



# Mentee Application Instruction

# Step 1

Register QingFlow: <https://accounts.qingflow.com/passport/register>

IMPORTANT, for subsequent application and document submission

The image shows a registration page for QingFlow. On the left, there is a grid of logos for various partner companies, including 动因体育, 银联商务, 哈尔滨银行, 上海交通大学, Insta360, Epiroc, CUG中联环, UCLLOUD, BluePay, enactus 创行, 有赞, 中田健身工作室, 盈科律师事务所, CIMC中集, Haier 海尔, 江苏建工, 华润燃气, DeRUCCI慕思, Friso美素佳儿, 鲍斯股份, 智吕, and 中国民航. Above the logos, it says "和 100,000+ 企业一起 享受业务流程自动化带来的效率提升". On the right, there is a mobile registration form titled "Mobile" with the text "Welcome to 轻流". The form includes fields for "Phone Number" (with a dropdown for "+86"), "Please enter verification code" (with an "Acquire" button), "Email Address", and "Please set your password(at least 6 digits)". Below the form, there is a link to "Terms of Service and Privacy Policy" and a "Register Now" button. At the bottom, there is a link for "Already have an account? Login" and a language selector for "简体中文".

# Step 2

## Mentee Application Link

<https://qingflow.com/f/9180478c>



GLOBAL WOMEN CONNECT  
EVERY WOMAN CAN CONTRIBUTE TO CREATE A BETTER WORLD

GLOBAL WOMEN CONNECT (GWC) MENTEE FORM

Welcome to join GWC Gemstone W Circle global mentoring program to make a difference and impact in women's life.  
Eligibility: <https://globalwomenconnect.org/Eligibility/>

This application form includes 3 main parts, namely 1) personal details including professional experience and academic qualifications, 2) details about your interest in the mentoring program and 3) information about the programme's conditions and related acknowledgements from you.  
Your answers will be used for data analysis, **application evaluation** and **profile pairing**. Therefore, please provide as many details as possible so we have all needed information to assess your eligibility. Completing this online form may take more than 15 minutes.

**Part I - Personal Particulars**  
Please prepare the following supporting documents to be submitted next step:  
a. Your Photo (200dpi/500KB);  
b. Maximum 250 words short profile about yourself with name and title and also the reason to join GWC Gemstone W Circle global mentoring program;  
c. Your CV;  
d. The details of your referrer/sponsor (including name, company, title, email etc.) and a recommendation letter from him/her to recommend you to join GWC Gemstone W Circle. \*(a referrer/sponsor is someone who knows you well and also interested in your growth and development).  
\*(a sponsor is someone who knows you well and also interested in your growth and development).

Email Address \*  
[lydia.liu@globalwomenconnect.org](mailto:lydia.liu@globalwomenconnect.org)

Salutation \*

Surname \*

## Step 3

After submitting, you will receive a wait-to-do task email sent by QingFlow and you need to submit the required supporting documents

The screenshot shows an email client interface. The left sidebar contains navigation options: 撰写新邮件 (Compose New Email), 邮件 (Mail), 联系人 (Contacts), 设置 (Settings), 关于 (About), and 注销 (Logout). The main area displays an email from QingFlow with the subject 'Wait-to-do task'. The email content is as follows:

You have a new to-do list, please handle it in time.

Application name	GLOBAL WOMEN CONNECT (GWC) MENTOR FORM
Node name	Required Supporting Documents
Application Number	11

[Go processing](#)

If the above button fails, please copy this link and open it in the browser.  
<https://accounts.qingflow.com/third-party?token=b5088fc9-35e2-4ce1-bc4f-6fc3ced5bde2&from=email&redirectUrl=%2Ftag%2F0%2Fapp%2F6e942984%2Flist%2F1%3FapplyId%3D11352161>

## Step 4

After submitting all the documents, an email contains Doodle links will sent to you to choose the interview time

## Step 5

Interview

## Step 6

After you successfully become a mentee, you need to confirm the understanding of GWC Mentee Responsibilities Guidelines and Rules.  
(more detail information will be showed in email)

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This is to confirm that I understand GWC Mentor Responsibilities Guidelines and Rules \*

Yes

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