



# Harvard Model United Nations China 2018

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## Online Application Instructions

Online registration for Harvard Model United Nations 2017 will open on **June 3rd, 2017**. The regular registration deadline is **December 1st, 2017**. However, we strongly encourage you to register as soon as possible. Registrations completed by **October 12th, 2017** will have priority consideration for acceptance and country assignments. All registrations received after October 12th will be considered for acceptance and country assignments on a rolling basis. **Delegations will only receive country assignments after submitting all delegate fees.** Registration for HMUN China is completed electronically through our **MUNBase system**. Please follow these steps to complete your registration for HMUN China 2018.

**Special Applications:** Applications to our Specialized Agencies will be available through a link under the “Apply” Tab on [humunchina.org](http://humunchina.org) beginning on **June 3rd, 2017**. Applications completed by **October 12th, 2017** will receive priority consideration for acceptance. Applications completed after October 12th will be considered for acceptance on a rolling basis until **December 1st, 2017**. **Delegates applying to the Specialized Agencies must also register through MUNBase as a member of a school delegation or as individual delegates\*. Otherwise, they will not be eligible to attend conference.**

### For Faculty Advisors Registering a School Delegation

1. In the left-hand column of our website, [www.hmunchina.org](http://www.hmunchina.org), there will be a link entitled ‘LOGIN HERE.’
2. Click on this link, which will redirect you to our database at [munbase.hmunchina.org](http://munbase.hmunchina.org). If you are accepted, you will also return to MUNBase to access and update your registration information.
3. Enter your e-mail address and a secure password in order to create a new MUNBase account. Make sure to save your login information because you will need it to access your account later in the registration process. If you have registered for a prior HMUN China conference, you should be able to use your old login information to register for our upcoming conference.
4. On the next page, please fill in the full name of your school, your name and contact information, and the mailing address for your school. You will be able to add additional Faculty Advisors to your account later, if necessary.
5. Click ‘Save and Continue,’ and then follow the prompts on the following pages. Enter the total expected number of delegates, the number of delegates submitting Special Applications, and the expected number of Faculty Advisors. **Delegations of under 20 delegates may bring at most 2 faculty advisors, and delegations of 20 or more delegates may bring at most 3 faculty advisors.**
6. Enter country preferences. You must enter all ten preferences for country assignments in order to apply.
7. Explain your preferences. What factors are most important to you in country assignments and **are any of your delegates applying to a position in the Specialized Agencies?** Is there a type of country or region of the world in which you are especially interested? You will also be asked to tell us about your delegation’s Model UN program and experience.
8. Finally, you will have a chance to review your application. Check that all of your answers are detailed and accurate, and be sure to carefully read HMUN China’s Terms & Conditions. Click the box at the bottom to submit.
9. After submitting your application, you will notice that your account indicates that we have received your application. Schools accepted to Harvard Model United Nations China 2018 will be notified soon afterward.
10. If any students from your delegation are applying to Specialized Agencies, please ask them to complete the Special Committee Application. The Special Committee Application is linked on MUNBase and under the ‘Apply’ tab at [www.hmunchina.org](http://www.hmunchina.org).

### For Individual Delegates

**\*Individual delegates can only participate in HMUN China as members of the Specialized Agencies.** All individual delegates must register through MUNBase **and** complete the Special Application available under the “Apply” tab on [hmunchina.org](http://hmunchina.org).

1. Follow steps 1-4 from the section above.
2. Click ‘Save and Continue,’ and then follow the prompts on the following pages. Enter the expected number of delegates, the number of delegates applying to specialized agencies (**which should match the expected number**

**of delegates**), and the expected number of Faculty Advisors. Please note that individual delegates cannot bring more than one Faculty Advisor.

3. Select NA for all country preferences.
4. Enter N/A for the four questions on the questions page.
5. Finally, you will have a chance to review your application. Check that all of your answers are detailed and accurate, and be sure to carefully read HMUN China’s Terms & Conditions. Click the box at the bottom to submit.
6. After submitting your application, you will notice that your account indicates that we have received your application. **If you have not yet done so, submit the Special Application by completing the form linked on MUNBase or under the “Apply” Tab on hmunchina.org.** Students accepted to Harvard Model United Nations China 2018 will be notified soon afterward.

**Delegate Fee**..... 1800 RMB (260 USD)

**Conference Deadlines**

- Online Registration opens..... June 3, 2017
- Financial Aid Application available..... June 3
- Liability Waivers available..... June 13
- Assistant Director Applications released..... July 1
- Priority Registration Deadline (General Registration **and Special Applications**)..... October 12
- Assistant Director Applications due..... October 31
- Regular Registration Deadline (General Registration **and Special Applications**)..... December 1
- Financial Assistance Applications due..... December 15
- Delegate Fees due (**300 RMB** late fee after this date)..... January 6, 2018
- List of Delegate Names and Liability Waivers due (**300 RMB** late fee after this date)..... January 15
- Position Papers due..... February 25
- Harvard Model United Nations China 2018..... March 15 to March 18

Please feel free to call us at (617) 398-0772 or send an e-mail to [info@hmunchina.org](mailto:info@hmunchina.org) with any questions or concerns.