



# 2019

## 秋季学期留学生 新生须知

***Handbook for  
New International Students of  
2019 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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## Important Contact Information



## Checklist

### Pre Departure

- ◆ Visa application
- ◆ Accommodation
- ◆ Physical Examination
- ◆ Currency Exchange (RMB)
- ◆ Health Insurance
- ◆ Documents Required
- ◆ Luggage

### After Arrival

- ◆ Check-in and "Temporary Residence Form"
- ◆ Bank card
- ◆ Tuition Fee
- ◆ Insurance
- ◆ Physical Examination/Verification
- ◆ Opening Ceremony

# Things to Prepare Before Coming to China



## 1. Visa

### How to Apply for Visa to China?

- ◆ Please bring your valid passport, a copy of Admission Notice from BNU and “Visa Application for Study in China” (JW202/201) form to apply for X1/X2 Visa at Chinese Consulate/Embassy in your home country.
- ◆ Please consult the Embassy to check whether the “Foreigner Physical Examination Form” is necessary for your visa application.
- ◆ Please get the original copies of the Admission Notice and JW 202/201 form back from the embassy. These documents are necessary for 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 and tourist visa cannot be changed to valid student visa within mainland China.

### Important visa notice:

- ◆ Please arrive in China after August 20, 2019, 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 ‘网上办事’ — ‘出入境管理’ — ‘外国人’) to check.





## 2. Accommodation

### On campus Dormitory

There are 7 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 opens from 9:00 am May 28, 2019 to 12:00 am July 31, 2019.

Due to the limited rooms available, please make your reservations quickly. Application will be closed 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?

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

### 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. We strongly advise you to read the contract carefully before signing, in case of any fraud. After your check-in, please apply the "Temporary Residence Form" in time. You can only check in at on campus dorms 7 days before registration, if you arrive Beijing earlier than that, we advise you to book a 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 semester.

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 is under the age of 18, then then he/she has to undergo medical checkup again.

#### **Requirements 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. Currency Exchange

### **Do I need RMB cash?**

Please change some RMB cash before coming to Beijing or bring 1 to 2 international credit card that works in China. You are advised to have at least 10000 RMB (for visa, physical examination, living expenses, accommodation, food and transportation). Please be extra careful when you are carrying around cash.

### **Can I pay by international bank cards?**

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, open a bank account and apply for a debit card immediately before paying tuition fees.





## 5. Insurance



Based on Article 40, Order 42 “Regulations on School Recruitment and training of International Students” , the school implements insurance system to all international students. As requested by relevant national regulations and school requirements, during the registration international students must purchase group insurance for international students studying in China provided by Ping’ an Insurance. Any other kinds of insurance cannot be accepted for enrollment. Students who do not insured or the ones whose insurances do not meet the requirement cannot enroll.

### **Can I Purchase Insurance before registration?**

You could buy the insurance for international students offered by China Ping’ an Company online.

Purchasing time from January July 1 to August 30, 2019.

Please refer to <http://www/lxbx.net> for more info.

You may log in to buy the insurance for 6 months or 12 months. The insurance period should be consistent with your visa period. Please refer <http://iso.bnu.edu.cn/en/pages?cid=370&pid=183> for instruction of payment.

Please save the payment record and show us when you register.

Ping’ an Company reserves the final right to interpret the terms and conditions of the insurance.

**Note: Scholarships students with insurance covered 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 pieces)
- ◆ Physical Examination and Blood Test Report (original copy) (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)
  - ◆ Payment record of group insurance
  - ◆ For undergraduate and graduate students who only provided Expected Graduation Certificate, please provide your Certificate of graduation and Degree Certificate (only applied to the graduate freshman).

**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.

## 8. Apply for Muslim Canteen Card

If you would like to apply for Muslim Canteen Card, please go to International Students Office to fill in a Muslim Canteen application form with your campus card before September 6. After you submit the application, you cannot withdraw it. Please be noticed that you need pay the management fee of 15% while dinning at all other campus canteens.



# 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 between 8am and 8pm, August 26 to 28, 2019 (GMT+8). The pickup location is Beijing International Airport T3 Arrival Hall. Please lookout for people holding the sign (refer to picture below). Please have your Admission Notice ready for verification.

### **Taxi**

You can also take a taxi to BNU. It should cost around 120RMB. Please remember to take the receipt before getting off.

### **Airport Bus**

You may also take the airport bus to BNU. Tickets can be purchased at the shuttle bus booth located outside Terminal 2 and Terminal 3. Please get off at Bei Tai Ping Zhuang stop and walk 10-15 minutes to BNU.

### **Airport Express**

You can take airport express from T2 ( 06 : 35-23 : 10 ) or T3 ( 06 : 20-22 : 50 ) . Please get off at DongZhiMen Station and change to Line 2, then get off at JiShuiTan Station. You can walk, take taxi or bus from there to BNU (1.5 kilo from the stop to campus).



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 campus dormitory

Students who have reserved a dorm room on campus, can check in at the reception with your Admission Notice, between August 26 and August 29, 2019. If you are arriving before August 26, 2019 please contact the reception or arrange your own accommodation. If you are arriving after August 29, 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 dorms) are required to be paid in full within two weeks of checking in. Students can only pay these by cash.
- ◆ Feel free to change dorm rooms (subjected to availability) within two weeks after the end of registration (August 31 to September 13). Two weeks of rent would be non-refundable if you check out or change rooms.

### 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 your 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 passports.

### 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 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 or you will be fined.

The image shows a sample of a Temporary Residence Form (住宿登记表) with the following fields:

住宿登记表 Accommodation Registration Form			
No. 0886078		表(三)	
英文姓名 Surname	英文名 First Name	性别 Sex	
中文姓名 Name in Chinese	国籍 Nationality	出生日期 Date of Birth	
证件类型 Type of Certificate	证件号码 Certificate No.	签证类别 Type of Visa	居留证件(JL) Residence Certificate
签证有效期 Valid Visa	抵达时间 Date of Arrival	离开时间 Date of Departure	
住房种类 Housing Status	住址 Address	社区民警 王康 13911791164	

派出所联系电话: 62020000

Sample of Temporary Residence form





### 3. Bank Account & Money Exchange

#### Documents required to apply for bankcard

Valid passport, Admission Notice, Student card/booklet and Registration Form of Temporary Residence.

#### 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 scholarship and exchange students who receive allowance per month, you could only apply a debit card from Bank of China.

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

#### Application process

1) Fill in the application form 《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)

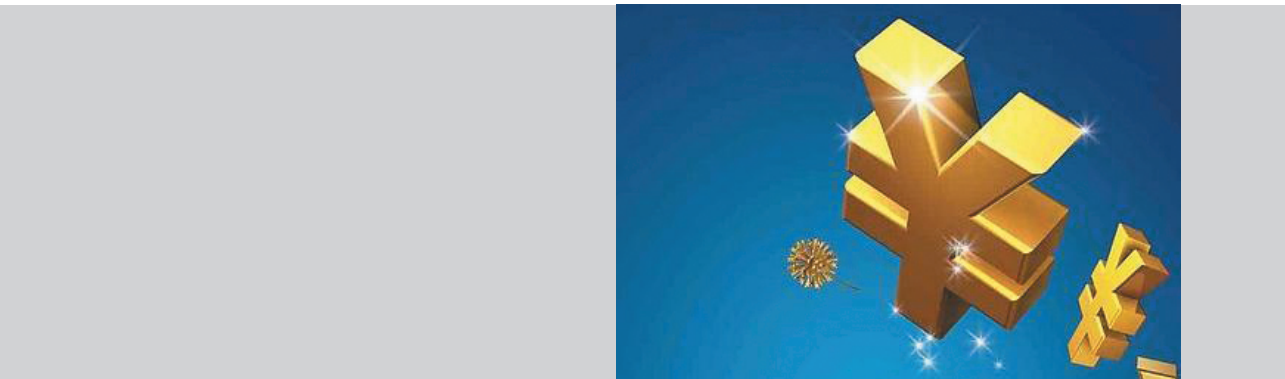
2) Collect the receipt 《客户回单》.

Do make sure that you take the receipt 《客户回单》(refer to picture), from the counter and keep it. 《客户回单》should include three information: passport name, passport number and bankcard number.

Note: Scholarship students are required to submit Customer Receipt 《客户回单》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 bankcard?**

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 bankcard 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.

The application of bankcard and receiving for monthly allowance both need time, so the scholarship students should prepare at least 10,000RMB to cover the living fee of three months.

**Documents needed to change money**

Valid passport



《个人账户开户及综合服务申请表》sample

《客户回单》sample



## 4. Registration

### ※ Important Notice:

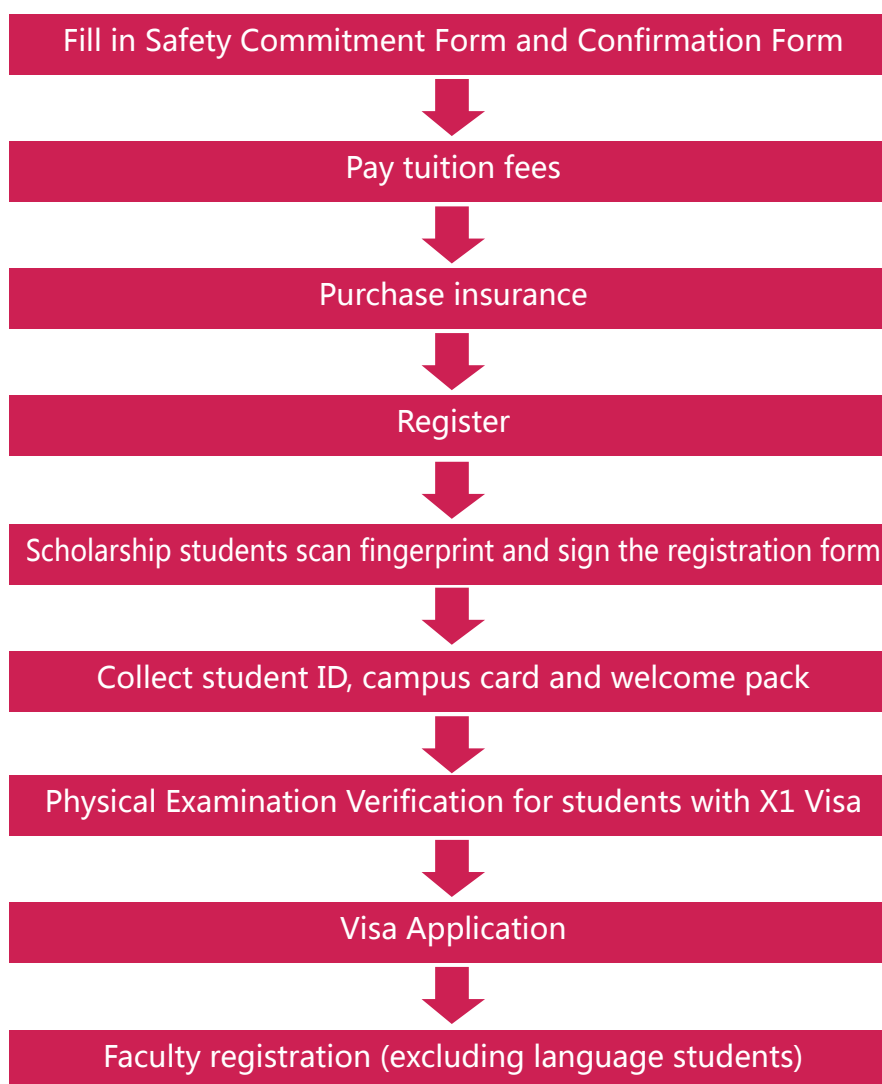
All international students are required to register at ISO during the designated registration period, at the beginning of every semester, regardless of visa status. Students who are unable to register on time due to specific reasons must submit a formal paper application to ISO at least one week in advance;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

### Documents required for registration:

- 1) Valid passport
- 2) Original copy of Admission Notice with signature
- 3) JW202/201 Visa Application for Study in China with signature
- 4) Original copy of Temporary Residence Form
- 5) 2 passport-sized photos (white background, student ID written at the back)
- 6) Tuition fees (paid by debit card with Union Pay issued in China)
- 7) Visa fees (you are advised to prepare 1,000RMB in cash, as fees differ according to the type of visa)
- 8) Payment record of group insurance for international students.
- 9) Original copy of Physical Examination Report:  
For students holding X1 Visa who has already done their physical examination, you are required to present all documents for verification, which includes: Foreigner Physical Examination Form, AIDS, Syphilis, ECG and X-Ray test results and 60 RMB (in cash) for verification of report.
- 10) For undergraduate and graduate students who only provided Expected Graduation Certificate, please provide your Certificate of graduation and Degree Certificate (only applied to the graduate freshman).



### Registration Procedure:



## 5. Tuition Fees

### Tuition Fees guide

Fees ( Unit : RMB/person )

#### ◆ Chinese–taught programs Fees ( Unit: RMB/person )

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 Fees ( Unit : RMB/person )

#### ◆ English–taught programs

Faculty	Student Type	Duration	Fees
Faculty of Environment	PhD	3 years	98000
Physics Department			
Faculty of Education			
Faculty of Education	Master	2 years	60000
School of Social Development and Public Policy			
School of Environment			
School of Economics and Business Administration			
School of Philosophy			
School of Law			

#### ◆ 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.



- ※ Students pay 1 academic year of tuition fee will get 1 year of visa
- ※ Textbook fees are not included in tuition fees





## 6. Insurance

※ Based on Article 40, Order 42 “Regulations on School Recruitment and Training of International Students” , the school implements insurance system to all international students. As requested by relevant national regulations and school requirements, during the registration international students must purchase group insurance for international students studying in China which is provided by Ping’ an insurance. Other kinds of insurance cannot be accepted for enrollment. Students who do not insured or the ones whose insurances do not meet the requirement cannot enroll.

### Purchasing insurance in China

You could purchase insurance online through [www.lxbx.net](http://www.lxbx.net) or in the office during registration.

- ◆ 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 belong to Ping An Insurance company.
- ◆ Full scholarship students need to claim their insurance card with admission notice.

## 7. Campus Card

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/ Verification

**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. Please go to Haidian Clinic of Beijing International Travel Healthcare Center for verification.

### **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**

For those who do not have physical examination, or the examination form is disapproved, please arrive at the hall of No.3 International Students Apartment at 12:30 pm on August 30, 2019 to take the examination arranged by ISO. (Notice: Greasy food is not applicable that day.)

Students can collect their report at ISO two weeks 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
- ◆ 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. For Chinese language students, placement tests will take place on August 29, 2019.

### Placement test results for Chinese language students

On September 1, 2019, Results will be posted on the Bulletin of third floor in Main Building and No.2 Teaching Building, as well as the hall of No.1 International Students Dorm. (For Chinese Language Students Only)

✧ Students from CCLC, please purchase your textbooks from International Students Dorm 1 on September 1. Classes start on September 2 for all students.

## 10. Opening Ceremony

Opening ceremony for international students will be held on August 30 at 9:00am. The site of the opening ceremony is the Lecture Hall on the third floor of the library. Please arrive there by 8.50am.

## 11. Academic Calendar

Registration period: August 27 to August 29, 2019; 8:00-11:00  
14:00-17:00

Location: No.6 Meeting Room, 3rd Floor, Jing Shi Building

Year	Date	Schedule	Participants
2019	Aug. 27-28	Registration	Chinese Language Students
	Aug. 28	Registration	General Advanced Studies Students & Undergraduates
	Aug. 29	Registration	Senior Advanced Studies Students & Postgraduates
	Aug. 29	Placement tests	Chinese Language Students & General Advanced Studies Students in CCLC
	Aug. 30	Opening Ceremony	All New Students
	Sep. 1	Release of Test Results & textbook collecting	Chinese Language Students & General Advanced Studies Students in CCLC
		Registration in Schools and Departments	All New Students except Chinese Language Students
	Sep. 2	Class Begins	Chinese Language Students
	Dec. 23-24	Term Exams	Chinese Language Students
	Dec. 27	Graduation Ceremony	Chinese Language Students

For other students, please use the following link for term schedule.  
[Http://iso.bnu.edu.cn/cn/pages?cid=85&pid=29](http://iso.bnu.edu.cn/cn/pages?cid=85&pid=29).



## **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

### **Non-degree 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

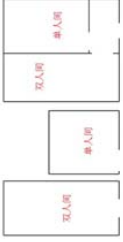
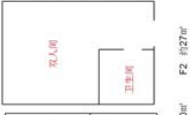

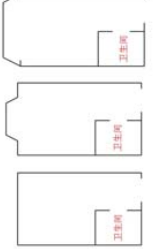

Email : cis@bnu.edu.cn

### **Chinese Government Scholarship**

Tel : +86-10-58800307

Email : csc@bnu.edu.cn

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
<b>Liyun Apartment</b> 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					
<b>Liyun Apartment</b> No.2 International Students Dorm (H) Tel : +86-10-58809556/58808757	H	Double Room	132	16	60	80	public washroom on each floor ( shower )	hanger/refrigerator	a public self- service laundry(each floor)/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
											1st F2 1127sqm
<b>Liyun Apartment</b> No.3 International Students Dorm (B) Tel : +86-10-58805151	B1	Single Room	292	16	95	140	seperate bathroom ( shower )	refrigerator	vertical lift/a public self- service laundry(each floor)/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
	B2	Two Bedrooms with one living room	33	18	85	140	one bathroom ( shower )	tea table/sofa/ refrigerator/shari ng livingroom			
	B3	Two Bedrooms with one living room	26	22	95	150	one bathroom ( tub )				
<b>Xinsong Apartment (C)</b> Tel : +86-10-58807890	C1	Double Room	92	21	60	120	one bathroom ( shower )	refrigerator/bedsi de table	vertical lift/a public self- service laundry(each floor)/a public kitchen/copy	campus connected/wireless (fee:60RMB/month)	
	C2	Double Room	98	23	65	120		refrigerator/round -backed armchair /tea table/bedside table			
	C3	Double Room	50	27	75	130					
<b>Lanhui Apartment (E)</b> Tel : +86-10-58806000	E	Double Room	150	27	60	120	one bathroom ( shower )	refrigerator/round -backed armchair /tea table/bedside table	vertical lift/a public self- service laundry(each floor)/a public kitchen/cop	campus connected internet cable (fee:60RMB/month)	

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.



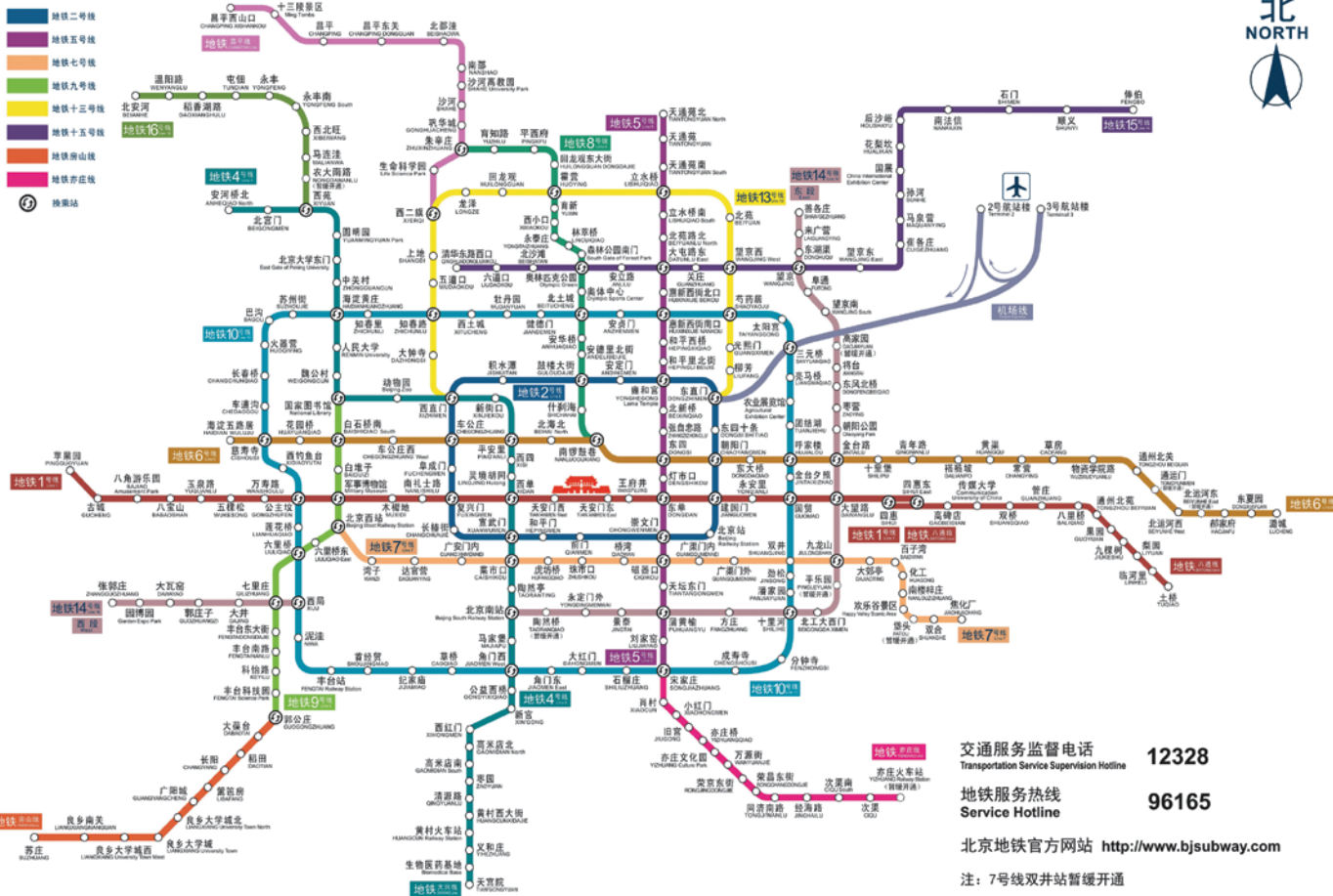


# 北京城市轨道交通线网图

## Beijing Rail Transit Lines

图例:  
Legend

- 地铁一号线
- 地铁二号线
- 地铁八号线
- 地铁五号线
- 地铁六号线
- 地铁七号线
- 地铁九号线
- 地铁十号线
- 地铁十二号线
- 地铁十四号线
- 地铁十六号线
- 地铁十三号线
- 地铁十五号线
- 地铁十七号线
- 地铁十八号线
- 地铁十九号线
- 地铁二十号线
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- 地铁三十八号线
- 地铁三十九号线
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- 地铁九十九号线
- 地铁一百号线



交通服务监督电话  
Transportation Service Supervision Hotline

12328

地铁服务热线  
Service Hotline

96165

北京地铁官方网站 <http://www.bjsubway.com>

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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



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