# **Application General Instruction**

- 1. Application for the certificate program must be done at http://www.studyatpku.com.
- 2. Online application period:

Starts: January 2, 2023 Ends: February 5,2023

### NOTE:

The online application system will only be opened during aforementioned time. Please complete the application within the specified time period.

### **Application Steps**

- 1. Go to the online application webpage at http://www.studyatpku.com.
- 2. Register your account with your email address and log in.

### NOTE:

When signing up, please ensure that the email address you provide is one that you access frequently. After signing up successfully, a confirmation email will be sent to the email address you provided. All announcements regarding the program, including the distribution of your transcript, will be sent to the email address you provided.

3. Click on Application, then enter the Project Code for the International Program on

Machine Learning (Project Code: 2023GOCIPML), then click Submit.

- 4. Apply for the program.
- 5. Fill in all the required information.

### NOTE:

For Basic Information, please upload a headshot photo with dimensions of 640\*480px in JPG/BNP/GIF/PNG format and with a file size of less than 1 MB.

6. Choose your course.

NOTE: (1) Please make sure that you have finished choosing your course before you click "submit".

- (2) The Program requires online students to attend PKU's in-person courses in real time (that is, you must attend the course at the same time that the students in Beijing attend the course).
- (3) The expectations for students attending courses online are the same as for those who are attending courses offline. Attendance is one of the ways students are assessed; therefore, students attending online courses are required to turn on their

cameras during class. If a student is unable to turn his/her camera on due to medical reasons, he/she should communicate with the instructor.

- (4) Please value online teaching resources and apply for the program carefully. Any unexplained withdrawal or absences from the program will affect your academic record.
- (5) The class withdrawal application period will be from February 20, 2023 to March 3, 2023. (withdrawal schedule can change depending on actual circumstances). If you wish to drop the program, you must do so within this time period. If you don't attend the class and also don't drop out of the course, your transcript will show an "F" for the course.
- 7. Upload your CV, official transcripts and personal statement.

Note: Only when the applicant finishes the entire application process, uploads all the documents required, will their application be processed and considered for review.

8. Submit your application.

After submitting your online application, please wait for admission confirmation. You can check for your course registration confirmation in the application system.

# **Contact Us**

If you have any questions about the International Program on Machine Learning enrollment process, please email globalopencourses@pku.edu.cn