



# 通用申请(Common Application)填写指南

2019年秋季入学



# 欢迎申请昆山杜克大学

昆山杜克大学是由美国杜克大学和武汉大学联合举办的具有独立法人资格的中外合作大学，于2013年9月由中国教育部批准正式设立，并于2018年秋季迎来首届本科生。四年制学士学位项目将为您带来的是美国杜克大学品质的本科教育，毕业生将获得美国杜克大学学士学位证书以及昆山杜克大学颁发的学士学位证书和本科毕业证书。所有学生都将有机会在中美两个国家学习，培养国际视野，并为国际化的职业发展道路打下坚实的基础。

通用申请 (CommonApplication)是美国高校广泛使用的本科在线申请平台。与美国杜克大学相同，昆山杜克大学2019年本科生的入学申请也需要通过通用申请系统提交。本指南旨在帮助申请者更好地完成申请的填写，请务必认真阅读并在填写申请时随时参考。填写过程中遇到的大部分问题都可以在本指南中找到解答。

**如果您还有未解问题，请联系我们的招生专员获取帮助。**

邮箱：[UG-Application@dukekunshan.edu.cn](mailto:UG-Application@dukekunshan.edu.cn)





## 1. 注意事项



- 申请平台开放时间为2018年8月1日，申请截止时间为北京时间2019年1月3日11:00AM。所有申请者必须在截止日期之前完成并提交申请，否则将无法获得2019年秋季入学的录取资格。
- 通用申请是整个申请流程重要的组成部分，除了完成并提交通用申请，申请者还需要根据申请要求提交其他相关资料，详细申请材料清单请参见学校官方网页。
- 通用申请须由申请者独立完成，任何请他人或中介代为填写的行为都属于申请失信行为，一经查实，将被取消申请资格，已经入学的学生也有可能面临退学等处罚。
- 申请昆山杜克大学无须缴纳任何申请费用。
- 在填写通用申请的过程中，请务必全部使用英文（姓名和地址请使用拼音）。
- 有红色星号标记的条目为必填信息，如果不填写将无法进入下一步。无红色星号的条目可根据申请者实际情况选择填写。
- 通用申请系统填写内容可随时保存，并可不限次数登录你的申请账号进行填写和修改。但是，在系统内提交了申请之后将无法进行任何修改。因此，请在确保申请信息准确无误并无遗漏的情况下谨慎提交。系统将在北京时间2019年1月3日11:00AM准时关闭，申请者提交申请可考虑适当提前到12月底之前，避免届时因服务器繁忙或者网络等突发问题造成困扰。

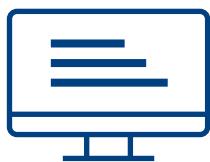
**准备好了吗？现在就开始吧！**



## 2. 通用申请系统结构概览



### 3. 登陆与注册



#### 1 浏览器要求

PC 系统  
(Windows XP/Vista/7)

- 当前版 Chrome 浏览器
- 当前版火狐浏览器
- IE 10.0 及以上

Mac 系统  
(OS X Tiger/Leopard/Snow Leopard)

- 当前版 Chrome
- 当前版火狐
- Safari 8 及以上

无论选择哪一种浏览器,  
请检查以下设置:

- 启用 Javascript
- 启用 Cookies
- 打开并允许“浏览器弹出窗口”

#### 2 登陆通用申请官网

[www.commonapp.org](http://www.commonapp.org)

初次申请, 请点击右上角 “Apply Now” 注册账户; 以后再次登陆时点击上方 “LOG IN”。账号申请可参考下图所示步骤:

##### 第 1 步 : 点击 “Apply Now”

The screenshot shows the homepage of The Common Application. At the top, there's a navigation bar with links for Parents, Counselors & Recommenders, Member Institutions, and LOG IN. Below the navigation, there's a main banner featuring a smiling student and the text "Landmark Solutions for Today's Evolving Student Population". A green "Learn More" button is located at the bottom of this banner. In the center, there's a dark red box containing the text "Nearly 700 colleges. Only one application." with a "Find Colleges" button and a magnifying glass icon. At the bottom left, there's a small circular logo. The overall theme is professional and student-oriented.

## 2 登陆通用申请官网

**第 2 步：点击 “Create an Account”  
创建申请账号。**

Sign In to My Application  
Don't have an account? [Create an Account](#)

**Step 2** →

Email

Password

[Need Help? I Forgot password?](#)

**Sign In**

**第 3 步：选择 “Student” 作为注册类型，  
并点击右下角 “Continue” 继续到下一步。**

Account Creation

① Registration Type > ② Login Credentials > ③ Registration Information

Welcome to the Common Application! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

I am a(n): \* **Step 3** →

Student → Student who plans to apply to college this year or at a later time.

Education Professional

Parent or Other Adult

[Clear](#)

[Cancel](#) **Continue**

**第 4 步：通过输入电子邮件地址并设定密码  
来创建新的申请账号。**

### ⚠ 注意

- 此处所使用的邮箱地址必须是最常用邮箱，用作日后学校与申请者沟通的主要途径。不要使用QQ、搜狐、新浪、126或163邮箱，因服务器地域特性，会屏蔽来自昆山杜克大学的系统群发邮件，建议使用outlook或hotmail邮箱注册。
- 请仔细阅读屏幕右侧的密码设置规则，如点击“Continue”之后系统提示设置失败，则表明该密码没能满足系统要求，请修改后重新尝试。设置成功后，请妥善保存密码，以免日后遗忘。再次登录系统时需要输入正确的密码。

Account Creation

① Registration Type > ② Login Credentials > ③ Registration Information

**Step 4** ←

Email Address \*

Re-type Email Address \*

Password \*

Re-type Password \*

We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We do not sell your information or identify information with third parties who are not member colleges for their marketing or promotional services. [Privacy Policy](#)

To help protect the security of your account, passwords must meet the following requirements:

- Length between 8 and 16 characters
- At least one uppercase alphabetic character
- At least one lowercase alphabetic character
- At least one numeric character
- At least one of the following characters: ! @ # \$ % ^ & \*
- No space characters

[Back](#) **Continue**

## 第 5 步：填写注册信息。

- 请按照身份证填写姓名。名 (First/given name) 和姓 (Last/family/surname) 都用汉语拼音填写，两者切勿混淆，不得用汉字填写。
- 输入姓名之后，点击下方的“Enter Address”按钮进入地址输入栏，根据实际情况用拼音填写。注意：陕西省的拼音为“Shaanxi”，而山西省的拼音为“Shanxi”，请勿混淆。输入完毕后点击“Continue”。请忽略系统提示“We are unable to verify your address”，点击“Use as entered”确认并继续向下填写。
- 选择性别，男性为“Male”，女性为“Female”。
- 填写联系电话。国家区号请在下拉条中选择“China +86”，然后在后面空白栏填写手机号码，如果填写的是座机号码，则前面务必填写省市区号。
- 通过下拉条选择出生日期（月 / 日 / 年）。
- 所有申请者统一选择 I am applying as a “First-Year Student”。
- 入学时间统一选择“2019”。
- 阅读屏幕右侧四条信息，并在信息前面的方框上打“√”表示理解和同意。
- 请再次审阅本注册页面所填写的信息，确保准确无误。
- 确认无误之后，点击右下角“Create”按钮完成账号创建。

1 Registration Type > 2 Login Credentials > 3 Registration Information

Please review and consider the following before continuing:

The colleges that I am considering for application may communicate with me by mail, email, phone or text message prior to submission of my application (you can change this response later within your account settings).

The Common Application may communicate with me by mail, email, phone or text message about my account and other information relevant to my application process (you can change this response later within your account settings).

By checking this box, I represent that (i) I am age 13 or older and (ii) I have read, understood and agreed to the terms and conditions of the [Terms of Use](#) and [Privacy Policy](#) (unless I am over the age of 13 but under the age of 18, in which case, my parent or legal guardian has also read, understood and agreed to the terms and conditions of the [Privacy Policy](#) and [Terms of Use](#) sections).

The Common Application website uses small files stored on your computer, known as cookies, that help us remember your settings and ensure the website works properly. By continuing, I am agreeing to The Common Application's use of [cookies](#).

First/given name \*

Last/family/surname \*

Address \*

Enter address

Sex assigned at birth: \*  Male  Female [Clear](#)

Phone \*

+1 000-000-0000

Date of birth \*

Month Day Year

I am applying as a: \*  First-Year Student  Transfer Student [Clear](#)

Step 5



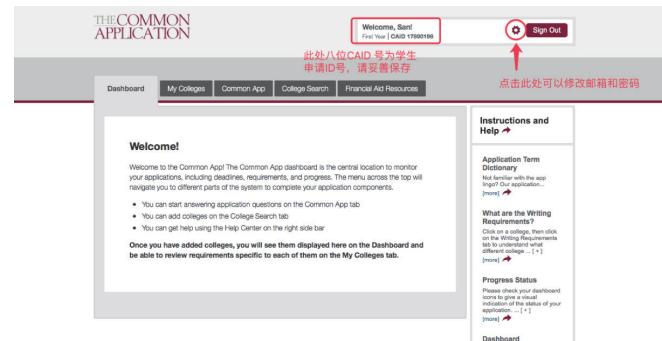
## 恭喜你成功创建通用申请账号！

注册账号所使用的电子邮箱会收到一封由系统自动发送的注册成功的确认信。  
之后会进入通用申请的填写页面（下图所示）。

### ⚠ 注意

页面右上方的 8 位数字 CAID 是你的唯一申请 ID 号码，并将在随后的申请和录取流程中被多次使用到，因此请务必妥善记存。

点击右上方的齿轮图表可以修改你注册时使用的电子邮箱和密码。



## 4. 通用申请正式填写



### 第一部分：College Search (选择申请的大学)

■ 点击上方四个标签页面中的“College Search”。

■ 在学校名称栏输入“Duke Kunshan University”，然后点击右下角“Search”搜索。

1. Click the “College Search” tab at the top.

2. Enter “Duke Kunshan University” in the “College or City Name” field.

3. Click the “Search” button.

■ 在搜索结果中勾选“Duke Kunshan University”并点击右下角“Add”将 Duke Kunshan University 添加到“My Colleges”（上方四个标签页面之一）。

1. Check the box next to “Duke Kunshan University” in the Result List.

2. Click the “Add” button.

■ 点击上方“Dashboard”标签页将可以看到你想要申请学校的申请进度以及该校对于短文写作的要求。

■ 至此，你已经在系统内完成了对学校的选择，接下来将进入具体申请信息的填写步骤。

1. Click the “Writing Requirements” link under the “Status” section for Duke Kunshan University.

2. A note indicates: “此处“Incomplete”的状态将根据申请的进度自动更新。”

## 第二部分：Common App 标签页面

该页面须填写的信息包括 profile, family, education, testing, activities 和 writing 六大块。其中带星号的问题为必答问题，未加星号的问题为选答问题，可以跳过或如实填写。

### Profile栏

- 个人信息 (Personal Information)、地址 (Address)、联系信息 (Contact Details)、人口信息 (Demographics, 注意: 这个条目的几个问题可以不回答, 但是必须在最下面的方框打“√”方可满足系统要求)、地理信息 (Geography)、语言 (Language)、国籍 (Citizenship) 均如实填写。
- 昆山杜克大学免除所有学生的申请费, 故申请费一栏请同样选择 “No”。

### Family栏

- 其中的父母的教育程度 (Education Level) 一条请按照下面解释如实填写:
  - Some Grade / Primary School (小学未毕业)
  - Completed Grade / Primary School (小学毕业)
  - Some High / Secondary School (中学或中专未毕业)
  - Completed High / Secondary School (中学或中专毕业)
  - Some Trade School or Community College (大专或同等学校未毕业)
  - Graduated from Trade School or Community College (大专或同等学校毕业)
  - Some College / University (大学本科未毕业)
  - Graduated from College / University (大学本科毕业)
  - Graduate School (硕士或博士毕业)

### Education栏

- Current or Most Recent School
  - School Lookup (搜索所在学校) : 填写申请者学籍所在高中。可通过搜索的方式查找到自己的学校, 并直接点选。如果搜索不到, 或者不确定, 请直接点选 “I don't see my school on this list”, 然后点击“Continue”, 在弹出的页面上直接输入自己学籍所在高中的名称等信息。请务必确认你所输入的学校英文名称准确无误 (以学校官方网站的英文名称为准)。其中, 学校类型 (School Type) 一栏, 如果是公立学校, 请选择 “Public”, 其它学校请统一选择 “Independent”。
  - Counselor 信息: 请填写你的 Counselor (升学辅导员) 信息, 如没有升学辅导员, 则请填写班主任的信息。
- Community-Based Organizations: 申请者须独立完成通用申请的填写, 无需也不应该寻求任何他人或者中介的帮助, 故这个条目请填“0”。



**Narrow your choices**

> School Name

> CEEB Code

> Sort by  Near my permanent address  School name

> Country  China

> City

**Choose your School**

Name	Location
Zhengzhou No.47 Middle and High School	Zhengzhou, China
Zhengzhou No.7 Middle School	Zhengzhou, China
Zhengzhou Xiangwei Middle School	Zhengzhou, China
Zhinali High School	Ningbo, Zhejiang, China
Zhejiang AIntl School	Beijing, China
Zhong Zhi Public School	Urumqi, Xinjiang, China
Zhuohua High School	Zhoushan, ZJ, China
Zhuhai No.1 High School	Zhuhai, Guangdong, China
Zibo Experimental High School	Zibo, Shandong, China

I don't see my high school on this list  如果搜索结果中找不到所在学校, 可以在搜索结果的页面底部选择这一项, 然后手动输入学校名称

Home schooled



## Education栏

■ Colleges and Universities: 这一项请统一直接选 “0”。

■ Grades (分数) :

- Class Rank Reporting (年级排名):

- 如果你所在学校有具体的年级成绩排名, 请选择 “Exact”, 然后在下面的空格栏 (Class Rank) 内填写你最近一次的年级排名具体名次。请注意, 此处应是年级排名, 而不是班级排名。

- 如果学校没有具体的成绩排名, 请选择 “Decile”, 然后在下面一栏通过下拉条选择你的成绩在年级所处的相对位置 (例如, 前 10%, 前 20%.....)。

- Rank Weighting: 这个选项无参考意义, 可任意选择。

- Graduating Class Size (所在年级人数): 如实填写。

- Cumulative GPA (累计平均绩点): 如果你所在学校为学生计算高中阶段的累计平均分 (各学期成绩的总平均分), 请如实填写; 如果没有, 可留空。.)。

- GPA Scale (平均绩点的分制): 选择你所在学校采用的评分制度, 如 100 分制或者 5 分制。  
中国内地高中大部分采用的都是 100 分制。

- GPA Weighting: 这个选项无参考意义, 可任意选择。

■ Current and Most Recent Year Courses: 根据当前学期所学课程逐一添加填写;

### ⚠ 注意

- “Please select the course scheduling system your institution is using (请选择你所在学校的学期制度)”: 请选择 “Semester”。

- Course Title (课程名称) : 请如实填写。

- Course Level (课程类型) : 不是必填项, 可根据实际情况选填。

- Course Schedule (课程时间安排) : 不是必填项, 可根据实际情况选填。

■ Honors (荣誉和奖励) : 请填写你从初中三年级 (包括初三) 至今所获得的重要荣誉或者奖励, 最多可填写 5 项。如果你获得过超过 5 项的荣誉或奖励, 请仅填写你认为最重要的 5 项, 并按照你认为的重要性从高到低如实填写。全部完成后, 每一项后面都会有绿勾标记确认, 如果没有打勾, 需要返回检查直至显示绿勾。相关获奖证明文件与其他书面材料一起扫描并发送至 UG-Application@dukekunshan.edu.cn。

■ Future Plans (未来发展规划):

- Career Interest (职业兴趣): 请选择未来你想从事的职业。注意 昆山杜克寻求多元化的学生群体, 我们尊重和赞赏每个学生各自不同的职业兴趣, 所以请告诉我们你此刻最真实的想法。

- Highest Degree You Intend to Earn (未来的学业规划): 请告诉我们你目前对未来学业的规划, 包括以下几个选项。我们尊重并赞赏每个学生不同的选择, 所以请告诉我们你此刻最真实的想法。

- |              |              |                        |
|--------------|--------------|------------------------|
| - 本科学士学位     | - 硕士研究生学位    | - 商科硕士研究生学位 (例如工商管理硕士) |
| - 法学 (硕士或博士) | - 医学 (硕士或博士) | - 博士 (其它博士)            |
| - 其它         | - 不确定        |                        |

## Testing 栏

- Tests Taken (曾经参加的标准化考试) : 昆山杜克大学不要求中国内地申请者提供SAT、托福或雅思等标准化考试成绩。但如果你曾经考过ACT、SAT、AP、IB、托福 (TOEFL) 、雅思 (IELTS) 或者PTE, 请按照系统提示填写考试时间和成绩, 并将成绩单复印件一并邮寄至本科录取与资助办公室。
- “International Applicants” : 这个问题请直接选择 “No”。

## Activities (课外活动) 栏

- 根据实际情况填写自己所参加的艺术、体育、兴趣俱乐部、实习、社区活动等信息, 最多可添加 10 项。如果你参加过的课外活动超过 10 项, 请仅填写你认为最重要的 10 项, 并按照你认为的重要性从高到低如实填写。如果没有则填写 “No”。

## Writing (文章写作) 栏

- Personal Essay (个人申请短文): 此处须完成昆山杜克大学要求的第一篇短文, 申请者可以在系统给出的七个题目中任选一个, 用英文撰写一篇 250-650 字的短文。申请短文是昆山杜克大学对学生考察的重点内容之一, 请申请者务必认真对待。建议在 Word 中写好, 然后复制粘贴到题目下方的写作框中; 在正式提交申请之前, 你可以无限次修改自己的短文。
- Disciplinary History (纪律处分)
  - 第一个问题: 如果你在初中三年级以来曾经受到过学校的任何纪律处分, 请选择 “Yes”, 并在下面的文本框内做出不超过 400 个字的解释。如果没有受到任何纪律处分, 请选择 “No”。
  - 第二个问题: 如果你在初中三年级以来有任何的犯罪记录, 请选择 “Yes”, 并在下面的文本框内做出不超过 400 个字的解释。如果没有任何犯罪记录, 请选择 “No”。
- Additional Information (其它信息): 如果你有任何其他的成就、经历或者特殊情况, 希望让昆山杜克的录取委员会了解, 请根据实际情况, 如实填写。

## 第三部分：My Colleges 标签页面

点击进入“My Colleges”标签页面之后，在左侧导航栏点击“Duke Kunshan University”，然后按顺序填写。

### 左侧Questions栏

- General: Preferred start term 请选择 “2019 Fall”。
- Preferred Admission Plan: 中国内地学生统一选择 "Regular Decision Plan":  
关于"Do you intend to pursue need-based financial aid?" 这个问题，如果你打算申请助学金（以家庭经济状况为考量依据）的话，请选择 "Yes"，届时你会邮件收到“昆山杜克大学本科助学金申请表”，然后扫描并发送至UG-Finaid@dukekunshan.edu.cn。
- Academics: 该问题是为初步了解学生未来的专业方向，该问题的选择不会对考生的录取有任何影响。在昆山杜克大学，本科生在大二下学期才选定自己的专业。也就是说，2019年入学的首批本科生将在2021年春季才需要选定专业，届时学校将有近二十个各类专业供学生根据自己的兴趣和志向自由选择。此问题只是初步了解学生目前的兴趣方向，请按照现在的初步想法选择：
  - Natural Science (自然科学类专业，例如：物理学、化学、生物学等专业)。
  - Social Science (社会科学类专业，例如：经济学、政治科学、社会学等专业)。
  - Arts and Humanities (艺术与人文类专业，例如：文学、艺术、音乐等专业)。
  - Undecided (目前还不确定)。
- Writing (短文写作)：此处须完成昆山杜克大学要求的第二篇短文。申请短文是昆山杜克大学对学生考察的重点内容之一，请申请者务必认真对待。你同样可以在 Word 中写好，然后复制粘贴到写作框中。

### Recommenders and FERPA (推荐人及《美国家庭教育权和隐私权法案》)

- FERPA Release Authorization, 参照下图所示逐步完成授权。

The screenshot shows the application interface for Duke Kunshan University. At the top, there's a navigation bar with tabs: Dashboard, My Colleges (which is currently selected), Common App, College Search, and Financial Aid Resources. Below this, on the left, there's a sidebar for 'Duke Kunshan University' showing progress in an 'Application' (0 of 3 Completed). It has three items: 'Questions', 'Recommenders and FERPA' (which is bolded and highlighted in grey), and 'Review and Submit - Common App'. The main content area has a dark header 'For All Colleges'. Underneath it, there's a section titled '✓ FERPA Release Authorization' with a checked checkbox and a note: 'I have authorized release of all requested records covered under the FERPA act and have waived my right to access.' Below this is a button labeled 'Release Authorization' with a red arrow pointing to it and the text '点击这里进入授权页面'.

## Recommenders and FERPA (推荐人及《美国家庭教育权和隐私权法案》)

- FERPA Release Authorization, 参照下图所示逐步完成授权。

**Release Authorization**

1 Instructions > 2 Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

- How does FERPA relate to your college application?**  
FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:
  - You are enrolled in college and that college saves the recommendations for enrolled students, OR
  - You are 18 or older.
- In a moment you'll be asked if you want to waive this right. Why would you want to do that?**
  - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
  - Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.
- Still unsure how to respond?**
  - That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

此处打勾  I have fully read and understood the FERPA Release Authorization explanation above. \*

这里进入下一步 → Continue

**Release Authorization**

1 Instructions > 2 Form

以下三处打勾

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. \*

Please select one: \*

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.  
 I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed after any recommendation or application submission.** \*

Signature \* 此处键盘输入姓名拼音

Date \* 06/20/2017

- Invite Recommenders (邀请推荐人撰写推荐信)：昆山杜克大学要求中国内地申请者提交一封推荐信（可由班主任、任课教师、升学辅导员、年级组长或者校领导撰写）。推荐信须由申请者的推荐人本人填写和签名，并将扫描件通过个人邮箱发送至UG-Application@dukekunshan.edu.cn。所以，申请学生可跳过此条目，直接进入到“Counselor”的条目。请注意，昆山杜克大学并不要求学生通过Common Application系统Invite counselor和Assign Teacher，但由于下面步骤是通用申请系统的必填条目，无法跳过，因此请按照如下指示进行操作即可。

## Recommenders and FERPA (推荐人及《美国家庭教育权和隐私权法案》)

- Counselor: 请按照下图点击 “Invite Counselor”。

### Recommenders for Duke University

Note: All dates are Eastern Time

#### ● Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

点击此处邀请推荐人

### Recommender Invitations

Type

Counselor

Title

Mr.

此处三栏必须填写，  
可以任意填写一个  
名和姓。邮箱地址  
留空；填写完之后，  
点击下面“Send Invite”

First Name

Duke

Last Name

Li

Email Address



We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your personal identifying information with third parties who are not member colleges for their marketing or promotional services. [Privacy policy](#).

[Send Invite](#)

▼ Type

▼ Name

▼ Email

▼ Status

Counselor

Duke Li

Offline

上面填写的人名会出现在此处

- 接下来按照同样的方式完成 “Invite Teacher”，需添加两位。

### Recommender Invitations

Type

Teacher

Subject

Science

Title

Ms.

First Name

Lan

Last Name

Shan

Email Address



We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your personal identifying information with third parties who are not member colleges for their marketing or promotional services. [Privacy policy](#).

[Add Recommender](#)

Please note that this individual will only receive an invitation email once you assign him or her to a college.

▼ Type

▼ Name

▼ Email

▼ Status

Counselor

Duke Li

Offline

Teacher

Mo Shen

Offline

Teacher

Lan Shan

Offline

## Recommenders and FERPA (推荐人及《美国家庭教育权和隐私权法案》)

- 点击右下角“Close”关闭此窗口, 回到 Teacher 页面, 按下图所示点击“Assign”来添加两位老师

### ● Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

**Required: 2**

**Optional: 1**

**Total: 3**

Lan Shan (Science)

Assign

- 至此已经全部完成了推荐人的添加, 忽略页面跳出的 PDF 表格。检查页面左侧导航栏, 该部分应该出现绿勾确认该部分已完成, 如下:

The screenshot shows the application dashboard for Duke Kunshan University. On the left, under 'Application' (1 of 3 Completed), the 'Recommenders and FERPA' item has a green checkmark and is circled in red. Other items like 'Questions' and 'Review and Submit - Common App' have empty boxes. On the right, under 'For All Colleges', there's a 'FERPA Release Authorization' section with a green checkmark and a 'View Details' link. Below it is an 'Invite Recommenders' section with a 'Invite and Manage Recommenders' button.

**Review and Submit - Common App (检查并提交)** : 该步骤为检查所填写的全部申请内容是否齐全。如有任何未完成项目, 系统将会显示蓝色的相应链接提示你还有未完成的部分, 可点击链接跳转到相应页面进行填写。当你完成所有内容的填写 (左侧导航栏 Application 下面的三个方框都显示绿勾), 该页面会显示出一个红色 “Review and Submit”(检查并提交)按键。点击该按键, 系统将自动生成 PDF 格式的完整申请信息预览, 请务必阅读并确认自己所填写的所有内容准确无误后, 点击 “Continue” 来提交申请。

**⚠ 注意**

- 申请一旦提交将无法更改, 请务必谨慎!

**Application Submission**

1 Final Review > 2 Payment > 3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to Duke Kunshan University. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

此处确认打勾→  I have reviewed the PDF copy of my application and wish to proceed with my submission. \*

**Application Submission**

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

**Signature**  
Please affirm the following before you submit your application.

I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. \*

I agree to notify the institutions to which I am applying immediately should there be any change to the information requested in this application, including disciplinary history. \*

I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information. \*

I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. \*

I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.] \* 阅读以上五点并打勾确认

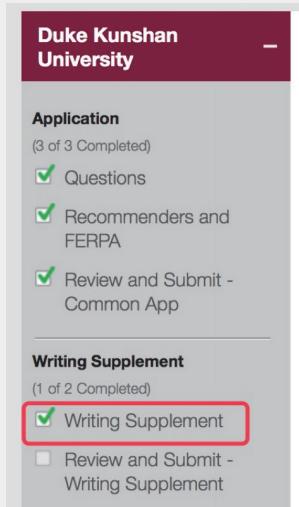
Signature \* 此处输入姓名拼音 Date \* 06/21/2017

点击此处确认提交申请 →

至此, 昆山杜克大学的通用申请必填信息已经完成并提交! 你创建账户时用来注册的电子邮箱会收到一封来自于通用申请系统自动发送的成功提交确认邮件。

如果你认为还有其他关于你的情况未能在上述申请内容中体现, 但希望招生录取委员会能够了解, 我们鼓励你以撰写一篇补充短文的形式来告诉我们。请参考后面步骤:

**Writing Supplement (补充短文)** : 在 “My Colleges” 标签页面左侧的导航栏中找到 “Writing Supplement” 并点击，即可进入写作框。注意：这篇补充短文的字数不得超过 300 字，否则会无法提交。完成短文后，点击“Continue”，进入“Review and Submit”页面，参考上述同样方式检查并完成提交这篇补充短文。



祝贺你完成了通用申请系统的网上申请填写！

## 5. 后续申请步骤



在成功提交了通用申请之后，中国内地申请者仍然需要根据《昆山杜克大学2019年本科招生简章》的要求，扫描所在高中出具的官方成绩单（盖公章），学业水平测试成绩单，获奖证书等相关材料，并发送至UG-Application@dukekunshan.edu.cn。一封推荐信须由申请者的推荐人填写签名扫描后通过个人邮箱发送至UG-Application@dukekunshan.edu.cn。

以此考生信息为例：

姓名：张三 (Zhang, San)

CAID：21640001

以上各种材料的扫描文件名格式如下：

学生成绩单 (Student Transcript) 扫描文件名格式为：Zhang San\_21640001\_ST

推荐信 (Teacher Evaluation) 扫描文件名格式为：Zhang San\_21640001\_TE

学生水平测试成绩单 (Proficiency Test) 扫描文件名格式为：Zhang San\_21640001\_PT

其他文件 (Other Document) 扫描文件名格式为：Zhang San\_21640001\_OD

**感谢申请昆山杜克大学！**

**我们期待你的加入！**





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