

Procedures of Course Registration in UIBE -----for Exchange Students

1. Course Schedule and Syllabi

Please check Global Exchange and Experience Center's (GEEC) website for course schedule and syllabi in Business school and School of International Education.

For School of International Trade and Economics, please check SITE's website.

2. How to register

■ Business School and School of International Education:

- 1) Get your learning agreement when you register as an exchange student in School of International Education at the beginning of semester.
- 2) Go to take courses you are interested in and make your final choices.
- 3) Fill out the learning agreement with courses you will take for the semester or year in UIBE.
- 4) Take the learning agreement to the international office in each school for signature.
- 5) Submit the learning agreement with all signatures to Global Exchange and Experience Center before deadline.
- 6) Check the final registration list from GEEC

■ School of International Trade and Economics:

- 1) Pre-registration through email to make sure the seat in the class
- 2) Go to take courses you are interested in and make your final choices
- 3) Fill out the learning agreement with courses you will take for the semester or year in UIBE
- 4) Take the learning agreement to the international office in each school for signature.
- 5) Submit the learning agreement with all signatures to Global Exchange and Experience Center before deadline.
- 6) Check the final registration list from GEEC

3. Useful Information

GEEC's website: geec.uibe.edu.cn

SITE's website: site.uibe.edu.cn

Office information:

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