

Registration Notes for 2020 Spring Semester

1. Registration Information

Program	Registration Period	Registration Place	Start Time of Courses
Non-Degree (Exchange)	February 17th–18th, 2020 8:30am - 11:00am 1:30pm - 4:30pm	Lobby of International Plaza B	February 24 th , 2020

● Visa Processing

Please bring your private passport, the visa application form (JW202) and admission notice to the Chinese Embassy (Consulate) to apply for visa to enter China. Those who will be studying in China for more than half a year are required to enter the country with an X1 visa. Those who will be studying in China for less than half a year are required to enter the country with an X2 visa. If you enter China using other visa, you will be responsible for all consequences it causes. After entering the country, please go to the school housing department front desk or the local police office of your apartment to get the accommodation registration form within 24 hours, and go to visa office to check or apply for a study visa within 30 days. All expenses incurred for overdue punishment shall be taken care by yourself.

● Registration Required Materials

When you register, please bring your **passport, visa application form (JW202 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 form and the admission notice. It is recommended to make 2-3 copies and keep them in a safe place. **Senior (Returning) students please bring your passport, student ID or E-card and other documents which concern with visa issue.**

● Insurance

Item	Amount	Payment method	Remarks
Insurance fee	800 yuan / year	WeChat&Alipay (only during registration period), cash	During registration, students study for more than 6 months must purchase insurance annually, others can purchase insurance by half year basis

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.

● Medical Examination

Medical Examination is ONLY required for students with X1 visa who will study in China for more than 6 months. Medical examination (including blood test) will be arranged upon your registration at UIBE. UIBE does not require a medical examination before your arrival in China.

● Attention

We strongly suggest that you shall prepare RMB 5000 to 6000 **in cash**, in case you have to pay in cash for visa applying or visa change, physical exams, and the deposit for accommodation on campus (about RMB 2000), etc.,

You must strictly abide the laws and regulations of the People's Republic of China and the rules and regulations of the school. If you violate any law or regulation (such as drug-related issues, infectious diseases, etc.), our school has the right to refuse your registration or cancel your admission.

2. Orientation Information (Mandatory)

Time: 9:00am - 11:30am, Monday, February 17th, 2020

Room: Yifu Research Building, Room 102

3. Accommodation Check-In Information

- Check-in for **International Plaza A and Huicai Apartment (Building #5)** is available from **February 16th, 2020 @UIBE Housing Department: Lobby, International Plaza A.**
- Check-in for **off-campus hotel** is available from **February 16th, 2020 @UIBE Housing Department: Lobby, International Plaza A.**
- Check-in Procedures:
 - ✓ Check-in at UIBE Housing Department: Lobby, International Plaza A
 - ✓ Show the required documents: admission letter, passport, and JW 202
 - ✓ Pay 2000RMB deposit (Cash ONLY) and **KEEP the receipt for getting back the deposit when you check out**
 - ✓ Pay rent for the first month
 - ✓ Read **CAREFULLY** and **CHECK YOUR ROOM** before sign the agreement for residence on campus

- UIBE Housing Department Contact Information

Address: International Plaza A, 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

4. Airport Pickup Information

①Location: Beijing Capital Airport Terminal 3, B Exit (International Flight Arrival).

②Time: From February 17th – February 21th, at 11:00, 15:00, 20:00.

The cost from the airport to the school is about RMB 110 by taxi.

5. Contact Information

Global Exchange and Experience Center

Department of International Relations

University of International Business and Economics

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对外经济贸易大学

University of International Business and Economics

校区总平面图

THE CAMPUS PLAN

