



留学生

# 新生须知

*Handbook for International Students*



中华女子学院国际教育学院

School of International Education

China Women's University

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Welcome to China Women's University! You are going to launch a colorful period of time studying and living in CWU, Beijing. How exciting it is! Now let us check out what you need to prepare before you leave for China.

## **Checklist of Preparation BEFORE Coming to China**

### **1. Visa**

#### **How to apply for a visa to China?**

- ◆ You may apply for the X1 Visa at the Chinese Consulate/Embassy to your home country. Kindly bring along the materials (the original copies) as follow:
  - a) your valid passport
  - b) your Admission Notice from CWU
  - c) the form Visa Application for Study in China (JW201)
  - d) the form Physical Examination Form for Foreigners
  - e) your blood test report
- ◆ Make sure that reclaim the original copies of the required materials b), c), d) and e) after completing your visa application, for these original copies would be compulsory for your registration in CWU, Beijing.
- ◆ This is a two-year learning program. Please ensure your passport is valid for your full length of stay in China.

#### **What type of visa shall I apply?**

- ◆ Please apply for the X1 visa for studying in China for a long period of time.
- ◆ According to the relative laws, visa-free foreigners cannot get change their visa to "X1" visa within the Mainland. So please prepare the valid X1 visa BEFORE you come to China.

For more information about visa's issue, please check out (scroll down for English):

<http://cs.mfa.gov.cn/gyls/lsgz/fwxx/t1070373.shtml>

## **Important visa notice:**

- ◆ According to Chinese law and regulations, international students with X1 visa are required to apply for the Residence Permit within 30 days since they arrive in China. Otherwise, it would be regarded as illegal and imposed a fine.
- ◆ Before applying for your Residence Permit, you need to register at the School of International Education within the required time.
- ◆ If you arrive in China much earlier before the registration time, please make sure that your visa is not overdue.
- ◆ For more information about visa's issue, please check out (scroll down for English): <http://cs.mfa.gov.cn/gyls/lsgz/fwxx/t1070373.shtml>

## **2. Accommodation**

There are on-campus dorms for international students in CWU. For the students with full scholarship, the dorm would be arranged when they register at CWU.

## **3. Physical Examination**

### **Is Physical Examination Necessary?**

- ◆ Students who are studying in China for longer than one academic year must take the physical examination and obtain the personal health certificate.
- ◆ Those who already have had a residence permit do not need to go through the physical examination again.
- ◆ However if the student obtained the residence permit before the age of 18, then she/he has to take the physical examination again.

## **About the Physical Examination Form for Foreigners**

- ◆ Its original copy is required.
- ◆ It is valid for 6 months.
- ◆ A photograph in passport-size on the right top corner with the official stamp from the hospital is required.
- ◆ Signature with date from the doctor and stamp from the hospital is required in the last page.
- ◆ If you have to photocopy the blank form, please do it double-sided and NOT into two pages.

Please attach the original copies of the reports of AIDS, Syphilis, electrocardiogram and X-Ray.

## **4. Money Issues**

- ◆ Please prepare some cash (RMB) before coming to Beijing or bring 1-2 international credit cards that are available in China.
- ◆ You are advised to have at least 1000 RMB with you. ( Please pay attention to your safety when you take cash with you. )
- ◆ Completed the registration, CWU will help you to handle the Union Pay bank card.

## **5. Insurance**

Scholarships students whose admission notice indicate insurance coverage are not required to purchase insurance.

## 6. Checklist of the Documents Required

Valid passport & visa

Admission Notice (original copy)

Visa Application for Study in China (Form JW201)

Passport photo (in 2-inch size, at least 10 copies)

Physical Examination and Blood Test Report (original copy in English)

**Note:** It is advised to prepare extra photocopies of the important documents, in order to prevent accidental loss.

## 7. Packing Your Luggage

- ◆ The weather in Beijing has four distinct seasons. Depending on your length of stay in China, you are advised to bring clothes suitable for the different weather conditions.
- ◆ Some toiletries and other necessities would be also useful for the first few days. Then it is easy to find supermarkets around the campus.

## Checklist of Preparation AFTER Arriving in Beijing

### 1. How to go to Campus from the Airport?

#### Airport Pickup Service

CWU offers free airport pickup service for all international students.

- ◆ Location: Beijing Capital Airport T3 Terminal Building
- ◆ Time: Please refer to your admission letter for details
- ◆ Register: If you would like to take the pickup service, please register in advance before the time mentioned in the documents you received by sending an email to

[cwuinternational@sina.com](mailto:cwuinternational@sina.com) and clarifying your name, flight number and the specific time of arrival.

- ◆ Please make sure that you have the Admission Letter with you at the airport as the only valid verification for having the free pickup service.

## **Go to the Campus by Taxi**

- ◆ If you arrived in Beijing out of the time mentioned for pickup service, you may also take a taxi to CWU campus.
- ◆ You may print and show the following Chinese address to the taxi driver:  
中华女子学院：北京市朝阳区育慧东路1号
- ◆ Please ask for the receipt before getting off your taxi.

## **2. Accommodation**

- ◆ Completed the registration in the School of International Education, you may go to the dorm for international students in the campus to check in.
- ◆ You will get The Registration Form of Temporary Residence after checking in, which is your legal residence certificate in China. Please make sure this form is in safekeeping with you all along the time when you are in China.
- ◆ Theoretically, all the international students in this program are required to live in the arranged dorm on campus.

## **3. Financial affairs**

### **Bank Card and Account**

- ◆ Completed the registration, CWU will help you to handle the Union Pay bank card, which is responsible for your scholarship.

- ◆ You need to activate your bank card.

## **Money exchange**

- ◆ Banks do not do money exchange on weekend. If you happen to arrive in China at weekend, please exchange enough cash at the airport.
- ◆ Please prepare your valid passport for money exchange

## **4. Registration**

### **Registration information**

- ◆ All international students are required to register at the School of International Education during the required period of time at the beginning of EVERY semester.
- ◆ Students who are unable to register on time due to special reasons must submit a formal application to the School of International Education at least one week in advance, otherwise she/he will be automatically regarded as quitting from CWU.
- ◆ Time: Please refer to your admission letter for details
- ◆ Location: the administration office of the School of International Education

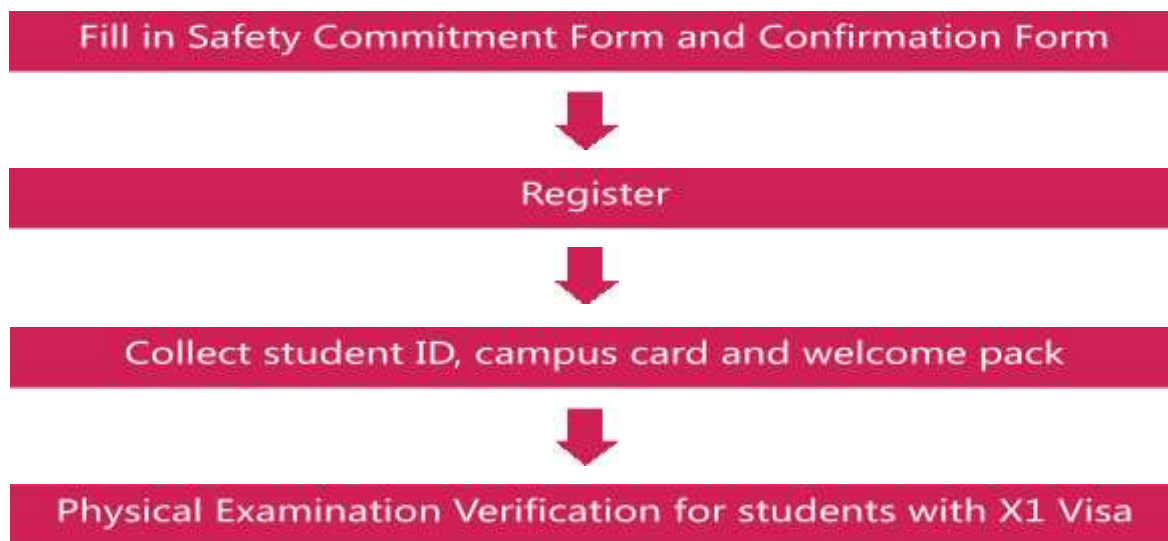
### **Documents Required for Registration**

- 1) Valid passport
- 2) Admission Letter: original copy with your personal signature
- 3) Form of Visa Application for Study in China (JW201)
- 4) 10 photos:
  - ✓ as same as the photo on your passport
  - ✓ with your name written at the back
- 5) Physical Examination Report (original copy)



## Registration Procedure:

- 1) Fill in the Security Commitment & the Form of Personal Information
- 2) Register
- 3) Collect your Student Card, Campus Card, Insurance Card and materials for new students
- 4) Have your Physical Examination Report verified



## 5. Insurance

Full scholarship students may collect the insurance card for free.

## 6. Physical Examination Verification

- ◆ CWU will help the international students to arrange the verification.

## 7. Opening Ceremony

To be announced

## **Important Contact Information**

Administration Office of the School of International Education

Office hour: Monday-Friday,

8:00-11:30; 13:30-16:30

Telephone: +86-10-84659477

+86-10-84658900

Email: [cwuinternational@sina.com](mailto:cwuinternational@sina.com)