2021

春季学期国际学生

迎新手册

Handbook for

New International Students of

2021 Spring

Semester

北京师范大学国际交流与合作处

留学生办公室 制

Made by

International Students Office

Office of International Exchange & Cooperation

Beijing Normal University

Contents

Handbook for New International Students
of 2021 Spring Semester

Dear new students, welcome to Beijing Normal University! Please prepare for registration according to the contents of this orientation manual. Please refer to the latest notice on the Beijing Normal University International Students Office official website if the registration arrangements are changed due to the pandemic.

1. **Important Information for New International students who are currently in China**

New International students who meet the campus entry requirements are requested to register in Beijing Normal University through the university East gate on February 21, 2021. To enter the university, new students should bring their passport, Admission Notice, and an Approved "Beijing Normal University Campus Entrance Application Form."

➢ To enter the university, you must provide the body temperature record of the past 14 days before entering the campus and report your body temperature every day.

➢ Before entering the university, you must fill in Attachment 1, "Beijing Normal University Campus Entrance Application Form," and send it to the contact person of your faculty/college/school (see item 25 for the contact information). The approved application form will be sent to you by the faculty/college/school, after which you will print it out and show it when entering the campus.

➢ If you are coming from a low-risk area in mainland China, you should return to campus with a "green health code" and a negative nucleic acid test report obtained within the past 3 days. The university can reimburse the nucleic acid testing fee for testing done in China. If you would like to apply for reimbursement, please fill in Attachment 2, "Bank Card Information Form for Nucleic Acid Test Reimbursement," and send it to isp@bnu.edu.cn. Please submit the nucleic acid test receipt (with official seal) during offline registration. Note: The university will reimburse the nucleic acid test fee at a unified time, so please wait patiently for the reimbursement notice after submitting the materials. Reimbursement will be sent to the bank card you filled in the "Bank Card Information Form."

➢ Students coming from medium and high-risk areas in China shall not return to campus in the meantime.

If you cannot register in the university in time for specific reasons, please inform your faculty/college/school and complete the leave of absence procedures in advance. Registration can be postponded after approval.

If you cannot come to register in the university in time due to Covid-19, visa, and other reasons, please contact your faculty/ college/school in advance and complete necessary procedures for online learning or admission deferral. See item 25 for the contact information of faculties/ colleges / schools.

2. Important Information for New International students who are currently outside China

(1) Preparation Before Entry

1) Visa Requirements

New international students outside China must have a study visa (X1 or X2) to enter China for study. Students who do not have a study visa will not be allowed to enroll. (Please contact the Chinese embassy, consulate, or visa agency in your country to determine whether you can apply for a study visa).

Suppose the application for a study visa has been opened by the Chinese embassy, consulate, or visa agency in your country. In that case, you need to inform the international student contact person in your faculty/college/school (see item 25 for the email address of your faculty/college/school) of your date of entry, place of entry, and flight information. The contact person would then promptly report your information to the International Student Office and send the Visa Information Application Form to you to fill in. After you fill in the form, you would send it to the contact person in your faculty/college/school and copy isp@bnu.edu.cn in the email. After examination and approval, the international student office will mail the hard copy of the "Visa Application for Study in China" form (JW201/JW202) to you for visa processing.

2) The Chinese Government and Beijing Municipal Government Pandemic Prevention Requirements

According to the latest policy of the Beijing city 214th COVID-19 Pandemic Prevention and Control Press Conference held on January 19, 2021, based on the existing policies, the

"14+7+7" health management measures will be implemented for people entering Beijing from abroad:

● Personnel entering China through Beijing: After the 14 days of centralized quarantine, they will undergo another 7 days home or centralized quarantine, and then undergo health monitoring for another 7 days.

● Personnel entering China through other cities: Can enter Beijing only after 21 days of quarantine and monitoring. After entering Beijing, they will undergo 7 days of health monitoring. Personnel who enter Beijing without completing the 21 days quarantine and monitoring will undergo another 7 days home or centralized quarantine and then undergo health monitoring for another 7 days.

3) University Requirements

I. Scan the QR code below with the WeChat app, follow the official work account of Beijing Normal University and complete the identity verification according to the system prompt.

II. Scan the QR code below to enter the information reporting system, complete your "Basic Information," fill in "Daily Report," and click "Submit."

Suppose you can't fill in the form through WeChat. In that case, you can enter the website address (https://onewechat.bnu.edu.cn/ncov/wap/default/index) on your mobile browser, log

in through the university's unified identity authentication, and complete the daily report. Remember to log in on a device with a location function. The default username and password are your student number.

(2) 14 Days Centralized Quarantine After Entry

According to the Chinese government's relevant requirements on pandemic prevention and control, people entering China from abroad will undergo 14 days of centralized quarantine after entry, at their own expense.

After the completion of the 14 days of centralized quarantine, you should provide the 14 days centralized quarantine report, a negative nucleic acid test report obtained within the past 3 days, the home quarantine address, and other information to the international student contact person in your faculty/college/school (see item 25 for the email address of your faculty/college/school).

(3) 7 Days + 7 Days Quarantine and Health Monitoring

According to the Chinese government's relevant requirements on pandemic prevention and control, after the 14 days of centralized quarantine, if you enter China through Beijing, you will undergo another 7 days home or centralized quarantine, and then undergo health monitoring for another 7 days. If you enter China through other cities, you can enter Beijing only after 21 days of quarantine and monitoring and after making up for 7 days of health monitoring. If you enter Beijing without completing the 21 days quarantine and monitoring, you will undergo another 7 days home or centralized quarantine, and then undergo health monitoring for another 7 days.

Students who choose home quarantine need to contact the community in advance, prepare relevant materials according to the community requirements and promptly report to the community.

Students who do not have home quarantine conditions can apply to undergo quarantine and monitoring at the Changping campus. You should contact the international student contact person in your faculty/college/school (see item 25 for the email address of your faculty/college/school), provide the 14 days centralized quarantine report, a negative nucleic acid test report, and your expected arrival time at Changping campus. The contact person in your faculty/college/school would contact the person in charge of Changping campus and

arrange your quarantine and monitoring in Changping campus.

During the period of quarantine and health monitoring, you should report your temperature daily, report abnormal symptoms to the community and university, and promptly seek medical treatment. You will undergo a nucleic acid after quarantine and health monitoring.

(4) Campus Entrance Application

You must submit the "Beijing Normal University Campus Entrance Application Form" and other relevant materials to the contact person of your faculty/college/school (see item 25 for the email address of your faculty/college/school) before enrollment at the university (Beitaipingzhuang campus). See Attachment 1 for the Application Form. After the application and supporting materials are examined and approved by the Office of Leading Group on Infectious Diseases Prevention and Control, you can enter the campus according to the applied date.

When applying to enter the campus, you should submit the following documents to your faculty/college/school:

1. 14 days centralized quarantine completion report.

2. 7 days + 7 days quarantine and health monitoring report.

3. Negative nucleic acid test report obtained within the past 3 days before the campus entry date (including the campus entry date).

4. Screenshot of personal health code on the day of application.

On the campus entry day, you should bring the approved Beijing Normal University Campus Entrance Application Form, passport, admission notice, and personal health code of that day.

3. Tuition Fees

The university has activated the online tuition payment system. All new students (except scholarship students who won scholarships that cover tuition fees and exchange students) should please log in to the "International Students Online Service System" (http://apply.bnu.edu.cn/) , click on "Online Payment" on the home page to check the payment information and make payment. Please complete the tuition payment between

February 18 and February 20.

The specific operation method is as follows:

1) Log in to the "International Students Online Service System" via
   http://apply.bnu.edu.cn/.

   Note: The username is the email address you used when applying to Beijing Normal University.

   If you forget the password, please click on "Forgotten password" to reset.

2) After logging in, you will see "Online Payment" on the homepage. Click on it to check the tuition payment and make payment. The payment

   system supports UnionPay, Visa, and MasterCard, WeChat, and Alipay.

3) The payment status can be checked by clicking on "Online Payment"

   on the system homepage.

✧ Please visit the International Student Office official website
   (http://iso.bnu.edu.cn/cn/article/detail?cid=167&detail=82&pid=29) for International Students' Tuition Fee Management Regulations.

4. Insurance

All new international students in China should purchase international student insurance online via http://www.lxbx.net between February 18 and February 20. The validity period of the insurance may be 6 months or 12 months. The validity period of the insurance shall be consistent with the validity period of the visa;

Insurance purchase tutorial: http://iso.bnu.edu.cn/en/pages?cid=370&pid=183.

Please save the "Online Payment Receipt" page for verification.

Ping An Insurance Company of China reserves the right to interpret the insurance for international students in China.

✧ If you choose online education outside China this semester, you may not purchase insurance for the time being. However, you need to buy insurance when entering China.

5. **Online Registration Process**

Please scan the QR code below and download the "Study Abroad Assistant" mobile app to complete the registration process between February 18 and February 20 (please refer to Attachment 3 for details). If you cannot register using the mobile app, please contact the International Students Office through isp@bnu.edu.cn.

6. **On-campus Accommodation**

During the pandemic, the campus gate will be under relatively closed management, and the university will allocate dormitories to international students directly. Please go to the corresponding apartment to check-in after entering the campus on February 21.

✧ Chinese government scholarship students, International Chinese Language Teachers Scholarship students, and some exchange students whose fund cover accommodation: No. 3 International Students Dormitory.

✧ Self-sponsored students and other scholarship students: Xinsong Apartment.

According to the Beijing Municipal Public Security Bureau's relevant regulations, if you live in on-campus apartments, you need to go to the front desk of each apartment to check-in and obtain the "Registration Form of Temporary Residence". If you have changed your address or the original "Registration Form of Temporary Residence", you should apply for a new one 24 hours after check-in. After the update, you must present the new residence permit to the International Students Office and mainland China phone number within 3 days. Please do not change your address during the visa processing period. Otherwise, you will not be able to obtain a new visa. Please bring your passport to the local police station after visa extension or renewal to update the "Registration Form of Temporary Residence" within 24 hours. Otherwise, you will be fined.

The contact email of the Dormitory is wsfwqt@sina.com, while its contact number is 58805151, the contact number of Xinsong Apartment is 58807890:

7. New Student Cards and Welcome Package

After registration, you need to go to the international students' Dormitory reception desk to collect the New Student Welcome Package. After completing Offline Registration and Identity Verification, you will receive the cards on the registration spot.

1) The welcome package includes Beijing Normal University Handbook for New International Students, Beijing Normal University T-shirt, Beijing Normal University emblem, Beijing Normal University Student Associations' Introduction booklet, and Beijing city map.

2) New student cards include a Student ID booklet and a campus card.

8. Offline Registration and Identity Verification

To minimize queuing and gathering, online appointments will be adopted for the offline registration in batches. You can complete offline registration and identity verification at the different periods on February 21. Please log in to https://bnuiso.com/mobile#/ between February 18 and February 20, enter your student number and birthday, select the location, reserve an appointment, and arrive at the designated location to complete the corresponding procedures according to your appointment (refer to Attachment 4 for system instructions).

Please bring your passport, Admission Notice, Registration Form of Temporary Residence, Visa Application Form (JW201/JW202 form), and other original materials for offline registration and identity verification.

9. Physical Examination/Verification

1) Suppose you need to change your visa after arrival in China. In that case, you should make an appointment with the Beijing International Travel Healthcare Center for medical examination or verification before entering the campus. According to the national holiday arrangements in 2021, there will be a holiday for 7 days between February 11 and 17, while offices will open on February 7 (Sunday) and February 20 (Saturday). Please follow the official WeChat account of the "General Administration of Customs International Travel Health Care Center" and click "I want to reserve an appointment" or log on to the

website to reserve an appointment (http://111.202.228.178). After successfully booking an appointment, please go for the medical examination at the appointed time stipulated in the appointment message. After arrival, you must take a number at the queuing machine and complete your examination according to your number. Address: No. 20, Hepingli North Street, Dongcheng District, Beijing.

2) According to the current management measures for Covid-19 prevention and control, students who enter China must undergo health observation and testing for a specified period. To avoid delay in obtaining a residence permit in China, you must complete the physical examination outside China if your study period exceeds one year (including one year) and bring the original copies of all the physical examination report materials when entering China. After entering China, the Beijing International Travel Health Care Center will verify your physical examination report materials.

10. Visa

1) According to the national holiday arrangements in 2021, there will be a holiday for 7 days between February 11 and 17, while offices will open on February 7 (Sunday) and February 20 (Saturday). If you are applying for a visa due to personal reasons, please avoid this period. Please enter China after January 26, 2021. Otherwise, you may risk overstaying your visa.

2) To avoid queuing and gathering, you should reserve a visa processing appointment online after completing registration procedures. Reserve an appointment through https://bnuiso.com/mobile#/ between February 18 and February 20, and arrive at the designated location on February 21 according to your appointment. Please refer to the appointment record for the specific time and place.

3) Please bring your passport, Admission Notice, Visa Application Form (JW202 or JW201), Registration Form of Temporary Residence, a white background photo, the medical examination report, and the visa fee.

4) Suppose you have completed the appointment and obtained the visa application form. In that case, you can choose to apply for the visa by yourself at the Entry and Exit Administration Headquarters of Beijing Municipal Public Security Bureau (Address: 2

Andingmen East Street, Dongcheng District, Tel: 64047799) or entrust a visa agent (service fee required) to apply for the visa.

5) If you live in a country that has resumed the China study visa application, please contact your faculty/college/school through email to apply for visa materials. See item 25 for the contact information of faculties/ colleges / schools.

11. Faculty/ College / School Registration

After completing all university registration procedures, you must bring your student ID booklet to the office of your faculty/college/school or other designated registration point (subject to the notice of the faculty/college/school) for faculty registration. See item 25 for contact information of faculties/colleges/schools.

If you are outside China and are temporarily unable to come to China, please keep in touch with your faculty/college/school through online platforms and complete procedures specified by them.

12. Placement Test

According to the university's teaching and training program requirements, you must take an online placement test if you are a new student of the Chinese Language and Culture College (CLCC).

The online placement test will be from February 22 to February 23, and the test link will be sent by email. The results of class placement and the class WeChat group will be sent to you via email before February 27. Please scan the code to join the class group. CLCC classes will start on March 1, and the first week is the class-changing period. If you need to change classes or change textbooks, please contact the college teachers. Please see item 25 for the contact information of CLCC teachers.

13. Course Selection and Classes

If you are not a CLCC student, you must log in to the Academic Management System on the University Information Portal (http://one.bnu.edu.cn) to select courses after registration. Your default user name and password on the information portal are your student number. You need to contact your faculty/college/school teacher to confirm if the course will be taught online or offline. See item 25 for the contact information of faculties/ colleges / schools.

CLCC courses will be taught online throughout the Spring 2021 semester. After the placement test results are out, you can contact the CLCC staff in charge of Academics to select courses. If you have any questions, you can contact the related teacher for help.

If you are an Exchange student, you can choose one CLCC Chinese course for free. Please send an email to CLCC Teacher Li's mailbox between March 1 and March 5 to register (see item 25 for the contact information). Other students who wish to take Chinese courses at their own expense can also register through ichinese@bnu.edu.cn.

14. Beijing Normal University Email

Beijing Normal University provides a free email address for each international student. Please log on to http://mail.bnu.edu.cn/index.html to access the mailbox. For example, if your student number is 202153090001, your email address will be 202153090001, and your password is the eight digits of your date of birth (YYYYMMDD). You can change the password after logging in to your mailbox.

15. Campus Entry and Exit Application Process

The university adopts a relatively closed campus management policy during the pandemic. If you live in the university but need to go out of the campus, please get your faculty/college/school's approval before entering and leaving the university. Please consult your faculty/college/school teacher (see item 25 for the contact information).

16. Bank Account

1) What documents are required for bank account opening and bank card?

   Original passport, Beijing Normal University Admission notice, and "Registration Form of Temporary Residence'.

2) Which banks can I go to?

   Bank of China Beijing Wenhuiyuan Sub-branch can open a Great Wall electronic debit card for students free of charge. You can open an account at other banks and request a UnionPay card.

   Note: Scholarship students and some inter-university exchange students who receive monthly living expenses must request a Bank of China bank card.

   Bank of China Beijing Wenhuiyuan Sub-branch Address: No. 4, Wenhuiyuan North Road,

Haidian District, Beijing (1st floor, south of the Beijing Normal University gas station)

3) How do I open a bank account and request a bank card?

Follow the bank's operatives and request a Customer receipt containing your name, passport number, and bank card number.

Note: If you are a scholarship student, after you activate your bank card at the counter, you should send a photo of the Customer's receipt to isp@bnu.edu.cn for archive purposes. It will be used for living expenses and scholarship payments during your period of study.

4) What kind of bank card should I request?

When opening an account, request a UnionPay card associated with your account. The UnionPay card is widely used in China, and its function is the same as that of a debit card. It can transfer remittance directly to the recipient's account.

5) Can I enroll on campus before requesting a bank card?

We strongly recommend that you go to the bank to open an account and request a bank card before going to the university for registration. You must present your original passport to open a bank account. Meanwhile, during enrollment, you need to send your passport to the Exit and Entry Administration Department of Beijing Municipal Public Security Bureau for visa processing. Visa processing will take about 30 days to complete, during which you cannot retrieve the passport, so we recommend that you have a bank card before enrollment.

17. Money Exchange

Since it takes time to request bank cards and receive scholarship living expenses, scholarship students are required to prepare at least three months' living expenses (more than RMB 10,000 yuan) in advance.

Note: The bank is not allowed to exchange foreign currency into RMB on weekends. If you arrive on the weekend and do not prepare RMB cash in advance, we advise that you exchange RMB at the airport in case of an emergency.

18. Campus Card and Internet Activation

1) Beijing Normal University Campus Card

The "Beijing Normal University Campus Card" you received at the time of registration

is your "electronic ID" while studying at Beijing Normal University. Please keep it properly. After top-up, you can use it in the restaurant, sign up for the internet, pay the internet fee, or visit the library. The default password of the campus card is 666666.

If you lose your campus card, you should report the loss at the Information Network Service Hall with your student ID and pay a new card's cost.

2) Campus card's cash top-up location and working hours

Staff Canteen: Every Monday, Wednesday and Friday 11:00-13:00

Xinlequn Canteen: Every Monday to Friday 10:30-13:30

Information Network Service Hall: Monday to Friday 9:00-13:00; 14:00-16:00

3) Internet activation

The campus internet is active by default, and the default tariff is 60 yuan/month. Your campus internet username is your student number, while the default password is the eight digits of your date of birth; YYYYMMDD.

Internet fees can be paid on the top-up machine using a campus card. On the top-up device, select "Campus Card Self-service Business" — "Other Business" — "Network Fee". For more information, please click http://info.bnu.edu.cn/eng/index.html.

To activate the internet in the international students' apartment, please consult the apartment's front desk.

4) Transferring funds to campus card from bank card

You can transfer money from the bank card to the campus card through the top-up machine. The top-up machine can be used to check the balance of the bank card and the campus card, report the loss of the campus card and unfreeze the campus card, set the campus card consumption limit, pay internet fees, and so on.

5) Information Network Service Hall services include internet sign up, email, campus card, and other services.

Office location: 1st floor, south side of the No. 16 Students Dormitory

Office hours: 8:00 -- 12:30 & 14:00 -- 17:00

Telephone: 58808113

Campus card self-help hotline: 58807474

Please visit http://info.bnu.edu.cn for more details on self-service methods.

19. Halal Canteen

If you would like to dine in the university's halal canteen, please log on to the website (http://iso.bnu.edu.cn/cn/download/download?id=16) to download the "Halal Canteen Meal Application Form" and send it to isp@bnu.edu.cn before February 26. Note: After applying for meals in the halal canteen, a 15% management fee will be charged for meals in all other university canteens.

20. Hospital

There is a university hospital on campus. Please refer to the campus map for the specific location. The nearest hospital to the university, the "PLA Rocket Force General Hospital," is located across the Jingshi Building road. To see a doctor in China, you must first register at the registration window of the hospital. You can register for the "emergency number" in case of an emergency. If you feel unwell or need psychological counseling, please seek help from your classmates, teachers, or dormitory service staff. In case of emergency, please dial 120.

21. Important Contact Information

Entry and Exit Administration Headquarters of Beijing Municipal Public Security Bureau: 2 Andingmen Dong Dajie, Dongcheng District, 64047799.

➢ In-city Information directory desk - 114
➢ Fire - 119
➢ Police - 110
➢ Ambulance - 120
➢ Beijing Municipal PSB Foreigners Visa Consultation - 84015300, 84015191

22. Admission Deferral

If you decide to postpone your study program, you may apply for admission deferral. Please download the form from the Beijing Normal University International Students Office website (http://iso.bnu.edu.cn/cn/download?cid=499&pid=29&page=5), fill it out and send it to your faculty/college/school teacher from February 20, 2021 to February 28, 2021. See item 25 for the contact information.

23. Campus Map

北京师范大学平面简图
Beijing Normal University Campus Map

24. School Calendar

北京师范大学
BEIJING NORMAL UNIVERSITY
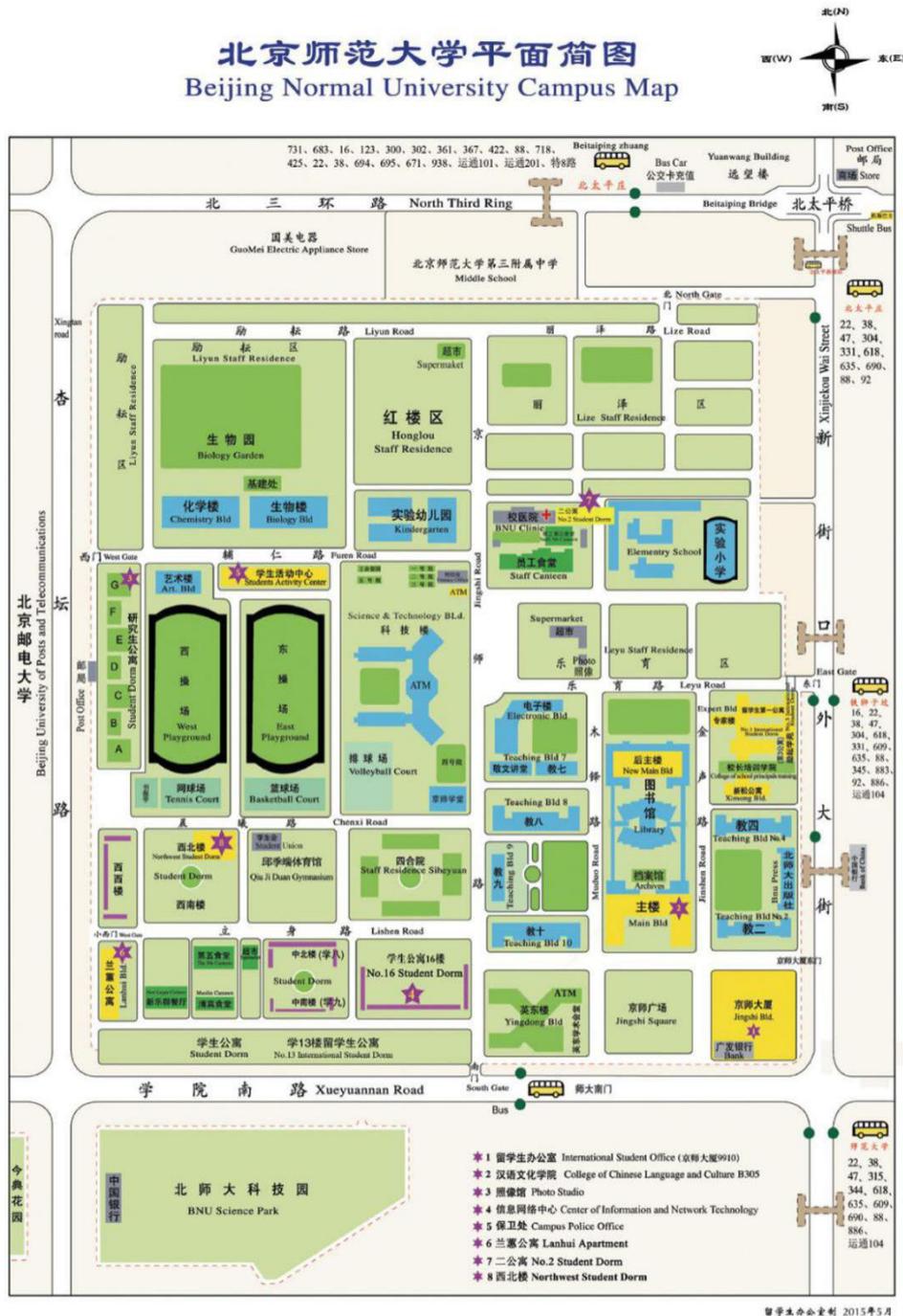
2020～2021学年 第二学期校历

月份	周次	星期一	星期二	星期三	星期四	星期五	星期六	星期日	内 容
2021年 2月		15	16	17	18	19	20	21	
	1	22	23	24	25	26	27	28	1. 2月21日全体教师正式上班；
3月	2	1	2	3	4	5	6	7	2. 2月21日为全体学生注册日；
	3	8	9	10	11	12	13	14	3. 4月23日至24日举行全校运动会；
	4	15	16	17	18	19	20	21	4. 6月23日举行本科生、研究生毕业典礼；
	5	22	23	24	25	26	27	28	5. 6月28日至7月9日为小学期，各教学单位根据培养要求安排教学活动；
4月	6	29	30	31	1	2	3	4	6. 7月10日学生放暑假；
	7	5	6	7	8	9	10	11	7. 7月10日为专业学位研究生暑期授课新生报到日；
	8	12	13	14	15	16	17	18	8. 7月12日至16日为教师培训与学术交流周，7月17日教师放暑假；
	9	19	20	21	22	23	24	25	9. 8月30日全体教师正式上班，8月30日至9月3日为教师培训与学术交流周；
5月	10	26	27	28	29	30	1	2	10. 9月4日为本科生二、三、四年级和研究生二、三年级注册日；
	11	3	4	5	6	7	8	9	11. 9月5日为本科生、研究生新生报到日；9月6日举行本科生、研究生新生开学典礼；
	12	10	11	12	13	14	15	16	12. 清明节、劳动节、端午节放假安排待国务院办公厅公布2021年节假日安排后另行通知。
	13	17	18	19	20	21	22	23	
	14	24	25	26	27	28	29	30	
6月	15	31	1	2	3	4	5	6	
	16	7	8	9	10	11	12	13	
	17	14	15	16	17	18	19	20	
	18	21	22	23	24	25	26	27	
7月	19	28	29	30	1	2	3	4	
	20	5	6	7	8	9	10	11	
	21	12	13	14	15	16	17	18	
	22	19	20	21	22	23	24	25	
	23	26	27	28	29	30	31	1	
8月	24	2	3	4	5	6	7	8	
	25	9	10	11	12	13	14	15	
	26	16	17	18	19	20	21	22	
	27	23	24	25	26	27	28	29	
	28	30	31	1	2	3	4	5	

教 学

党委/校长办公室 编制

25. University Contact Information

✧ **Contact information of faculties/ colleges / schools**

Faculty/ College / School	Contact Person	Email
Business School	Teacher Xie	xiejia@bnu.edu.cn
College of Athletics and Sport	Teacher Zhang	zhangxuan1220@bnu.edu.cn
	Teacher Xu	hanbingxu@bnu.edu.cn
College of Nuclear Science and Technology	Teacher Ran	ranxin@bnu.edu.cn
Department of Physics	Teacher Xie	xietian@bnu.edu.cn
School of Sociology	Teacher Wang (Graduate program)	wangke@bnu.edu.cn
	Teacher Zhang (Undergraduate program)	z1470@163.com
School of Social Development and Public Policy	Teacher Dong	ssdpp-ia@bnu.edu.cn
Faculty of Geographical Science	Teacher Zhang	zhangwenjuan@bnu.edu.cn
School of Foreign Languages & Literatures	Teacher Zhang	zhangliqing@bnu.edu.cn
Faculty of Psychology	Teacher Cui (Undergraduate program)	psy-benke@bnu.edu.cn
	Teacher Li (Graduate program)	psy-shuobo@bnu.edu.cn
College of Life Sciences	Teacher Dou	douf@bnu.edu.cn
School of Environment	Teacher Yi	susan@bnu.edu.cn
Department of Astronomy	Teacher Zhang	linzhang@bnu.edu.cn
School of Artificial Intelligence	Teacher Xi	xiqi@bnu.edu.cn
	Teacher Gong	gongzz@bnu.edu.cn
School of Chinese Language and	Teacher Gong	gongxiaojie@bnu.edu.cn

Literature	Teacher Xiao	xiaohan@bnu.edu.cn
	Teacher Zhao（ Ph.D. program ）	zhaorui@bnu.edu.cn
	Teacher Zhao（ Master's program ）	zx8276@163.com
	Teacher Li (Undergraduate program)	limin@bnu.edu.cn
School of Law	Teacher Zhang	lilyzhang0808@163.com
	Teacher Zhong	zhonglily1115@qq.com
College of Philosophy	Teacher Fu	fuhualai@bnu.edu.cn
Faculty of Education	Teacher Guan	fegraduate@126.com
School of Journalism & Communication	Teacher Li	lhx@bnu.edu.cn
School of Government	Teacher Guo	guojiabnu@bnu.edu.cn
	Teacher Chu	670262547@qq.com
Department of Chemistry	Teacher He	heyong@bnu.edu.cn
College of History	Teacher Liu (Undergraduate program)	liuyao@bnu.edu.cn
	Teacher Zang (Graduate program)	zangwx@bnu.edu.cn
College of Art	Teacher Cao (Undergraduate program)	caodongzhu41810108@163.com
	Teacher Liu	albee3001@163.com
School of Mathematical Science	Teacher Pan	11112017055@bnu.edu.cn
College of Chinese Language and Culture	Teacher Li (Undergraduate program, non-degree students)	lihuan@bnu.edu.cn
	Teacher Hong (Graduate program)	pyhong@bnu.edu.cn

◈ **University Contact Information**

Beijing Normal University website: https://www.bnu.edu.cn/

Beijing Normal University official WeChat account: bnuweixin

Address: No.19, Xinjiekouwei street, Haidian District, Beijing, 100875

◈ **Contact Information of University Departments**

➢ **Office of International Exchange and Cooperation (International Students Office):**
The International Students Office of Beijing Normal University is the comprehensive management and service department of international students' affairs. It is responsible for visa matters, student life, activities, etc., of all BNU international students (degree and non-degree students). It is responsible for drafting and formulating the strategic planning and management system related to international students' enrollment and training and other foreign-related management and services related to international students.

Website: http://iso.bnu.edu.cn

WeChat official account: BNUISO

Comprehensive consultancy: isp@bnu.edu.cn

Undergraduate in-school management: benke@bnu.edu.cn

Graduate students in-school management: yjs@bnu.edu.cn

Non-degree students in-school management: chinese@bnu.edu.cn

➢ **Education Department of the Provost's Office and Academic Affairs (Graduate School):** It is responsible for the formulation and revision of undergraduate and graduate education programs, curriculum construction, and textbook management. It is also responsible for the teaching operation and practical teaching of undergraduate and graduate students, management of graduate student status, and international education of undergraduate and graduate students.

Website: http://jwb.bnu.edu.cn/tab/jgsz_py

Undergraduate program contact: pdqi@bnu.edu.cn

Graduate program contact: dongjin@bnu.edu.cn

➢ **Admission Department of the Provost's Office and Academic Affairs (Graduate School):** It is responsible for domestic full-time undergraduate student enrollment, domestic full-time and part-time graduate student enrollment, overseas full-time undergraduate and graduate student enrollment, and overseas short-term international student enrollment.

Non-degree students admission: nondegree@bnu.edu.cn/

Undergraduate admission: benke@bnu.edu.cn

Graduate admission (Chinese program): grad@bnu.edu.cn

Graduate admission (English program): egp@bnu.edu.cn

Attachment 1

Beijing Normal University Campus Entrance Application Form

Fill in date: _____ / _____ / _____

1. Student's Basic Information

Passport name		Department / School	
Student number		Name and Phone number of the contact person of your department/school	
Passport number		Are you living on campus	□Yes　　□No
Mobile phone number in China		Address in Beijing	
Current location (province / city)		Date of Entrance	

<table>
<tr><td colspan="4" align="center">Inbound Travel Information</td></tr>
<tr><td>Place of departure</td><td></td><td>Arrival time</td><td></td></tr>
<tr><td>Place of arrival</td><td></td><td>Inbound flight number and seat number</td><td></td></tr>
<tr><td colspan="4" align="center">14 Days Centralized Quarantine Information</td></tr>
<tr><td>Quarantine location</td><td></td><td>Start and end date of quarantine</td><td></td></tr>
<tr><td colspan="4" align="center">7 Days Home or Centralized Quarantine Information</td></tr>
<tr><td>Quarantine location</td><td></td><td>Start and end date of quarantine</td><td></td></tr>
<tr><td colspan="4" align="center">7 Days Health Monitoring Information</td></tr>
<tr><td>Health monitoring location</td><td></td><td>Start and end date of health monitoring</td><td></td></tr>
</table>

2. Personal Health Information

Has your body temperature been more than 37.3℃ within the past 14 days?	□Yes □No
Have you visited or stopped in medium and high-risk areas within the past 14 days?	□Yes □No
Have you had symptoms such as fever, fatigue, cough, and breathing difficulty within the past 14 days?	□Yes □No
Have you had contact with Covid-19 confirmed or suspected patients within the past 14 days?	□Yes □No
Have you been confirmed as a Covid-19 patient or suspected patient within the past 14 days?	□Yes □No
Have you been under observation within the past 14 days?	□Yes □No

3. Suggestions (to be filled by relevant departments of the university)

Suggestion of departments or schools:	Suggestion of BNU Office of the Leading Group on Infectious Diseases Prevention and Control:
Signature of the person in charge: (official seal) date	Signature of the person in charge: (official seal) date

4. Supporting documents (additional pages may be attached)

1) Screenshot of personal health code on the day of application.

2) 14 days centralized quarantine completion report and nucleic acid test report.

3) 7 days + 7 days quarantine or health monitoring report.

4) Negative nucleic acid test report obtained within the past 3 days (the sampling time will serve as the time of nucleic acid test report, this means that you need to present the report of a nucleic acid test sampled within 3 days before you return to campus (including the day you return)).

Attachment 2

No.	Student No.	Account name on your bank card (must be in accordance with your bank confirmation letter and be written in English)	Card Number	Bank name in Chinese	Bank Branch in Chinese	Email Address	Phone Number

Attachment 3

使用"留学助手"手机 **APP** 进行在线注册申请
Using "Study in China Assistant" Mobile APP
for Online Registration Application

1. 登录 http://apply.bnu.edu.cn/，使用手机扫描下方二维码，下载"留学助手"。下载成功后，打开应用程序。

1. Log in at: http://apply.bnu.edu.cn/, and use your phone to scan the QR code below to download the app "留学助手" (Study in China assistant). Open the app after downloading.

2. 按提示选择语言。

2. Choose the language as directed.
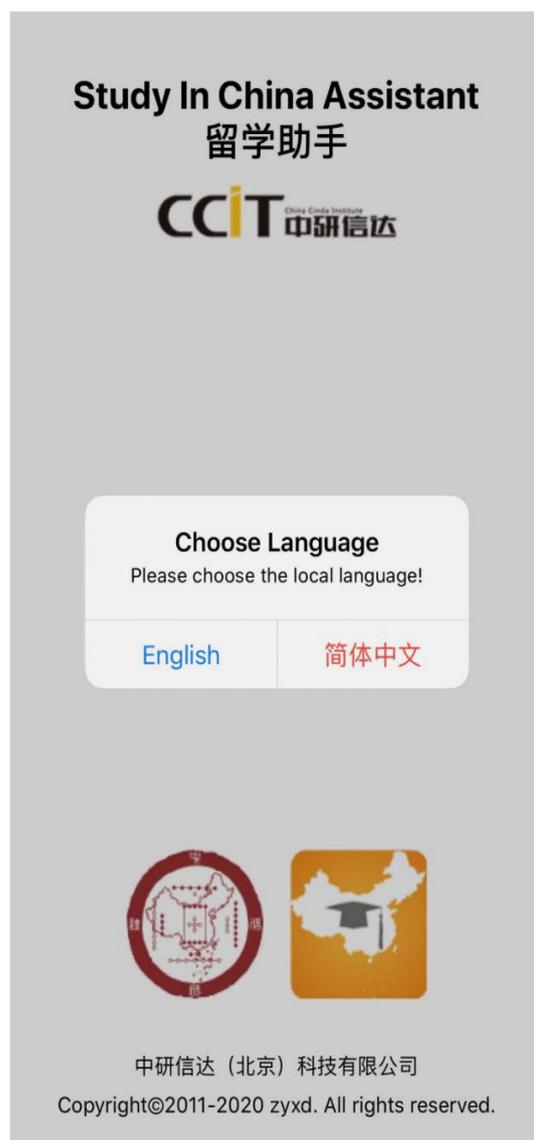
3. 选择语言后，请仔细阅读手机上显示的"绑定须知"。

可以选择手动输入网址：http://apply.bnu.edu.cn/，进行绑定，

也可以扫描此说明第一页中的二维码进行绑定。

3. After selecting language as directed, please read carefully about the "Bind Guide" shown on your phone.

You may choose to enter the website (http://apply.bnu.edu.cn/) to bind, or scan the QR code on the first page of this instruction.
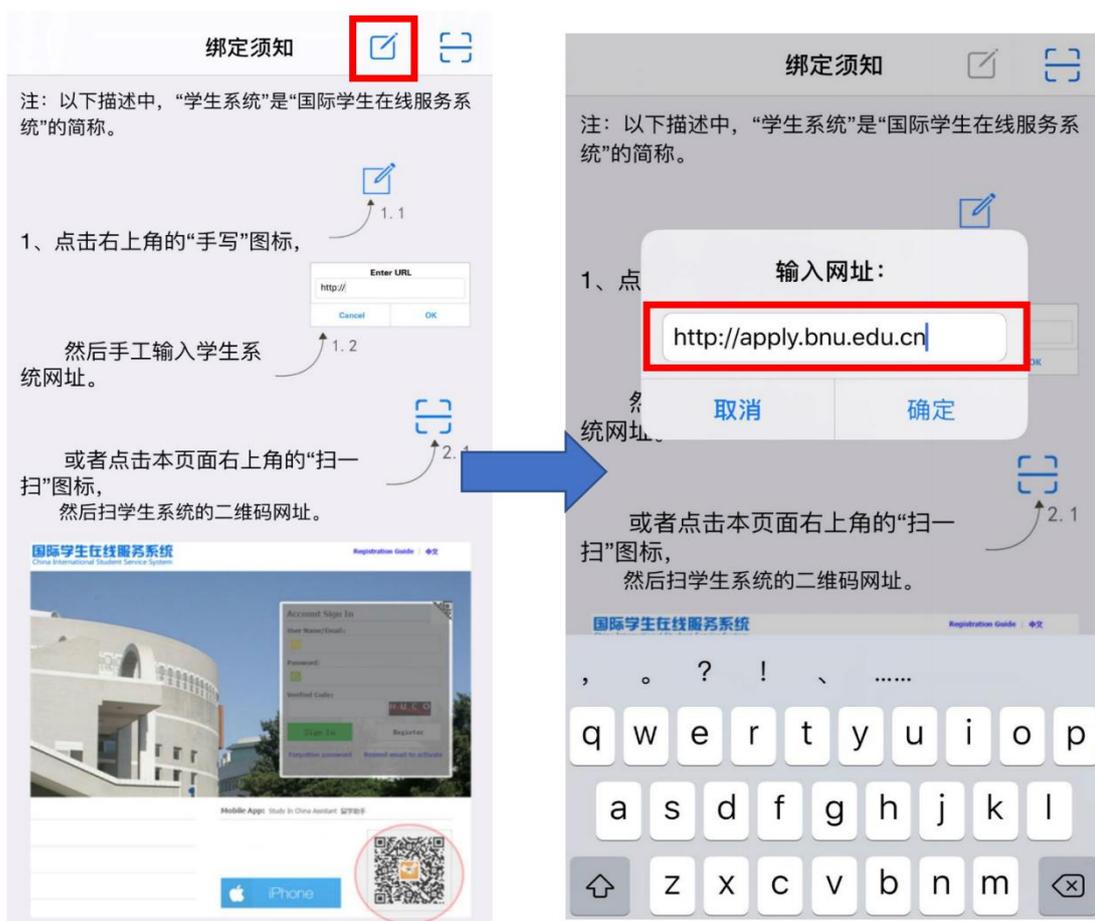
4. 绑定成功后，会显示登录界面，使用账号密码登录。账号密码与登录 http://apply.bnu.edu.cn/的相同。

4. After binding successfully, the log in page will appear. Use your account and password to log in. The account and password will be the same as the one you use to log in at: http://apply.bnu.edu.cn/.

5. 登录后，会提示需要绑定学生信息。如显示"没有绑定学生信息"，则需使用**自己的**学号或申请编号其中一项，并正确填写生日及国籍，即可成功绑定。

5. After logging in, it is required to bind student information. If it shows "You haven't bound the student information yet", you need to use **your own** student ID or application number (either one works), and select your date of birth and nationality correctly.
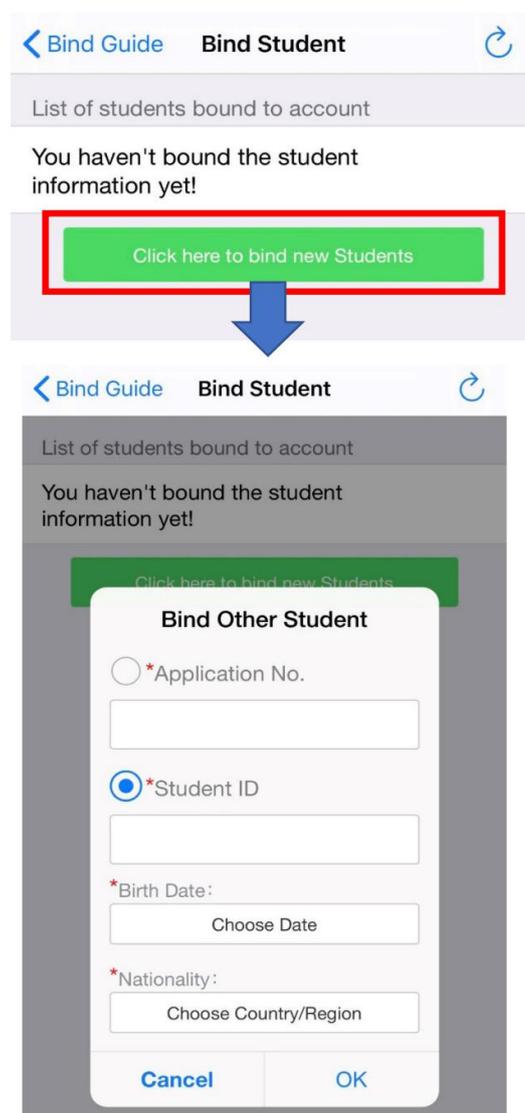
6. 上一步确认后，会显示学生信息。确认是你本人后，点击"绑定到手机 APP"。

注：继续在北师大就读新项目的学生（例如：本科从北师大毕业，秋季将开始硕士项目），请选择第二项，使用你的新学号进行绑定。

6. After choose "OK" at previous step, the student information will appear. Choose "Bind to the mobile app" when you confirm it is yourself.

Note: For those students who continue studying at BNU (e.g. finish the undergraduate program at BNU, and will start Master's program in September), please select the second option and use your new student number to bind.
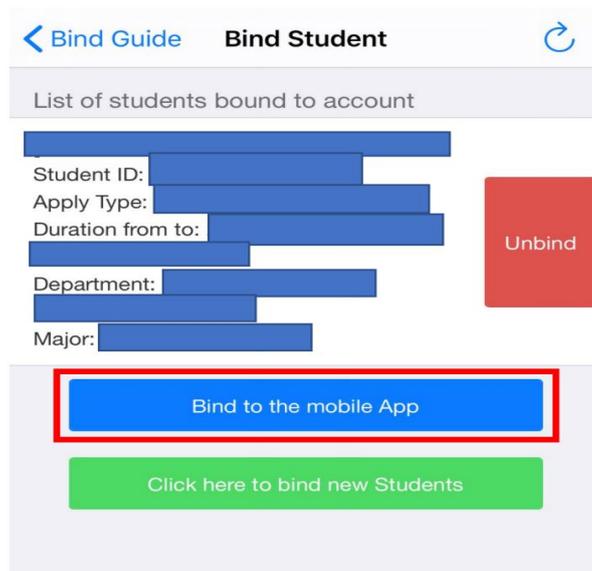
7. 绑定成功后，可看到如下页面，顶端选项分别为：

　　1) 注册：点击进行在线报到注册

　　2) 签证：查看你的证件信息

　　3) 费用：查看你的需要交纳的学费

　　4) 条码：查看你的申请编号及学号。

7. After logging in, you may see the page below, on the top are:

　　1) Registration: Click to do the online registration

　　2) Visa: Check your passport and visa information

　　3) Fee: Check your tuition fee to pay

　　4) Barcode: Check your application number and student number

8. 选择首页上的"注册"，再选择"注册申请"，按系统提示，进行信息填写及文件上传。

8. Choose "Registration" on the homepage, then choose "Registration Application". Follow the steps to fill in the information or submit pictures as directed.

注：在线注册报到期间，由于申请量比较大，可能会出现打开速度缓慢等情况。请耐心等待并稍后再进行尝试。

如果手机应用出现无法下载或无法打开等情况，或在填写过程中有其他问题，请发送具体问题以及手机型号至：isp@bnu.edu.cn 进行咨询。

Note: Due to the high volume of applications during the online registration, it might be slightly difficult to run the APP for some time. Please be patient and try again later.

If the APP has problem downloading or running, or you have questions during the registration application, please send specific questions and your phone brand + type to: isp@bnu.edu.cn.

Attachment 4

1. Log in to the website. You may choose the Chinese or English version and input your student number and birthday.
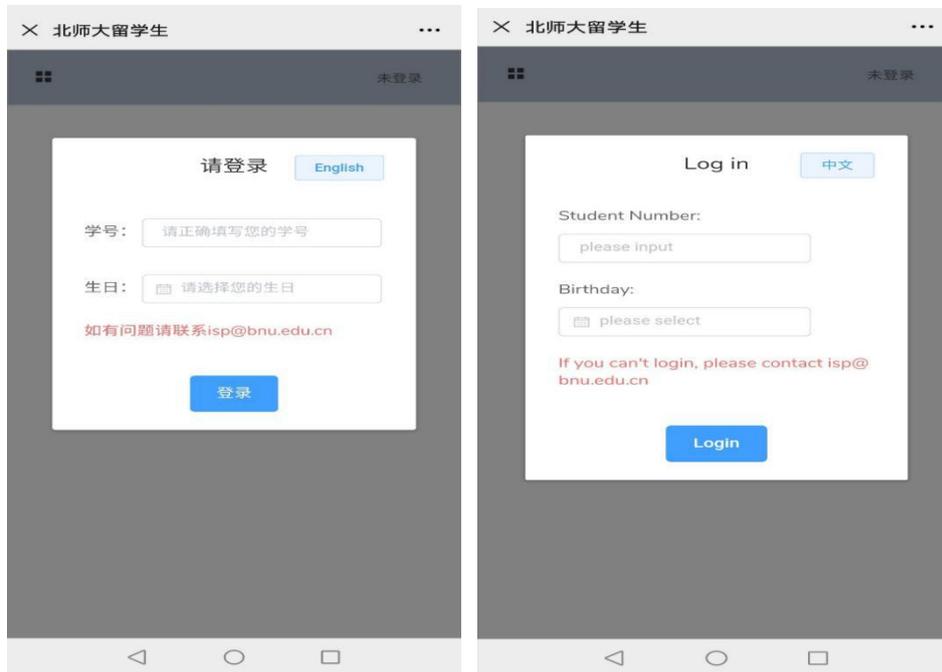
2. Choose the location (only students who are in China can make the reservation).
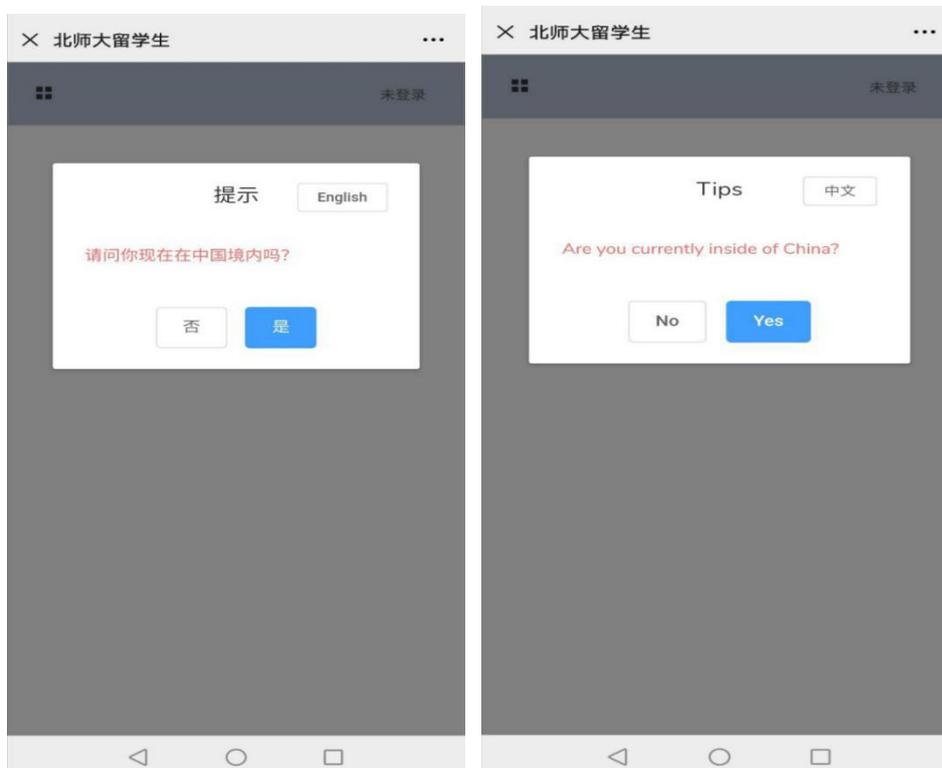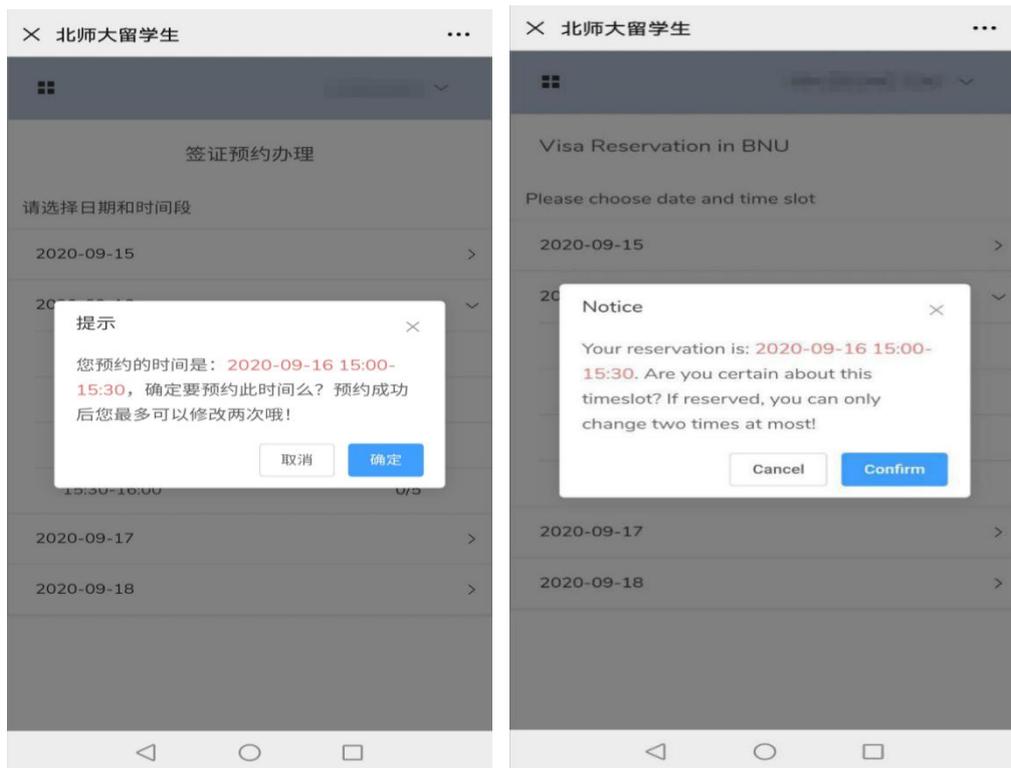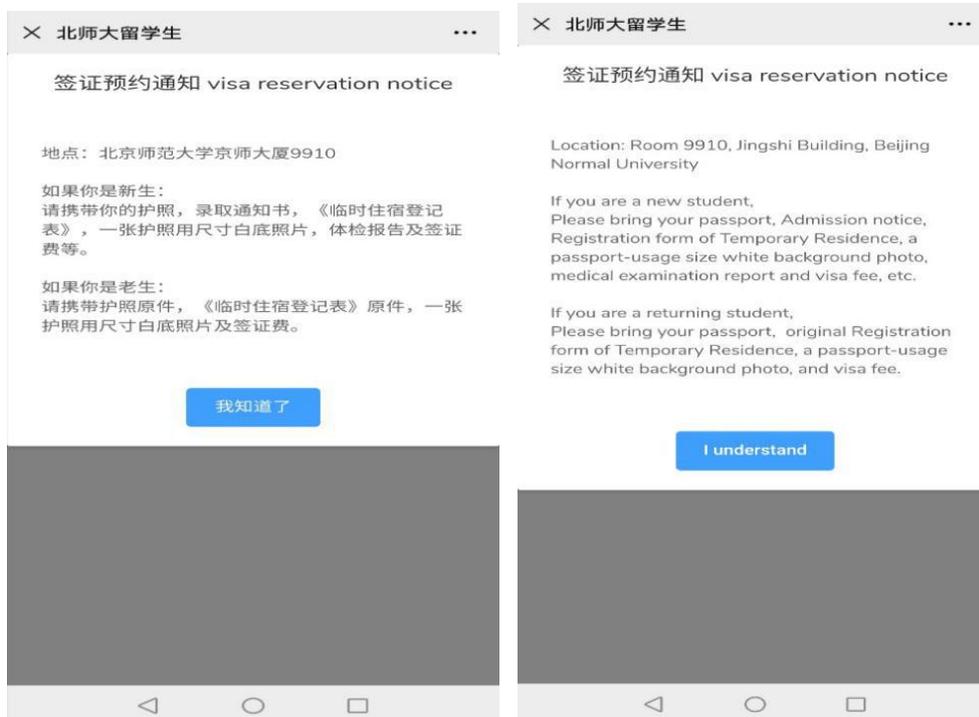
3. Click Visa
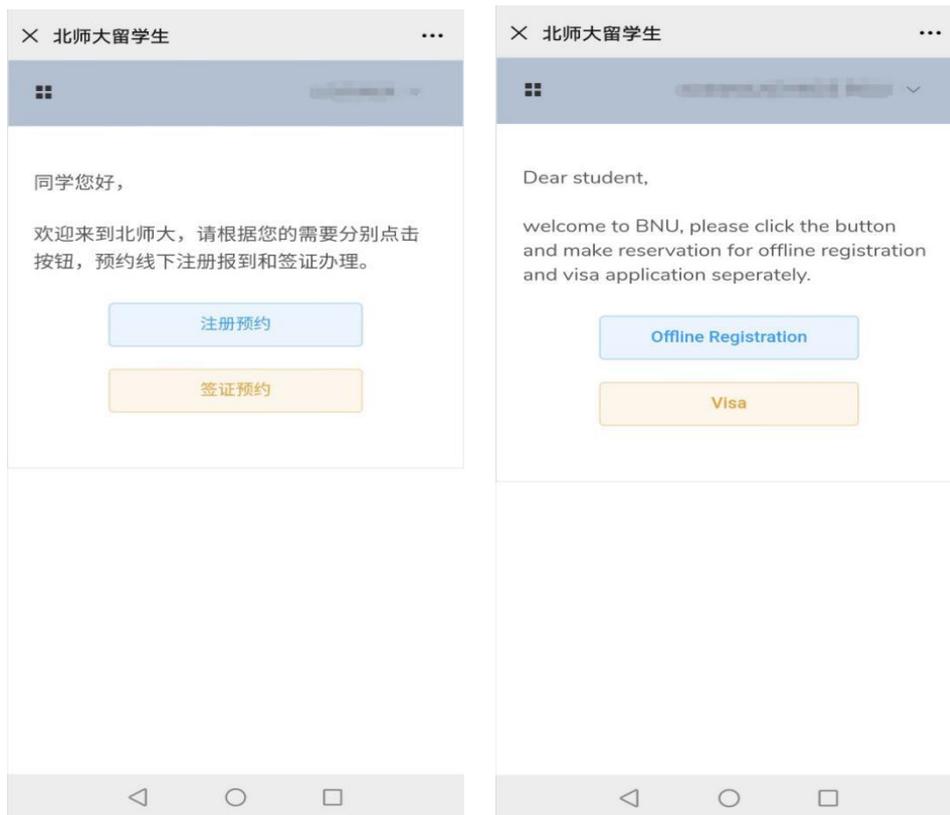
4. Select a time slot. For example, if you select 15:00-15:30 on September 16, 2020. It shows that the maximum is 5 persons, and one student has reserved already.
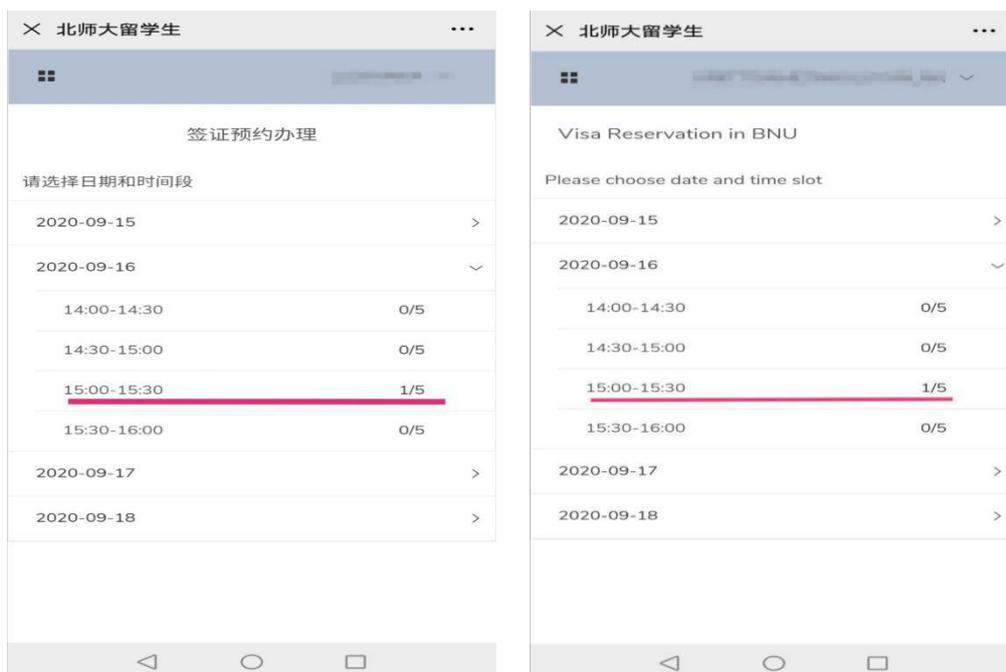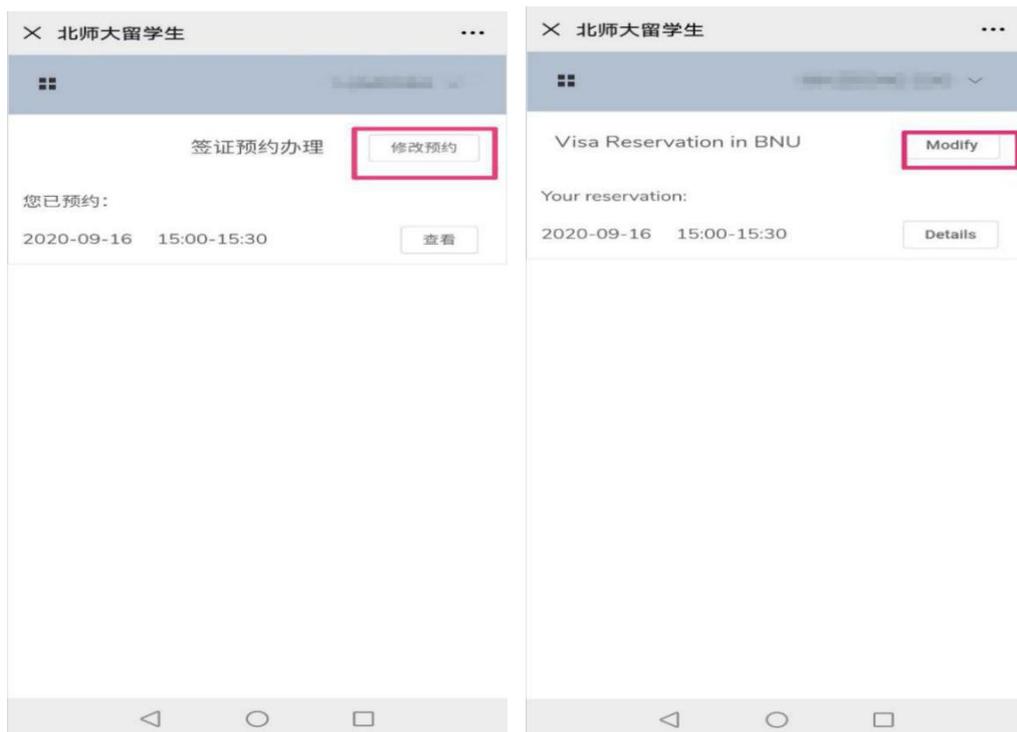
5. Confirm your reservation (Please note that you can only change the reservation twice).
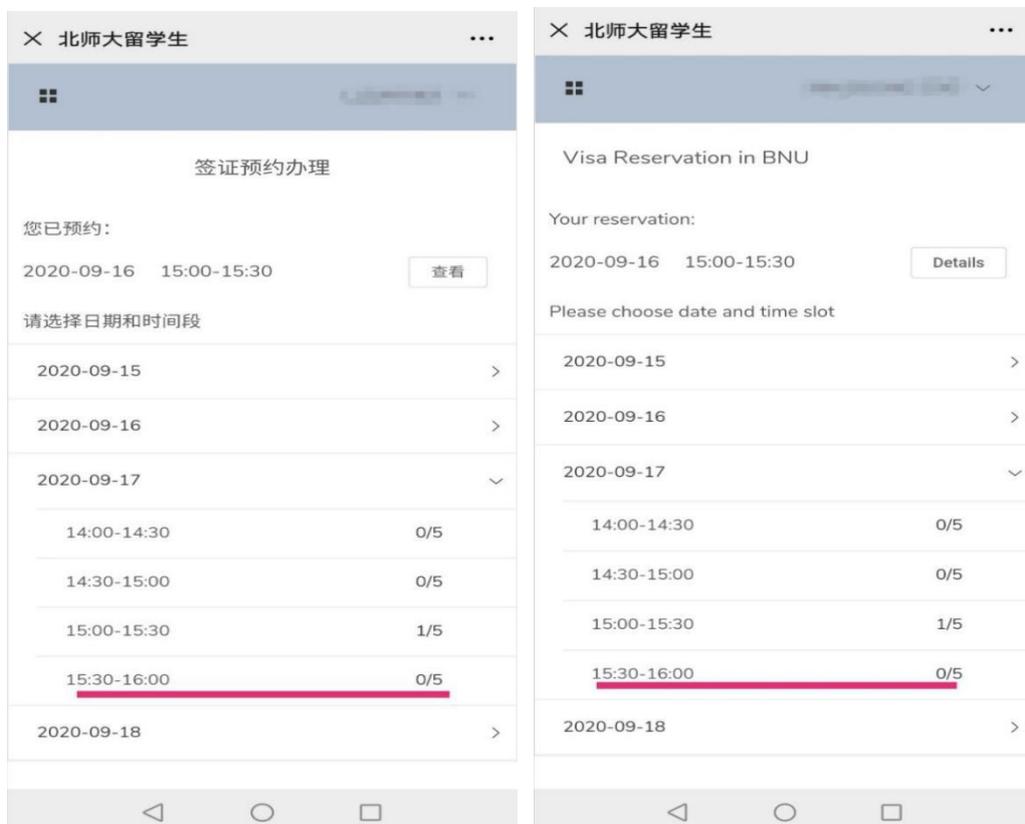

6. Please read the visa reservation notice and prepare the document in advance.

7. If you would like to change the time slot, please select modify.

8. Select another time slot.

9. Confirm the modification.