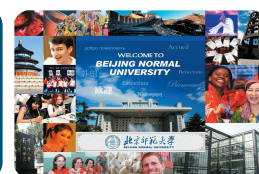




2016

春季学期留学生 新生须知

***Handbook for
New International Students of
2016 Spring Semester***



北京师范大学国际交流与合作处
留学生办公室 制

Made by
Office of International Scholars and Student Affairs
Office of International Exchange & Cooperation
Beijing Normal University



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Checklist

Pre Departure

- ◆ Visa application
- ◆ Booking dormitory
(Rent house/book hotel)
- ◆ Physical examination
- ◆ Money exchange (RMB)
- ◆ Purchase health insurance
- ◆ Prepare required documents
- ◆ Pack your bags

After Arrival

- ◆ Check in at International Students Apartment which one you booked online and obtain "Temporary Residence Form"
- ◆ Apply for bank card
- ◆ Pay tuition fees
- ◆ Insurance verification
- ◆ Registration
- ◆ Physical examination
Verification
- ◆ Attend Opening ceremony

Things to Prepare Before Coming to China



1. Visa

How to apply for visa to China?

◆ You may apply for X1/X2 Visa at the Chinese Consulate/Embassy in your home country. Kindly bring along your valid passport, the original copy of Admission Notice from BNU and Visa Application for Study in China (JW202/101) form.

◆ Please consult the embassy to check if the “Physical Examination Record for Foreigner” is necessary for your visa application.

◆ Do make sure that the original copies of the Admission Notice and JW 202/201 form are handed back to you after obtaining your Chinese visa. These documents are mandatory for application of visa extension upon your arrival in Beijing.

Type of visa to apply for:

Please apply for X1/X2 student visa before coming to China. According to Chinese immigration laws, students with visa-free access cannot get any other valid visa within mainland China.

Important visa notice:

◆ Please arrive in China before February 16th 2016, to avoid any visa expiration issues.

◆ According to Chinese law and regulations, students with X1 Visa are required to apply for Residence Permit within 30 days of their arrival to China. You will be fined heavily if you fail to do so.

◆ You are required to register at the International Students Office first before applying for Residence Permit.

◆ If you arrive before the registration date and face any issues with your visa, please contact ISO immediately.

◆ For more information about visa application, please visit <http://www.bjgaj.gov.cn> (click on ‘服务频道’ — ‘服务大厅’ — ‘外国人’) to check

2. Accommodation



On campus housing

There are a total of 6 international student dorms in BNU. For students who want to live on campus, please apply for accommodation online after you' ve received the Admission Notice.

For more information about accommodation, please visit <http://iso.bnu.edu.cn>

Deadline for dorm reservation

Once you' ve received the admission notice, please log in to <http://apply.bnu.edu.cn> to apply. Application date: 9:00AM December 1st 2015 to 12AM February 5th 2016.

Due to the limited rooms available, please make your reservations quickly. Application will close after the deadline.

Note: Chinese Government (CSC) and Confucius (excluding Confucius Study Plan) scholarship recipients, as well as exchange students who have their accommodation fee waived, are not required to reserve online. Your housing arrangements will be settled by the school.

How to apply?

Option 1: After confirming your application status online, log in to the application website <http://apply.bnu.edu.cn> and apply

Option 2: After receiving your Admission Notice, log in the following website <http://apply.bnu.edu.cn/booking/reservingroom/login.do> to apply

Username: Student ID

Password: students' birthday (8 digits)

Living off campus

You can choose to live off campus. For more information about renting rooms or apartments in Beijing, please consult local rental agents. You are advised to read the contract carefully before signing, in case of scam.

You can only check in to on campus dorms 7 days before registration, if you are in Beijing earlier than that, we advise you to book the hotel near school in advance.



3. Physical Examination

Is physical examination necessary?

It is not required for students who are studying in China for just one.

Students who are studying in China for one academic year or more must do the physical examination and obtain medical certificate. Those who already have a residence permit need not to go through the medical checkup again. However if the student obtained the residence permit before the age of 18, then he/she has to undergo medical checkup again.

Requirement of Foreigner Physical Examination Form

- ◆ Original copy
- ◆ Valid for 6 months
- ◆ Official stamp stamped on top of the passport photo
- ◆ Signed and stamped by issuing doctor (last page)
- ◆ If you have to photocopy the blank form, please do it double sided and NOT two pages
- ◆ Original copy of AIDS, Syphilis, ECG and X-Ray test reports



4. Money Matters

Do I need cash?

Please change some RMB before coming to Beijing or bring 1/2 international credit card that is able to work in China. You are advised to have at least 5000 RMB (for visa, physical examination, living expenses, accommodation, food and transport). Please be extra careful carrying around cash.

Paying tuition fees

Tuition fees can only be paid in RMB using debit card with Union Pay logo issued in China. If you are carrying foreign currencies, please change to RMB once you reach China, open a bank account and apply a debit card immediately before paying tuition fees.





5. Insurance

Can I Purchase Insurance in my home country?

You may purchase insurance in your home country. However insurance purchased outside of China would be to be verified during registration. So please be reminded to bring the original copy of your insurance certificate and all other associated documents. Alternatively, you can purchase insurance for international students provided by Ping An Insurance Company online (Website: http://www.lhgj.net/insurance/wsxf/wsxf_enter.jsp) or during registration.



Insurance Requirements

According to regulations by the Ministry of Education, international students studying in China are required to possess and insurance of a highest individual property insurance of RMB 400,000 worth (or other currencies equal to this amount) individual maximum amount of compensation for overseas medical care and accidental injury. The insurance has to cover the entire duration of your study in China. If the insurance fails to meet the requirements, you are not able to register for school.

Note: Scholarships students whose admission notice indicate insurance coverage are not required to purchase insurance.



6. Documents Required

- ♦ Valid passport & Visa
- ♦ Original copy of Admission Notice
- ♦ Visa Application for Study in China (JW202/201) Form
- ♦ 2 inch passport photo (at least 3)
- ♦ Physical Examination and Blood Test Report (original copy) (if applicable)
- ♦ Original copy of Insurance Certificate (if applicable)
- ♦ Tuition Fees (Debit bank card with Union Pay issued in China)
- ♦ Original copy of graduation certificate (for students who are already studying in China)

Note: Students are advised to have extra copies of important documents, in the event that they go missing

7. Packing Your Luggage

Beijing has four distinct seasons. Depending on your length of stay in China, you are advised to bring clothes suitable for the different weather conditions. Some toiletries and other necessities would be useful too, for the first few days before you are fully settled.



Things to Prepare After Arrival in Beijing



1. Getting To BNU From Airport

BNU Airport pickup service

BNU offers free pickup service for students from the airport. The pickup location is Beijing International Airport T3 Arrival Hall, February 22nd 2016, from 08:00 – 20:00. Please lookout for people holding the sign (refer to picture below). If your arrival time coincides with the pickup time, please log in to (<http://apply.bnu.edu.cn/>) to register with your flight information. Please have your Admission Notice ready for verification.



接机牌

Taxi

You can also take a taxi to BNU. It should cost no more than 100 - 120RMB. Please remember to take the receipt before getting off.

Airport Bus

You may also take the airport bus (Line 4) to BNU. The bus fare is 21RMB. Tickets can be purchased at the shuttle bus booth located outside Terminal 2 and Terminal 3. Alight at Bei Tai Ping Zhuang stop, and walk 10-15 mins to BNU.

Airport Express

You can take airport express from T2 (06 : 35-23 : 10) or T3 (06 : 20-22 : 50) . Alight at DongZhiMen Station and change to Line 2, then alight at JiShuiTan Station. You can walk, take taxi or bus from there to school.

After arriving in Beijing, please check in to your reserved dormitory, rented house or reserved hotel. Please be reminded that you need to get the Temporary Residence Form within 24 hours of checking in.

2. Accommodation

Checking in to dorms

Students who have reserved a dorm room in school, you can check in at the reception with your Admission Notice, from 22nd – 23rd February 2016. If you are arriving before February 22nd 2016, please contact the reception or arrange your own accommodation. If you are arriving after February 23rd 2015, please contact the reception to check if they can keep your reservation.

Notice for students living on campus:

- ◆ Accommodation fee and key deposit (100/200rmb, differs in each dorm) are required to be paid in full within two weeks of checking in. All payments can only be made in cash, not any other currencies.
- ◆ Feel free to change dorm rooms (subjected to availability) within two weeks after the end of registration (February 24th – March 8th). Two weeks of rent would be non-refundable if you check out or change rooms after March 8th.

Temporary Residence Form for students living off campus

Students living in hotels or hostels off campus should contact the reception there for Temporary Residence Form.

Students living in rented apartments should go to the police station with their landlord within 24hrs of check in, to obtain the Temporary Residence Form. Landlords should bring along their local registered residence, housing certificate, rent contract and ID. International students need bring their passport.

Notice for students living off campus:

- ◆ A copy of the Temporary Residence form and Chinese contact number are required for registration and visa processing.
- ◆ Please restrain from your address while your visa application is being processed.
- ◆ Please get an updated copy of the Temporary Residence form from the reception or local police office, within 24hrs of getting your new visa.

临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE F:0010924

入住时间 Arrival Date	15.9.1	退房时间 Departure Date	15.10.1	房号 Room No.	
中文姓名 Chinese Name	王小明	英文姓 Surname	王	英文名 First Name	小明
证件类型 Type of Certificate	身份证	证件号码 Certificate NO.	11010119900101001X	性别 Sex	男
国籍 Nationality	中国	职业 Occupation	学生	来京理由 Purpose of Arrival	留学
来自国家、地区 From	中国	前往国家、地区 To	中国		
信用卡类型 Type of Credit Card		信用卡号 Credit card No.			
签证类别 Type of Visa	L	签证有效期 Valid Visa	15.10.1	签证单位 Issued by	
签证编号 Visa No.		入境口岸 Entry port		接待单位 Received by	王小明
入境日期 Date of Entry into China	15.9.1	离境日期 Date of Exit From China		备注 Remarks	

经办人: 王小明

Sample of Temporary Residence Form



3. Bank Account & Money Exchange

Documents needed to apply for bank card

Valid passport, Admission Notice

Bank Branches

You can apply for a Union Pay debit card at Bank of China (WenHuiYuan Branch) for free.

You can also apply for Union Pay debit card at any other bank. For more information about the banks near school, please refer to the attachment.

Bank of China (WenHuiYuan Branch) address:
No. 4 WenHuiYuan South Road, Haidian District, Beijing

Application process

1) Fill in 《个人账户开户及综合服务申请表》 (refer to picture) 。
All other online and e-banking services can be applied concurrently.
(Present your admission notice to get 1 year of card fee waive)

2) Collect 《客户回单》 。

Do make sure that you take the receipt 《 客 户 回 单 》 (refer to picture) , from the counter and keep it.

Note: Scholarship students are required to submit Customer Receipt to ISO, to receive your monthly allowance.

Type of bank card

Please apply for a Union Pay debit card associated with your bank account. Union Pay is widely used in China, it has the same functions as all other debit cards and remittance can be received directly via the card.



Can I register first before applying for bank card?

We strongly encourage you to open your bank account before registration. Visa application may take up to 30 days and you would not have you passport during that period. Banks would not be able to process any application without your original passport. As such, you are advised to get a bank card before registration.

Money exchange

Students are advised to have sufficient amount of RMB in cash ready to pay for rent, visa and other fees.

Note: Banks do not do money exchange on weekends. If you happen to arrive during the weekends and do not have any RMB, please change some at the airport.

Documents needed to change money

Valid passport

Form titled "个人银行账户及综合服务申请表" (Personal Bank Account and Comprehensive Service Application Form) from Bank of China. It includes fields for personal information (姓名, 性别, 出生日期, 证件类型, 证件号码, 手机号码, 电子邮箱, 联系地址, 邮政编码, 职业), account type selection (活期存款, 定期存款, 零存整付, 存本付息, 通知存款, 协定存款, 保证金存款, 其他存款), and service preferences (网上银行, 手机银行, 电话银行, 自助设备, 柜面服务, 上门服务, 其他服务). The form is signed by the applicant and the bank representative.

《个人银行账户及综合服务申请表》sample

Form titled "客户回单" (Customer Receipt) from Bank of China. It shows transaction details for a deposit (交易类型: 无折现金存款, Transaction Type: 无折现金存款, 2014/10/10 111782883). It includes the deposit amount (存入金额: CNY*36.00), the deposit account number (存款账号: 4553510100), and the branch name (经办: 7869149 交易机构: 32104).

《客户回单》sample



4. Registration

※ Important Notice:

All international students are required register at ISO during the designated registration period, at the beginning of every semester, regardless of visa status. Students who are unable to register on time due to special reasons must submit a formal paper application to ISO at least one week before, otherwise he/she will be regarded as quitting from BNU automatically.

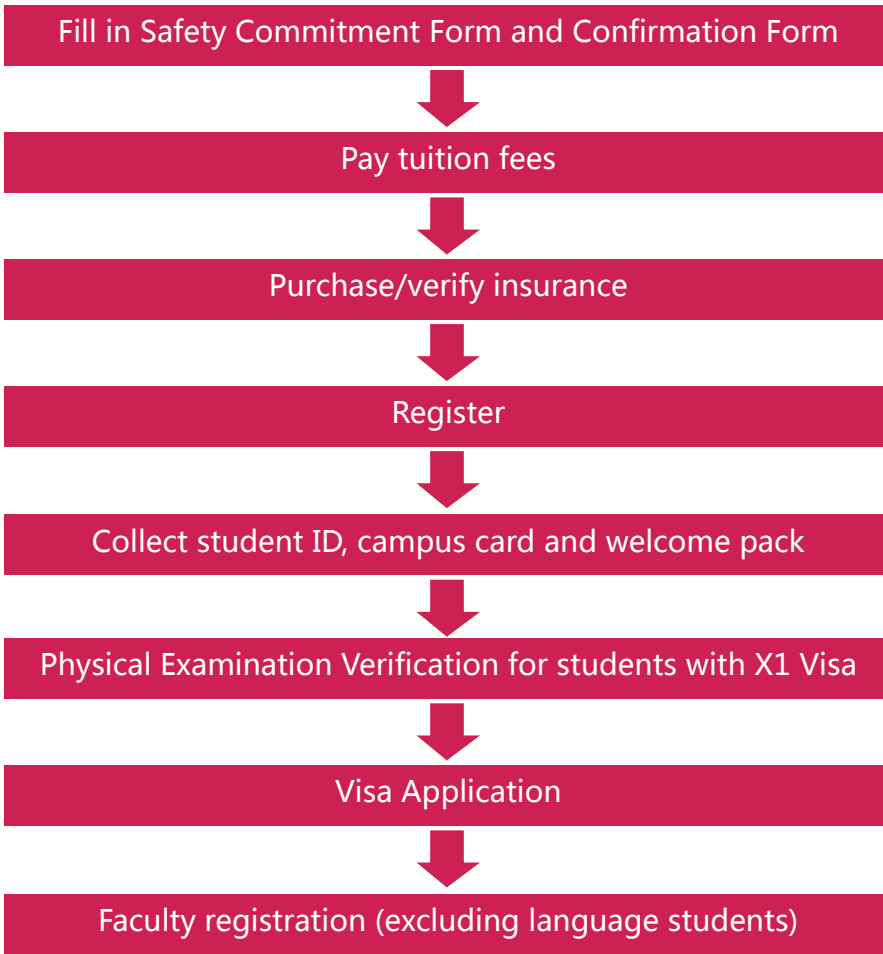
Documents required for registration:

- 1) Valid passport
- 2) Signed original copy of Admission Notice
- 3) JW202/201 Visa Application for Study in China
- 4) Original copy of Temporary Residence Form
- 5) 2 passport photo (white background, student ID written at the back)
- 6) Tuition fees (to be paid with Union Pay logo Chinese debit card)
- 7) Visa fees (you are advised to prepare 1000RMB in cash, as fees differ according to the type of visa)
- 8) Original copy of Overseas Insurance Certificate
- 9) Original copy of Physical Examination Report:

For students holding X1 Visa who has already done their physical examination, you are required to produce all documents for verification, which includes: Foreigner Physical Examination Form, AIDS, Syphilis, ECG and X-Ray test results. 60RMB (in cash) for verification of report.



Registration Procedure:



5. Tuition Fees

Tuition Fees guide

Fees (Unit : RMB/person)

◆ Chinese–taught programs

Student Type	Program	1 semester	1 year
Language Students	—	11600	22400
General Advanced	(Arts)	11600	22400
Studies Students	(Science)	13050	25300
Undergraduate	(Arts)	12400	24000
	(Science)	14250	27700
Masters	(Arts)	13050	25300
	(Science)	16550	32300
PhD	(Arts)	16550	32300
	(Science)	21100	41400
Senior Advanced	(Arts)	14900	29000
Studies Students	(Science)	19000	37200
Visiting Scholars	(Arts)	3200/month	
	(Science)	3500/month	

Note: Refer to faculty guide for exact tuition fees

◆ English–taught programs

Faculty	Student Type	Duration	Fees
Faculty of Education	PhD	3years	98000
Faculty of Education			68000
School of Social Development and Public Policy			98000
School of Environment	Masters	2years	68000
School of Economics and Business Administration			80000
School of Geography			68000
School of Law			120000

◆ Tuition fees for MTC SOL: 32500 RMB/year/person

◆ Tuition fees for English Taught Credit Courses: 1800 RMB/credit

Paying tuition fees

Only debit cards issued in China with Union Pay logo could be used to pay tuition fees. Cash and foreign debit/credit cards are not accepted.



※ The amount of tuition fees paid determines the length of visa. Eg. 1 academic year of tuition fees would give you 1 year of visa

※ Textbook fees are not included in tuition fees



6. Insurance

※ According requirements from Ministry of Education, international students must have an insurance with a coverage of at least 400,000 RMB (or in equivalent currencies), for the compensation of any individual property. Students without insurance or with insufficient coverage may not be enrolled.

Purchasing insurance in China

Log in to Ping An Insurance Company website to purchase insurance(http://www.lhgj.net/insurance/wszf/wszf_enter.jsp)

If you are unable to pay online, you may purchase insurance during registration.

- ◆ Insurance Fee: <http://www.lhgj.net/main-tbzn.html>
- ◆ Insurance coverage: emergencies, surgeries, hospitalization, accidents and etc. Refer to Comprehensive Insurance & Protection Scheme for detailed information about the insurance.

Website : <http://www.lhgj.net/>

- ◆ The rights of this insurance belongs to Ping An Insurance company
- ◆ Full scholarship students need to claim their insurance card.

Insurance verification

Original insurance certificate and all associated documents need to be verified during registration. It is mandatory for the insurance to have a coverage of at least RMB 4000,000 (or equivalent), for its highest individual property item.

※ Proof of insurance has to be in English or Chinese, all other languages are not accepted.

7. Cards

You will receive your Student ID and campus card during registration. Campus card can be used in the library, at cafeterias, supermarkets and internet access. Kindly go to Information Comprehensive Network Service Hall (First floor, Xue16 Building) to activate internet plan and top up the card.

8. Physical Examination

Do I need go through physical examination again if I' ve already done it at home?

If you did the physical examination outside of China, it needs to be verified during registration. A doctor will be present so you can get the results immediately.

What if the report is disapproved?

In the event that your report is disapproved, please contact Haidian Clinic of Beijing International Travel Healthcare Center for more information regarding reexamination.

Website: <http://www.bithc.org.cn>

Click '中心简介' — '海淀门诊部'

Tel: +86-10-82403675.

Physical examination arranged by ISO

ISO will organize a trip to the clinic for students without physical examination or whose report was disapproved. Exact time and date will be further notified. Students can collect their report at ISO one week after the date of examination.

The actual date and time of physical examination arranged by ISO may not line up with your visa application, hence students are advised to go by themselves and get it done earlier.

Materials needed for physical examination/report verification

- ◆ Admission notice/Student ID
- ◆ Passport photocopy
- ◆ 1 passport photo
- ◆ Complete original reports of physical examination taken at hospitals excluding Haidian Clinic of Beijing International Travel Healthcare Center
- ◆ 60 RMB verification fee
- ◆ 400 RMB for physical examination

Address

Beijing International Travel Healthcare Center (Haidian Clinic)

Office Hours: Mon-Fri 08:30-11:00

Tel : 010-82403675

Address : No 10 Dezheng Road, Haidian District, Beijing

Website: <http://www.bithc.org.cn/ithcweb/bithc/>

9. Placement Test

Is placement test mandatory?

Only Chinese Language students from College of Chinese Language and Culture are required to take the placement test.

Test contents and time

Written and oral test. Placement tests will take place on February 25th 2016, the exact time will be informed during registration.

Placement test results

Results will be posted at International Student Dorm 1 and on CCLC website <http://219.224.18.8/lxsmc/> on 8:00AM February 28th 2016.

※ Students from CCLC, please purchase your textbooks from the bookstore at International Students Dorm 1 on February 28th. Classes start on February 29th for all students.

10. Opening Ceremony

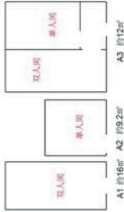
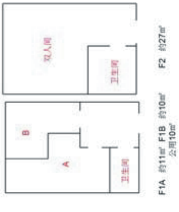

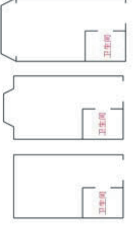

Opening ceremony for international students will be held on February 26th at 9am. Please arrive latest by 8:50AM. Location of the opening ceremony will be notified during registration.

11. Academic Calendar

Schedule	Date
Registration	Feb 23rd
Placement test	Feb 25th
Results of placement test	Feb 28th
Purchase textbooks	Feb 28th
Opening Ceremony	Feb 26th
Faculty registration	Feb 28th
Start of Class	Feb 29th
Finals Examinations (College of Chinese Language and Culture)	Jun 6th -7th
Graduation Ceremony (Chinese Language Students)	Jun 13th

※ Note: Students who are not from the College of Chinese Language and Culture, please contact your department for information about final exams.

Dormitory Information

Apartment Name	No	Room Type	Bed Numbers	Area (Square meters)	Room Rate for Long- term Students (RMB/Bed/day)	Room Rate for Short- term Students (RMB/Bed/day)	Room Sharing Facility	Additional Room facilities	Communal Facilities	Web Service Itme	Room Floor Plans
Liyun Apartment No.1 International Students Dorm (A) Tel : +86-10-58807642 Tax : +86-10-58800567	A1	Double Room	158	16	40	50	public washroom on each floor (shower)	bedside table	a public self- service laundry/each floor/a public kitchen/a public refrigerator/a gym/fax/copy	campus connected/wireless (fee:60RMB/month)	
	A2	Single Room	8	9.2	55	65					
	A3	Single Room	18	12	65	75					
Liyun Apartment No.2 International Students Dorm (F) Tel : +86-10- 51603096/51603098	F1	Single Room	96	A:21 B:20	75	120	one bathroom (shower)	hanger/refrigerator	vertical lift/a public self- service laundry/each floor/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
	F2	Double Room	124	27	55	120	one bathroom (shower)	bedside table/hanger/ refrigerator			
	B1	Single Room	292	16	95	140	seperate bathroom (shower)	refrigerator			
Liyun Apartment No.3 International Students Dorm (B) Tel : +86-10-58805151	B2	Two Bedrooms with one living room	33	18	85	140	one bathroom (shower)	tea table/sofa/ refrigerator/shar ing livingroom	vertical lift/a public self- service laundry/each floor/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
	B3	Two Bedrooms with one living room	26	22	95	150	one bathroom (tub)				
	C1	Double Room	92	21	60	120		refrigerator/bedsi de table			
Xinsong Apartment (C) Tel : +86-10-58807880	C2	Double Room	98	23	65	120	one bathroom (shower)	refrigerator/round -backed armchair /tea table/bedside table	vertical lift/a public self- service laundry/each floor/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
	C3	Double Room	50	27	75	130					
	E	Double Room	150	27		120	one bathroom (shower)	refrigerator/round -backed armchair /tea table/bedside table			
Lanhui Apartment (E) Tel : +86-10-58806000											

Note:

All the rooms are equipped with single bed, bedding, desk,bookshelf, chair, lamp, telephone,refrigerator,safe box, air conditioner, electric kettle, wardrobe.

Hot water is provide the whole day and the room is cleaned everyday.



Important Contact Information

Office of International Scholars and Student Affairs

Office hours: Monday – Friday 8:00-11:30 14:00-17:30

Address: Beijing Normal University, Jingshi Building Room 9910,
No. 19 XinJieKou Outer Street, Haidian District, Beijing

Short Term Programs (Language Students, General Advanced Studies Students, Senior Advanced Studies Students, Visiting Scholars)

Tel : +86-10-58807986 (CHI/ENG)

+86-10-58808364 (KOR/JAP)

Email : chinese@bnu.edu.cn

Undergraduate Programs

Tel : +86-10-58800310

Email : bk@bnu.edu.cn

Chinese-taught Postgraduate Programs

Tel : +86-10-58808364 (CHI/JAP/KOR)

Email: grad@bnu.edu.cn

English-taught Postgraduate Programs, English-taught Credit Courses

Tel : +86-10-58800307 (CHI/ENG)

Email : EGP@bnu.edu.cn

Confucius Scholarship

Tel : +86-10-58807986

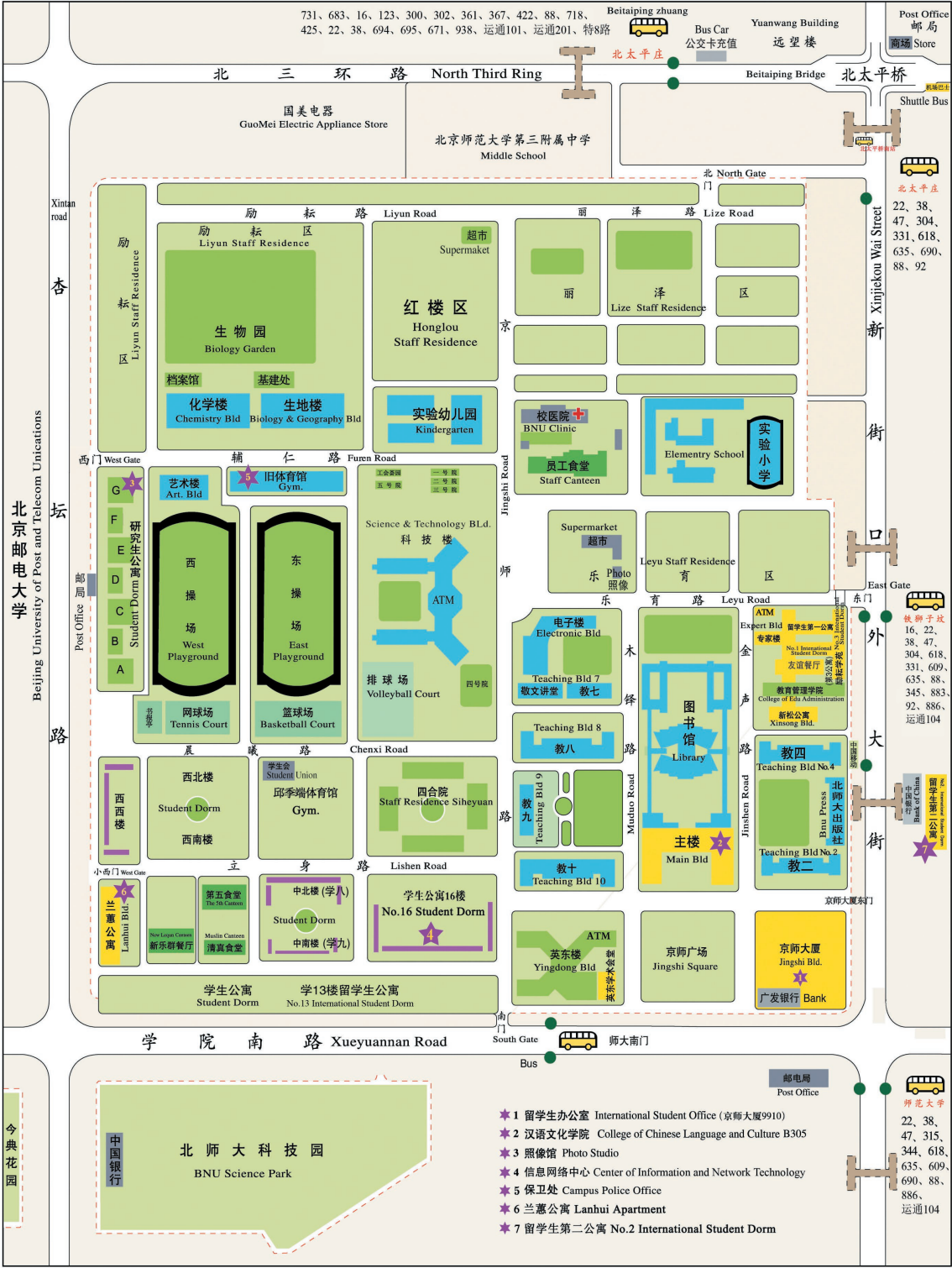
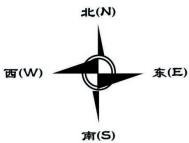
Email : cis@bnu.edu.cn

Chinese Government Scholarship

Tel : +86-10-58800309

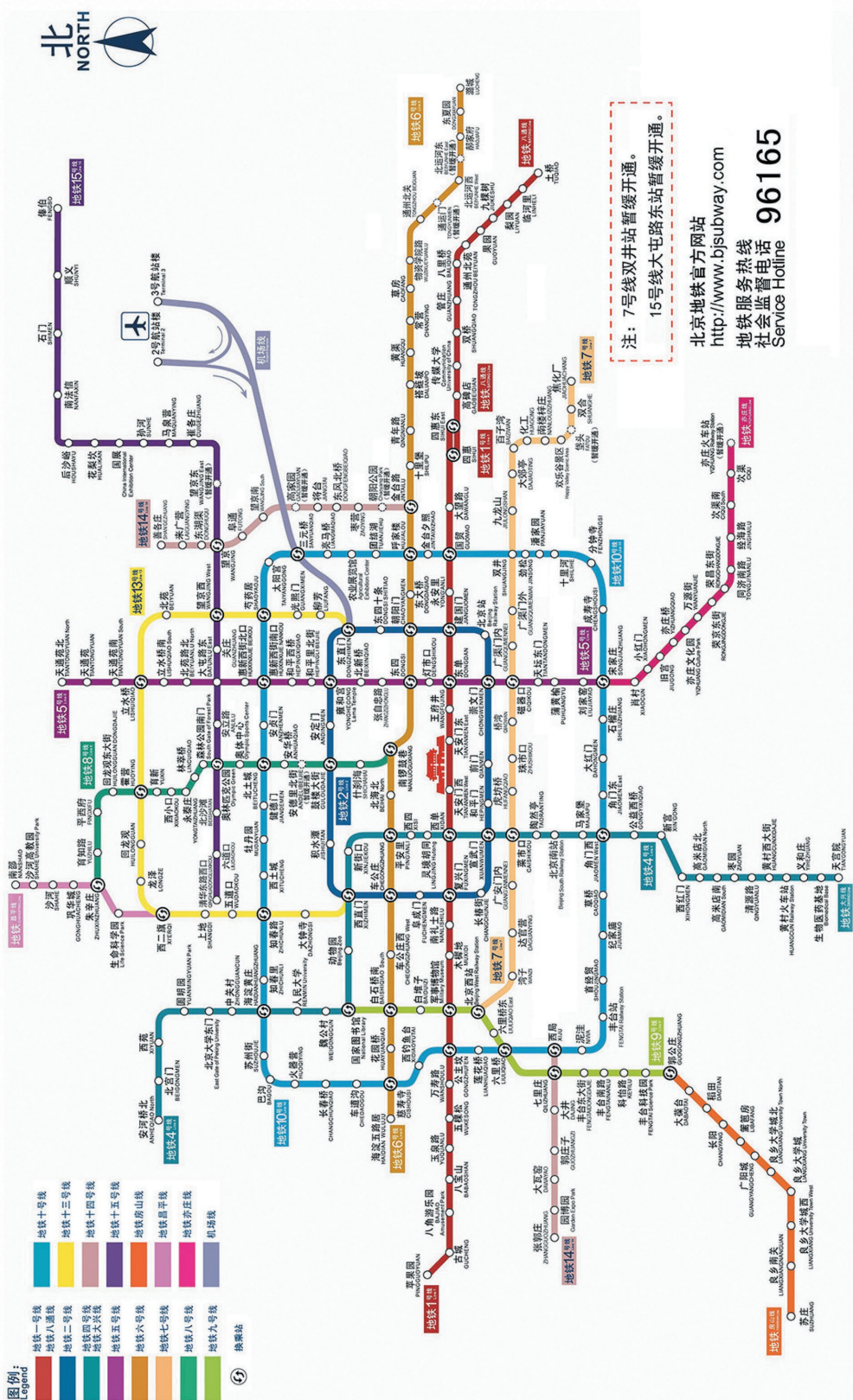
Email : csc@bnu.edu.cn

北京师范大学平面简图
Beijing Normal University Campus Map



北京地铁

BEIJING SUBWAY



北京师范大学校训



学为人师
行为世范

一九九七年夏日启功敬书

