2022

Spring Smester
New International Students
Handbook

北京师范大学国际交流与合作处
留学生办公室 制

Contents

Handbook for New International Students

of 2022 Spring Semester

Dear new students, welcome to Beijing Normal University! Please prepare for registration according to the 2022 Spring Semester orientation manual. If the registration arrangements are changed due to the pandemic, please refer to the latest notice on the Beijing Normal University International Students Office official website.

I. Important Information for Students who are currently in China

New International students who are currently in China and who meet the campus entry requirements are requested to register in Beijing Normal University through the university East gate on February 20th, 2022. To enter the university, new students should bring their passport, Admission Notice, JW201/202 form, and an Approved Campus entree Application Form from your department faculty.

➢ Subject to the principle of "no return to school without approval", I apply to return to school, and can only return to school after the approval of the faculty and the school.

➢ Students in low-risk areas in China apply to the "Student Return System" (see Attachment 1 for the operation guide) with a negative nucleic acid test certificate within 48 hours before boarding the train (students in low-risk areas in Beijing must present a negative nucleic acid test certificate within 48 hours before entering the school), the communication big data itinerary card (通信行程卡) and the Beijing Health Kit(北京健康宝) with both codes displaying a "green code" (hereinafter referred to as the "double green code"), and return to school after approval by your Department Faculty

➢ Students in the county who have a history of residing or traveling through medium-high risk areas (city, district, flag, municipality directly under the central government in the medium- and high-risk area of the country) within 14 days will be postponed from returning to school. After the area is reduced to a low-risk area, 14 days of health monitoring is carried out before returning to Beijing, and after the health monitoring is completed, submit an application in the "Student Return System" with proof of a negative

nucleic acid test and the "double green code" within 48 hours before travel (before the students in Beijing return to school), students can return to school after approval from the student's department faculty; upon arrival in Beijing, students can return to school after a nucleic acid test is carried out, and the test result is negative.

➢ Students in-country from other Provinces (cities, districts, banners, and municipalities directly under the central government are in the district) in a city where medium or high-risk areas are located are subject to health monitoring for 14 days before returning to Beijing, and after the health monitoring is completed, they can return to school after applying the "Student Return System" with a negative nucleic acid test certificate and a "double green code" within 48 hours before travel (before the students in Beijing return to school), and return to school after approval by the department faculty; upon arrival in Beijing, students can return to school after a nucleic acid test is carried out, and the test result is negative.

If you are unable to register in the university in time due to specific reasons, please inform your faculty/college/school and complete the leave of absence procedures in advance.

If you are unable to register in the university in time due to Covid-19, visa, and other reasons, please contact your faculty/college/school in advance and complete the necessary procedures for online learning or admission deferral. Contact details of faculties and departments are shown in Attachment 2.

II. New international students who are currently outside China

New students abroad must hold a study visa (X1 or X2) to enter the country to study; those who do not hold a study visa will not be allowed to register (please consult the Chinese embassies, consulates, and visa agencies abroad to determine whether it is possible to apply for a study visa). Students who are unable to apply for a study visa will need to study through online channels.

i. **The requirement's for entering Beijing**

(1) Visa

If embassies, consulates, and visa services agencies abroad have resumed

application for study visas, international students need to inform the contact person of your faculty/college/school (see item 25 for each school's email address) of your date of entry, port of entry and flight information.

2. The COVID-19 Prevention Requirements of the Chinese Government and the Beijing Municipal Government

According to the latest policy unveiled on the Beijing Municipality's 214th New Crown Pneumonia Epidemic Prevention and Control Press Conference on January 19, 2021, for foreigners entering Beijing, the "14+7+7" health management measures will be implemented.

- Foreigners entering China by landing in Beijing: After a 14-day centralized quarantine is carried out, you are required to continue to receive home or centralized quarantine for 7 days, and then conduct 7-day health monitoring after that.

- Foreigners entering China by landing on other cities: You are only allowed to enter Beijing after 21 days of quarantine observation. After entering Beijing, you are required to conduct 7 days of health monitoring. Those who have entered Beijing but are under quarantine for less than 21 days should receive another 7 days of home or centralized quarantine and 7 days of health monitoring.

3. Requirements of Beijing Normal University

Students entering the country from abroad must not come earlier than January 25, 2022.

（1）**Centralized Quarantine for 14 Days after Entering China**

According to the relevant requirements of the Chinese government for COVID-19 prevention and control, foreigners will be quarantined for 14 days immediately upon entering China at the student's expense.

After the 14-day centralized quarantine is completed, you are required to provide relevant staff members of the school you are about to enroll at with an electronic version of a 14-day centralized quarantine observation certificate, a negative nucleic acid test taken within 3 days, your home quarantine address, etc.

（2）**Additional 7 Days of Quarantine and 7 Days of Health Monitoring**

According to the relevant requirements of the Chinese government for COVID-19 prevention and control, after the 14-day centralized quarantine is lifted from the Beijing port,

you should continue to carry out home or centralized quarantine for 7 days, and then undergo 7-day health monitoring after that. Students entering Beijing at other ports in China are only allowed to enter Beijing after a 21-day quarantine is completed, and then you should receive additional 7 days of health monitoring in Beijing. Those who enter Beijing before completing a 21-day quarantine are required to receive 7 days of home or centralized quarantine and 7 days of health monitoring.

Students who choose to stay at home should contact the residential community in advance, prepare relevant materials according to the requirements of the community, and report to the community on time.

Students who are unable to perform home quarantine can apply to receive it on Beijitheng Normal University Changping campus. You need to contact relevant staff members of the school you are about to enroll at (see Attachment 2 for the department's email address), present a 14-day centralized quarantine observation certificate and a negative nucleic acid test result, to them, and inform them of your expected time of arrival. Relevant staff members should contact teacher Lu who is in charge of this matter on the Changping campus and help international students receive quarantine and health monitoring there.

During quarantine and health monitoring, you are required to check your body temperature daily, report to the community and school if you have any symptoms, and seek immediate medical attention. In addition, you are required to undergo a nucleic acid test after quarantine and health monitoring.

（3）Apply to Enter the Campus

To comply with the principle of "not returning to school without approval", students apply to return to school and can enter the school after the approval of the school faculty. Before entering the school (North Taipingzhuang Campus), students are required to submit the "Beijing Normal University Admission Application Form" and related materials to the contact person for international students in the department faculty (see Attachment 2 for the e-mail address of the faculty). The application form is shown in Attachment 3. After the faculty and department review the application and certification materials, and after the approval of the school's epidemic prevention group, students can enter the school according to the date of application.

When applying for admission, the following supporting documents are required to be submitted to the Faculty:

1. Proof of completion of the 14-day quarantine period

2. Proof of a 7-day quarantine or 7-day health monitoring

3. A negative nucleic acid test result within 48 hours before the date of entering the campus (including the date of entry)

4. Present a screenshot of your health code on the day of the application.

When entering the campus, you are required to bring your approved " Application Form for Admission to Beijing Normal University ", passport, admission notice, visa application form for foreigners studying in China (JW201/JW202 form), and health code.

III. Daily Health Reports

Students are required to fill out their "Daily Report" before noon every day to report their daily body temperature. The specific process is as follows:

（1）Use the WeChat app to scan the authentication QR code, pay attention to the official enterprise number of "Beijing Normal University", and improve the information according to the page prompts for certification;

（2）Scan the QR code below to enter the information filling system, update the "Basic Information", fill in the "Daily Report", and finally click "Submit Information".

◇ If you can't fill in the report through WeChat, you can open the mobile browser and enter the URL https://onewechat.bnu.edu.cn/ncov/wap/default/index, log in through the school's identity authentication, and complete the daily report. Remember to sign in on a device with GPS location capabilities. The username password defaults to the student id. If you are unable to log in, please contact your department contact to reset your password.

IV. Tuition Fees

The university has activated the online tuition payment system. All new students (except those who have already won scholarships to cover tuition fees and exchange students) please log in to the "International Students Online Service System" (http://apply.bnu.edu.cn/), click on "Online Payment" on the home page to check the payment information and make payment. Please complete the tuition payment between February 18th and 20th.

The specific operation method is as follows:

1) Log in to the International Students Online Service System" via http://apply.bnu.edu.cn/.

Note: The username is the email address you used upon applying to Beijing Norm al University.

If you forget the password, please click on "Forgotten password" to reset.

2) After logging in, you will see Online Payment" on the homepage. Click on it to check the tuition payment information and make payment. The payment system supports UnionPay, Visa, MasterCard, WeChat, and Alipay.

3) The payment status can be checked by clicking on "Online Payment" on the system homepage.

✧ Please visit the International Student Office official website (http://iso.bnu.edu.cn/cn/article/detail?cid=167&detail=82&pid=29) for international student's tuition fee management regulations.

V. Insurance

All new international students in China should purchase international student insurance online via http://www.lxbx.net between February 18th and 20th. The validity period for the insuraces is 6 months or 12 months. The validity period of the insurance shall be consistent with the validity period of the visa.

Insurance purchase tutorial: http://iso.bnu.edu.cn/en/pages?cid=370&pid=183.

Please save the "Online Payment Receipt" page for verification.

Ping An Insurance Company of China reserves the right to interpret the insurance for international students in China.

✧ If you choose online education outside China this semester, you may not purchase insurance, for the time being. However, you need to purchase insurance when entering China.

VI. Online Registration Process

Please scan the QR code below and download the "Study Abroad Assistant" mobile app to complete the registration process from February 18 to February 20, please see Attachment 4 for specific operation methods. If you cannot register using the mobile app, you can send an email to the isp@bnu.edu.cn inquiry

VII. On-campus Accommodation

During the epidemic period, the campus will implement school gate control, and the school will allocate dormitories to international students, please go to the front desk of Xin song Apartment to check-in after entering the school. Details of the dorm will be sent to you by email, please wait for the latest notice. Accommodation fees can be paid by cash, WeChat Pay, and Alipay.

According to the relevant regulations of the Beijing Municipal Public Security Bureau, if you live in on-campus apartments, you need to go to the front desk of each apartment to check in and obtain the "Registration Form of Temporary Residence". If you have changed your address or the original "Registration Form of Temporary Residence", you should apply for a new one within 24 hours after check-in. After the update, you must present the new residence permit to the International Students Office and mainland China phone number within 3 days. Please do not change your apartment during the visa processing period, otherwise, you will not be able to obtain a new visa. After visa extension or renewal, please bring your passport to the local police station to update the "Registration Form of Temporary Residence" within 24 hours, otherwise you will be fined.

VIII. Offline Registration and Identity Verification

To minimize queuing and gathering, use the online reservation system. New students can register offline at different times on February 20 to verify their identity information. From February 18 to February 20, please log in to the https://bnuiso.com/mobile#/, enter your student number, select your location after your birthday, make an appointment, and arrive at the designated check-in point within the time slot for the appointment. For system usage instructions please refer to Attachment 5.

Please bring your passport, Registration Form of Temporary Residence, Admission Notice, JW201/JW202 form, and other original materials for offline registration and identity verification.

IX. New Student Cards and Welcome Package

New students may collect your cards when you register offline during the appointment time and place.

1) The welcome package includes Beijing Normal University Handbook for New International Students, Beijing Normal University T-shirt, the Beijing Normal University emblem, Beijing Normal University Student Associations' Introduction booklet, and BNU Campus Map.

2) New student cards include a Student ID booklet and a campus card.

X. Physical Examination/Verification

1) If you need to change your visa after arrival in China, you should make an appointment with the Beijing International Travel Healthcare Center for medical examination or verification before entering the campus. Please follow the official WeChat account of the "General Administration of Customs International Travel Health Care Center" and click "I want to reserve an appointment" or log on to the website to reserve an appointment (http://111.202.228.178). After successfully reserving an appointment, please go for the medical examination at the appointed time stipulated in the appointment message. After arrival, you must take a number at the queuing machine, and complete your examination according to your number. Address: No. 20, Hepingli North Street, Dongcheng District, Beijing or No. 10, Dezheng Road, Haidian District, Beijing.

2) According to the current management measures for Covid-19 prevention and control, students who enter China must undergo health observation and testing for a specified period. To avoid delay in obtaining a residence permit in China, you must complete the physical examination outside China if your study period exceeds one year (including one year) and bring the original copies of all the physical examination report materials when entering China. After entering China, the Beijing International Travel Health Care Center will verify your physical examination report materials. Download address of physical examination form：http://iso.bnu.edu.cn/en/download?cid=500&pid=184

XI. Visa

i. To avoid the gathering of people, international students in China need to apply for visas through online appointments after completing the online registration procedures. Please make an appointment through the https://bnuiso.com/mobile#/ from February 18th to February 20th, and go to the designated location within the designated time slot on February 20th. For specific times and places, please refer to your reservation. New students are required to bring their passports, admission letters, Visa Forms for Foreign Students studying in China (JW202 or JW201), Temporary Accommodation Registration Form, two photos on a white background, medical examination reports, visa fees, etc.

ii. If you have completed the appointment and obtained the visa application form, you can choose to apply for the visa by yourself at the Entry and Exit Administration Headquarters of Beijing Municipal Public Security Bureau (Address: 2 Andingmen East Street, Dongcheng District, Tel: 64047799) or entrust a visa agent (service fee required) to apply for the visa.

For overseas international students from countries that have resumed applying for visas to study in China, please contact your faculties and departments to apply for visa application materials. For specific methods, please refer to "Important Instructions for Overseas Freshmen", and the contact information of faculties and departments as shown in Attachment 2.

i.

XII. Faculty/ College / School Registration

After completing all university registration procedures, you must bring your student ID booklet to the office of your faculty/college/school or other designated registration point (subject to the notice of the faculty/college/school) for faculty registration. Contact details of faculties and departments are shown in Attachment 2.

If you are outside China and are temporarily unable to come to China, please keep in touch with your faculty/college/school through online platforms and complete procedures

specified by them.

XIII. Placement Test / Chinese Proficiency Test

According to the requirements of the university's teaching and training program, Chinese Language and Culture College (CLCC) and all the international undergraduate admitted students should take the corresponding Chinese proficiency level test.

The online placement test will be held from February 16th to 18th and the test link will be sent by email. A class WeChat group QR code will be sent by email, please scan the code to join the class group, if you are unable to join the WeChat group, please contact the department teacher in time. The results will be announced in the class group on February 25. The course of the Chinese Language and Culture Institute starts on February 28, and the first week is the transfer period. If you need to transfer classes or change teaching materials, please contact the college teacher. The contact information of the teachers of the Chinese Language and Culture Institute is shown in Attachment 2

Chinese Proficiency Test entrance examination for Bachelor new students will not be arranged this year. HSK certificates should be provided instead. **Students who have an HSK 5 certificate can be exempted from taking an intermediate Chinese reading and writing course and those who have HSK 6 certificate can be exempted from taking an intermediate and an advanced Chinese reading and writing course. Please send your HSK certificate to the coordinator of your school by email. (Attachment 2). Each school shall send the summarized student list with certificate package to the coordinator of Chinese Language and Culture College by** lihuan@bnu.edu.cn. Lists shall include name, student number, and school.

XIV. Course Selection and Classes

New students (except Chinese language students from CLCC) should log in to the University Information Portal (http://one.bnu.edu.cn) to select courses after registration. The user name of the information portal is the Student ID, and the initial password is the passport number (if there is no letter in the passport number) or the student number (if there is a letter in the passport number) You need to contact your faculty/college/Class advisor to confirm if the

course is taught online or offline. Contact details of faculties and departments are shown in Attachment 2.

CLCC courses will be taught online throughout the 2022 Spring semester. You can contact the CLCC staff in charge of Academics to select courses when you get the placement test result. If you have any questions, you can contact the teacher for help.

Exchange students can select one Chinese language course from CLCC for free. Please attend trial courses between February 28th and 4th March send the course you would like to take to the coordinator of your school by email. Each school shall send the summarized course list to lihuan@bnu.edu.cn before March 7th. Student number, name, and course name shall be included.

XV. Campus Entry and Exit Application Process

The university adopts a relatively closed campus management policy during the pandemic. If you would like to apply for leave or enter, please get the approval of your faculty/college/school before entering and leaving the university through the information portal of BNU. After approval, you may swipe your campus card for exit and entry.

XVI. Bank Account

i. What documents are required for bank account opening and bank card?

Original passport, Beijing Normal University Admission notice, and "Registration Form of Temporary Residence'.

ii. Which banks can I go to?

Bank of China Beijing Wenhuiyuan Sub-branch can open a Great Wall electronic debit card for students free of charge. You can open an account at other banks and request a UnionPay card.

Note: Scholarship students and some inter-university exchange students who receive monthly living expenses must request a Bank of China bank card.

Bank of China Beijing Wenhuiyuan Sub-branch Address: No. 4, Wenhuiyuan North Road, Haidian District, Beijing (1st floor, south of the Beijing Normal University gas station)

iii. How do I open a bank account and request a bank card?

Follow the bank's operatives and request a Customer receipt, which must contain your name, passport number, and bank card number.

Note: If you are a scholarship student after your bank card is activated at the counter, you should send a photo of the Customer's receipt to isp@bnu.edu.cn for archive purposes. It will be used for living expenses and scholarship payments during your period of study.

iv. What kind of bank card should I request?

When opening an account, request a UnionPay card associated with your account. The UnionPay card is widely used in China, and its function is the same as that of a debit card. It can transfer remittance directly to the recipient's account.

v. Can I enroll on campus before requesting a bank card?

We strongly recommend that you go to the bank to open an account and request a bank card before going to the university for registration. You must present your original passport to open a bank account, meanwhile, when enrollment, you need to send your passport to the Exit and Entry Administration Department of Beijing Municipal Public Security Bureau for visa processing, which will take about 30 days to complete, during which you cannot retrieve the passport, so we recommend that you have a bank card before enrollment.

XVII. Money Exchange

Since it takes time to request bank cards and receive scholarship living expenses, scholarship students are required to prepare at least three months' living expenses (more than RMB 10,000 yuan) in advance.

Note: The bank is not allowed to exchange foreign currency into RMB on weekends. If you arrive on weekend and do not prepare RMB cash in advance, we advise that you exchange RMB at the airport in case of emergency.

XVIII. Campus Card and Internet

1) A very important card -- Beijing Normal University Campus Card

The "Beijing Normal University Campus Card" you received at the time of registration is your "electronic ID" while studying at Beijing Normal University. Please keep it properly topped-up, you can use it in canteen, sign up for the internet and pay the internet fee, or visit the library. The initial password of the campus card is 666666.

If you lose your campus card, you should report the loss at the Information Network Service Hall (1st floor, south side of the No. 16 Students Dormitory) with your student ID and pay the cost of a new card.

2) Campus card cash top-up location and working hours

Information Network Service Hall: Monday to Friday 9:00-13:00; 14:00-16:00

3) Internet Activation

You can use your campus card to activate your internet service. The default package is CNY60/Month with an unlimited network. The username of your internet account is your student number, while the initial password is the eight digits of your date of birth; YYYYMMDD. If you would like to activate the network, please transfer the money from your campus card account to your network account.

Internet function can be activated by the top-up machine. On the top-up machine, select "Campus Card Self-service Business" — "Other Business" — "Network Fee". For more information, please click http://info.bnu.edu.cn/eng/index.html.

To sign up for the internet in the international students' apartment, please consult the front desk of the apartment.

4) Transferring money to campus card from bank card

You can transfer money from the bank card to the campus card through the top-up machine. The top-up machine can be used to check the balance of the bank card and the campus card, report the loss of the campus card and unfreeze the campus card, set the campus card consumption limit, pay internet fees, and so on.

5) Information Network Service Hall services include internet activation, e-mail, campus card, and other services.

Office location: 1st floor, south side of the No. 16 Students Dormitory

Office hours: 8:00 -- 12:30 & 14:00 -- 17:00

Telephone: 58808113 (After the voice prompt, press 0 for manual service)

Campus card self-help hotline: 58807474

Please visit http://info.bnu.edu.cn for more details on self-service methods.

XIX. Halal Canteen

If you would like to dine in the university's halal canteen, please log on to the website (http://iso.bnu.edu.cn/cn/download/download?id=16) to download the "Halal Canteen Meal Application Form" and send it to isp@bnu.edu.cn before March 1st.

Note: After applying for meals in the halal canteen, a 15% management fee will be charged for meals in all other university canteens.

XX. Hospital

There is a university hospital on campus, please refer to the campus map for the specific location. The nearest hospital to the university is the "PLA Rocket Force General Hospital", which is located across the road from Jingshi Building. To see a doctor in China, you must first register at the registration window of the hospital. You can register for the "emergency number" in case of an emergency. If you feel unwell or need psychological counseling, please seek help from your classmates, teachers, or dormitory service staff. In case of emergency, please dial 120.

XXI. Important Contact Information

Entry and Exit Administration Headquarters of Beijing Municipal Public Security Bureau: 2 Andingmen Dong Dajie, Dongcheng District (east of Yonghegong Lama Temple) 64047799.

- ➢ In-city Information directory desk - 114
- ➢ Fire - 119
- ➢ Police - 110
- ➢ Ambulance - 120
- ➢ Beijing Municipal PSB Foreigners Visa Consultation - 84015300, 84015191

XXII. Admission Deferral

If you decide to postpone your study program, you may apply for admission deferral (for a maximum period of one year).

If you want to apply for admission deferral, please download the form from the Beijing Normal University International Students Office website (http://iso.bnu.edu.cn/cn/download?cid=499&pid=29&page=5), fill it out and send it to your faculty/college/Class advisor between February 20th to March 7th. Application results will be sent to you by email. See Attachment 2 for the contact information of faculties/ colleges / schools.

XXIII. Campus Map

北京师范大学平面简图
Beijing Normal University Campus Map
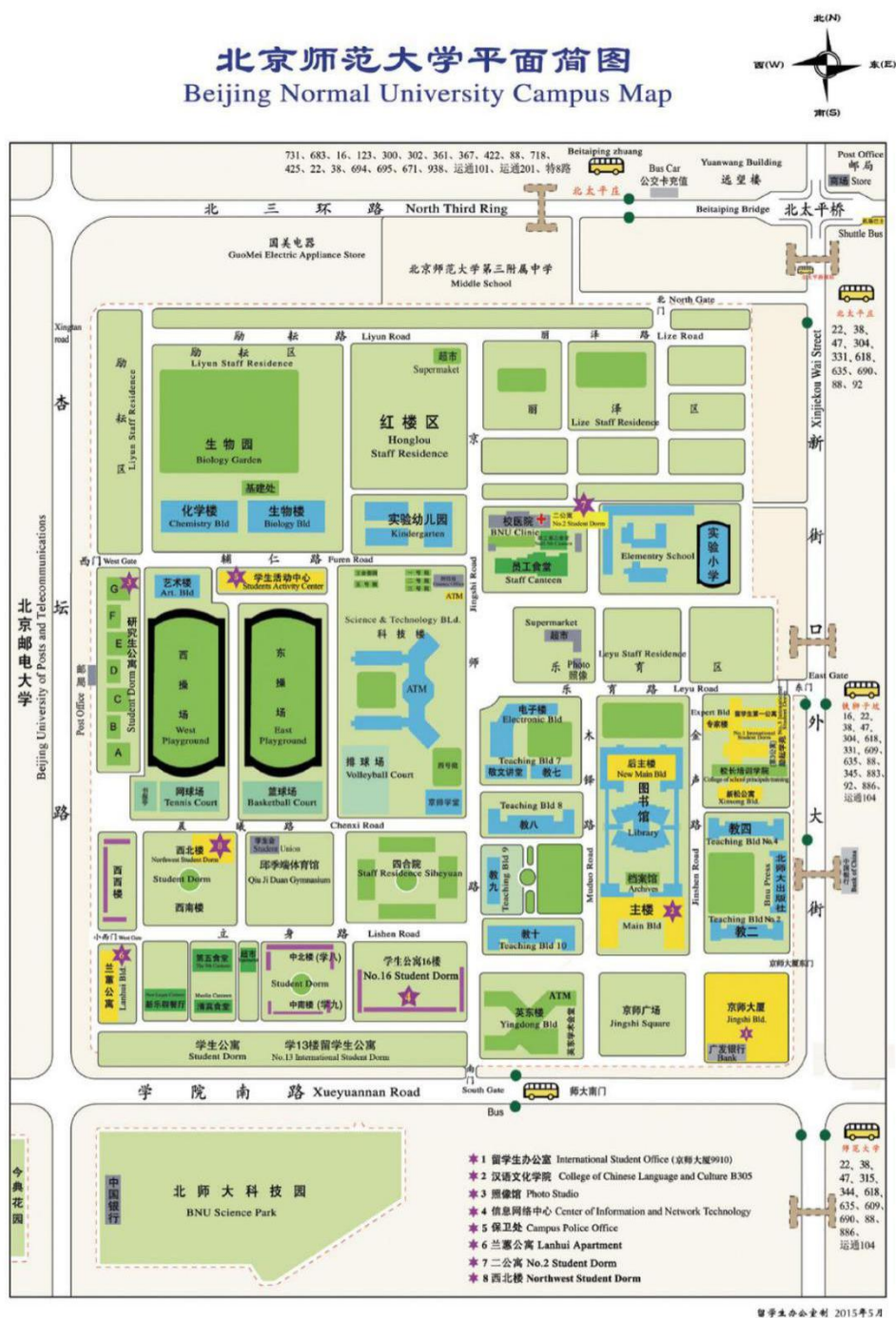
XXIV. School Calendar

北京师范大学
BEIJING NORMAL UNIVERSITY

2021～2022学年 第二学期校历

月份	周次	星期一	星期二	星期三	星期四	星期五	星期六	星期日
2月		14	15	16	17	18	19	20
2月	1	21	22	23	24	25	26	27
3月	2	28	1	2	3	4	5	6
3月	3	7	8	9	10	11	12	13
3月	4	14	15	16	17	18	19	20
3月	5	21	22	23	24	25	26	27
4月	6	28	29	30	31	1	2	3
4月	7	4	5	6	7	8	9	10
4月	8	11	12	13	14	15	16	17
4月	9	18	19	20	21	22	23	24
4月	10	25	26	27	28	29	30	1
5月	11	2	3	4	5	6	7	8
5月	12	9	10	11	12	13	14	15
5月	13	16	17	18	19	20	21	22
5月	14	23	24	25	26	27	28	29
6月	15	30	31	1	2	3	4	5
6月	16	6	7	8	9	10	11	12
6月	17	13	14	15	16	17	18	19
6月	18	20	21	22	23	24	25	26
7月	19	27	28	29	30	1	2	3
7月	20	4	5	6	7	8	9	10
7月	21	11	12	13	14	15	16	17
7月	22	18	19	20	21	22	23	24
7月	23	25	26	27	28	29	30	31
8月	24	1	2	3	4	5	6	7
8月	25	8	9	10	11	12	13	14
8月	26	15	16	17	18	19	20	21
8月	27	22	23	24	25	26	27	28
9月	28	29	30	31	1	2	3	4

内 容

教 学

1. 2月16日全体教师正式上班；

2. 2月20日为全体学生注册日；

3. 4月22日至23日举行全校运动会；

4. 6月23日举行本科生、研究生毕业典礼；

5. 6月27日至7月8日为小学期，各教学单位根据培养要求安排教学活动；

6. 7月9日学生放暑假；

7. 7月9日为专业学位研究生暑期授课新生报到日；

8. 7月11日至15日为教师培训与学术交流周，7月18日教师放暑假；

9. 8月22日全体教师正式上班，8月22日至8月26日为教师培训与学术交流周；

10. 8月28日为本科生二、三、四年级和研究生二、三年级注册日；

11. 8月31日为本科生、研究生新生报到日；9月1日举行本科生、研究生新生开学典礼；

12. 清明节、劳动节、端午节放假安排待国务院办公厅公布2022年节假日安排后另行通知。

法定节假日、双休日　　教师假期　　学生假期

党委/校长办公室 编制

1. On August 30, 2021, all teachers will officially start to work. August 30 to September 3 for teacher training and academic exchange week.

2. September 4th is Undergraduates 2nd, 3rd, and final year students and Masters 2nd, 3rd-year student's registration.

3. September 5th is the registration day for new Undergraduate and master students, and the opening ceremony for undergraduate and master's students will be held on September 6.

4. September 8th is the anniversary of the founding of the University.   The first and weeks week of September is the alumni's return to the school day.

5. September 19th to September 21st. Mid-Autumn Festival: Holidays will be adjusted, and September 18th (Saturday) is a working day.

6. National Day: Holiday from October 1st to 7th. The holiday period is 7 days in total. Holidays will be adjusted, September 26th (Sunday) and October 9th (Saturday) are working days.

7. October 7-20 is the military training for new students.

8. New Year's Day holiday arrangements will be announced after the General Office of the State Council announces the holiday arrangements for 2022.

9. January 15, 2022 winter holiday starts

10. Teachers will have winter vacation on January 21, 2022

11. February 16, all teachers start office

12. February 20 Registration for all students.

Party Committee/President's Office

Attachment 1

Back-to-School System Operation Guide

(Student Edition)

1. Find in the WeChat enterprise account of Beijing Normal University: "A Student Back to School System", click "Back to School Service"
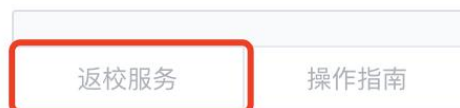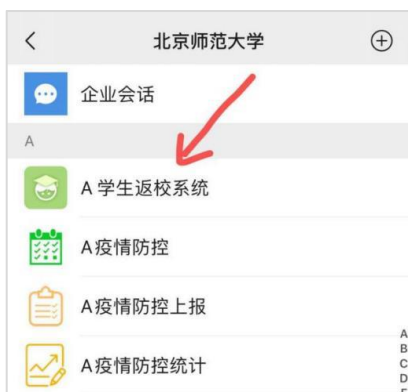
2. Click Student Back to School Application：

3. Verify health data

- Verify the health data, and the card face that fails the verification will be displayed in red

If you have a red card and have questions about the data, please contact the Department Counselor to assist.

- Passed will be displayed in green to start the back-to-school application

4. Sign the Homecoming Pledge and fill out the Homecoming Application

5. Await review by faculties

- If the application for return to school is not approved, the back-to-school card will turn red, click "View Details" to modify the form data and submit it again. Figure 1 below

- If the application for return to school is approved, the back-to-school card will turn green and you can continue to fill in the nucleic acid test information. Figure 2 below (must be a nucleic acid test certificate within 48 hours before boarding the train)

6. Application approved, nucleic acid test information (be sure to submit before check-in)

After the nucleic acid test is submitted, students can return to school normally if it becomes

not back to school

Wait for the registration day to scan the "School Entry Code" to enter the school.

7. After coming to the school, according to the on-site arrangement, show the relevant certificates in a normal and orderly manner scan the code to register, and complete registration.

报到完成
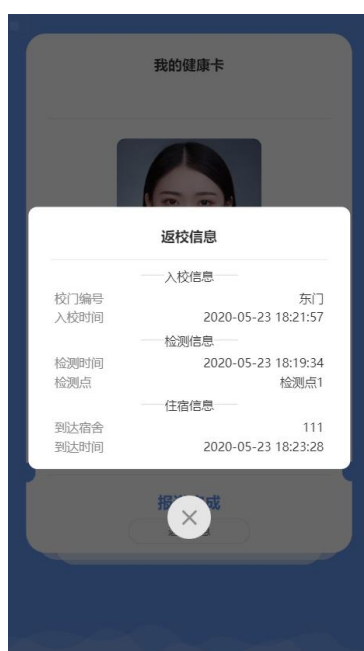
Attachment 2

University Contact Information

❖ Contact information of faculties/ colleges / schools

Faculty/ College / School	Contact Person	Email
Business School	Teacher Xie	xiejia@bnu.edu.cn
College of Athletics and Sport	Teacher Zhang	zhangxuan1220@bnu.edu.cn
	Teacher Xu	hanbingxu@bnu.edu.cn
College of Nuclear Science and Technology	Teacher Ran	ranxin@bnu.edu.cn
Department of Physics	Teacher Xie	xietian@bnu.edu.cn
School of Sociology	Teacher Wang (Graduate program)	wangke@bnu.edu.cn
	Teacher Zhang (Undergraduate program)	z1470@163.com
School of Social Development and Public Policy	Teacher Dong	ssdpp-ia@bnu.edu.cn
Faculty of Geographical Science	Teacher Zhang	zhangwenjuan@bnu.edu.cn
School of Foreign Languages & Literatures	Teacher Liang	liangdong@bnu.edu.cn
Faculty of Psychology	Teacher Sun (Undergraduate program)	psysunyangliu@bnu.edu.cn
	Teacher Liu (Graduate program)	psyliujiahui@bnu.edu.cn
College of Life Sciences	Teacher Dou	douf@bnu.edu.cn
School of Environment	Teacher Jia	11312021272@bnu.edu.cn
Department of Astronomy	Teacher Zhang	linzhang@bnu.edu.cn
School of Artificial Intelligence	Teacher Xi	xiqi@bnu.edu.cn
	Teacher Gong	gongzz@bnu.edu.cn

School	Teacher	Email
School of Chinese Language and Literature	Teacher Gong	gongxiaojie@bnu.edu.cn
	Teacher Xiao	xiaohan@bnu.edu.cn
	Teacher Zhao（Ph.D. program）	zhaorui@bnu.edu.cn
	Teacher Zhao（Master's program ）	zx8276@163.com
	Teacher Li (Undergraduate program)	limin@bnu.edu.cn
School of Law	Teacher Zhang	lilyzhang0808@163.com
	Teacher Zhong	zhonglily1115@qq.com
College of Philosophy	Teacher Fu	fuhualai@bnu.edu.cn
Faculty of Education	Teacher Guan	fegraduate@126.com
School of Journalism & Communication	Teacher Zeng	xiufang@bnu.edu.cn
School of Government	Teacher Guo	guojiabnu@bnu.edu.cn
	Teacher Chu	670262547@qq.com
Department of Chemistry	Teacher He	heyong@bnu.edu.cn
College of History	Teacher Liu (Undergraduate program)	liuyao@bnu.edu.cn
	Teacher Zang (Graduate program)	zangwx@bnu.edu.cn
College of Art	Teacher Liu	albee3001@163.com
School of Mathematical Science	Teacher Pan	11112017055@bnu.edu.cn
College of Chinese Language and Culture	Teacher Li (Undergraduate program, non-degree students)	lihuan@bnu.edu.cn
	Teacher Zhang (Graduate program)	zhangshu0214@bnu.edu.cn

♦ **University Contact Information**

Beijing Normal University website: https://www.bnu.edu.cn/

Beijing Normal University official WeChat account: bnuweixin

Address: No.19, Xinjiekouwei street, Haidian District, Beijing, 100875

♦ **Contact Information of University Departments**

➢ **Office of International Exchange and Cooperation (International Students Office):**
The International Students Office of Beijing Normal University is the comprehensive management and service department of international students' affairs. It is responsible for visa matters, student life, activities, etc., of all BNU international students (degree and non-degree students). It is responsible for drafting and formulating the strategic planning and management system related to the enrollment and training of international students, as well as other foreign-related management and services related to international students.

Website: http://iso.bnu.edu.cn

WeChat official account: BNUISO

Comprehensive consultancy: isp@bnu.edu.cn

Undergraduate in-school management: benke@bnu.edu.cn

Graduate students in-school management: yjs@bnu.edu.cn

Non-degree students in-school management: chinese@bnu.edu.cn

➢ **Education Department of the Provost's Office and Academic Affairs (Graduate School):** It is responsible for the formulation and revision of undergraduate and graduate education programs, curriculum construction, and textbook management. It is also responsible for the teaching operation and practical teaching of undergraduate and graduate students, management of graduate student status, and international education of undergraduate and graduate students.

Website: http://jwb.bnu.edu.cn/tab/jgsz_py

Undergraduate program contact: pdqi@bnu.edu.cn

Graduate program contact: dongjia@bnu.edu.cn

- **Admission Department of the Provost's Office and Academic Affairs (Graduate School):** It is responsible for domestic full-time undergraduate student enrollment, domestic full-time and part-time graduate student enrollment, overseas full-time undergraduate and graduate student enrollment, and overseas short-term international student enrollment.

  Non-degree student's admission: nondegree@bnu.edu.cn

  Undergraduate admission: bk@bnu.edu.cn

  Graduate admission (Chinese program): grad@bnu.edu.cn

  Graduate admission (English program): egp@bnu.edu.cn

Attachment 3

Beijing Normal University Campus Entrance Application Form

<div align="right">Fill in date: _____ / _____ / _____</div>

1. Basic information of students

Passport name		Department / School	
Student number		Name and Phone number of the contact person of your department/school	
Passport number		Are you living on campus	☐Yes ☐No
Mobile phone number in China		Address in Beijing	
Current location (province / city)		Date of Entrance	
Inbound travel information			
Place of departure		Arrival time	
Place of Arrival		Inbound flights And seat number	
Date of arriving Beijing		Flight/train number and seat number to enter Beijing	
14-day centralized quarantine information			
Place of quarantine		Date/period of quarantine	
7-day home observation or centralized quarantine information			
Place of quarantine		Date/period of quarantine	
7-day health observation information			
Place of observation		Date/period of health observation	

2. Personal health information

Has your body temperature been more than 37.3℃ within the past 14 days?	☐Yes ☐No
Have you visited or stopped in medium and high-risk areas within the past 14 days?	☐Yes ☐No
Have you had symptoms such as fever, fatigue, cough, and breathing difficulty within the past 14 days?	☐Yes ☐No
Have you had contact with Covid-19 confirmed or suspected patient within the past 14 days?	☐Yes ☐No
Have you been confirmed as a Covid-19 patient or suspected patient within the past 14 days?	☐Yes ☐No
Have you been under observation within the past 14 days?	☐Yes ☐No

3. Suggestions (to be filled in by relevant departments of the university)

Suggestions of departments or schools:	Suggestions of BNU Office of the Leading Group on Infectious Diseases Prevention and Control:
Administrative Signature : (official seal) date	Administrative Signature: (official seal) date

4. Supporting documents (additional pages may be attached)

1) Screenshot of personal health code on the day of application

2) Record of expiration of 14-days of centralized observation and nucleic acid negative results

3) 7+7 quarantine and observation report

4) The negative result of a nucleic acid test within 48 hours (the time of nucleic acid test report within 48 hours is calculated according to the sampling time, that is, the nucleic acid test report sampled within 48 hours before the date of return to school (including the day)).

Attachment 4

使用"留学助手"手机 **APP** 进行在线注册申请

Using "Study in China Assistant" Mobile APP

for Online Registration Application

1. 登录 http://apply.bnu.edu.cn/，使用手机扫描下方二维码，下载"留学助手"。下载成功后，打开应用程序。

1. Log in at: http://apply.bnu.edu.cn/, and use your phone to scan the QR code below to download the app "留学助手" (Study in China assistant). Open the app after downloading.

2. 按提示选择语言。

2. Choose the language as directed.
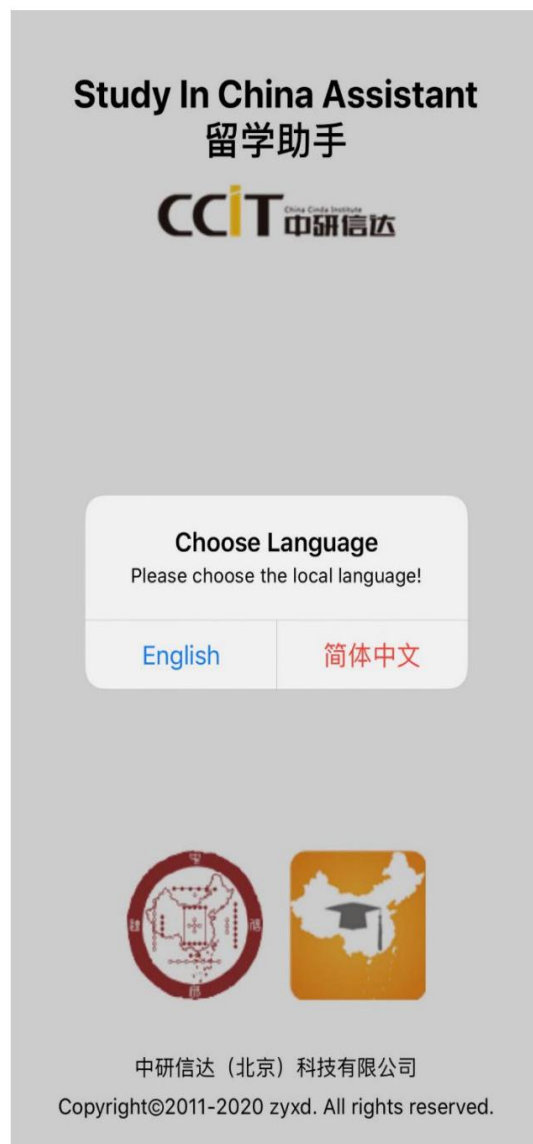
3. 选择语言后，请仔细阅读手机上显示的"绑定须知"。

可以选择手动输入网址：http://apply.bnu.edu.cn/，进行绑定，

也可以扫描此说明第一页中的二维码进行绑定。

3. After selecting language as directed, please read carefully about

the "Bind Guide" shown on your phone.
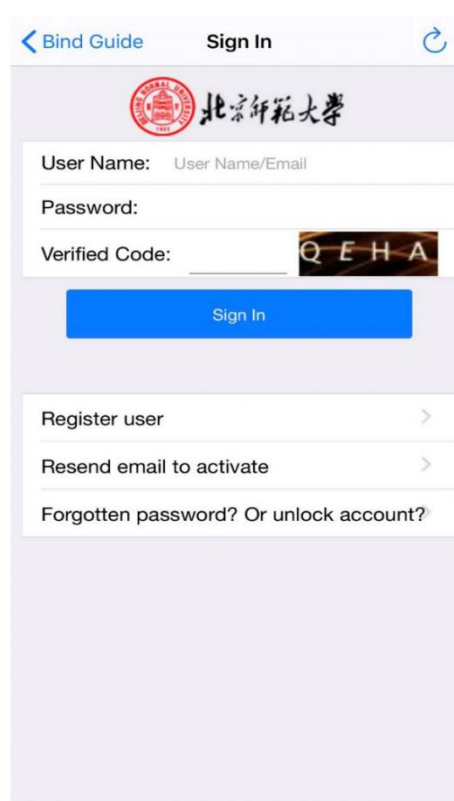
You may choose to enter the website (http://apply.bnu.edu.cn/) to

bind, or scan the QR code on the first page of this instruction.

4. 绑定成功后，会显示登录界面，使用账号密码登录。账号密码与登录 http://apply.bnu.edu.cn/的相同。

4. After binding successfully, the log in page will appear. Use your account and password to log in. The account and password will be the same as the one you use to log in at: http://apply.bnu.edu.cn/.

5. 登录后，会提示需要绑定学生信息。如显示"没有绑定学生信息"，则需使用**自己的**学号或申请编号其中一项，并正确填写生日及国籍，即可成功绑定。

5. After logging in, it is required to bind student information. If it shows "You haven't bound the student information yet", you need to use **your own** student ID or application number (either one works), and select your date of birth and nationality correctly.

6. 上一步确认后，会显示学生信息。确认是你本人后，点击"绑定到手机 APP"。

   注：继续在北师大就读新项目的学生（例如：本科从北师大毕业，秋季将开始硕士项目），请选择第二项，使用你的新学号进行绑定。

6. After choose "OK" at previous step, the student information will appear. Choose "Bind to the mobile app" when you confirm it is yourself.

   Note: For those students who continue studying at BNU (e.g. finish the undergraduate program at BNU, and will start Master's program in September), please select the second option and use your new student number to bind.

7. 绑定成功后，可看到如下页面，顶端选项分别为：

1) 注册：点击进行在线报到注册

2) 签证：查看你的证件信息

3) 费用：查看你的需要交纳的学费

4) 条码：查看你的申请编号及学号。

7. After logging in, you may see the page below, on the top are:

1) Registration: Click to do the online registration

2) Visa: Check your passport and visa information

3) Fee: Check your tuition fee to pay

4) Barcode: Check your application number and student number
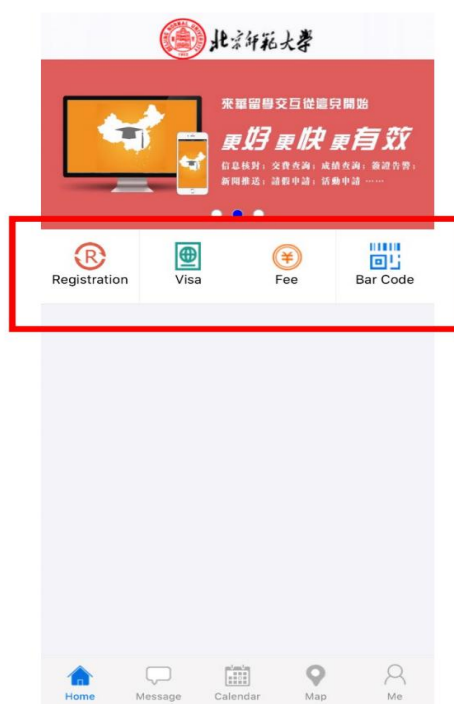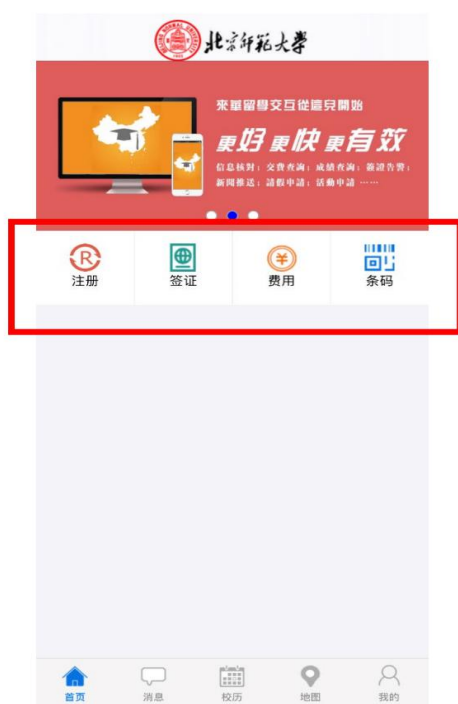
8. 选择首页上的"注册",再选择"注册申请",按系统提示,进行信息填写及文件上传。

8. Choose "Registration" on the homepage, then choose "Registration Application". Follow the steps to fill in the information or submit pictures as directed.

注：在线注册报到期间，由于申请量比较大，可能会出现打开速度缓慢等情况。请耐心等待并稍后再进行尝试。

如果手机应用出现无法下载或无法打开等情况，或在填写过程中有其他问题，请发送具体问题以及手机型号至：isp@bnu.edu.cn 进行咨询。

Note: Due to the high volume of applications during the online registration, it might be slightly difficult to run the APP for some time. Please be patient and try again later.

If the APP has problem downloading or running, or you have questions during the registration application, please send specific questions and your phone brand + type to: isp@bnu.edu.cn.

Attachment 5

1. Log in to the website. You may choose the Chinese or English version and input your student number and birthday.

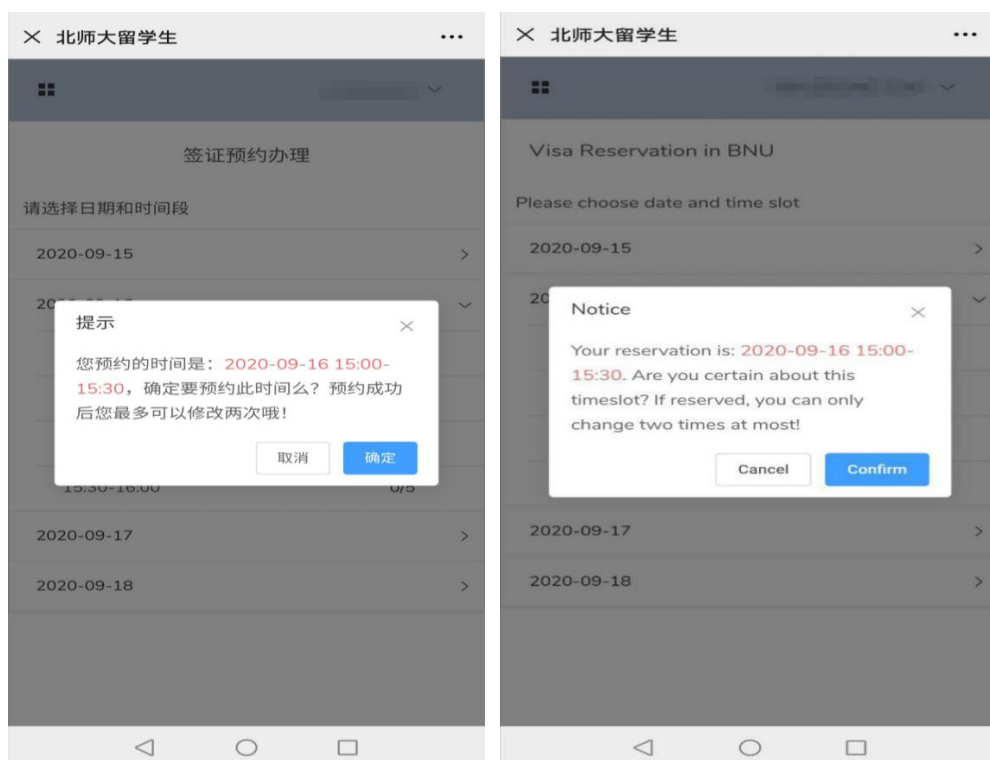2. Choose the location (only students who are in China can make the reservation).
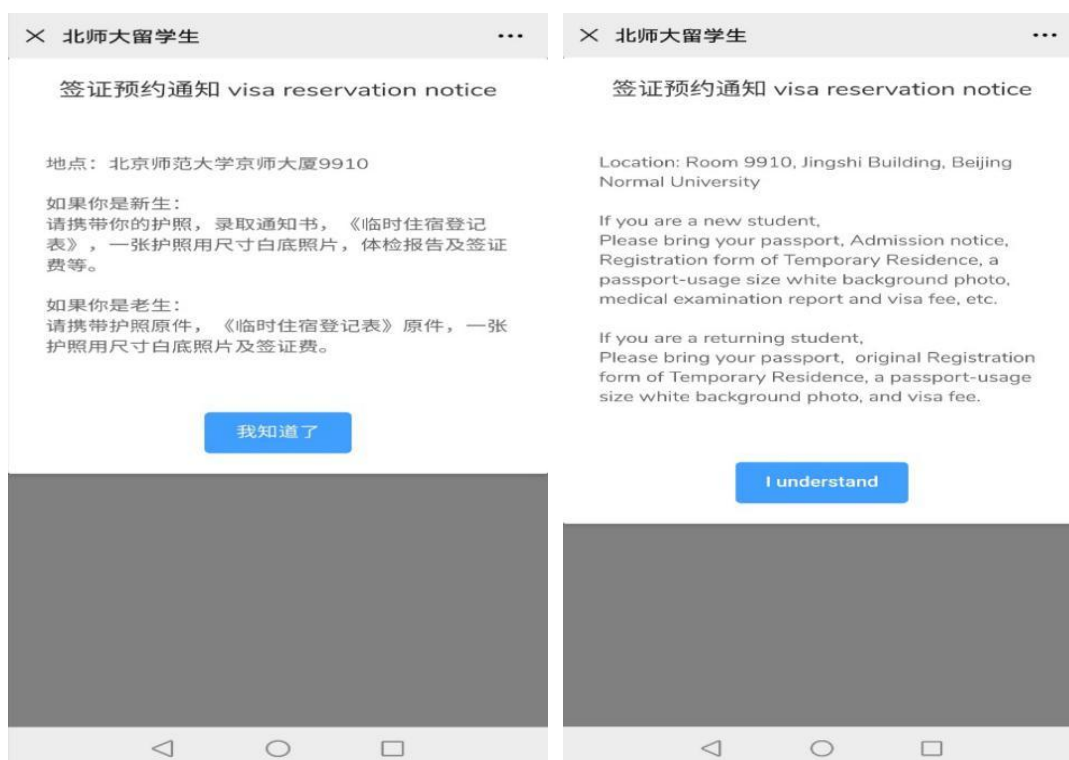
3. Click Visa
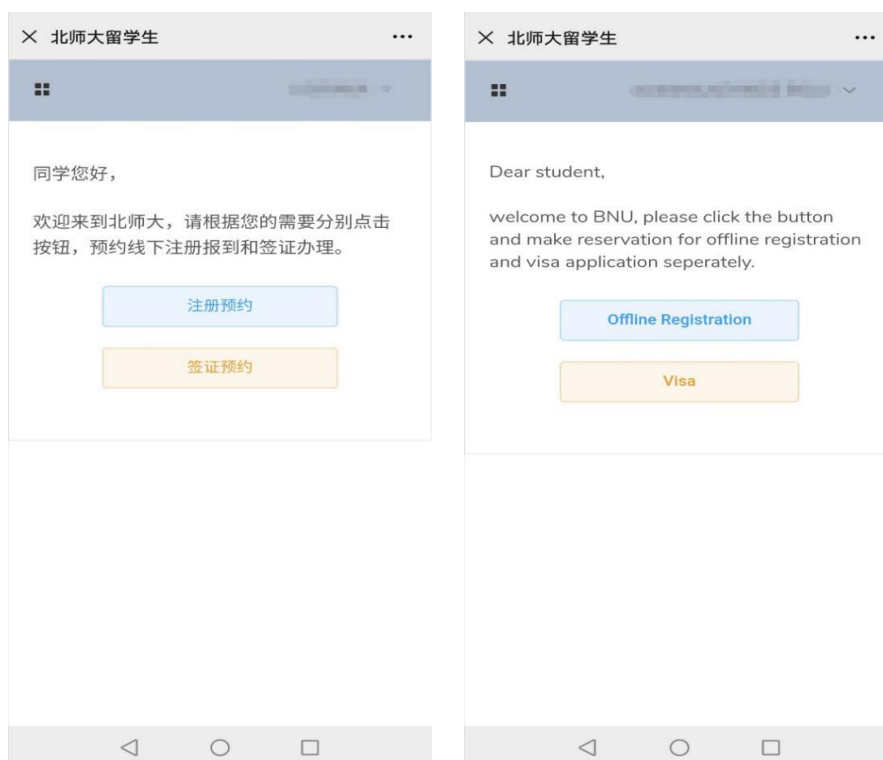
4. Select a time slot. For example, if you select 15:00-15:30 on September 16, 2020. It shows that the maximum is 5 persons, and one student has been reserved already.
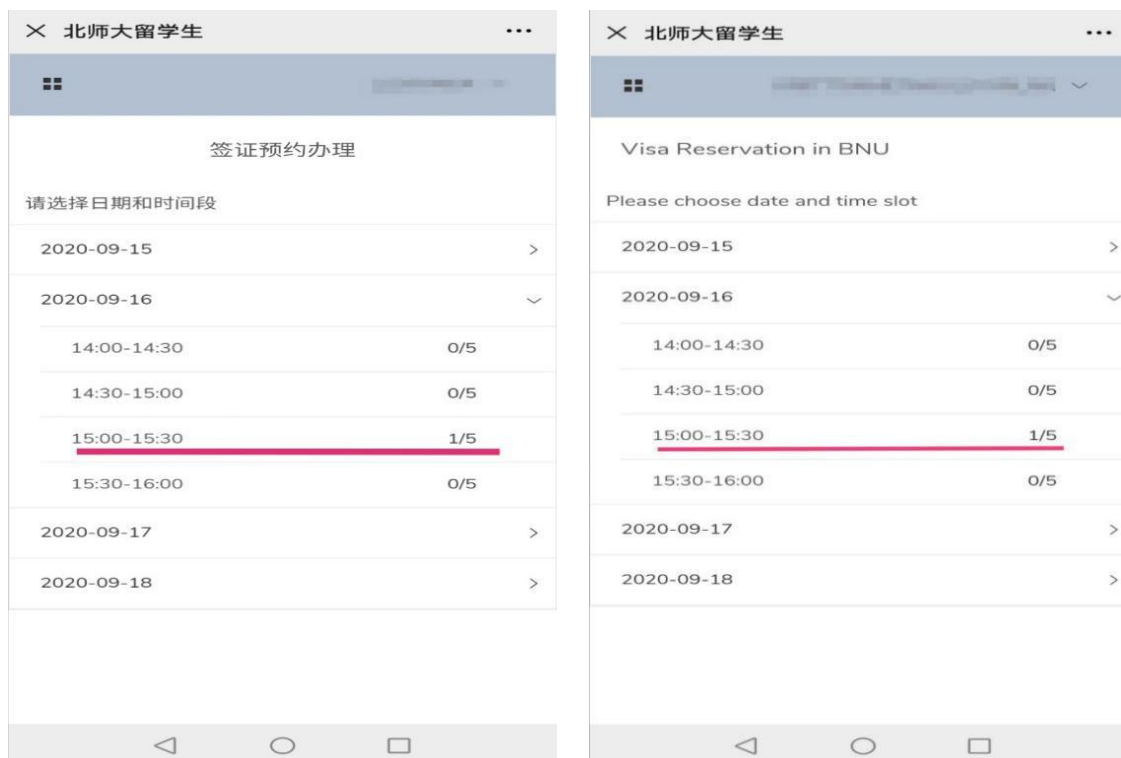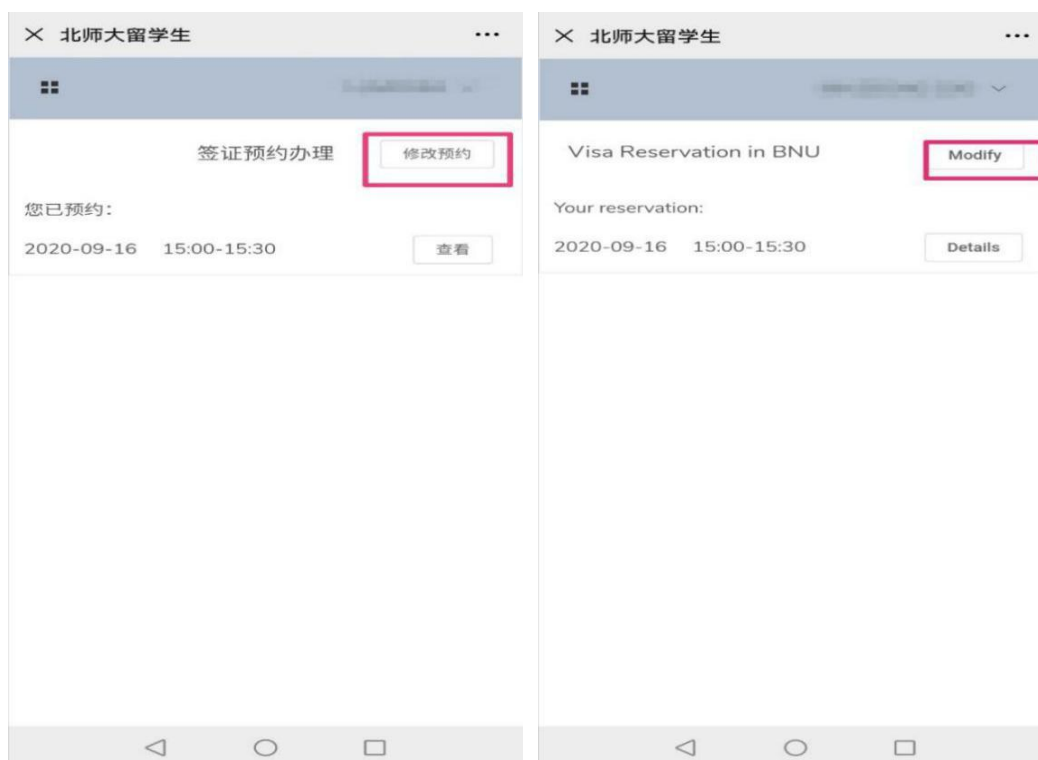
5. Confirm your reservation (Please note that you can only change the reservation twice).
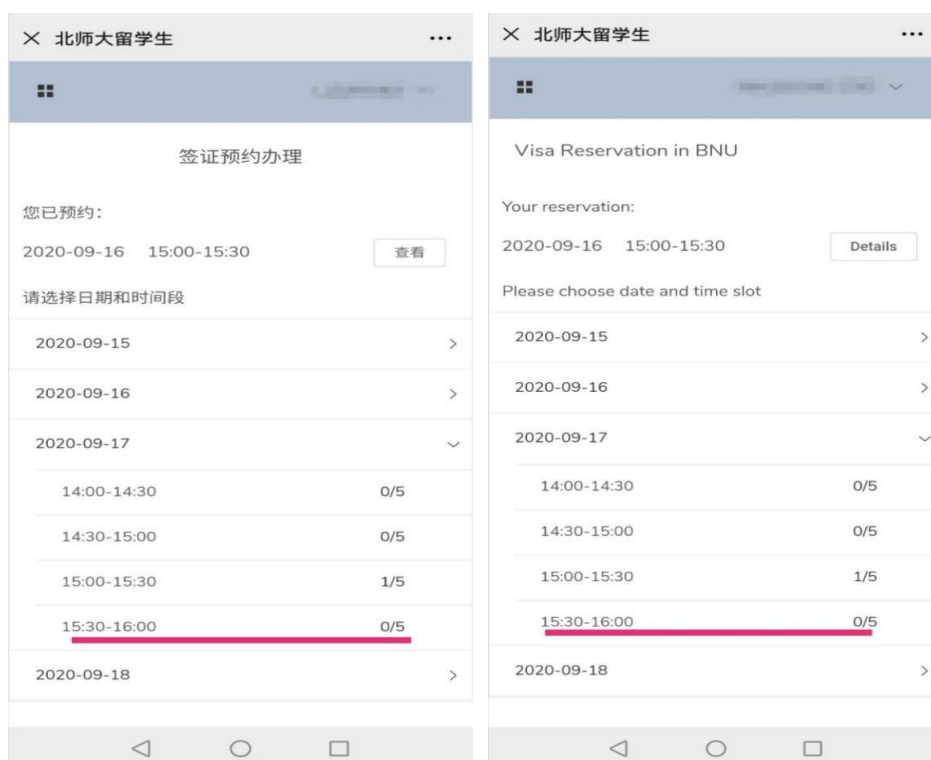

6. Please read the visa reservation notice and prepare the document in advance.

7. If you would like to change the time slot, please select modify.

8. Select another time slot.

9. Confirm the modification