

Registration Notes for 2019 Spring Semester

1. Registration Information

Program	Registration Day	Registration Place	Start Time of Courses
Non-Degree	Feb 25-26	Lobby of building B of International Education Building	4 th of March

- New students please present your **passport, Admission Notice and JW202/201 Form**. Admission Notice and JW202/201 Form are important documents, so it's suggested you make **2-3 copies** in advance. Senior students please bring your **passport, student ID or E-card** and other documents which concern with visa issue.
- Students must abide by the law of PRC and the regulation of UIBE. We will refuse the registration of student who broke the Law and regulation, such as drug taking or carrying dangerous infections virus, etc., even cancel the study qualification in UIBE.

2. Orientation Information

Time: 10:00-11:30 a.m., Monday, Feb.25,2019

Room: Conference Room, Keyan Building

Number of seats: 68 in total

3. Insurance Policy

- According to the relevant regulation of "Interim Provisions on the Requirements of Foreign Students for the Purchase of Insurance studying in Chinese Higher Education Institutions" issued by the Ministry of Education of the People's Republic of China, foreign students who have been enrolled in our school for more than 3 months (including students who intended to continue their study for more than 3 months) must purchase **group insurance in mainland China** so as to be registered for a new school year. Student's any personal insurance policy can not be used as a document for registration and application for residence permit in China. At present, the medical insurance service in our school is provided by China Ping An Insurance Company. This insurance policy shall be purchased during registration days at a price of **600 yuan per year and 300 yuan per six months**.
- We strongly suggest that you shall **prepare RMB 3000 to 4000 in cash** besides your tuition payment, in case you have to pay in cash for visa applying or change visa, physical exams, and the deposit for accommodation on campus (about **RMB 2000**), etc..

4. Check in Information

Check-in will be available from Feb, 24th, 2019

Check-in Procedures

- Check-in at UIBE Housing Department: Lobby, A Wing, International Plaza
- Show the required documents Admission letter and Passport
- Submit copy of the passport and visa
- Pay 2500RMB deposit (Cash ONLY) and keep its receipt for getting back the deposit when you check out
- Pay rent for the first month
- Sign the Agreement for residence on campus
- Due to our limited housing resources, rooms will be randomly.

Contact Information for Accommodation

Address: International Plaza A Wing, University of International Business and Economics, No.10 Huixindongjie, Chaoyang District, Beijing

地址：北京市朝阳区惠新东街 10 号对外经济贸易大学国际交流大厦 A 座

Tel: 86-10-6449-2122/2324

Map (Attached in the annex)

5. Airport Pickup Information

- Location: Beijing Capital Airport Terminal 3, B Exit (International Flight Arrival).
- Please pay attention to name plate **“UIBE”** when you come out from B Exit.

Timetable (Depart from the Airport):

Time/Date	Feb 20-26
10:00	√
15:00	√
20:00	√

- If you go to UIBE from the airport **by taxi**, it usually takes **RMB 110** (about USD 20).

6. Contact Information:

Global Exchange and Experience Center, Department of International Relations, University of International Business and Economics

Office 201, Building B of International Education Buildings, No.10, Huixin Dongjie, Chaoyang District, Beijing, China

Post Code: 100029

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