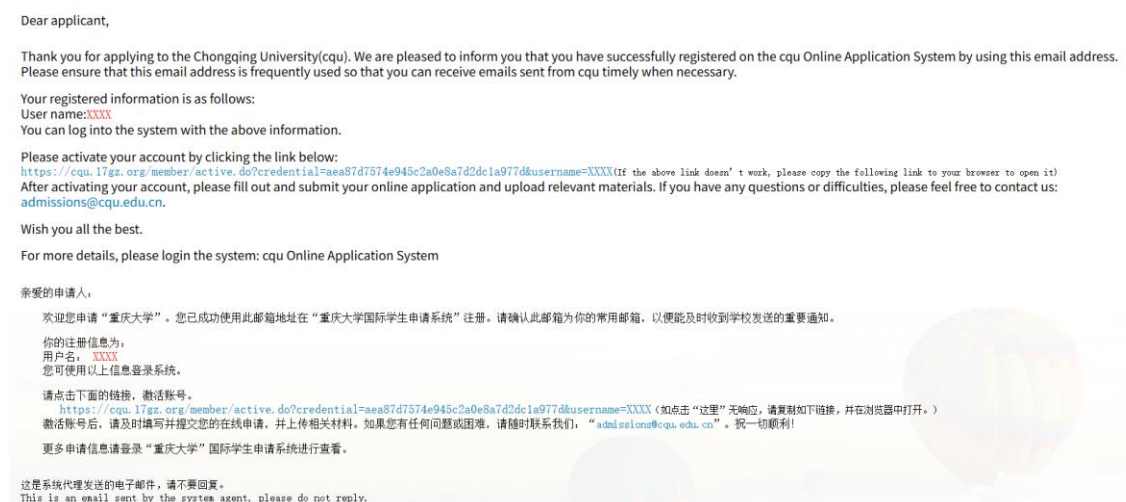
3. Log in to the System

Open the login page and enter your user name, password and the verification code displayed; Click the "Sign In" button to access the system homepage.
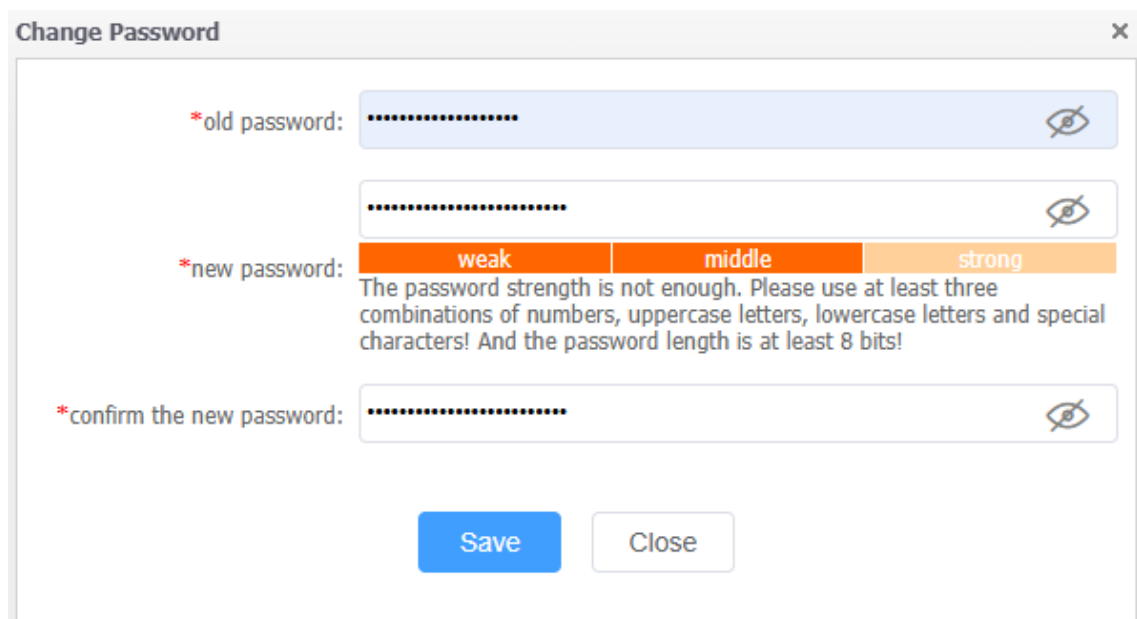
4. Password Management (Modification/Retrieval)

1) Change Password

After logging in, hover over your avatar in the upper right corner and select "Change Password";
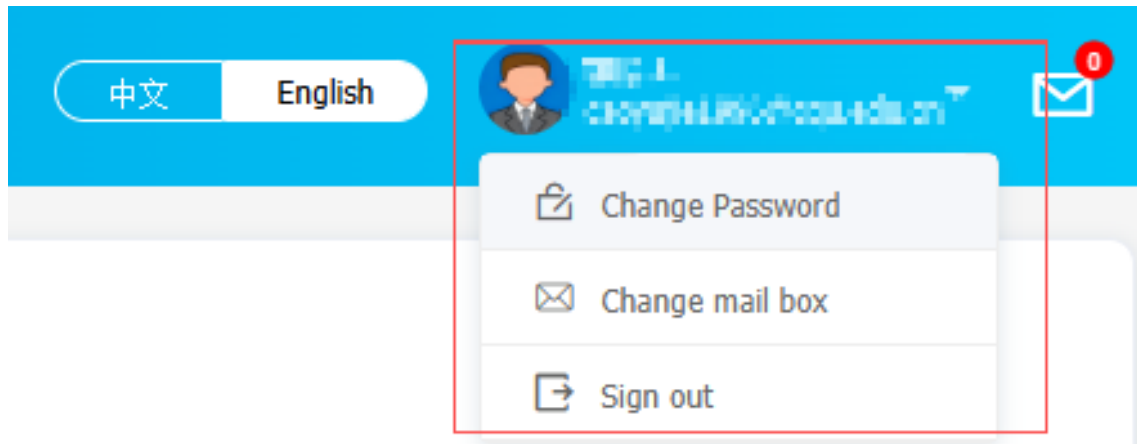
Enter your old and new passwords, and then click "save".

2) Retrieve password

Click "Forgotten password" on the login page, enter your user name/e-mail and verification code, then click "Submit" as in the picture below. The system will send a temporary new password to your registered email. Log in with the temporary password and modify it to a custom password.
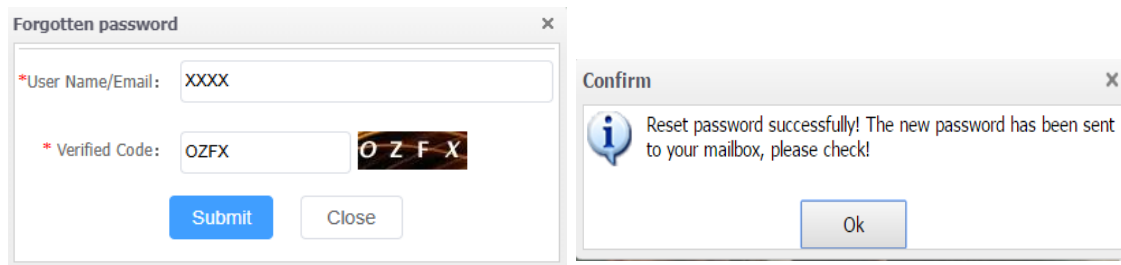
5. Resend Activation Email (if necessary)
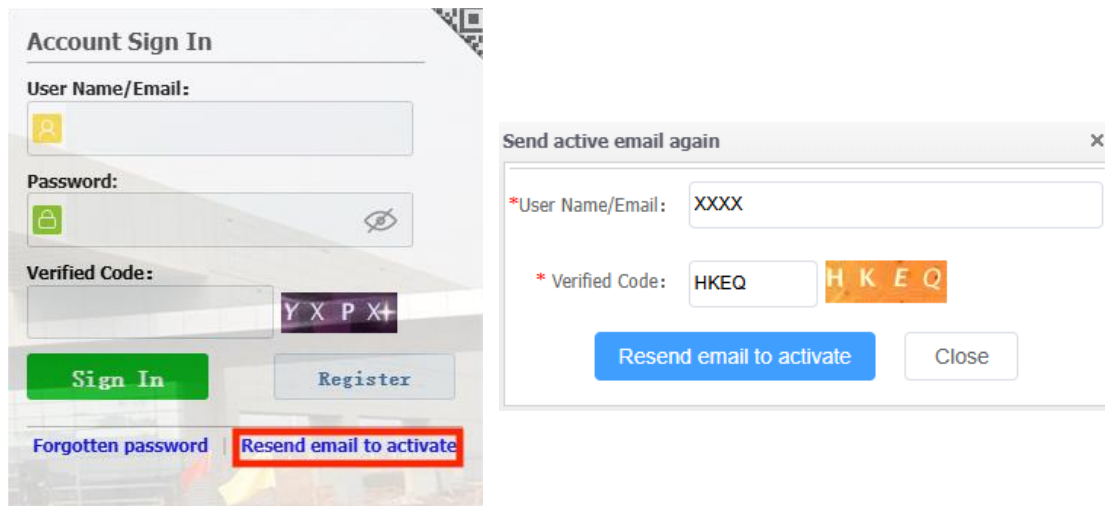
If you do not receive the activation email or the link expires, click "Resend Activation Email" on the login page; Enter your username/email and verification code, then click "Resend Activation Email".

6. Application Process

1) Enter the application page

Enter the application home page after logging in. Click "Start Application" to enter application page as in the picture below.
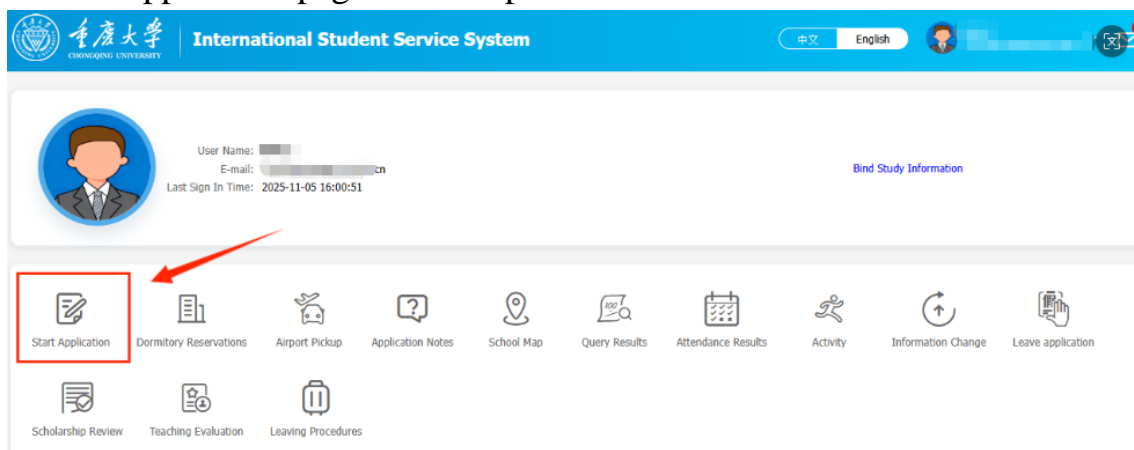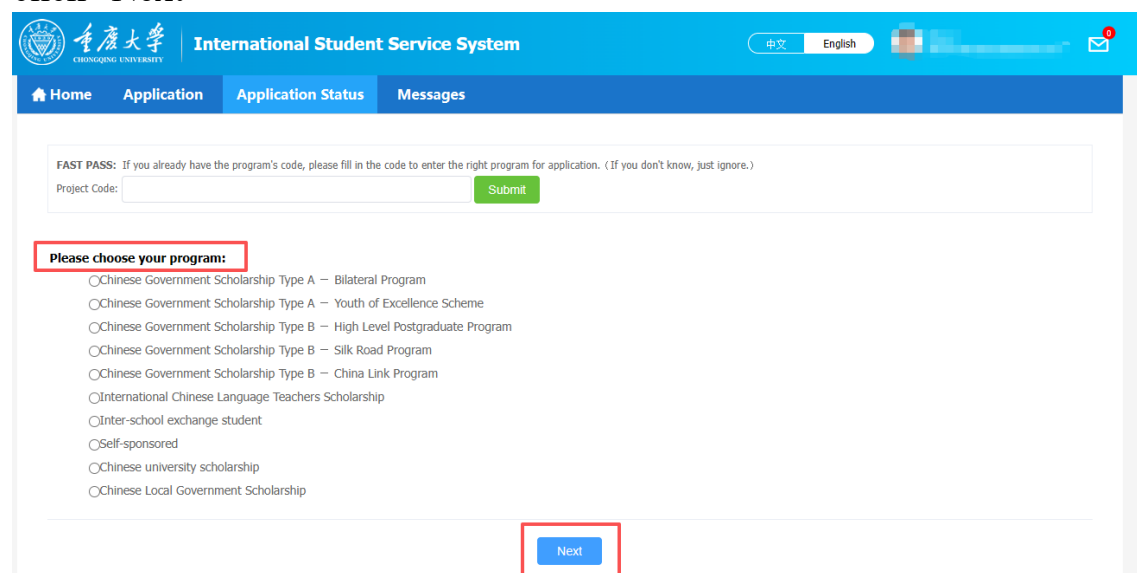
Read the application guidelines and click "Agree and Continue" as in the picture below.
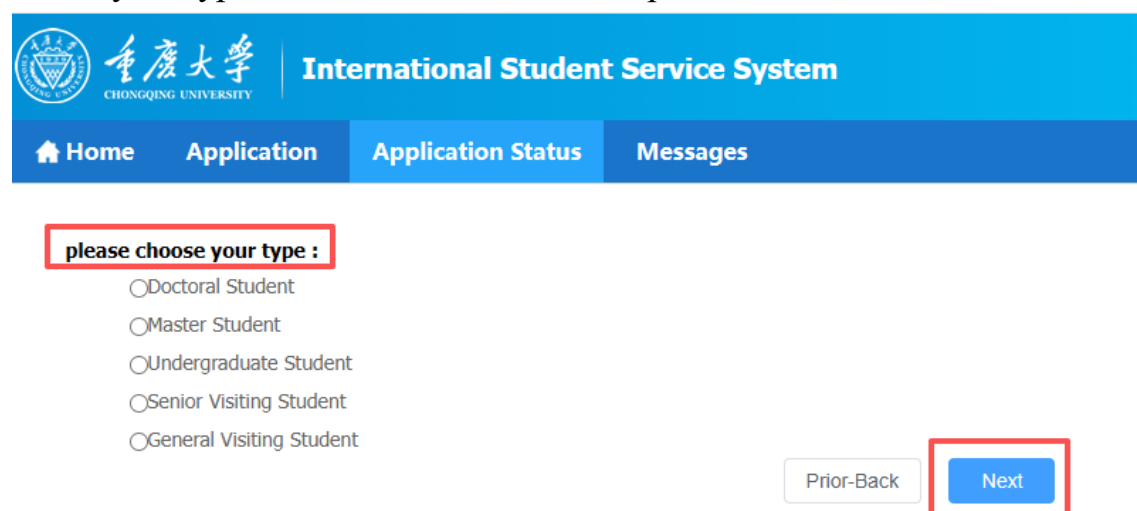

2) Select Funding Category

Select the program (funding category) you intend to apply for and then click "Next"

3) Select Admission Type

Select your type and click "Next" as in the picture below:

4) Select Specific Application Program

Filter programs by search: Select department, major, research area, and teaching language, then click "Find";

Find your target program from the search results and click the "Apply" button on the right.

5) Fill in Application Information

Step 1: Basic Information

Fill in basic information as required in the picture below. Click "Save and Next" to the next step.

Attention:

✧   *"*" means compulsory; if it is not filled then the application could not be saved.*

✧   *Personal photos must be official ID photos with **a white or blue background** (supported formats: *.jpg, *.jpeg).*

✧   *Personal information (passport name, gender, date of birth, nationality, place of birth, and passport number) must be consistent with the details on your passport. Otherwise, the visa application process may be affected.*

Step 2: Study Plan

Fill in the study plan as required. Click "Save and Next" to the next step.

Step 3: Education & Employment

Fill in at least 2 complete educational records (starting from high school) in

chronological order; Click "Add" to add more entries. Click "Save and Next" to proceed to the additional information section.

Step 4: Additional Information

Fill in family status, financial supporter and emergency contact information as in the following picture. Click "Add" to add items. Then click "Save and Next" to the next step.

Criminal Record

*Have you ever had a criminal record? ○ Yes ○ No

Financial Supporter (The guarantor should be an adult, willing to sponsor you to complete your studies. He or she may live in or outside China, generally should be parent.)

*Name:	XXXX	Addr.:	XXXXXXX
*Tel.:	********* Example: +86-10-12345678	Relationship with applicant:	XXXXXXX
*Organization:	XXXXXXXX	Email:	xxxxxxx@qq.com

Guarantor in China

*Name:	XXXXXXX	*Mobile:	XXXXXXX Example: +86-13612345678
*Phone Number:	********* Example: +86-10-12345678	*Email:	xxxxxxx@qq.com
Organization:	XXXXXXX	*Address:	XXXXXXX

Previous   Save   Save and Next

Step 5: Contact Information

Click "Save and Next" to move to "Upload Application Documents " after filling in the contact info.

🏠 Home   Application   Application Status   Messages

Step 1 Basic Info — Step 2 Study Plan — Step 3 Education & Employment — Step 4 Additional Info — Step 5 Contact Info — Step 6 Upload Application Documents — Step 7 Preview and Submit

Permanent Address

*Street Address:	XXXXXXX	*Phone Number:	******** Example: +86-10-12345678
*City/Province:	XXXXXXX	Mobile:	XXXXXXX Example: +86-13612345678
*Country(region):	Algeria ✕ ▾	*Zip Code:	XXXXXXX

Current postal address

○ Same as the Permanent address ⦿ Other   Personal Email: caoyujie1996@cqu.edu.cn

|			
*Phone/Mobile Number:	XXXXXXX Example: +86-10-12345678/+86-13612345678	*Address:	XXXXXXX
*Zip Code:	XXXXXXX		
Facebook Account:	XXXXXXX	WeChat:	XXXXXXX
LinkedIn Account:	XXXXXXX	Twitter Account:	XXXXXXX
QQ:	XXXXXXX	DingTalk:	XXXXXXX
Skype:	XXXXXXX	Instagram:	XXXXXXX

Step 6: Upload Application Documents

Upload the required application materials **per the admission guidelines.**

Step 7: **Application Form Pre-review**

Applicants may review the filled information as in the following picture.

If there is any mistake, you may click the corresponding steps at the top to make modifications.

If you confirm that all information is correct, click "Submit". Please note that applicants will not be able to modify the application information after submission. Therefore, please ensure that all application information is accurate and all required documents have been uploaded before submitting the application.
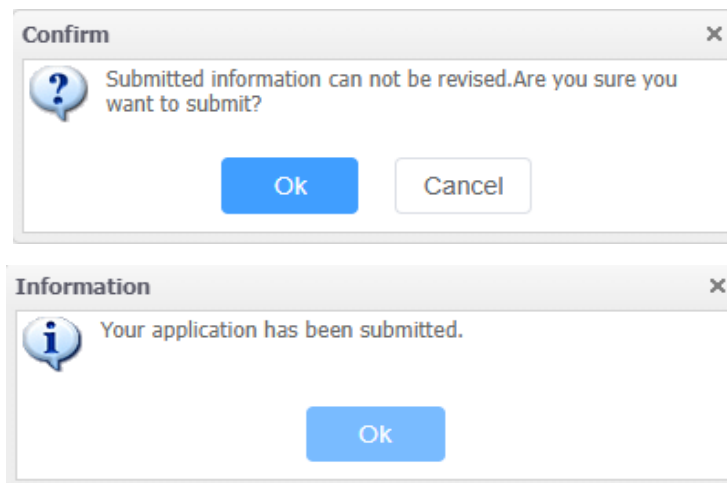
7. Pay Application Fee

After submitting your application, complete the online payment promptly. Accepted payment methods include *WeChat Pay*, *Alipay*, and *Industrial and Commercial Bank of China (ICBC) debit cards*. **Applications without the application fee paid will not be processed.**

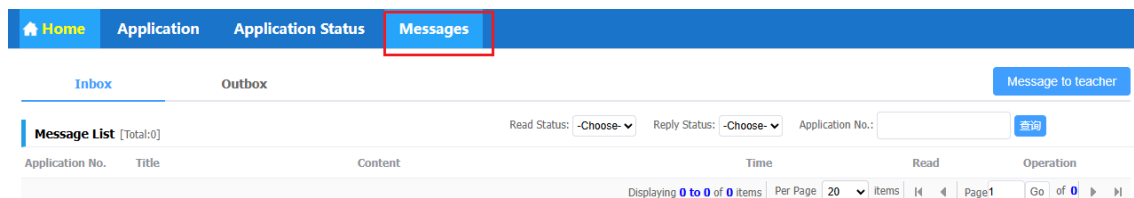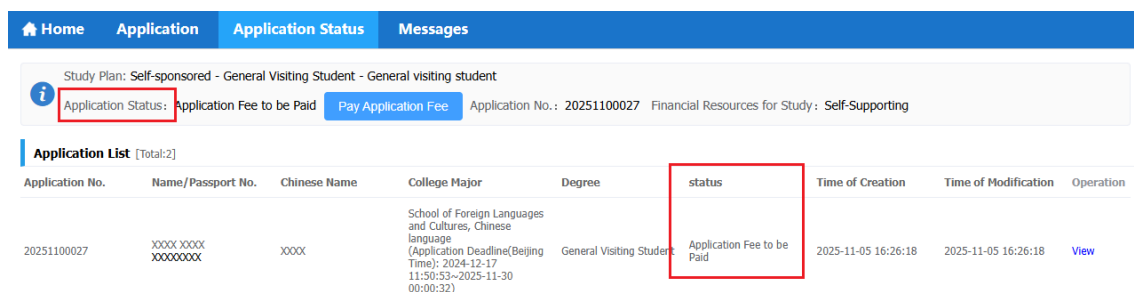## 8. Monitor application status

The university may contact applicants via email to request revisions or supplementary materials. Therefore, after successful submission, please regularly check the in-system notifications and your registered email inbox.

Applicants may also check their application status in the system.

9. Reminder

It is recommended that each applicant submit only one application. Should there be any errors in the application, a need to modify the application category, or issues encountered while using the system, please send an email to admissions@cqu.edu.cn or call +86-23-65111001 for corrections. Do not submit duplicate applications.