**Guidelines for Applying for Electric Bicycle Campus License Plate**

1. Enter to the WeCom app from Zhongnan University of Economics and Law
2. Enter the Workspace



1. Enter to **平安中南大**



1. Then enter to **电动自行车校内牌办理** (Application for Electric Bicycle Campus License Plate)



1. For those who have a Wuhan license plate, click on **已办理武汉牌照** (Wuhan License Plate has been processed) and fill in and upload relevant information as required (if the applicant is a student, the graduation time must also be filled in). After filling in and uploading, click on **申请** (Apply).



Graduation time

Apply

Bike’s color

Bike’s brand

Upload a 45° photo of the side of the bike

You can click to view “Wuhan Electric Bicycle Electronic Driving license upload guide.docx”

Upload the Wuhan license plate

Upload Driving license

1. For those who do not have a Wuhan license plate, click on **未办理武汉牌照** (Did not apply for Wuhan license plate) and fill in and upload relevant information as required (if the applicant is a student, the graduation date must also be filled in). After filling in and uploading, click on 'Apply'.



Apply

Upload a 45° photo of the side of the bike

Upload bike’s Purchase invoice

Upload bike’s Qualification certificate

Upload the Description of the situation

Bike’s color

Bike’s brand

1. Applicants can check the progress of the application process on **办理流程**.



You can view the progress of the application process here