

Registration Notes for 2019 Fall Semester

1. Registration Information

Program	Registration Period	Registration Place	Start Time of Courses
Non-Degree	September 2 nd -3 rd , 2019 8:30am - 11:00am 1:30pm - 4:30pm	Lobby of building B of International Education Building	September 9 th , 2019

- When register, new students please present your **passport, visa application form (JW202/201 form), admission notice, accommodation registration form, mobile phone number in China and 6 photos of 2-inch white-background photos with no hat.** Please also bring the original documents of the highest diploma, transcripts and other application materials for inspection. Among all the documents, please pay particular attention to the JW202/201 form and the admission notice. It is recommended to make 2-3 copies and keep them in a safe place. Senior students please bring your passport, student ID or E-card and other documents which concern with visa issue.
- **Medical examination (including blood test) will be arranged upon your registration at UIBE. Medical examination before your arrival in China is not required.**
- 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: 10:00am - 11:30am, Monday, September 2nd, 2019

Room: International Conference Hall, 3F Chengxin Building

Number of Seats: to be announced

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 **800 yuan per year and 400 yuan per six months.**
- We strongly suggest that you shall **prepare RMB 5000 to 6000 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

For students who stay at **on-campus** dormitory:

Check-in will be available from **August, 27th, 2019**

For students who stay at **off-campus** hotel:

Check-in will be available from **August, 31st, 2019**

Check-in Procedures

- Students who stay at **on-campus** dormitory and at **off-campus** hotel please check-in at UIBE Housing Department: Lobby, A Wing, International Plaza
- Show the required documents : Admission letter and Passport
- Pay 2,000 RMB 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 assigned to you on a “first-come-first-served” basis

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 below)

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	Sep. 2 nd - 6 th
11:00	√
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

Tel: (86-10) 64492121

Fax: (86-10) 64493860

Email: incoming.uibe2016@yahoo.com

Website: <http://geec.uibe.edu.cn/ywsy/index.htm>



对外经济贸易大学

University of International Business and Economics

校区总平面图

THE CAMPUS PLAN

