



Harvard Model United Nations 2019

Online Application Instructions

The online application for Harvard Model United Nations China 2019 will open on Friday, **June 1, 2018**. The regular application deadline is Saturday, **December 1, 2018**. However, we strongly encourage you to register as soon as possible. Applications completed by **October 15, 2018** will receive priority consideration for acceptance and country assignments. All registrations received after October 15 will be considered for acceptance and country assignment on a rolling basis. **Delegations will only receive country assignments after submitting all delegate fees.** Registration for the conference is completed electronically through our **MUNBase system**. Please follow these steps to complete your registration for HMUN China 2019.

Special Committees Application: Applications to our Specialized Agencies will be available through a link under the “Apply” Tab at www.hmunchina.org beginning on **June 1, 2018**. Applications completed by **October 15, 2018** will receive priority consideration for acceptance. Applications completed after October 15 will be considered for acceptance on a rolling basis until **December 1st, 2018**. **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 the conference.**

Instructions for Faculty Advisors Registering a School Delegation

1. In the left-hand column of our website, www.hmunchina.org, there will be a link entitled ‘REGISTER HERE’.
2. Clicking on this link will redirect you to our database at 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 have the option to register 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 accurate and be sure to carefully read HMUN China’s Terms & Conditions. Click the button at the bottom to submit your application.
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 2019 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.

Instructions 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 at www.hmunchina.org.

1. Follow steps 1-4 from the section above. Please submit your school name and mailing address even if you are not attending with a school delegation.
2. Click ‘Save and Continue,’ and then follow the prompts on the following pages. Enter the expected number of Delegates (which would be one for an individual delegate), 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. Finally, you will have a chance to review your application. Check that all of your answers are accurate and be sure to carefully read HMUN China’s Terms & Conditions. Click the button at the bottom to submit.
5. 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 2019 will be notified soon afterward.

Instructions for Completing the Special Committees Application

All delegates wishing to be a part of one of the Specialized Agencies offered at HMUN 2019 must complete the Special Committees Application. This application is available on our website under the “Apply” tab, or at <https://applytohmunchina.squarespace.com/delegate-special-application/>

- Complete MUNBase Registration** before submitting the Special Committees Application. If you are a **member of a school delegation wishing to apply to a Specialized Agency committee**, ensure that this information has been included in your school’s MUNBase registration as a part of step 7 under “Instructions for Faculty Advisors registering a School Delegation.” If you are an **individual delegate** applying for HMUN China 2019, please complete steps 1-5 under “Instructions for Individual Delegates” before proceeding.
- Open up the Special Committees Application by clicking the link available under the “Apply” tab at www.hmunchina.org or following the link: <https://applytohmunchina.squarespace.com/delegate-special-application/>. Please note that each delegate wishing to apply to a Specialized Agency committee must submit their own Special Committees Application.
- Enter your full name, email address, school name and address, and Faculty Advisor name where prompted. Please note that individual delegates cannot bring more than one Faculty Advisor.
- Rank the five Specialized Agency committees in your order of preference and give brief explanations as to why you chose this committee to be your top choice and how strong your ranking preferences are. You will also be asked to describe any prior experiences that are relevant to any of the committees you ranked. This could include prior MUN conference experiences, extracurricular interests or life circumstances.
- Let us know if you are an individual delegate. If you are not, please verify that your delegation has already completed the MUNBase registration process.
- Review your application and click the button at the bottom to submit it. Students accepted to Harvard Model United Nations China 2019 will be notified soon afterwards.

Delegate fee ¥ 1800

Conference Deadlines

Regular Registration Opens	Friday, June 1
Financial Assistance Applications released	Friday, June 1
Special Committees Applications released	Friday, June 1
Liability Waivers released	Sunday, June 10
Assistant Director Applications released	Monday, July 1
Priority Registration Deadline	Monday, October 15
Priority deadline for Special Committees Applications	Monday, October 15
Assistant Director Applications deadline	Monday, October 31
Regular Registration deadline	Saturday, December 1
Special Committees Application deadline	Saturday, December 1
Financial Assistance Application deadline	Saturday, December 15
Delegate fee payment deadline	Saturday, January 5
Delegate names submission deadline	Tuesday, January 15
Liability Waiver submission deadline	Tuesday, January 15
Position Paper submission deadline	Monday, February 25
Harvard Model United Nations China 2019	March 21 to March 24, 2019

Please feel free to call us at **(617) 398-0772** or send an email to info@hmunchina.org with any questions or concerns.