



Guideline for 2016 FALL Semester



University of International Business
and Economics

对外经济贸易大学

2016 年秋季学期交流指南

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 the Global Exchange and Experience Center at 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 at UIBE. So in this guideline, I have listed all of the useful information for you.

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Nomination & Application

Deadline:

Nomination: April 15, 2016

Online Application: April 15-30, 2016

Procedures:

- A. Apply for exchange program with your home university. Ask your coordinator to send your information to incoming_uibe@163.com before the deadline. The correct format should be:

Name	Gender	Major	Degree	Email
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- B. Log on the website and finish the on-line application in due time.

<http://www.uibe.cn/app/eng/>

- C. You should fill out all of the required documents, which should include

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 (IELTS6.0, TOFEL 80 or other equivalence)

Note: All above documents should be uploaded to the online application system.

Accommodation

Deadline of Reservation

Application by Email: May 1 -15, 2016

Confirmation: May 25, 2016

Procedure

- 1、 Fill out the application form carefully and sign your name
- 2、 Send the form by email to incoming_uibe@163.com
- 3、 Check the website geec.uibe.edu.cn to confirm whether your name is in the list or not on May.31,2015.

Important Notes

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

The Learning agreement (LA) is the only document that serves a proof of your course registration. 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	Business School
LA	YES	YES
Ability to drop the course	NOT ALLOWED	ALLOWED

6. Procedures for Course Registration

20-HOUR Chinese Course:

Register it when you finish your status registration.

Dropping this course after taking the test is not allowed.

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

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

Visa Application

The Chinese government issues different visas to foreigners wishing to enter China according to their purposes of visit. The visas are marked Chinese phonetic letters of D, Z, X1, X2, L, G or C; those for international students are marked X1 (for study 6 months or more) or X2 (for study less than 6 months). When you apply the Chinese visa at Chinese embassy or consulate, you should submit the Acceptance Letter (Admission Letter) and the Visa Application Form (JW202) issued by UIBE and the Government of Beijing.

Students who hold “Type X1” Visa need to apply for the “Residence Permit” in Beijing within 30 days after your arrival and go for a medical checkup. The School of International Education (SIE) shall assist you with the visa-related matters.

For students who are not able to get the visa in time can apply for a tourist Visa first and change it into “X1” or “X2” Visa after arriving at UIBE.

Should you need any further information concerning Visa, please call +86(0)10-6449-5563.

Map of Campus

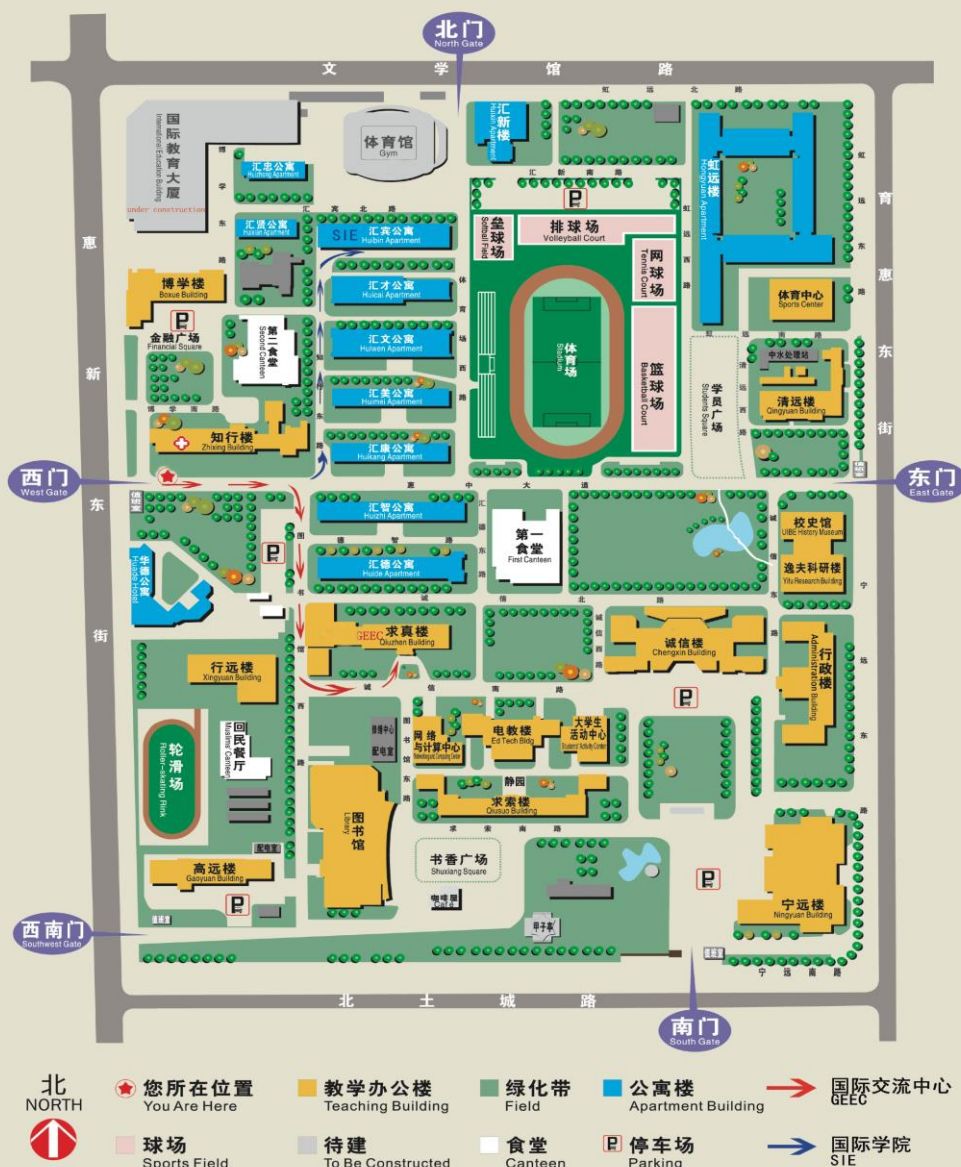


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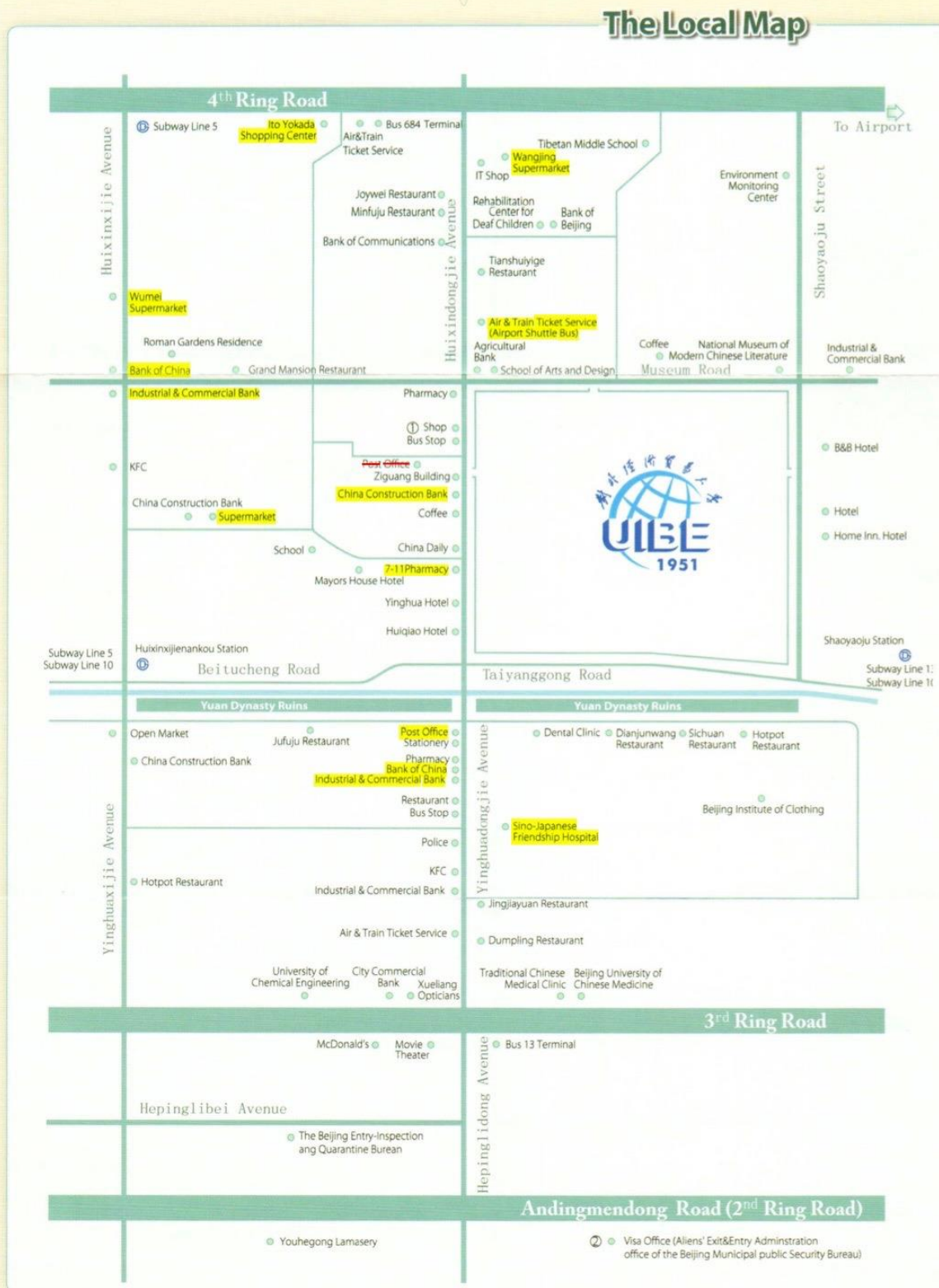
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校区总平面图

THE CAMPUS PLAN



Map around UIBE



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, and 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.

UIBE

Tel: +86(0)10-6449-2121

Email: incoming_uibe@163.com

Address: Room 107, Qiuzhen Building

University of International Business and Economics

No.10, Huixin Dongjie

Chaoyang District, Beijing

100029, China

