



Guideline for 2016 Spring Semester



University of International Business
and Economics

对外经济贸易大学

2016年春季学期交流指南

Global Exchange and Experience Center (GEEC)

Room 107, Qiuzhen Bldg, University for International Business
and Economics

www.geec.uibe.edu.cn

Welcome

Hello! I am Global Exchange and Experience Center in the University of International Business and Economics (UIBE). Welcome to UIBE!

Here I would like to introduce myself briefly. I am the one who will be in charge of your life and study in UIBE. So in this guideline, I listed all useful information.

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Nomination & Application

Deadline: Oct.30th, 2015

Nomination : Oct. 30th, 20

Procedures:

- A. Apply for exchange program in your home university. Ask your coordinator to send your information to incoming_uibe@163.com before deadline. The correct format should be:
- B. Log in the website and finish the on-line application.
- C. You should finish all the required documents, which should include:

Name	Gender	Major	Degree	Email
1. An on-line application form				
2. A copy of certification and transcripts from highest graduation				

3. Letter of guarantor and a copy of guarantor's passport or ID (could be your parents or other relatives)

4. A copy of passport

5. Photos, white background, no hats

6. English Language Proficiency (IELTS 6.0, TOFEL 80 or other equivalence)

Note: All above documents should be uploaded to the on-line application system

Accommodation

Deadline of Reservation

Application by Email: October.15th, 2015

Confirmation: October.30th, 2015

Procedure

- 1、 Your name should be marked out when you are nominated by your coordinator by email.
- 2、 Fill out the application form carefully and sign your name
- 3、 Send the form through email to incoming_uibe@163.com
- 4、 Check the website geec.uibe.edu.cn to confirm whether your name is in the list or not on Oct.30th,2015.

Important Notes

- The on-line application for accommodation is not suitable for exchange students.
- Due to room shortage, please understand that you would not be able to choose room in accordance with your willing. Single-room are not available in UIBE.
- Given the serious regulations of on-campus residence, changing room without reasonable reasons will not be accepted.

Course Registration

Instruction

Course registration is a must for your study in UIBE. Rules:

1. 6 courses at most (A or B):

A. no more than 6 business or economic courses

B. 20-hour Chinese course + 2 other business or economic courses

2. No standard credit transfer system

Normally, 1 local credit = 2 ECTS. But it depends.

3. Courses are provided by 3 faculties/schools:

School of International Education (SIE)

School of International Trade and Economics (SITE)

School of International Business (SOB)

4. Learning Agreement

Learning agreement (LA) is the only document to admit your registered courses in UIBE. Each student is required to fill out the agreement carefully.

5. Chinese courses

<i>20-hour Chinese VS Survival Chinese</i>		
Credits	20	1
Language Test	YES	NO
Faculty /School	SIE	SOB
LA	YES	YES
Drop off	NOT ALLOWED	ALLOWED

6. Procedures for Course Registration

20-HOUR Chinese Course:

Register it when you finish your status registration. A language test is needed for this.

Drop-off is not allowed from this course after you attend the test.

Business Courses

STEP ONE : Preselection for Courses of SITE (By Email) — Only for SITE

STEP TWO: Get learning agreement when you do your status1 registration

STEP THREE: Try courses (SIE, SITE, SOB) you are interested in

STEP FOUR: Make your final decision and fill them out in your learning agreement

STEP FIVE: Submit your learning agreement before the deadline

Note:

Status Registration: Confirm your status as an exchange students

Preselection: This is only required for courses in SITE. For those in SIE and SOB, just fill them out in your learning agreement.

Visa Information

NOTICE OF VISA EXTENSION / RENEWAL & MULTIPLE ENTRY APPLICATION

1. Students who hold the X2 visa that cannot cover the whole semester,
 - Please go to Room 106, School of International Education, UIBE in March, 2015.
 - For X2 visa extension, please take
 - a. Registration form of Temporary Residence
 - b. Recent passport photo, 2-inch, white background, no hat
 - c. Admission notice
 - d. Corresponding visa application fee (the fee differs from country to country)
 - Please fetch your passport 2 weeks after the application date

2. Students who need to multiply entries,
 - Please go to Room 106, School of International Education, UIBE, at least 3 months before the completion of your study in UIBE.
 - Maximum two entries
 - For entries multiplying, please take
 - a. Registration form of Temporary Residence
 - b. Recent passport photo, 2-inch, white background, no hat
 - c. Admission notice
 - e. Corresponding visa application fee (the fee differs from country to country)
 - Please fetch your passport 2 weeks after the application date

3. Students who hold the X1 visa
 - Please change the X1 visa to Residence Permit as soon as you arrive in China, as this type of visa only allow you to stay here for 30 days.
 - For Residence Permit application, please take
 - a. Registration form of Temporary Residence
 - b. Recent passport photo, 2-inch, white background, no hat
 - c. Admission notice
 - d. Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese (please ask for the map of Beijing International Travel Healthcare Center Haidian clinic in the Room 106)
 - RMB 500 (Not urgent)
 - Please fetch your passport 23-30 days after the application date

4. Students who need to use the passport during the visa application procedures
 - Please raise a claim on the day of visa application
 - After receiving the notice, please go to Room 106 to get a Yellow Receipt (VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT) which could certify that your passport is in application temporarily (for taking a train or living in a hotel in mainland China)
 - Please take the Yellow Paper to fetch your passport at the EXIT AND ENTRY ADMINISTRATION DIVISION OF BEIJING MUNICIPAL PUBLIC SECURITY BUREAU

Map of Campus

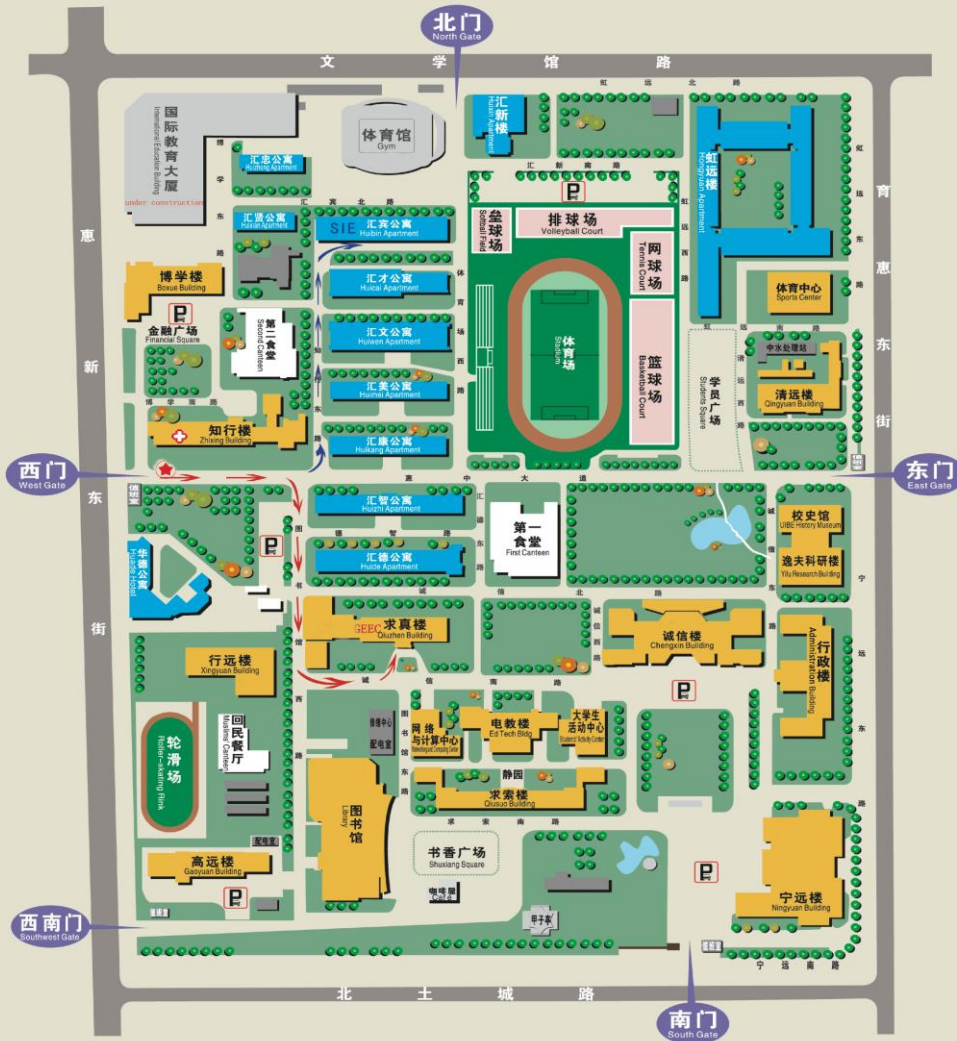


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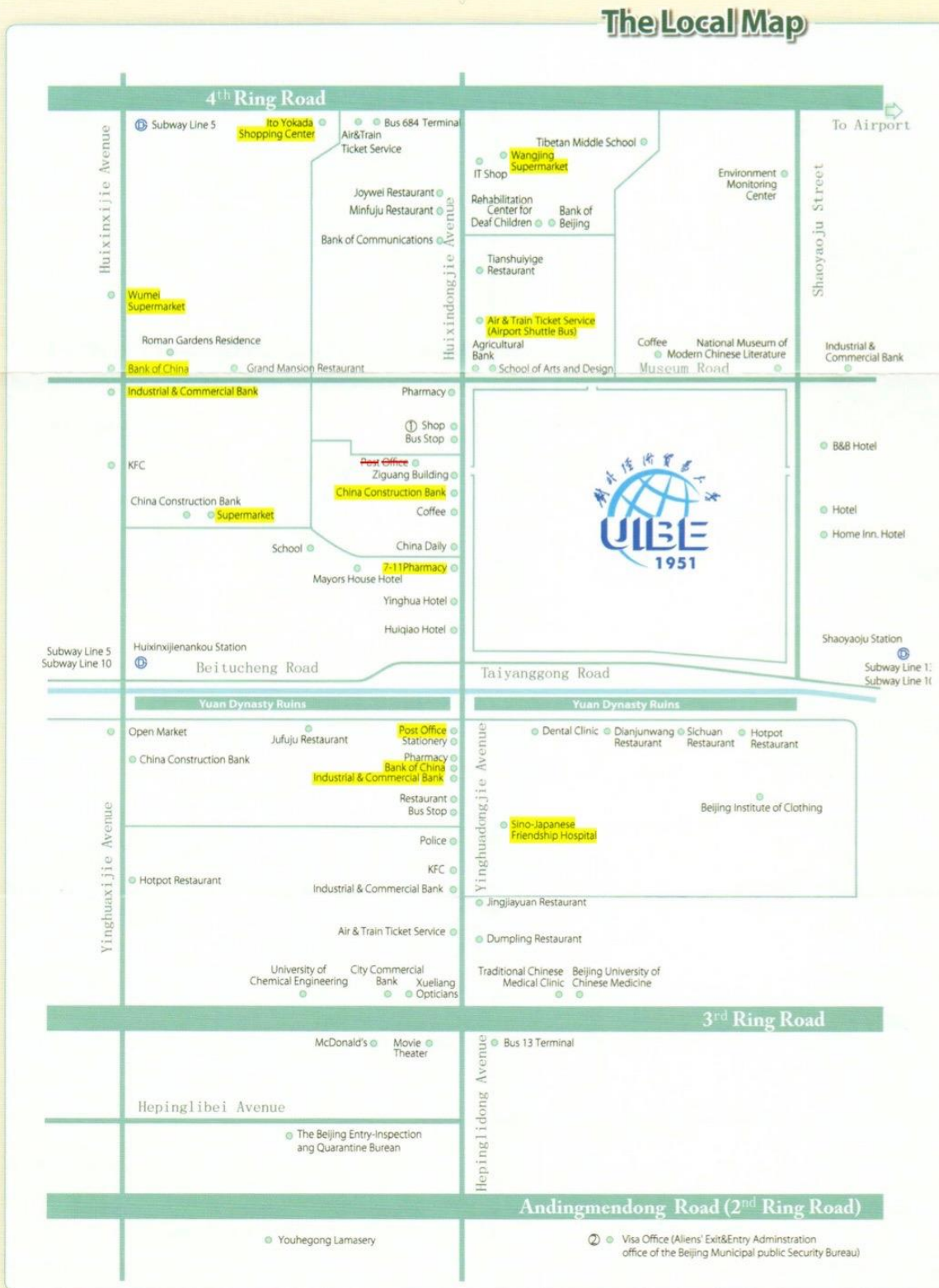
校区总平面图

THE CAMPUS PLAN



- | | | | | | |
|------------|-------------------------|------------------------------|-----------------|-----------------------------|------------------|
| 北
NORTH | ★ 您所在位置
You Are Here | ■ 教学办公楼
Teaching Building | ■ 绿化带
Field | ■ 公寓楼
Apartment Building | → 国际交流中心
GEEC |
| ↑ | ■ 球场
Sports Field | ■ 待建
To Be Constructed | ■ 食堂
Canteen | ■ 停车场
Parking | → 国际学院
SIE |

Map around UIBE



1. Bus lines: 62, 101, 119支, 201, 409, 419, 422, 674, 684.
2. Students who need to go to Visa Office could take Bus 62 or Bus 684 to Beixiaojiehuokou. The Office is 200 metres far from the east of Beixiaojiehuokou.

Life in UIBE



Transportation:

AIR PICK-UP: At fixed time (not finalized)

Airport Shuttle Bus: 18RMB/PERSON

Airport Express: 25RMB/PERSON (TO SANYUANQIAO STATION)

Taxi: Around 100RMB



WIFI:

Username and password will be given when semester begins.

Free for China's websites and charge for International non-educational websites (20RMB/month).



Meal:

Students will get E-card (campus card) when semester starts.

E-card can be used in cafeterias, a certain on-campus stores and library.



Gym:

An underground gym managed by School of International Education.

New gym is under construction and may go into service from 2015 fall semester.

Calendar

Course begins: Feb.29th

Course ends: June.10 (Exams Included)

Registration: Feb.24th-26th

Orientation: Feb. 23th - 26th

UIBE

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