



Guideline for 2019 Fall Semester (From Aug.30)



University of International Business
and Economics

对外经济贸易大学

2019 年秋季学期交流指南

Global Exchange and Experience Center (GEEC)

Room 201, International Education Building B Wing, University
for International Business and Economics

www.geec.uibe.edu.cn

Welcome

Hello! I am the Global Exchange and Experience Center at the University of International Business and Economics (UIBE). Welcome to UIBE!

Here I would like to introduce myself briefly. I am the one who will be in charge of your life and study at UIBE. So in this guideline, I have listed all of the useful information for you.

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Nomination & Application

Deadline:

Nomination: Apr.30, 2019

Online Application: May 11, 2019

Procedures:

- A. Apply for exchange program with your home university. An official nomination letter from partner university is needed.
- B. Log on the website and finish the on-line application in due time.
<http://www.uibe.cn/app/eng/>. **Refer to Application Guidance:**
<http://geec.uibe.edu.cn/ywsy/programs/internationalexchange/applications/61286.htm>
- C. Technical Support: Please contact our admissions office for support via sie@uibe.edu.cn
- D. Mailing Admission Letter. Admission letter and other visa application materials will be mailed to your home university no later than July 6, 2019.

Accommodation

Our dormitory application will be open to our exchange students after we get confirmation from dormitory department. Please note the follow issues for staying on campus:

1. Room Type and rate:

Double room with two single beds

Double rooms are located in Huibin Apt., Huicai Apt., Huide Apt. and new International Education Building

Rate range: 35-90 RMB/ Day/ Person

2. Application and confirmation:

- The application will start after we get all nomination and the final confirmation will be posted to the website in June 2019.

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

- Own arrangement accepted.

On-campus accommodation application is not a must for every exchange student. If you have your own arrangement, please DO NOT email your application to us. If you don't have your own arrangement and fail to email your application, we will assume you have your own arrangement.

ATTENTION:

ON-LINE APPLICATION WILL ONLY BE AVAILABLE AFTER YOU GET AN OFFICAL NOTE FOR ACCOMMOATION BY EMAIL. OTHER WISE, IT IS INVALID.

Course Registration

Course registration is a must for your study in UIBE.

Rules:

1. Registration module (choose ONLY one module):

A. no more than 6 business or economic courses

B. 20-hour Chinese course (20 local credits) + 2 other business or economic courses

C. 6-hour Chinese course(6 local credits)+4 other business

MBA539 Business Chinese is a complimentary course for any module.

Students need to confirm with your home university about the module before you come to UIBE, especially for language course.

2. Credit Transfer

Normally, 1 local credit = 2 ECTS.

But it varies according to the policy from your own home university.

3. Courses are provided by 3 faculties/schools:

School of International Education (SIE) --- 6 and 20 Hour Chinese

School of International Trade and Economics (SITE)

Business School (BS)

4. Learning Agreement

The Learning agreement (LA) is the only document that serves a proof of your course registration. Each student is required to fill out the agreement carefully.

5. Procedures for Course Registration

20-HOUR Chinese Course:

Register it as you finish your status registration in School of International Education.

Dropping this course after registration will not be approved.

6-Hour Chinese Course: To be announced in September.

Business Courses

STEP ONE: Finish Status Registration

STEP TWO: Download learning agreement and check course schedule from GEEC's website

STEP THREE: Try courses (SIE, SITE, BS) you are interested in

STEP FOUR: Make your final decision and fill them out in your learning agreement. Get the signature from relevant faculties.

STEP FIVE: Submit your learning agreement before the deadline

Note:

Status Registration: Confirm your status as an exchange students

Learning Agreement: A form for course registration, and once fill it in no more change will be accepted.

Course Information: Course information will be posted to our website when they are confirmed by three teaching faculties.

Grades and Transcripts

Grades will be posted to our web page by the end of the semester.

Transcripts will be made and emailed directly to your home university by the beginning of 2019 Spring Semester (March).

Visa Application

The Chinese government issues different visas to foreigners wishing to enter China according to their purposes of visit. The visas are marked Chinese phonetic letters of D, Z, X1, X2, L, G or C; those for international students are marked X1 (for study 6 months or more) or X2(for study less than 6 months). When you apply the Chinese visa at Chinese embassy or consulate, you should submit the Acceptance Letter (Admission Letter) and the Visa Application Form (JW202) issued by UIBE and the Government of Beijing.

Students who hold “Type X1” Visa need to apply for the “Residence Permit” in Beijing within 30 days after your arrival and go for a medical checkup. The School of International Education (SIE) shall assist you with the visa-related matters.

For students who are not able to get the visa in time can apply for a tourist Visa first and change it into “X1” or “X2” Visa after arriving at UIBE.

Should you need any further information concerning Visa, please call +86(0)10-6449-5563.

Insurance

According to the regulations of the Chinese Ministry of Education, students of Non-Degree Programs **MUST** have a China insurance to register besides the insurance from your home country. You need to buy insurance when you register at SIE. It will cost 300 RMB for 6 months or 600RMB for a year. Cash Only.

NOTICE OF VISA EXTENSION / RENEWAL & MULTIPLE ENTRY APPLICATION

1. Students who hold the X2 visa that cannot cover the whole semester,

Please go to Room 102, International Education Building B Wing, UIBE in September, 2018

For X2 visa extension, please take

- a. Registration form of Temporary Residence
- b. Recent passport photo, 2-inch, white background, no hat
- c. Admission notice & JW202
- d. Corresponding visa application fee (the fee differs from country to country)

Please collect your passport 2 weeks after the application date

2. Students who need to multiply entries,

Please go to Room 102, International Education Building B Wing, UIBE, at least 3 months before the completion of your study in UIBE (for autumn semester students, the deadline to apply for 2 entries is October 28, 2018; 1 entry, November 30, 2018.)

Maximum two entries

For entries multiplying, please take

- a. Registration form of Temporary Residence
- b. Recent passport photo, 2-inch, white background, no hat
- c. Admission notice & JW202
- e. Corresponding visa application fee (the fee differs from country to country)
- f. A detailed traveling plan (with the flight tickets)

Please collect your passport 2 weeks after the application date

3. Students who hold the X1 visa

Please change the X1 visa to Residence Permit as soon as you arrive in China, as this type of visa only allow you to stay here for 30 days.

For Residence Permit application, please take

- a. Registration form of Temporary Residence
- b. Recent passport photo, 2-inch, white background, no hat
- c. Admission notice & JW202
- d. Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese (please ask for the map of Beijing International Travel Healthcare Center Haidian clinic in the Room 102

RMB 500 (No EXPRESS)

Please collect your passport 15-20 days after the application date

4. Students who need to use the passport during the visa application procedures

Please raise a claim on the day of visa application for a Yellow Receipt, otherwise, the receipt cannot get from the Visa Bureau.

The Yellow Receipt (VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT) could certify that your passport is in application temporarily (for taking a train or living in a hotel in mainland China).

Please take the Yellow Receipt to collect your passport at the EXIT AND ENTRY ADMINISTRATION DIVISION OF BEIJING MUNICIPAL PUBLIC SECURITY BUREAU.

Map of Campus

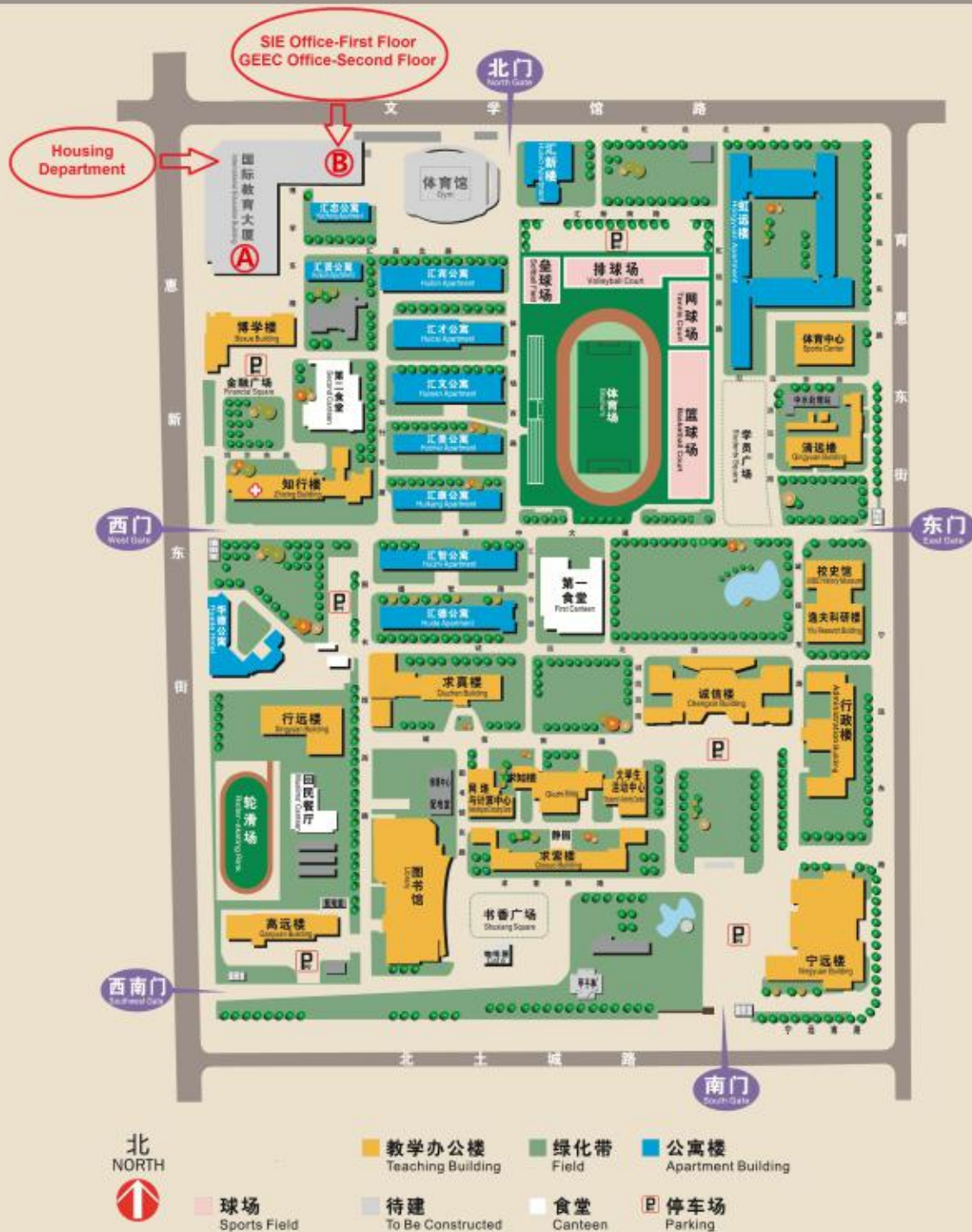


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校区总平面图

THE CAMPUS PLAN



The Local Map

The map illustrates the local area around Beixiaojielu Station. Key features include:

- 4th Ring Road** at the top.
- 3rd Ring Road** at the bottom.
- Major Roads:** Huixinxijie Avenue, Beitucheng Road, Taiyanggong Road, Andingmending Road (2nd Ring Road), Hepinglibei Avenue, and Yinghuaxijie Avenue.
- Landmarks and Facilities:**
 - UIBE (University of International Business and Economics):** A large building complex in the center.
 - Beixiaojielu Station:** Located near the center, with Subway Line 5 and Subway Line 11.
 - Yuan Dynasty Ruins:** Two sites marked on the map.
 - Other Facilities:** Various restaurants, banks, and public services are labeled throughout the area.

1. Bus lines: 62, 101, 119, 201, 409, 419, 422, 674, 684.

2. Students who need to go to Visa Office could take Bus 62 or Bus 684 to Beixiaojielu Station. The Office is 200 metres far from the east of Beixiaojielu Station.

Life in UIBE



Transportation:

AIR PICK-UP: At fixed time (posted on website on Jan.2020)

Airport Shuttle Bus : From 18RMB/PERSON

Airport Express: 25RMB/PERSON(TO SANYUANQIAO STATION)

Taxi: No more than 100RMB



WIFI:

Username and password will be given when semester begins.

Free for China's websites and charge for International non-educational websites (20RMB/month).



Meal:

Students will get E-card (campus card) when semester starts.

E-card can be used in cafeterias, and certain on-campus stores and library.



Gym:

An underground gym managed by School of International Education.

New gym was newly built with various events.

UIBE

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