







STREET STREE



# **Online Application Step by Step**

# **SEG China Office**









一、注册申请账户:

① 登入官网网址: http://www.swisseducation.com/en/

点击 "Apply now" 按钮进入申请页面



② 进入申请页面之后,选择第一意向申请的学校,对应点击 "Apply now"











③网申账号注册

PP-7	vs & Events + Alumni	ඛ Broc	hure Contact Apply now
ON YOUR APPLICATION HERE	Already started your appl	lication? Log into our Application Portal to continue an	d submit it to our admissions team.
Apply to SHMS online	Create an account or Login		
1. Register your application on the adjacent form and disk 74pby Nov.". 2. You this notive an annual all only tip confirms your personal details. 3. You this notive any application person. Buy provide a setting and the setting of the setting and the setting of	Saki 1977 Baqacom China 1 15 15 15 15 15 15 15 15 15 15 15 15 1	Chang	<b>*</b>
"Please note, all documents must be translated into English by an official translator recognized by the Swiss authentites in your country. Translated copies are accepted, however, original documents may be requested.	我是人类 《 Kanada Kanad	ha B	
**Letters of reference are required for students transferring from another university and/or to validate their previous and applicable work experience.	Аррју пом		

\* 姓名须与护照一致; 请确保您填写的邮箱可以收到网申系统发送的申请邮件;

Country of Residence 请务必选择 China;填写后请浏览并勾选 SEG 服务条款 &隐私政策

#### ④请通过人机验证

EGIN YOUR APPLICATION HERE	
STEP ONE Apply to SHMS online	Create an account or Login
Register your application on the adjacent form and click "Apply Now".     You will receive an email shortly to confirm your personal details.     Create a password for our application portal.     Log into the application portal to continue your application online.     You will need be provide origins of the following documents":     High school or university transcript, diglorma, and /or certificate     Dend of Eachtherenting of the provided to the prov	Saki Chang 87@qq.com
Product or English producting (Tode 2, etc.), we expression     Copy of your passport identification page     Curriculum Vitae (CV)     A motivation letter expressing your interest in SHMS     Latters of reference (# applicable)**     Click the button "Submit Your Application" and we will send you a     confirmation email that includes a link to pay your CHF 75 application fee.     Conce we receive your application fee payment, one of our admissions team members will be in tooch with you schorth,	前点击每个包含蛋糕的图片 和影响: 当年生期过" +8615
*Please note, all documents must be translated into English by an official translator recognized by the Swiss authorities in your country. Translated copies are accepted, however, original documents may be requested.	
**Latters of reference are required for students transferring from another university and/or to validate their previous and applicable work experience.	
Review and acceptance process	2H :: C Ø Red













#### ⑥请查看邮箱内 Swiss Education Group 发来的申请账户激活邮件 (如下)

<b>收件箱</b> (共 754 封, 其中 未读邮件 449 封)	
● 删除   彻底删除   转发   举报   全部际为已读   标记为 ▼   移动到 ▼	
□ <sup>2</sup> Ø 发件人 主题	
您的未读邮件数过多,您可以使用邮箱助到	——步一步进行清理。 <u>开始使用</u>
今天 (2 封)	
🗌 🖻 Swiss Educatio Welcome to the Community - Your Application YOU ARE ONE STEP CL	OSER TO YOUR FUTURE! Hi Saki and welcome to Swiss Education Group

#### ⑦浏览申请邮件后点击"Set Your Account"按钮跳转到网申页面



#### YOU ARE ONE STEP CLOSER TO YOUR FUTURE!

H Saki and welcome to Swiss Education Group Application Portal,

Congratulations, you have just begun your application to one of our worlddiass schools of Swiss Education Group.

Your application portal provides you with the flexibility to complete your application at your own pace. You can easily save your work and return to continue by clicking here. You can access this account to apply to any moraram or short within Sector Elevation Comp.



Your online application is the first step in helping as to get to know you and to assess your substitly to join one of our programs. Here we nome top for substitling a great application:

\* Demonstrate your adjection to detail by moking sum there are so grammatical errors to spell mistakes. That makes it satisfy for up at we review your profile.

<sup>1</sup> Getter withe required documents and upland them cavefully to your portal. We can then quick assess, your application and provide you with prompt feedback.

\* Is your application complete? Remember, we will only review your application once you have subnitted all relevant documental.

"Ask for help! If you have any questions, we are evaluate to help you - send us a message!

We look forward to welcoming you

BEST REGARDS, Your Team at Swiss Education Group



Hi Saki and welcome to Swiss Education Group Application Portal,

Congratulations, you have just begun your application to one of our worldclass schools of Swiss Education Group.

Your application portal provides you with the flexibility to complete your application at your own pace. You can easily save your work and return to continue by clicking here. You can access this account to apply to any program or school within Swiss Education Group.

#### Setup Your Account

Your online application is the first step in helping us to get to know you and to assess your suitability to join one of our programs. Here are some tips for submitting a great application:

\* Demonstrate your attention to detail by making sure there are no grammatical errors or spelling





⑧在网申页面设置新密码,新密码要求至少包含8个字符,1个字母,1个数字



设置密码完成,跳转后开始申请流程。









### 二、完善网申个人信息:

⑨请选择您所要申请的学校,点击 "Apply" 按钮开始您的申请

\*每次仅能够申请一所,申请多所学校的同学请走完流程后继续填写网申。

Select your school(s) of interest from the drop down menu to start your application: Note: you can only submit 1 application per school.

School:
Please choose a school
Please choose a school
Cesar Ritz
HIM
SHMS
Cultinary Arts Academy
Saki Chang Sign Out

#### 请仔细阅读网申细则,准备好需要上传的材料以及了解申请的流程。

浏览完毕,请点击"Save&Next" 按钮继续

S H M S	The Contemporary Swiss Hospitality Management School		
	Saki Chang Sign Out		
Program	Uploads Summary		
TEP 0: APPLY ONLINE			
Please be prepared to upload the following:			
High School Diptoma or Bachelor Diptoma (if available), and transcripts of previous education (1)			
Copy of valid passport (1)			
TOEFL, IELTS or Equivalent			
4 Passport sized pictures			
Curriculum vitae			
Motivation letter			
Wark reference letter (if applicable)			
Please note that applications can only be processed once the school received at least a copy of a valid passport and the High School diploma or the latest school transcripts.			
our application will be processed in the following manner:			
Hep 1 - Submit your application he high recomment applying soft, If you rend a student visa, piezes be sure to allow at least 12 weeks between application and program start date. Once you sub at includes a link to pay your application fee	unit your application, you will receive a confirmation email		
tep 2 - Process your application to term with process your application and you will receive a provisional acceptance within one week. To confirm your place on your program, you must per your confirmation of the program of the progr	Irmation fee within 30 days of your provisional		
Siep 3 - Prepare for your arrival time is you have put your confirmation line, we will confirm your place on your program and provide you with the documents necessary to prepare you for unival - cont excore handbook. You will also be invited to pin preservice information sessions.	firmation letter, study attestation, visa support, and		
t <mark>iep 4 - Join your program</mark> In least will be algorit where Genera to Zarch and help you organice your transportation to our campus where you will be welcamed to the school. Ti formation sections and used events that will ensure that you are mady to start your exciting journey.	hroughout the first week, you will participate in a number		
Sover & Next			





#### ③选择申请项目,校区以及入学日期,点击"Save&Next"按钮继续

Program Personal Details	Education Employment	Accommodation > Statement of health >	Uploads	Summary	
TEP 1: PROGRAMME					
SCHOOL & PROGRAMME INFORMATION Programme Master of Arts: Luxury Brand Management	Apply for campus	Desired start date * September 4, 202	3	•	
<u>N.D.</u> November intake	is only available to Master of International Business in t	Hotel Management students (Winter holiday accommo	dation included).		
= required information		1			
	Save & Back	Save & Next			

#### ⑥按照个人真实信息填写个人信息、护照信息、联系方式、家庭信息等

S · H · M · S Swis Hoat Mangement School	H M S ha host				The Contemporary Swiss Hospitality Management School		
						Saki Chang	Sign Out
Program Personal Details	Education	Employment	Accommodation	Statement o	f health Uploads	> si	immary
STEP 2: PERSONAL DETAILS							
PERSONAL DETAILS							
Salutation *		First name *			Middle name		
Ms	<b>*</b>	Saki					
Last name *		Date of birth *			City of birth *		
Chang		06.11.1998		曲	Beijing		
Country of birth *		Marital status *					
China	*	Single		*			
DASSBORT INFORMATION							
ASSPORT INFORMATION							
Nationality *		Passport number *			Full name as on passport *		
China	•	EJ0000777			Saki Chang		
expris date -		made of issue *					
10.11.2029	<b></b>	Beiling					
CONTACT DETAILS							
Street and Number *		ON.			Province/State *		
		Beijing			Beijing		
Room 111, Building B, Street A							
	4						
Postal code *		Country *			E-mail*		
160000		China		*	1: 7@qq.com		
Mobile phone number *		Home phone number			Fax (optional)		
15							





S · H · M · S Swiss Hotel

\*红框为固定填写项目。

"Company"处请填写 SEG Direct China, "How do you hear..." 请选 Local

**Representative**, 填写完毕完点击 "Save&Next" 按钮继续

PARENTS, SPONSOR OR GUARDIAN INFO (IF YOU ARE NOT SPON	SORED BY YOUR PARENTS/GUARDIAN PLEASE PUT NA)		
Mother's first name *	Mother's family name *	Father's first name *	
San	Sun	Si	
Father's family name *			
Chang			
FEEDBACK			
I am in contact with a local representative.	Representative's name	Representative's company SEG Direct China	
Comments	How did you hear about us? *		
Ŀ可补充备注(如需) ∞	Local Representative	×	
* = remained information			
	Save & Back Save & Next		

©选择英语水平及个人教育经历

\*如已通过相关考试,请填写语言成绩。

填写法语和德语的语言水平,选择此后学习项目中所要学习的二外课程。

STEP 3: EDUCATION

ENGLISH LEVEL		
English level *	Score (if applicable)	If possible I would be interested in taking an English Foundation Programme prior to the start of my studies.
-Select From The List- Native	_	
TOEFL IELTS International School Other Proof of English Proficiency I do not have proof of English Proficiency		









RENCH LEVEL				
French level *				
Beginner				
SERMAN LEVEL				
German level *				
Beginner	•			
ANGUAGE CLASS PREFERENCES				
Language class preferences *				
Select From The List	-			
Select From The List				
German				
French		Location *	From *	
Peking University		Beijing	01.09.2019	<b></b>
To *		Qualification *		
01.07.2023	<b></b>	Bachelor Degree in Finance		
NSTITUTION 2 - OPTIONAL				
Name of institution		Location	From	L
				<b>#</b>
То		Qualification		
	=			
	ä			

\*填写个人教育经历时,如有多个学历可以点击 Add an educational experience 按钮进行添加,如无须添加第二份教育经历,可点击"X"删除。 页面填写完毕请点击"Save&Next"按钮继续

⑦按照时间顺序填写个人实习或工作经历,与简历保持一致。

如无相关经历,可直接点击"Save&Next"按钮继续

STEP 4: EMPLOYMENT HISTORY			
EMPLOYMENT 1 - OPTIONAL			
Employer name	Employer location	From	
То	Position		
	苗		
	Save & Back	Next	









# 三、完善住宿类型和健康声明:

#### ⑥选择房间类型及接机需求,选择完毕后请点击"Save&Next"按钮继续

STEP 5: ACCOMMODATION & AIRPORT TRANSFER

ACCOMMODATION	AIRPORT TRANSFER
Accommodation *	Airport transfer *
Select From The List	From Geneva
Select From The List	
Louble deluxe room Double standard room (included in the fees) Single deluxe room	Airport transfer information:
Single standard room	Transfer from Geneva airport:
We cannot guarantee that all requests can be met in full	The school will organise your transport by motor coach from the Geneva airport to the school on intake weekend
Preferences for allocation is made on a first fully paid, first served basis	
	The cost of this service is CHF 195
Accommodation may be allocated in different facilities subject to availability	
Single and double deluxe rooms are subject to availability (at an extra cost)	
If no preference is made, students will be informed of the room allocation upon arrival     More information on rooms in Caux	

\* = required information







#### ⑦根据个人健康情况,如实填写声明表,如有特殊情况,请参考下图备注填写。

填写无误后请勾选"Agree"选项,并点击"Save&Next" 按钮继续

#### STEP 6: STATEMENT OF HEALTH

PERSONAL DETAILS         Height (cm): Eg 185*       Weight (kg): Eg 85*         165       50         PLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION:         Height bic *         HU/*         Diabetes *         Tuberculosis *         Measles *         Heart problems/conditions *         Blood pressure disorders *         Any neurological conditions (epilepsy, etc.)*         Any mental conditions         gisychologicalpsychiatric - depression, bipolar disorder, eating disorders)*	se this inforr	mation to
Heght (m): Eg 185*     Weight (kg): Eg 85*       165     50   FLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION:       Hepatits bic *   Hepatits bic *       HiV *   Dabetes *       Tuberculosis *   Heasters *       Hepatits conditions * Biodo pressure disorders *       Any neurological conditions (epilepsy, etc.)*		
165       50         FLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION:		
PLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION: Hepatitis bic " HiV " Diabetes " Tuberculosis " Measles " Heart problems/conditions * Blood pressure disorders " Any neurological conditions (epilepsy, etc.)"		
Hepatitis bic *           HV *           Diabetes *           Tuberculosis *           Measles *           Hoot presure disorders *           Any neurological conditions (oplepsy, etc.)*           Any mental conditions		
HV*         Datetes *         Tuberculosis *         Measles *         Heart problems/conditions *         Blood pressure disorders *         Any neurological conditions (eplepsy, etc.)*         Any metal conditions (psychological/psychiatric - depression, bipolar disorder, eating disorders)*	yes O	no 🖲
Diabetes *  Tuberculosis * Tuberculosis * Measles * Heart problems/conditions * Biood pressure disorders * Any neurological conditions (pilepsy, etc.) * Any mental conditions (psychological/psychiatric - depression, bipotar disorder, eating disorders) *	yes O	no 🖲
Tuberculosis * Measles * Measles * Measles * Blood pressure disorders * Any neurological conditions (peliepsy, etc.) * Any mental conditions (psychological/psychiatric - depression, bipolar disorder, eating disorders) *	yes O	no 🖲
Measles * Heart problems/conditions * Blood pressure disorders * Any neutrological conditions (epilepsy, etc.) * Any mental conditions (psychological/psychiatric - depression, bipolar disorders ) *	yes O	no 🖲
Heart problemsiconditions * Blood pressure disorders * Any neurological conditions (epilepsy, etc.) * Any mental conditions (psychological/psychiatric - depression, bipolar disorder; eating disorders) *	yes O	no 🖲
Blood pressure disorders * Any neurological conditions (epilepsy, etc.) * Any mental conditions (psychological/psychiatric - depression, bipolar disorder, eating disorders) *	yes O	no 🖲
Any neurological conditions (epilepsy, etc.)* Any mental conditions (psychological/psychiatric - depression, bipolar disorder, eating disorders)*	yes O	no 🖲
Any mental conditions (psychological/psychiatric - depression, bipolar disorder, eating disorders) *	yes O	no 🖲
	yes O	no 🖲
Are you, at present, under treatment by a doctor, chiropractor, therapist, or any other medical specialist? *	yes O	no 🖲

PLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION:

Any substance dependency (alcohol, drugs, medicine, etc.) *	yes 🔿 no 🖲
Any learning difficulties (dyslexia, dyscalculia, adhd, add, etc.) *	yes 🔿 no 🖲
Accident/disorder that may limit or hinder your ability to perform effectively in this demanding environment *	yes 🔿 no 🖲
Allergy to medicine or any other products	yes 🖲 no 🔿
I am allergic to peanuts.	
Please specify if you have any dietary restrictions (with medical certificate) *	yes 🔿 no 🖲
Have you recently undergone any surgery? If yes, please specify *	yes 🔿 no 🖲
Do you regularly use medication? If yes, please specify *	yes 🔿 no 🖲
PLEASE CHOOSE "YES" OR "NO" FOR EACH QUESTION:	
For female applicants, are you pregnant?	yes 🔿 no 🖲

#### DECLARATION

The following questions concerning your state of health must be answered completely and truthfully. Information concerning the health of the person will be kept confidential. The school will not disclose this information to any third parties.

Agree (Please check in order to go to the next page)

\* = required information









#### ⑥上传个人材料 (护照,毕业证/在读证明和成绩单为必填项)

\*如果未办理护照或护照过期,请上传身份证等有效证件,建议材料格式为 pdf

上传完毕请点击"Save&Next" 按钮继续

STEP 7: UPLOADS		
DOCUMENTS TO UPLOAD		
Copy of passport (required)     High-school or university certificates/ transcripts (required)     English Level     CV     CV     Work variant letter     Work certificate (f applicable)     Other Relevant Documents to Support your Application Please note that applications can only be processed once the school	has received at least a copy of a valid passport and the High School Diploma or th	e latest school transcripts.
	N.B. Only .jpgpng or .pdf files are supported.	
UPLOADED DOCUMENTS		
Copy of passport (Required)	High-school or university certificates/ transcripts	English Level (Optional)
选择文件未选择文件	选择文件 未选择文件	选择文件 未选择文件











## 四、检查申请信息并提交网申:

①请仔细检查网申信息,如有未填项目,流程栏将为黑色(例:下图Accommodation),请点击 "Save&Back" 返回完善。

确认填写信息完毕后,请务必仔细阅读完整政策及条款细则后勾选确认,勾选完

毕点击"Submit"按钮提交申请

Program	> Personal Details	Education	Employment	Accommodation	Statement of health	Uploads	Summary
STEP 8: SUMMAR	Y & SUBMIT						
SCHOOL & PROGRAMME School SHMS Desired start date Septer	INFORMATION nber 4, 2023		Campus Caux		Programme SHMS: Bach	elor Program	
LANGUAGE LEVELS & CO English level IELTS Score (if applicable) 8.5 If possible would be intere Programme prior to the sta (v) Language class preference	URSES isted in taking an English F rt of my studies. Is	oundation	French level Beginner		German level Beginner		
PERSONAL DETAILS							
Salutation MS Last name Chang Country of birth China			First name Säkl Date of birth 6 Nov 1998 Marital status Single		Middle name City of birth Beijing		
PASSPORT INFORMATION	N						
Nationality China Expiry date 10 Nov 2029			Passport number EJ0000777 Place of issue Beijing		Full name as on passport	Saki Chang	
CONTACT DETAILS							
Street Room 111, Buildin Postal code 160000 Home phone number	g B, Street A		City Beijing Country China Mobile phone number 155		Province/state Roijing Email 1 @qq.c Fax (options.,	com	
ADDITIONAL INFORMATI	ION						
Mother's first name San Father's family name Cha Medical condition (if any)	ng		Mother's family name Sun		Father's first name Si		
	nen						
Uploaded documents: TERMS & CONDITIONS	□*请条心体	7细阅读后	勾选!				
L			5.2.				*
FEES Fees are reviewed eve	ry year; however, they a	re subject to change	at any time.				1
CURRENCY Prices are quoted in Sv	viss francs and payment	can only be made in	this currency. Bank charges	are not covered by the school			
ONLINE PAYMENT We provide a simplified PAYMENTS Payments can be made	l online payment solutior e by bank transfer payab	n for our international le in Swiss francs to:	students in partnership with F	lywire. For more information,	please refer to our website.		
Banque Cantonale Vau CH-1001 Lausanne Account no.: S 0918.40	idoise, Case Postale 270	)					Ļ
IRAN code: CH50.0076	3 7000 5001 8400 7						*
I declare that the informatic (Please read all terms and	on I have given is true and conditions to be able to co	correct, and that I have nfirm agreement)	read and agree to the terms &	conditions.			
			You may print and sig	in the application on the ne	tt page.		
				1			

Save & Back Submit





#### ①提交申请后请下载申请表, 浏览并确认无误后提交, 您也可以下载存档好。

ONFIRMATION: SHMS											
ank you for submitting your enrollment form online. mail, email or fax. Please include a copy of all requi	representative will be in touch wit ed documents.	th you shortly. Ir View of the state of the	n the meantim Print Hea	alth Statemen	it and sign the f	orm. Ther	send the s	igned form t	o your local c	ontact or to th	e school
下载		ð	Q		$\Rightarrow$						
Application_Saki_	Chang_SHMS.	pdf									
百万万 (文件)											
查看更多											
<u>到开文件</u> 查看更多	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
<u>到川文件</u> 查看更多 I declare that the information I have given Applicant	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
<u> </u>	s true and correct, and that I	have read a	ind agree to	) the terms	& conditions						
1 declare that the information I have given Applicant Name Date Signature	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
主	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
DIV文件      Detare that the information I have given      Applicant Name Date Signature Parent or Guardian (If the applicant is a Name	s true and correct, and that I	have read a	nd agree to	the terms	& conditions						
	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
YJJI文件 查看更多 I declare that the information I have given Applicant Name Date Signature Parent or Guardian (If the applicant is a Name Date Signature Signat	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						
I declare that the information I have given Applicant Name Date Signature Parent or Guardian (If the applicant is a Name Date Signature	s true and correct, and that I	have read a	ind agree to	o the terms	& conditions						

Sponsor (If t	the applicant is sponsored)	
Name		
Date		
Signature		_

Should the student be sponsored by parents/guardian or any external party, the sponsor may be contacted any time directly by the school.





①刷新后	回到申请首页	: 可查看申请状态;		
*如需申i	请多所学校,可	「继续申请(流程同上	_)	
	Select your	school(s) of interest from the drop dowr	menu to start your application:	
		wore, you can omy submit a appreason pe	i school.	
	School: Please Please César HIM Culinar	choose a school choose a school čitz ( Arts Academy	▼ Aqpby	Saki Chang Sign Out
Your application	n(s)			
ACTION View	SCHOOL NAME	SELECTED PROGRAM SHMS: Bachelor Program	APPLICATION STATUS Application Submitted	

完成申请后,请联系 admissions@swisseducation.com.cn报备:

- 1. 正文注明学生姓名, 注册邮箱及手机号码
- 2. 提交任何希望补充提交的文件(如适用)