



NUGS-CHINA DEPARTURE & ARRIVAL POLICY APPLICATION

Step 1: Select 'Services Application' from the left-side menu after a successful login

The screenshot shows the user profile page for a member with ID 1960350980. The left-hand menu is highlighted in yellow, and the 'Services Application' option is specifically highlighted with a red box and a red arrow. The main content area shows personal information fields such as Fullname, NUGS Chapter, Date of Birth, Passport Number, and Home Contact Number.

Step 2 : Click on 'New Service Application'

The screenshot shows the 'Services Application' page. The '+ New Service Application' button is highlighted with a red box and a red arrow. Below the button is a table with the following data:

#	Service Type	Date	Status	Completed	File	Delete
1	Shipping 2020	01-JUN-2020 20:28PM				



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Step 3: Choose 'Departure-Arrival Policy' from the drop down window

The screenshot shows the NUGS-CHINA website interface. On the left is a yellow sidebar with 'Useful links' including My Information, Change Password, Wechat / NUGS Id Lookup, My Dues & Activities, Elections, Services Application, Academics, Documents Archive, Report Center, and Logout. The main content area is titled 'New Service Application' and features a dropdown menu with the following options: Please Select, Passport Renewal, Dues Reconciliation, Document Legalization, Shipping 2021, National Committee 2021, Outstanding Student 2021, College Application, and Departure-Arrival Policy. The 'Departure-Arrival Policy' option is highlighted with a red box and a red arrow pointing to it.

Step 4: Fill in the required information, confirm and submit application

The screenshot shows the 'TRAVEL INFORMATION' form on the NUGS-CHINA website. The form includes a header image of an airplane and a list of instructions: 1. Complete the information form, 2. Provide details about your flight itinerary, and 3. Wait for approval. The form fields are: Policy Type (dropdown), Source City In China(Current Location) (text input), Destination City In China(Arrival Location) (text input), Airport is in my city (dropdown), and Flight Date * (Year, Month, and Day dropdowns).