



2022

秋季学期国际学生 新生手册

Handbook for
New International Students of
2022 Autumn
Semester



北京师范大学国际交流与合作处
留学生办公室 制

Made by
International Students Office
Office of International Exchange & Cooperation
Beijing Normal University

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Handbook for New International Students of 2022 Autumn Semester

Dear new students, welcome to Beijing Normal University! Please prepare for registration of 2022 Autumn semester according to the contents of this 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.

The registration day for 2022 new student is on September 3, 2022.

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. You may come to register after the registration day if your application approved.

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 necessary procedures for online learning or admission deferral. See item 25 for the contact information of faculties/ colleges / schools.

1. Important Information for Students who are currently in China

To entering campus, new International students who are currently in China please refer to “Notice of Adjustment on Work Arrangement for the Start of Autumn Semester of 2022-2023 Academic Year” and “Notice on Registration Arrangements of 2022 New International Students” and contact the coordinator of your school for application.

2. New international students who are currently outside China

New International degree students who are currently outside China should follow the epidemic prevention requirements for centralized quarantine and health monitoring and apply from schools for procedure.

If the port of entry is Beijing, after completing 7 days of centralized quarantine for medical observation and 3 days of health monitoring, (the centralized quarantine is scheduled by the port of entry uniformly), they can apply by providing the certificates for completing the centralized quarantine and negative nucleic acid results. To apply. Then, the university should transport these students to the Changping campus with designated vehicles in a closed-loop manner for a 4-day centralized health monitoring on campus. A nucleic acid test

is supposed to be performed on them on the 2nd and 4th day of the health monitoring period. If the nucleic acid result is negative, they can enter designated areas of the Changping campus in the following 7 days.

If the port of entry is a city other than Beijing, after completing 7 days of centralized quarantine for medical observation and 3 days of health monitoring, (the centralized quarantine and health monitoring are scheduled by the port of entry uniformly), they should return to Beijing and the university transports these students to the Changping campus with designated vehicles in a closed-loop manner for a 7-day centralized health monitoring on campus. A nucleic acid test is supposed to be performed on them on the 2nd and 7th day of the health monitoring period. If the nucleic acid result is negative, they can enter designated areas of the Changping campus in the following 7 days.

3. Tuition Fees

The university has activated the online tuition payment system. All new students (except whose scholarship covers tuition fees) 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 August 23 and September 17.

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 when applying to Beijing Normal 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, and 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 students tuition fee management regulations.

4. Insurance

All new international students in China (except whose scholarship covers insurance fees) should purchase international student insurance online via <http://www.lxbx.net> between August 23 and September 17. The validity period of the insurance may be 6 months or 12 months. The validity period of the insurance shall be consistent with the validity period of the visa;

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 study outside China this semester, you may not purchase insurance, for the time being. However, you need to purchase insurance when entering China.
- ✧ **If you study in China this semester, please make sure to purchase the insurance before your trip to come into effect.**
- ✧ Insurance purchase tutorial: <http://iso.bnu.edu.cn/cn/pages?cid=77&pid=28>

 来华留学生保险
Online payment Instruction.
 网上支付看这里
 轻松缴费我帮你
 **手机端**
Mobile terminal

Step. 1

扫描二维码或
浏览器访问留学保险网
Scan the QR code or
input lxbx.net into your
browser



Step. 2

点击登录
Click to login



Step. 3

输入证件号码和验证码
Passport number and
verification code



Step. 4

选择学校和方案
Choose school
and plan



Step. 8

获取凭证
Get receipt



Step. 7

支付
Pay



下一步
Next step

Step. 5-1

立即缴费
Pay now



Step. 6

信息确认
Confirm info



Step. 5-2

点击浏览
Read and click
each box

下一步
Next step



 来华留学生保险
Online payment Instruction.
 网上支付看这里
 轻松缴费我帮你
 **PC端**
 PC terminal

Step. 1 登录留学保险网
Login to lxbx.net



Step. 2 输入证件号码和验证码
Passport number and verification code



Step. 3 方案选择
Choose plan



下一步
Next step

Step. 7 支付完成
Payment completed



Step. 6 支付
Pay



Step. 5 信息确认
Confirm info



信息确认
Confirm info

Step. 4 查看详情
View detail



点击浏览
Read and click each box

下一步
Next step



服务支持热线
Customer Service

400-810-5119



5. Online Registration Process

Please scan the QR code below and download the “Study Abroad Assistant” mobile app to complete the registration process between August 23 and September 17 (please refer to Attachment 1 for details). If you cannot register using the mobile app, please contact the International Students Office through isp@bnu.edu.cn.



6. Accommodation

Starting from the 2022-2023 Fall Semester, dormitory reservation system will be re-opened. If you apply for on-campus accommodation, you need to reserve according to the following process:

1) How to apply:

Log in to <http://apply.bnu.edu.cn/>, the account and password are the same as used in the application process, to make online reservations.

2) Booking time:

New students: August 31, 9:00a.m. – September 1, 12:00noon (Beijing Time)

3) Notes:

Due to the limited number of accommodations on campus, please make a reservation in time. No reservation will be accepted after the scheduled time expires. If do not check in within 7 days after the scheduled date, the reservation will no longer be retained.

Students who have obtained the full scholarship of the Chinese Government Scholarship, the International Chinese Language Teachers Scholarship, and exchange students whose scholarship program includes on-campus accommodation, accommodations will be arranged by the school, and no reservation is required.

For those who have reserved the room successfully, please bring your admission notice

to the receptionist of your dorm to check in and apply for Temporary Residence Form for offline registration.

According to the relevant regulations of the Beijing Municipal Public Security Bureau, if you rent a civilian apartment or house, you need to register at the local police station to get the Temporary Residence Form. To apply, your landlord needs to present the host's residence booklet, the certificate of title to house property, the lease and ID card to the police station and present your passport.

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.

7. Offline Registration

To minimize queuing and gathering, an online appointment will be adopted for the offline registration. You can complete offline registration at the different periods on September 3, 2022. Please log in to <https://bnuiso.com/mobile#/> between August 23 and September 17, enter your student number and birthday, select the location, reserve an appointment, and arrive at Jingshi Building 9107 to complete the corresponding procedures according to your appointment (refer to Attachment 2 for system instructions).

Please bring your passport, Registration Form of Temporary Residence, Admission Notice, JW201/JW202 form, photos and other original materials for offline registration. Graduates who have provided a pre-graduation certificate in the application for a degree program must submit the original high school graduation certificate or notarized certificate for undergraduate students and a copy of the notarized or certified graduation degree certificate in accordance with the requirements of the 2022 Foreign Student Enrollment Brochure of Beijing Normal University at the time of enrollment.

8. Student Card and Welcome Package

New students may collect your cards when you complete your offline registration.

9. Physical Examination/Verification

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. From May 22, 2022, 48 hours negative nucleic acid test are required to provide for your physical exam. Address: No. 20, Hepingli North Street, Dongcheng District, Beijing or No. 10, Dezheng Road, Haidian District, Beijing.

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>

10. Visa

To avoid queuing and gathering, after completing registration procedures, you should reserve a visa processing appointment online. Please reserve an appointment through <https://bnuiso.com/mobile#/> between August 23 and September 17, and arrive at the Jingshi Building 9107 on September 3 according to your appointment. Please refer to the appointment record for the specific time and place. Please bring your passport, Admission Notice, JW202 or 201 form, Registration Form of Temporary Residence, two photos with

white background, the medical examination report, and visa fees. Please also bring your quarantine record when you come to apply your visa.

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.

11. 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. See item 25 for contact information of faculties/colleges/schools.

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.

12. Placement Test for Language Students and Chinese Proficiency Test for Bachelor Students

According to the requirements of the university's teaching and training program, School of International Chinese Language Education and all the international undergraduate admitted students should take the corresponding Chinese proficiency level test.

The online placement test for students of School of International Chinese Language Education is scheduled for August 22 to 26, and the test link will be sent by email. The results of class placement as well as the class WeChat group will be sent to you via email before September 1. Please scan the code to join the class group. Classes will start on September 5, and the first week is the class-changing period. If you need to change classes or change textbooks, please contact your teachers. Please see item 25 for the contact information.

Chinese Proficiency Test entrance examination for Bachelor new students will not be arranged this year. HSK certificates should be provided instead. Students who have a HSK 5 certificate can be exempted from taking an intermediate Chinese reading and writing course and 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. (see item 25).

Each school shall send the summarized student list with certificate package to the coordinator of School of International Chinese Language Education. Lists shall include name, student number and school.

13. Course Selection and Classes

New students (except Chinese language students from School of International Chinese Language Education) should log in to the University Information Portal (<http://one.bnu.edu.cn>) to select courses after registration. User name and initial password on the information portal are your student number. You need to contact your faculty/college/school teacher to confirm if the course is taught online or offline. See item 25 for the contact information of faculties/ colleges / schools.

Language courses of School of International Chinese Language Education will be taught online throughout the 2022 Autumn semester. You can contact the teacher 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 School of International Chinese Language Education for free. Please attend trial courses between September 5 to 9 and 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 Ms. Li before September 11. Student number, name and course name shall be included.

14. Beijing Normal University Email

Beijing Normal University provides a free email address for each international student. Please log on to <http://mail.bnu.edu.cn/index.html> to access the mailbox after you complete your registration. For example, if your student number is 202153090001, then your email account will be 202153090001 and your password is bnu@yyymmdd (eight digits of your date of birth). You can change the password after logging in to your mailbox.

15. 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 information portal of BNU. After approval, you may swipe your campus card for exit and entry.

16. Bank Account

- 1) What documents are required for bank account opening and bank card?

Original passport, Beijing Normal University Admission notice, and “Registration Form of Temporary Residence”.

- 2) 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)

- 3) 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.

- 4) 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.

- 5) 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.

17. 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.

18. Campus Card and Internet

1) 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. After top-up, you can use it in the restaurant, 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 for internet service. The default package is CNY60/Month with unlimited network. The user name 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 network account.

Internet function can be activate 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 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.

19. 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 submit it to Jingshi Building 9107 before September 9.

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

20. 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.

21. 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

22. 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/school teacher between August 23 to September 17. Application results will be sent to you by email. See item 25 for the contact information of faculties/ colleges / schools.

24. School Calendar



2021~2022学年 第一学期校历

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	内 容
2021年 9月		30	31	1	2	3	4	5	1. 2021年8月30日全体教师正式上班, 8月30日至9月3日为教师培训与学术交流周; 2. 9月4日为本科生二、三、四年级和研究生二、三年级注册日; 3. 9月5日为本科生、研究生新生报到日, 9月6日举行本科生、研究生新生开学典礼; 4. 9月8日为校庆日, 9月的第二个星期日为校友返校日; 5. 中秋节: 9月19日至9月21日放假调休, 9月18日(星期六)上班; 6. 国庆节: 10月1日至7日放假调休, 共7天, 9月26日(星期日)、10月9日(星期六)上班; 7. 10月7日至20日为新生军训; 8. 元旦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; 9. 2022年1月15日学生放寒假; 10. 2022年1月21日教师放寒假; 11. 2月16日全体教师正式上班; 12. 2月20日为全体学生注册日。
	1	6	7	8	9	10	11	12	
	2	13	14	15	16	17	18	19	
	3	20	21	22	23	24	25	26	
	4	27	28	29	30	1	2	3	
10月	5	4	5	6	7	8	9	10	
	6	11	12	13	14	15	16	17	
	7	18	19	20	21	22	23	24	
	8	25	26	27	28	29	30	31	
11月	9	1	2	3	4	5	6	7	
	10	8	9	10	11	12	13	14	
	11	15	16	17	18	19	20	21	
	12	22	23	24	25	26	27	28	
12月	13	29	30	1	2	3	4	5	
	14	6	7	8	9	10	11	12	
	15	13	14	15	16	17	18	19	
	16	20	21	22	23	24	25	26	
	17	27	28	29	30	31	1	2	
2022年 1月	18	3	4	5	6	7	8	9	
	19	10	11	12	13	14	15	16	
	20	17	18	19	20	21	22	23	
	21	24	25	26	27	28	29	30	
2月	22	31	1	2	3	4	5	6	
	23	7	8	9	10	11	12	13	
	24	14	15	16	17	18	19	20	

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 22, 2022, all teachers will officially start to work. August 22 to August 26 for teacher training and academic exchange week.
2. August 28 is Undergraduates 2nd, 3rd and final year students and Masters 2nd, 3rd year student's registration.
3. August 31 is the registration day for new Undergraduates and master's students, and the opening ceremony for undergraduate and master's students will be held on September 1.
4. September 8 is the anniversary of the founding of the University.
5. September 10 to September 12 is Mid-Autumn Festival. The holiday period is 3 days in total.
6. National Day: Holiday from October 1 to 7. The holiday period is 7 days in total. Holidays will be adjusted, October 8 (Saturday) and October 9 (Sunday) is working day.
7. New Year's Day holiday arrangements will be announced after the General Office of the State Council announces the holiday arrangements for 2023.
8. Exam weeks starts from December 26, 2022 to January 6, 2023.
9. January 7, 2023 winter holiday starts.
10. Teachers will have winter vacation on January 11, 2023.
11. February 9, all teachers starts office
12. February 12 Registration for all students.

Party Committee/President's Office

25. University Contact Information

✧ Contact information of faculties/ colleges / schools

Faculty/ College / School	Contact Person	Email
Business School	Teacher Xie (English-taught program)	xiejia@bnu.edu.cn
	Teacher Li (Chinese-taught program)	Li_tingting@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 Zhang (Undergraduate program)	zhanglimin@bnu.edu.cn
	Teacher Wang (Graduate program)	wangke@bnu.edu.cn
School of Social Development and Public Policy	Teacher Liu	dsc@bnu.edu.cn
Faculty of Geographical Science	Teacher Zhang	zhangwenjuan@bnu.edu.cn
School of Foreign Languages & Literatures	Teacher Zhang	zhangliqing@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 Su	envlxs@bnu.edu.cn
Department of Astronomy	Teacher Zhang	linzhang@bnu.edu.cn

School of Artificial Intelligence	Teacher Gong	gongzz@bnu.edu.cn
School of Chinese Language and Literature	Teacher Liao (Undergraduate program)	liaoxm@bnu.edu.cn
	Teacher Xiao (Master's program)	xiaohan@bnu.edu.cn
	Teacher Zhao (Ph.D. program)	zhaorui@bnu.edu.cn
	Teacher Jiang (Master's program)	jm@bnu.edu.cn
	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
	Teacher Lin	linwanzhi@bnu.edu.cn
Faculty of Education	Teacher Guan	fegraduate@126.com
School of Journalism & Communication	Teacher Zeng	xiufang@bnu.edu.cn
	Teacher Wang	sjc037@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
	Teacher Li	bnuliyuan@bnu.edu.cn
College of Art	Teacher Cao (Undergraduate program)	caodongzhu41810108@163.com

	Teacher Liu	albee3001@163.com
	Teacher An (Graduate program)	ayy1105@sina.com
School of Mathematical Science	Teacher Pan	11112017055@bnu.edu.cn
School of International Chinese Language Education	Teacher Li (Undergraduate program, non-degree students)	lihuan@bnu.edu.cn
	Teacher Zhang (Graduate program)	zhangshu0214@bnu.edu.cn
	Teacher Li	85114@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, Xijiekouwei 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), as well as other foreign-related management and services related to international students.

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

WeChat official account: BNUIISO

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 students admission: [nondegree@bnu.edu.cn/](mailto:nondegree@bnu.edu.cn)

Undergraduate admission: benke@bnu.edu.cn

Graduate admission: egp@bnu.edu.cn

Attachment 1

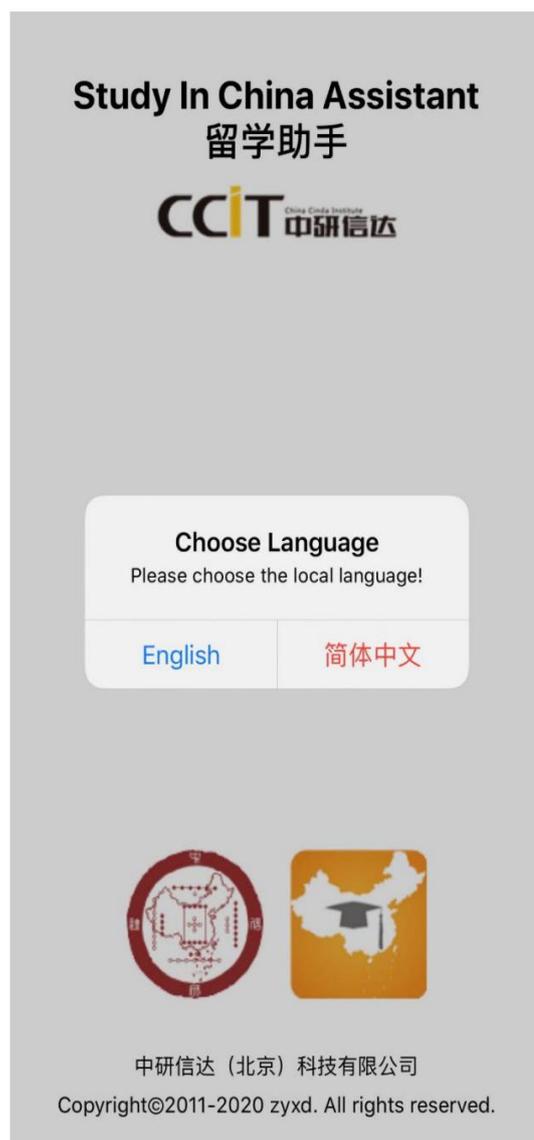
使用“留学助手”手机 APP 进行在线注册申请 Using “Study in China Assistant” Mobile APP for Online Registration Application

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.

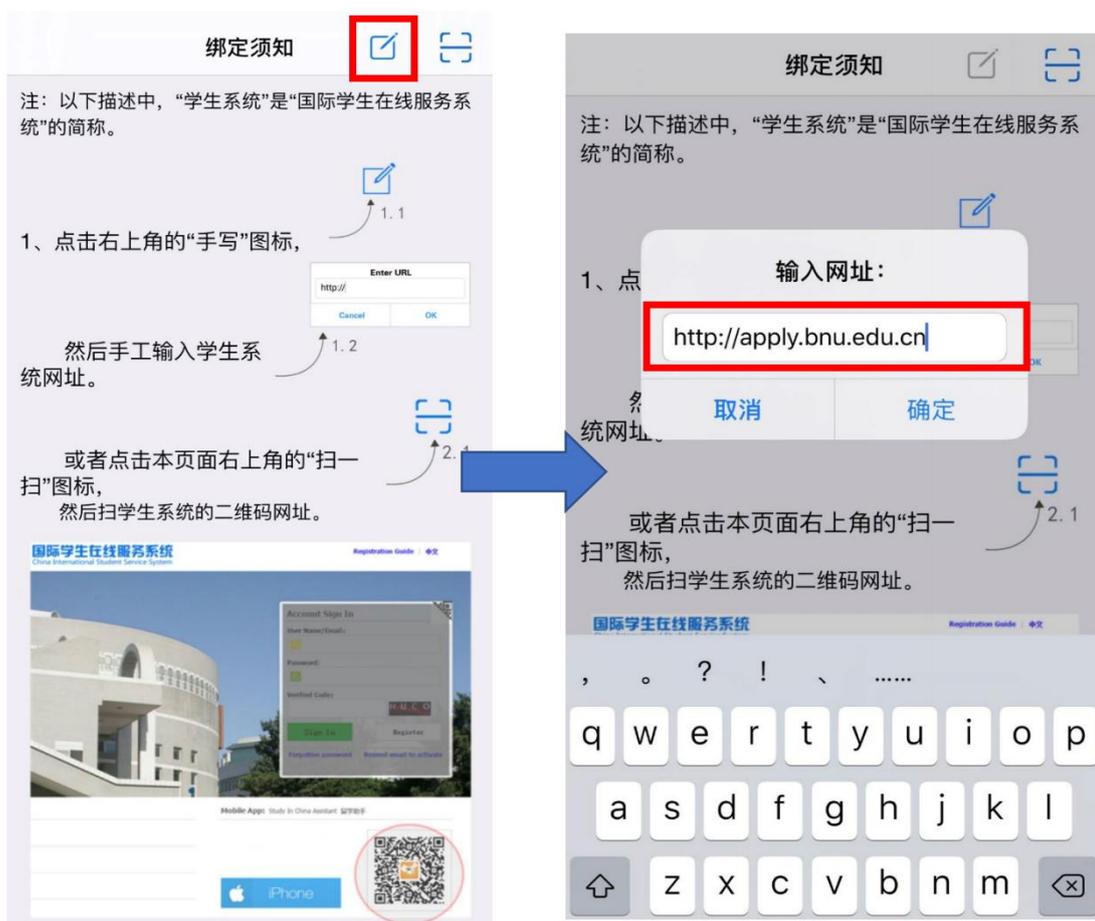


3. 选择语言后，请仔细阅读手机上显示的“绑定须知”。

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.



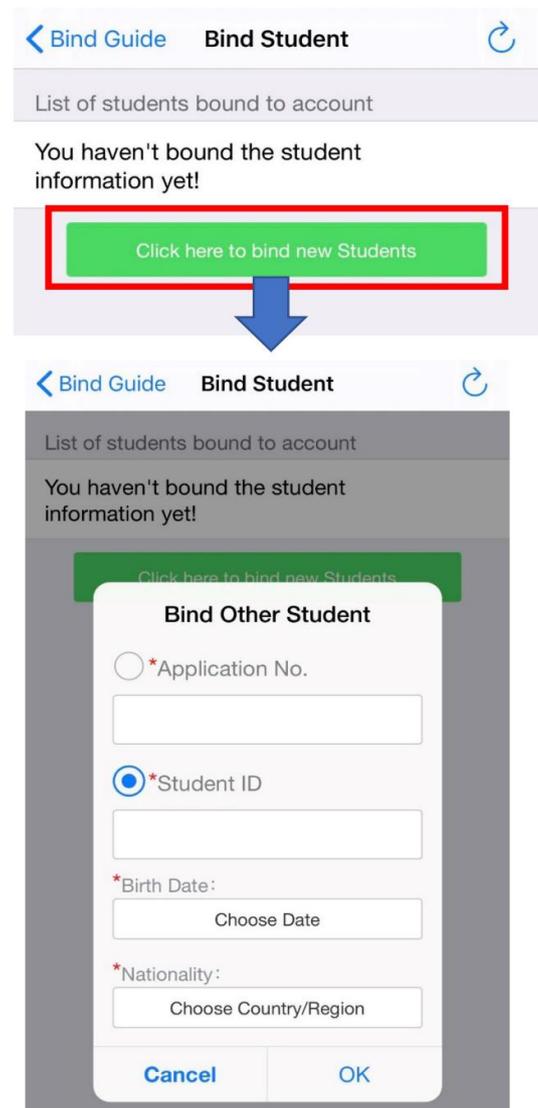
-
4. 绑定成功后，会显示登录界面，使用账号密码登录。账号密码与登录 <http://apply.bnu.edu.cn/> 的相同。
4. After binding successfully, the log in page will appear. Use your account and password to log in. The account and password will be the same as the one you use to log in at: <http://apply.bnu.edu.cn/>.

The screenshot shows the login page in Chinese. At the top, there is a navigation bar with a back arrow, the text "绑定须知" (Binding Guide), the title "登录" (Login), and a refresh icon. Below the navigation bar is the Beijing Normal University logo and name. The main form contains three input fields: "用户名:" (User Name) with a placeholder "用户名/Email", "密码:" (Password), and "验证码:" (Verified Code) with a CAPTCHA image showing the letters "NLQP". A blue "登录" (Login) button is positioned below the fields. At the bottom, there are three links: "注册用户" (Register user), "重发激活邮件" (Resend email to activate), and "找回密码? 或解锁账户?" (Forgotten password? Or unlock account?).

The screenshot shows the login page in English. At the top, there is a navigation bar with a back arrow, the text "Bind Guide", the title "Sign In", and a refresh icon. Below the navigation bar is the Beijing Normal University logo and name. The main form contains three input fields: "User Name:" with a placeholder "User Name/Email", "Password:", and "Verified Code:" with a CAPTCHA image showing the letters "Q E H A". A blue "Sign In" button is positioned below the fields. At the bottom, there are three links: "Register user", "Resend email to activate", and "Forgotten password? Or unlock account?".

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.

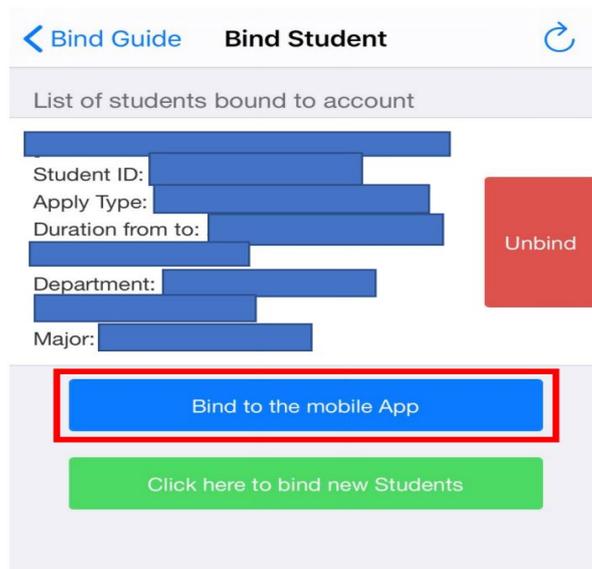


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6. 上一步确认后，会显示学生信息。确认是你本人后，点击“绑定到手机 APP”。

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：查看你的需要缴纳的学费
- 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.

The screenshot shows a mobile application interface for registration. At the top, there is a navigation bar with a back arrow, the text "首页" (Home), the title "注册" (Registration), and a refresh icon. Below the navigation bar, there are two tabs: "基本信息" (Basic Information) and "注册申请" (Registration Application). The "注册申请" tab is highlighted with a red box. The form contains several input fields with blue backgrounds and white text labels: "中文姓名:" (Chinese Name), "护照姓:" (Last Name), "护照名:" (Given Name), "性别:" (Gender), "出生日期:" (Birth Date), and "国籍:" (Nationality). Below these fields, there are three sections: "护照" (Passport) with fields for "护照号码:" (Passport No.) and "护照有效期至:" (Passport Expiry Date); "签证" (Visa) with fields for "入境(来华)日期:" (Date of Entry), "入境可停留天数:" (Duration Days After Entry), "签证号码:" (Visa No.), and "签证有效期至:" (Visa Expiry Date).

The screenshot shows the English version of the registration application form. At the top, there is a navigation bar with a back arrow, the text "Home", the title "Registration", and a refresh icon. Below the navigation bar, there are two tabs: "My Profile" and "Registration Application". The "Registration Application" tab is highlighted with a red box. The form contains several input fields with blue backgrounds and white text labels: "Chinese Name:", "Last Name:", "Given Name:", "Gender:", "Birth Date:", and "Nationality:". Below these fields, there are three sections: "Passport" with fields for "Passport No.:" and "Passport Expiry Date:"; "Visa" with fields for "Date of Entry:", "Duration Days After Entry:", "Visa No.:", and "Visa Expiry Date:".

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。

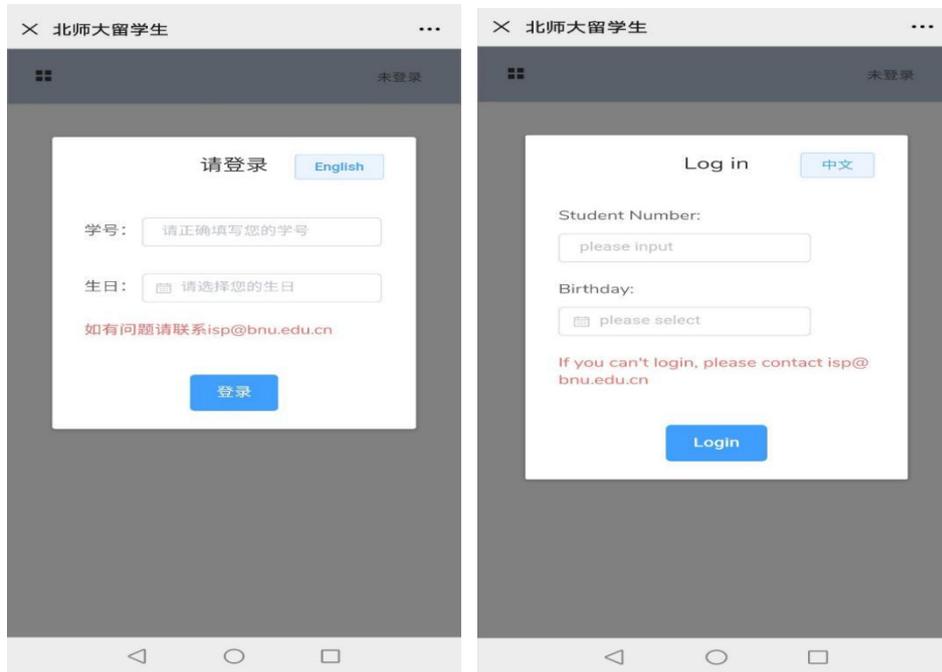
如果手机应用出现无法下载或无法打开等情况，或在填写过程中有其他问题，请发送具体问题以及手机型号至：
isp@bnu.edu.cn 进行咨询。

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.

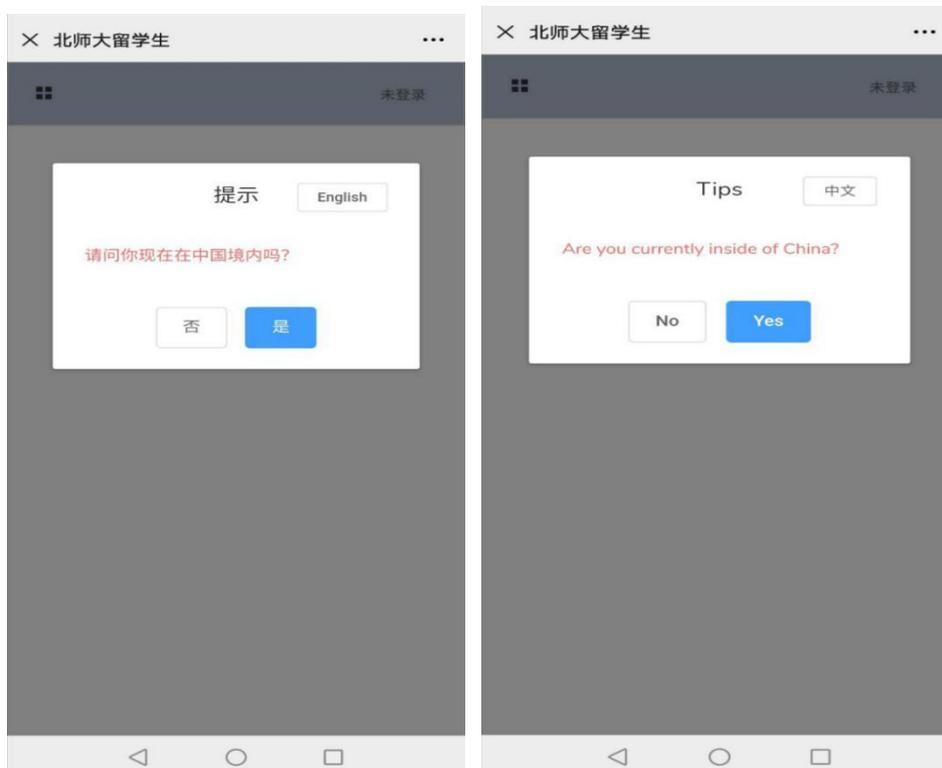
If the APP has problem downloading or running, or you have questions during the registration application, please send specific questions and your phone brand + type to:
isp@bnu.edu.cn.

Attachment 2

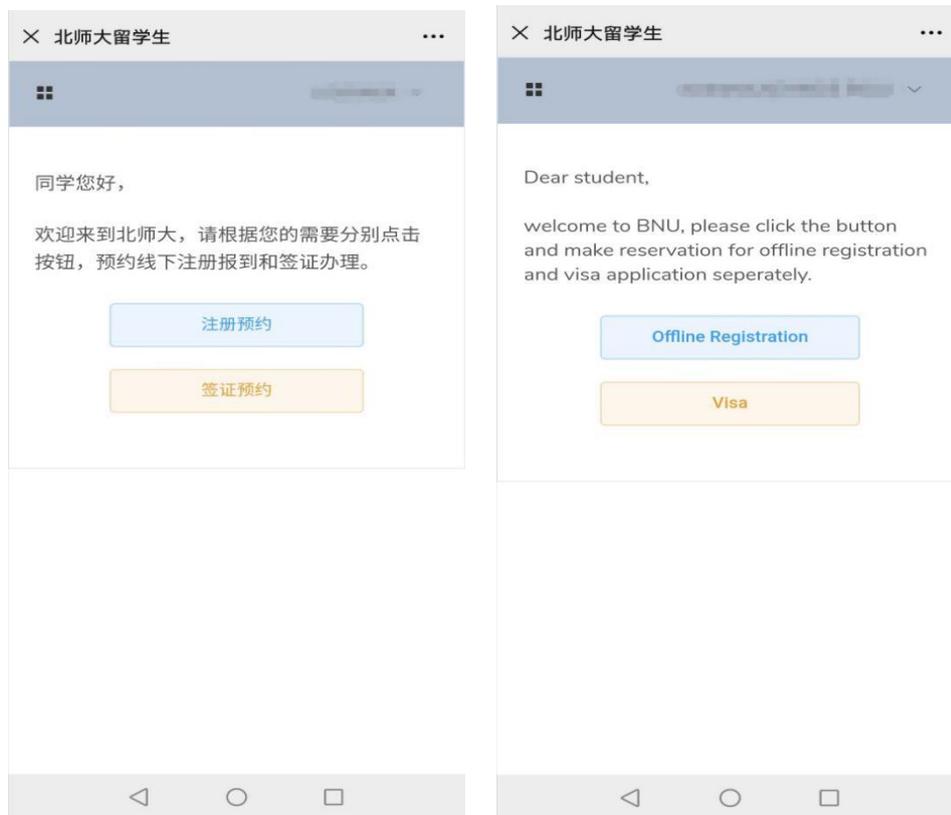
1. Log in to the website. You may choose Chinese or English version and input your student number and birthday.



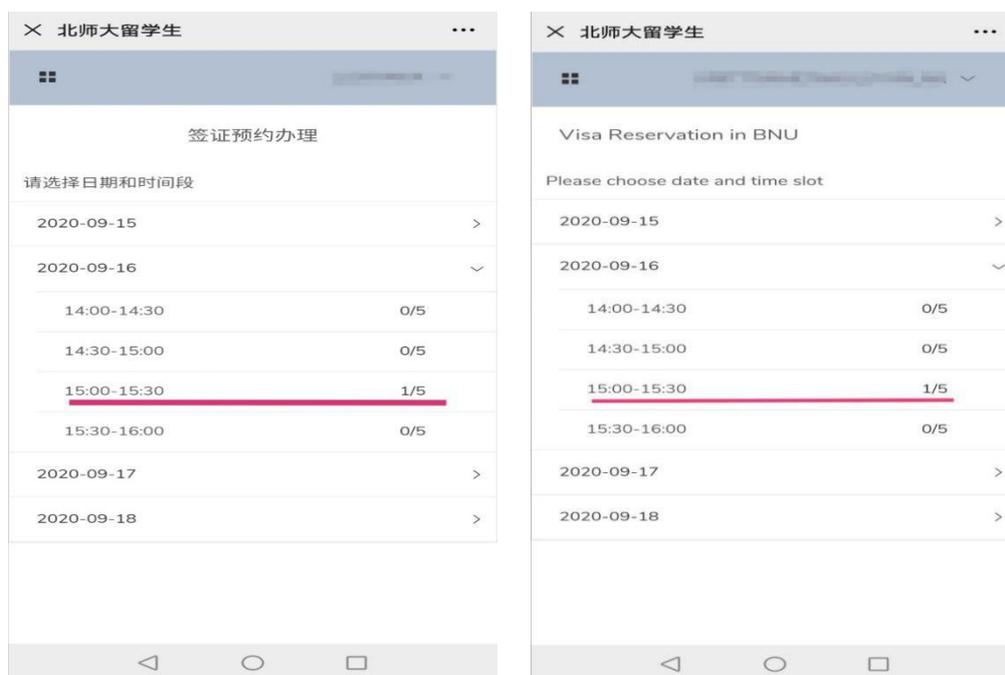
2. Choose the location (only students who are in China can make the reservation).



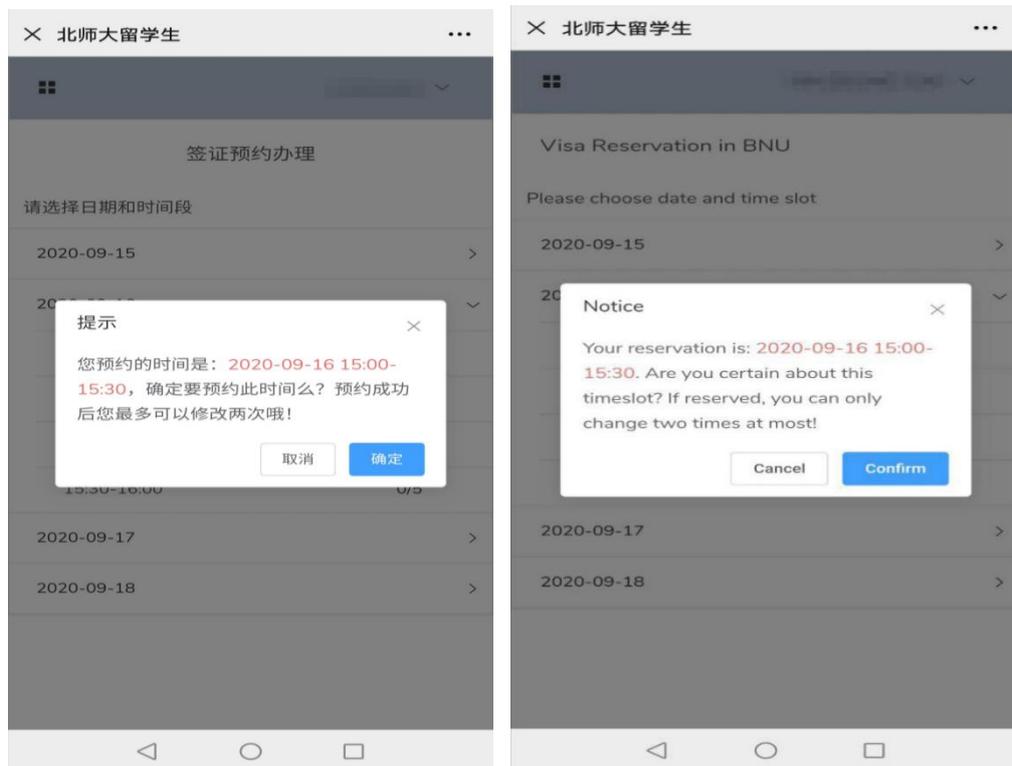
3. Click Visa



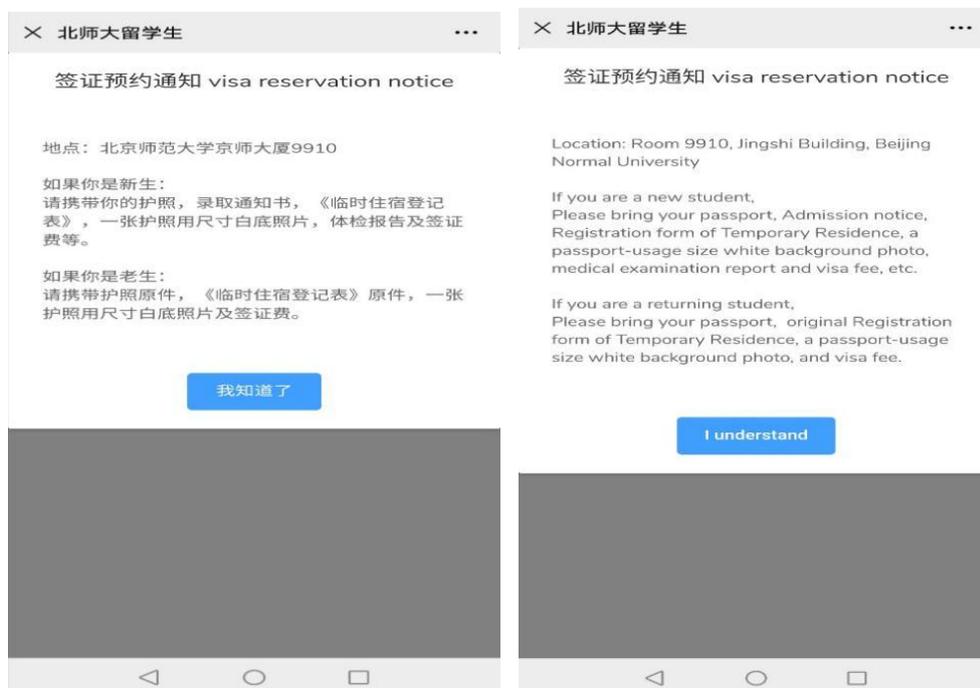
4. Select a time slot. For example, if you select 15:00-15:30 on September 16, 2020. It shows that the maximum is 5 persons, and one student has reserved already.



5. Confirm your reservation (Please note that you can only change the reservation twice).



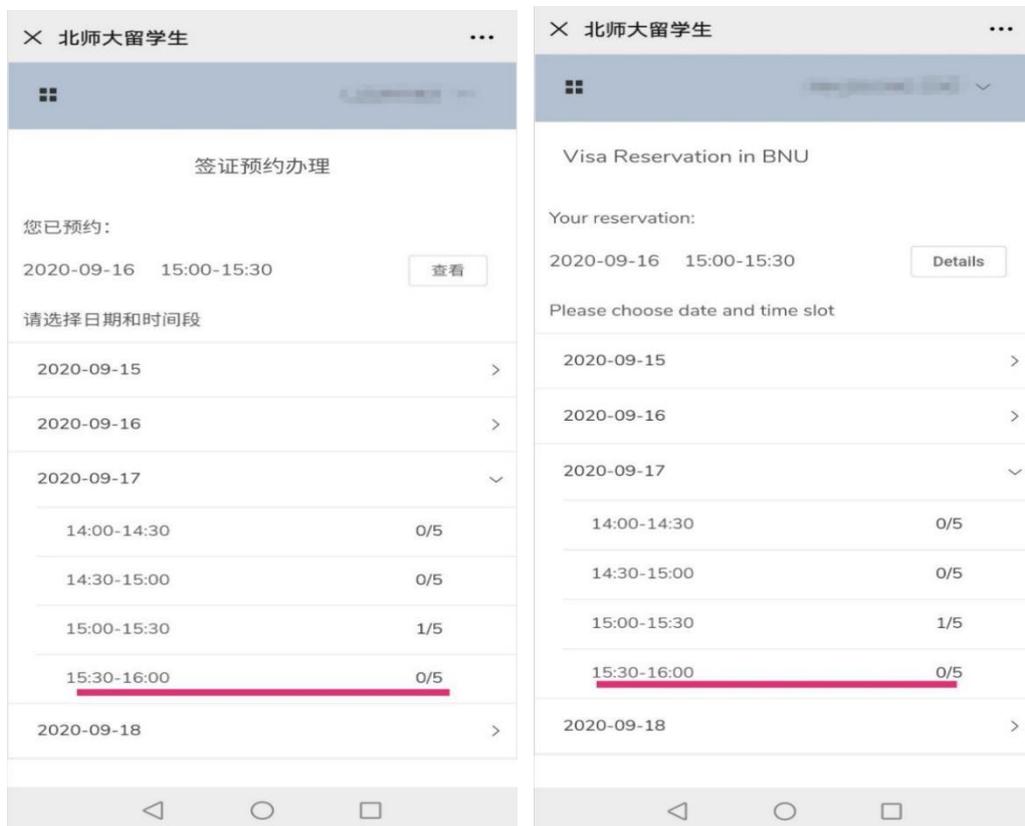
6. Please read the visa reservation notice and prepare the document in advance.



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



8. Select another time slot.



9. Confirm the modification.

