

河海大学

电子学期注册用户操作手册（新生）

User Manuals of Online Semester Registration

for New International Students, Hohai University

学生使用部分 Section for Students

一、 电子学期注册对象

I) Objects of Online Registration

所有录取的外国留学生，包括本科生、硕士研究生、博士研究生、汉语进修生、普通进修生、高级进修生等。

All the new enrolled international students, including undergraduates, master's students, doctoral students, Chinese language students, general scholars and senior scholar.

二、 进入网上办事大厅

II) Enter the Home Page of Online Service

1. 登录河海大学信息门户 <http://myhall.hhu.edu.cn>，首先进入办事大厅界面。

Log in to the information portal of Hohai University <http://myhall.hhu.edu.cn>, and enter the online service interface first.

2. 可以选择服务对象→ 学生 & 服务类型→ 教务服务，选择需要办理的业务 Semester Registration，即可操作进行。

Please choose the service object (服务对象) → student (学生 a) & service type (服务类型) → teaching service (教务服务 b), select the procedure that needs to be completed, which is 'Semester Registration (c)' for international students, and then you can start the operation.

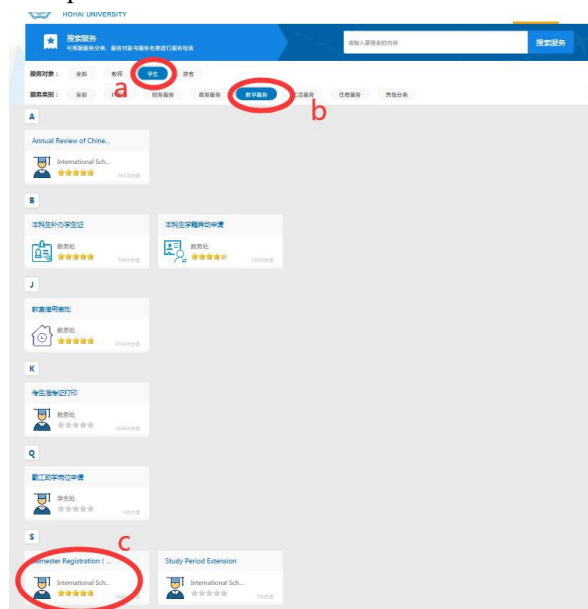


图1

3. 填写信息门户的账号密码登录(账号为学号, 初始密码为学号或护照号后六位), 进入首页。
Fill in the username and password of the information portal to log in (username is 'Student ID number', initial password is 'Student ID number or last 6 digits of your passport number'), and enter the home page.

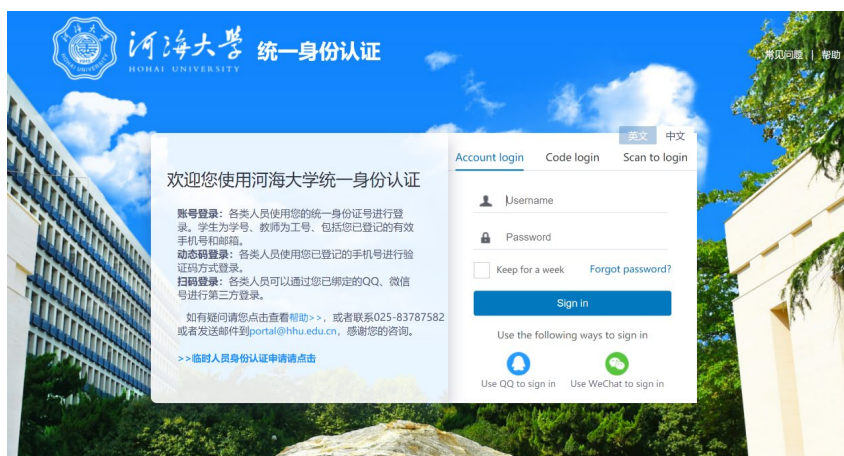


图2

4. 也可以在搜索框里通过搜索流程名称: Semester Registration 来快速定位需要申请的流程。It is also feasible to quickly locate the application procedure by searching the procedure name 'Semester Registration' in the search bar.

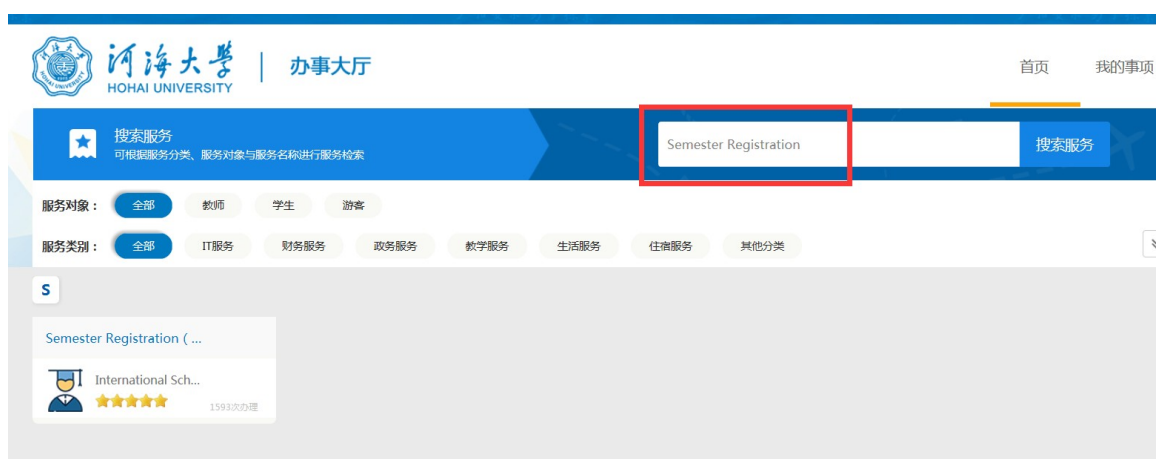


图3

5. 点击标签的流程名称后, 看到当前页面, 开始核对并填写信息。
After clicking the procedure name on the label, you can see the current page, and please verify and fill in the information.

留学生电子学期注册申请
Semester Registration

基本信息 Basic Information			
学号 Student ID number		英文姓名 English Name	
中文名 Chinese Name		留学生类别 Type	
国籍 (籍贯) Nationality		学院 College	
专业 Major		导师 Supervisor	
电子邮箱 Email		联系电话 Phone Number	
护照复印件 Passport	Please upload ONE PDF file no more than 10m including photo page and the Chinese visa if you are in China		
最高学历学位相关成绩单 The transcript of the most advanced degree	说明: 请将所有文件扫描成一个不超过10M的.pdf文件并上传。Please scan all the files into ONE PDF file no more than 10m and upload	最高学历学位证书 Certificate and diploma of the most advanced degree	说明: 请将所有文件扫描成一个不超过10M的.pdf文件并上传。Please scan all the files into ONE PDF file no more than 10m and upload
学习计划 Study Plan at HHU	Please upload ONE PDF file no more than 10m with recommendation letter from HHU if any.		
学籍状态 Registration Status	请选择		
当前居住状态 Living Status	请选择		

Submit (提交)

图4

填写说明:

(1) 请仔细核对基本信息, 若电子邮箱或联系电话有误, 可自行修改。若其他信息有误, 请联系河海大学国际教育学院老师。

Please check the basic information carefully. If the email address or contact number is wrong, you can modify it by yourself. If other information is wrong, please contact the teacher of International School of Hohai University.

(2) 需要上传的材料均为 PDF 格式的文件, 每个文件不超过 10M, 具体为:

All the materials to be uploaded are in PDF format, and each file is no more than 10m.

(a) 护照 Passport

包括护照照片页, 若在中国境内请提供相关签证和居留许可页。

Including passport photo page, if you are in China, please provide relevant visa and residence permit page.

(b) 最高学历学位证书 Certificate and diploma of the most advanced degree

(c) 最高学历学位相关成绩单 The transcript of the most advanced degree

(d) 学习计划 Study Plan at HHU

若有河海大学导师推荐信请在此提供。

If you have recommendation letter from Hohai University, please provide.

特别提示: 请确保上传的材料准确性和真实性, 学校将据此安排导师聘任工作。

Special tips: please ensure the accuracy and authenticity of the materials uploaded. The university will arrange the supervisor according to the materials.

(3) 如果因疫情原因, 本学期无法入学的境外学生可在学籍状态栏选择休学, 休学年限最长不超过一年。河海大学将保留入学资格至下一年8月31日。

Under the pandemic, the students abroad who are unable to register in the university this semester can choose "suspension" under the "Registration Status". The University will reserve your seat for no more than one year, till August 31 next year.

学籍状态 Registration Status	休学Suspension		
休学时间 Duration of Suspension	开始时间 From	2020-09-01	结束时间 To
			2021-08-31

图5

(4) 请如实填写您的所在地信息。如在中国境内，请填写具体地址，如在中国境外，请填写所在国家和城市名。

Please fill in your location information truthfully. If you are in China, please fill in the specific address, if you are outside China, please fill in the country and city name.

当前居住状态 Living Status	请选择 校区内live on campus 校外境内live off campus in China 境外abroad
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图6

6. 完成后，请仔细核对填写信息准确后，点击页面右下角【提交 Submit】。

After completion, please check the information carefully, click 【提交 Submit】 on the bottom right corner of the page to submit.

7. 注册申请提交后，河海大学国际教育学院老师会对注册申请进行审核。若审核通过，该申请将继续流转到各专业学院；若审核不通过，则退回申请人修改或补充材料，重新提交。

After the registration application is submitted, the staff of International School of Hohai University will review the application. If approved, the application will continue to be transferred to the colleges; if not, the application will be returned to the applicant for amendment or supplementary materials and re submitted.

8. 各专业学院将会进行复审。若审核通过，该生注册成功，视为我校在籍学生；若审核不通过，则退回申请人修改或补充材料，重新提交。

Each college will review the application. If approved, the applicant will be regarded as a registered student of Hohai University; if not, the application will be returned to the applicant for amendment or supplementary materials and re submitted.

三、退回修改

III) To modify

1. 每学期每个在籍学生有且仅有一次机会进行线上注册，请认真填写信息后再提交。
Each student has only one chance to register online every semester. Please fill in the information carefully before submitting.

2. 如果你的申请被老师退回或自己撤回后，请登录办事大厅后，点击右上角【我的事项】按钮，找到你之前提交的申请进行修改。

If your application is returned by the teacher or withdrawn by yourself, please log in to the online platform and click the button 【我的事项 my matters】 on the upper right corner to find the application you submitted before and modify it.

3. 修改后的注册申请，需要再次提交，并重新审核。

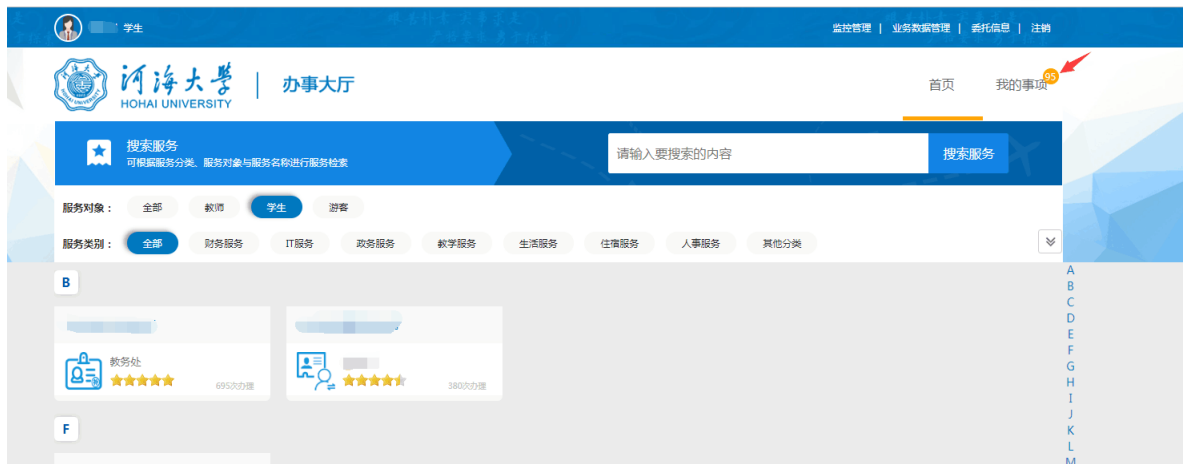
The modified registration application needs to be submitted again and reviewed again.



图7

老师使用部分 Section for Teachers

1. 登录河海大学信息门户, 进入办事大厅界面 <http://myhall.hhu.edu.cn>



2. 点击页面右上角的“我的事项”, 在页面中间点击“需要我审批的事项”, 进行业务办理。

