

2019春季学期国际学生新生须知

Handbook for New International Students
2019 Spring Semester

-- ENGLISH --



北京工业大学国际学院制
College of International Education
Beijing University of Technology

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I Checklist of Preparation Items

Welcome to Beijing University of Technology!

You are going to be excited and excited about a colorful life and study at Beijing University of Technology. Let's see what we need to do before we go to school.

Pre- Departure	✧ Visa application
	✧ Booking dormitory (Rent house/book hotel)
	✧ Physical examination
	✧ Money exchange (RMB)
	✧ Purchase health insurance
	✧ Prepare required documents
	✧ Pack your luggage
After Arrival	✧ Check in and obtain "Temporary Residence Form"
	✧ Apply for bank card, money exchange
	✧ Registration
	✧ Payment
	✧ Buy Insurance
	✧ Physical examination/Verification
	✧ X1 holders apply for Residence Permit
	✧ Placement Test
	✧ Attend Welcome Ceremony & Orientation
	✧ Textbook purchase

Checklist of Preparation Items

II Things to Prepare Before Coming to China

1. Visa

◆ How to apply for visa to China?

1. 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 BJUT and Visa Application for Study in China (JW202/201) form.
2. Please consult the embassy to check if the “Physical Examination Record for Foreigner” is necessary for your visa application.
3. 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.

◆ Which type of visa should come to China?

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

1. Please arrive in China after February 10th 2019, to avoid any visa expiration issues.
2. 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 RMB 500 yuan a day if you fail to do so.
3. You are required to register at the International Students Office first before applying for Residence Permit.
4. If you arrive before the registration date and face any issues with your visa, please contact ISO immediately.
5. 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

The International Students Dormitory of Beijing University of Technology provides different types of dormitory rooms for international students, mostly double and tripple bedrooms. Included in each room are bedspreads, air-conditioner, telephone, color TV set, Internet access and furniture. The apartments have the capacity to accommodate around 500 students. The following table shows the room rates of the International Students Dormitory for the various room types.

The Reception Desk of BJUT International Student Dormitory is located on the first floor of the BJUT International Student Dormitory. It serves 24 hours. **The service phone number: +86-10-67391590; +86-10-67391599; Email: accommodation@bjut.edu.cn.**

Room Types	Num. of person(s)	Room Info	Room Rates	
			122-day contract or longer	less than 122 days
E	2	16m2 Shared toilet	¥ 30 /day/bed	¥ 50 /day/bed
D	2	16m2 Private toilet	¥ 45 /day/bed	¥ 60 /day/bed
*B	2	20m2 Private toilet	¥ 60 /day/bed	¥ 75 /day/bed
*A	3	16m2 Private toilet	¥ 180 /day/room	¥ 210 /day/room

※ Room service is offered every other day in room type A and type B.

◆ On-campus Accommodation Booking

Because the number of on-campus apartment rooms are limited and cannot meet the demands of all international students to live on campus, it is recommended that students who have received Admission Notice of Beijing University of Technology book the rooms in advance following the date, time and procedures specified in the Instructions of International Students Dormitory Application System of Beijing University of Technology which is sent out by CIE to you together with the admission notice. The website for the booking system is <http://bjut.17gz.org>.

The school will not guarantee to provide on-campus accommodation without timely booking or unsuccessful reservations to any international student.

◆ Important tips:

- (1) Students will not be allowed to check-in a week earlier than scheduled (enrollment date).
- (2) The reservation will be cancelled if there is no check-in three days after the designated registration date.

◆ Off-campus Accommodation Booking

If you do not successfully book a room in the on-campus apartments, you will need to arrange for an off-campus accommodation also in advance. You are advised to be careful when choosing housing agencies to assist in this matter. The option will be to ask for help from your Chinese friends or friends already living in Beijing for assistance. Please be careful of hidden clauses when signing the contract or lease.

It has been observed from past experience that, many of our international students prefer to live in apartments near the campus, in areas such as Zhujiang Dijing and Shiji Dongfangcheng, etc. Some students choose to live far from the campus because the rents might be much lower. The following links recommended by BJUT international students may help you search online for appropriate off-campus apartments:

<http://rent.baidu.com/bj/house/>

<http://bj.ganji.com/fang/>

<http://beijing.anjuke.com/rental/>

<http://www.taofw.cn/zufang/>

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 obtained the residence permit before the age of 18, then he/she has to undergo medical checkup again.

◆ Requirements of Foreigner Physical Examination Form

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

4. Money matters

◆ Do I need RMB cash?

Please change some RMB before coming to Beijing or bring 1-2 international credit card that could work in China. You are advised to have at least RMB10000 yuan (for visa, physical examination, living expenses, accommodation, food and transportation). Please be extra careful carrying around cash.

◆ Can I pay the tuition and other fees with the bank card that is run by my country?

NO. Tuition fees and accommodation fees can only be paid in RMB cash. If you are carrying foreign currencies, please change to RMB once you reach China.

5. Insurance

According to the regulations made by Ministry of Education, all International students must purchase individual insurance with maximum coverage of 400,000 RMB for overseas medical care and accidental injury. For International students who will study in mainland China for more than six months must purchase group insurance for International students in mainland China, which is also a necessary material for your registration in Beijing University of Technology. The individual insurance should not be the official material for registration.

◆ Can I purchase Insurance in my home country?

You could buy insurance offered by Ping An Insurance Company at the registration day. For International students who will study for less than 6 months in mainland China, you may purchase insurance in your home country. However, insurance purchased outside of China would to be verified during registration. So please be reminded to bring the original copy of your insurance certificate and all other associated documents. The insurance has to cover the entire duration of your study in China.

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

6. Documents required

1. Valid passport & Visa
2. Original copy of Admission Notice
3. Visa Application for Study in China (JW202/201) Form
4. 2 inch passport photo (at least 3)
5. Physical Examination and Blood Test Report (original copy)(if applicable)
6. Original copy of Insurance Certificate (if applicable)
7. Tuition Fees and accommodation Fees (Cash)
8. 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, and it is suggested that all the four seasons of your clothes carry some. Students living in school, the student apartment will provide bedding bed sheets for students, you only need to prepare your own toothbrush slippers and other toiletries. You can also carry bedding pillows and bedding according to your own wishes. Students who live outside school can carry light sheets, bedding and toiletries for their first day's arrival, and then purchase them in the surrounding supermarkets.

8. Muslim Canteen

A Muslim Canteen is located in our campus, it is openly from Monday to Sunday in the 2 semesters.

III Things to Prepare After Arrival in Beijing

1. Getting to BJUT from airport

For an international student who comes to Beijing for the first time, you are recommended to take a taxi from the Beijing Capital International Airport. The taxis are available in designated places indicated by signs at the airport. To guarantee your safety and rights, please take legally approved taxis which has a uniform color and sign. Please do not take illegal taxi, you may be illegally overcharged.

The distance from the Airport to Beijing University of Technology is about 35 kilometers. Under normal traffic condition, taking taxi costs around RMB 110, including 10 Yuan for the express way. Please tell the taxi driver "I want to go to the International Student Dormitory of Beijing University of Technology (我去北京工业大学留学生公寓: **Wo Qu Beijing Gong Ye Da Xue Liu Xue Sheng Gong Yu**)", and show him/her the Campus Map.

There are also shuttle buses from the Airport to downtown, which cost about RMB 30 per person. Airport Shuttle Bus Line 1 has Fangzhuang as the terminal station and is available from 7:00 to 01:00. Panjiayuan Station is the nearest station to Beijing University of Technology. Taking taxi from Panjiayuan station to Beijing University of Technology costs around RMB 20.

If you choose to take the subway, please check the following information for reference: Take Airport Express Subway to Sanyuanqiao Station, and take Line 10 to Hujialou Station and then take Line 6 to Jintailu Station. Finally take Line 14 to Beigongda West Gate Station. You can also check from the Beijing Subway Map.

北京城市轨道交通线网图 Beijing Rail Transit Lines



◆ Does the school provide free access service?

You need to book in advance. New students with the application number can book pick-up service at <http://bjut.17gz.org>. The scheduled deadline of the pick-up service is from January 31st to February 10th. According to the booking, we will arrange daily shuttle bus to pick up new students from the airport terminal T3 to the students' dormitory on February 16th and 17th. Shuttle buses will be arranged to pick up the students from the airport to the dormitory three times every day. Volunteers of Beijing University of Technology with a sign "Welcome to BJUT" will be waiting at international arrivals to help taking shuttle buses. For any question, **please contact us at: Tel: 67392471. E-mail: pickup@bjut.edu.cn**

2. Accommodation

◆ Checking in to campus dormitory

If you successfully booked a room in the on-campus dormitory, submit your Admission Notice and passport to check in at the General Reception on the first floor of International Student Dormitory on arrival. After check-in, you must please prepare a semester in advance according to your choice of room, room fee is to be paid for a semester during registration and you will be given the “temporary accommodation registration form” . Only cash payment is accepted (RMB ONLY). Please keep carefully the Registration Form of Temporary Residence for subsequent registrations and the receipt for check-out purposes .

The General Reception serves 24 hours. **The service phone number: +86-10-67391590; +86-10-67391599; Email: isci@bjut.edu.cn.**

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. (The following diagram)

The image shows a form titled '住宿登记表' (Accommodation Registration Form) with the English translation 'Accommodation Registration Form' and '表(三)'. The form is divided into several sections with the following fields:

英文姓 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
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	

At the bottom left, there is a field for '派出所联系电话:' (Police Station Contact Number). On the right side, there is a vertical note: '离京时请将此表交回派出所' (When leaving Beijing, please hand this form back to the police station).

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

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

3. Bank account & money exchange

◆ What documents do you need to carry with the bank account and the bank card?

Valid passport, Admission Notice or Student card/booklet.

◆ Which banks can go for it?

China Construction Bank, Building 204, Shuang long Nan li, Chaoyang District, Beijing (Located opposite the south gate of our school).



◆ How to handle bank account opening and bank card?

1) Fill in 《个人账户开户及综合服务申请表》.

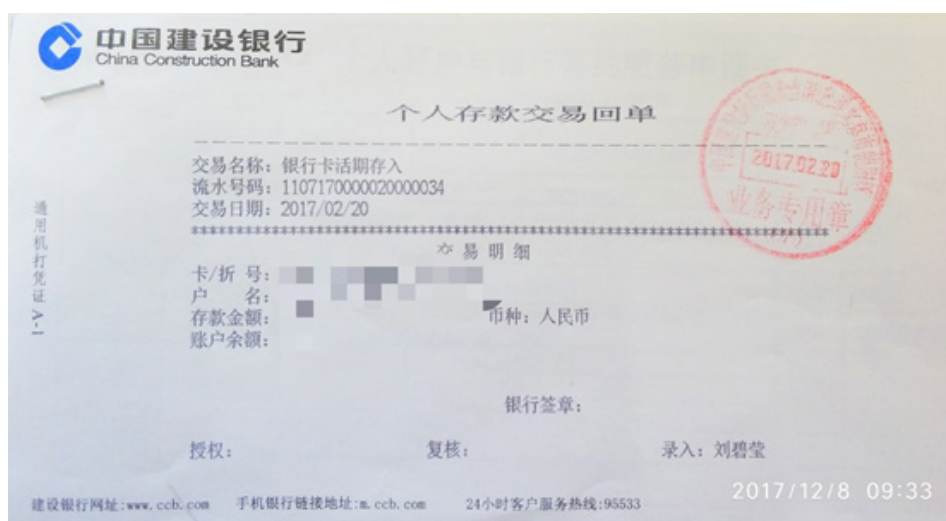
All other online and e-banking services can be applied concurrently.

(Present your admission notice to get one 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. 《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.



◆ What type of bank card should I handle?

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 your 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.

◆ Do you need to exchange RMB cash?

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 5000RMB to cover at two monthly allowance.**

◆ What documents do you need to exchange money?

Valid passport

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 in advance, otherwise he/she will be regarded as quitting from BJUT automatically.

◆ What materials do I need to prepare 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-sized photo (white background, student ID written at the back)
- 6) Tuition fees and Accommodation (cash only)
- 7) Visa fees (you are advised to prepare 1,000RMB 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 present 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.

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).

◆ What is the registration process?

Fill in Safety Commitment Form and Confirmation Form → Purchase/verify insurance → Visa → Pay tuition fees and accommodation fee → Contact information collections → Register → Collect student ID, campus card and welcome pack.

Note: Physical Examination Verification for students with X1 Visa, Verification of physical examination data → Application for residence permit .

■ 5. Tuition Fees

◆ How much is my tuition?

Fees (Unit: RMB/person)

1. The degree study:

Undergraduate student: 21000 (Yuan/per student per year)

Master degree student (Chinese) : 23000 (Yuan/per student per year)

Master degree student (English technology) : 45000 (Yuan/per student per year)

Master degree student (English arts) : 40000 (Yuan/per student per year)

Doctor' s degree: 30000 (Yuan/per student per year)

Note: Please check the professional catalogue for the specific tuition standard.

2. Non-degree student:

General non-degree student: 21000 (Yuan/per student per year)

non-degree student (master) : 23000 (Yuan/per student per year)

non-degree student (PhD) : 30000 (Yuan/per student per year)

shortly visiting scholar (3 months) : 8000-10000 (Yuan/per student per year)

shortly visiting scholar (one month) : 3000-4800 (Yuan/per student per year)

◆ Can I pay the tuition only in cash?

No, the school is charged with only cash tuition. Foreign debit/credit cards are not accepted.

※ **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.

◆ What do you do if you don't buy insurance before coming to China?

Purchasing insurance in China You could purchase insurance during registration.

Insurance Fee: <http://www.lhgj.net/main-tbzn.html>

1. 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/>

2. The rights of this insurance belongs to Ping An Insurance company

3. Full scholarship students need to claim their insurance card with admission notice.

◆ If I have already bought insurance before I come to China, do I need to offer it when I register?

Insurance verification for students who study in mainland China less than 6 months, 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. 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, Zhixinyuan) to activate internet plan and top up the card.

8. SIM card

You could apply a SIM card with a student plan during the registration. (Using global WCDM technology to support 4G FDD-LTE network), and enjoy the preferences of the students' package. Special hint: other operators may not be able to use 3G and 4G network functions normally.

9. 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 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

◆ Will the school organize a physical examination in China?

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.

◆ What materials should be prepared for physical examination or verification?

1. Admission notice/Student ID
2. Passport photocopy
3. 2 passport photo
4. Complete original reports of physical examination taken at hospitals excluding Haidian Clinic of Beijing International Travel Healthcare Center
5. 60 RMB verification fee
6. 400 RMB for physical examination

◆ What is the address of a physical examination?

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/>

◆ What are the requirements for free physical examination?

The free examination is for the student who will study above one year in school only. You can take the Copy of the school admission letter & copy of a valid X1 Visa and the Copy of Visa Application for Study in China (the JW201 or JW202 form).

10. Placement Test

◆ Is placement test mandatory?

Only non-degree students from College of International Education are required to take the placement test.

◆ Test contents and time

Only non-degree students need to take the placement test. The content and time of the exam will be announced separately.

11. Opening Ceremony &Orientation

All newly enrolled students should take part in the Opening Ceremony for New Students 2019. College of International Education will organize orientation for international students to introduce Chinese legislation, campus life, BJUT rules and regulations, scholarship and so on. Time and venue will be notified when you arrived.

12. Registration Time

Time: February 19th , 8:30-12:00; 13:30-16:30

Location: International students Dormitory in BJUT

13. Textbook Purchase

You purchase textbook after the placement test result is released. Degree students will get a list of books from academic office and buy books by themselves.

14. Class Start

The classes for students begin on February 25th, 2019.