

Preparation before Coming to China

I. Your Visa

International students should apply for study visa at the Chinese Embassy or Consulate in their home country. Documents required for visa application are listed as follows: valid passport, admission letter (digital copy), visa application form (JW201,JW202 or DQ Form).

International students must obtain the study (X type) visa in order to enter and study in China. Study visa is valid for 30 days, which requires the student to obtain the residence permit within such period in order to stay in China for longer period.

Therefore, it is advisable for students not to travel to China prior to the designated period of 30 days given that the residence permit can only be obtained after you registered at CFAU.

II. Accommodation

For Students staying on campus:

International Exchange Centre (IEC) and the Reception Centre in Shahe campus have enough rooms to accommodate all international students. If you decide to stay off-campus, please let us know in advance.

Please note that:

A. Details of student flat regulations and accommodation can be found in enrollment information.

B. If students arrive early before the designated check-in date, they will need to plan ahead and make their own accommodation arrangements.

For students staying off campus:

(1). Students will be able to rent houses around Beijing, though it is recommended to talk to a realtor in terms of contract and other legal documents.

(2). Hotel and hostels

Students should make their plans and accommodation arrangement before coming to China. Students who stay off campus need to make bookings in advance.

III. Student Registration

International students are required to register at the university upon the date indicated on the admission letter. If you cannot register on time, you need to inform the International Student Section in advance by sending us your request of Late Registration through email (admission@cfau.edu.cn), which should explain the reason of your delay in registration.

If you don't register within two weeks without an acceptable reason, it will be regarded as an automatic withdrawal, and your offer will be cancelled.

IV. Money

Bring only the essential amount of cash or bank cards needed to cover your expenses in China in order to avoid any unnecessary risks or theft.

V. Important Documents

Please bring the list of documents listed below for student registration at CFAU:

Valid passport, a photocopy of your passport (Recommended)

4 two-inch pale white background photos

Admission letter (printed copy)

Visa application form JW201 , JW202 or DQ Form (printed copy)

Health Examination Report (Optional)

Your visa, marriage certificate, guarantor's ID copy, etc. (Take documents according to your personal needs)

Arriving in China

I. Directions from Beijing Capital International Airport to CFAU

1. By Taxi

To Zhanlan Road Campus: China Foreign Affairs University, No.24 Zhanlan Road Campus, Xicheng District, Beijing (北京市西城区展览馆路 24 号外交学院)

To Shahe Campus: China Foreign Affairs University (Shahe Campus), Shahe University Park, Changping District, Beijing (北京市昌平区沙河高教园外交学院)

You can show the address to Taxi driver, the fare is about 150 RMB and it takes about 1 to 2 hours.

2. By Subway

A. To Zhanlan Road Campus:

Take the Airport Express from your terminal and get off at the Dongzhimen Station. Then transfer to Line 2 and get off at Fuchengmen Station, take A the North-west Exit.

B. To Shahe Campus:

Take the Airport Express from your terminal, get off at Dongzhimen Station and then transfer to Line 13. On line 13 get off at Xi'erqi Station and transfer to the Changping Line. Take the Changping line to the Shahe Station and exit from B1.

The ticket price for the Airport Express is 25 yuan and the subway costs 6 yuan. It takes around 1 to 2 hours to get to our university campus.

Note: Please pay attention to the schedule of the Airport Express.

II. Registration of Residence

According to the relevant national regulations, international students should register for temporary residence at the police station within 24 hours upon their arrival. Those who do not follow this regulation will be issued a warning or fined accordingly.

For students staying on campus, you can scan the QR code to register for temporary residence at the reception.

For students staying in hotels please ask the reception desk for the registration form.

For students staying in rented houses please bring the property ownership certificate and go the local police station for registration with the landlord or the realtor.

III. CFAU International Student Registration

Information on the date and place of your registration can be found in both your Admission Letter and Enrollment Information.

On the first day of registration, students should:

1. Purchase the medical insurance and pay for tuition fee.

According to the regulation of Ministry of Education, international students are required to purchase medical insurance during their academic study in China. For Chinese Government Scholarship students, the insurance fee is included in your scholarship. For non-scholarship students, note that insurance fee should be paid when you register with the university.

2. Register at the International Students Section

3. Apply for your campus card and facial recognition .

You're required to bring along the following documents at registration:

1. Passport;
2. Visa Application for Study in China, JW201, JW202 or DQ Form;
3. Admission Letter;
4. 4 passport-sized photos;

Within 1 or 2 weeks after the initial registration, students should:

1. Register at your departments (according to the Admission Notice)
2. Chinese language program students, advanced visiting students and exchange students are required to take the placement test.
3. Take the Health Examination
4. Prepare documents for your visa and Residence Permit

IV. Applying for Residence Permit

Upon arriving in China, students holding a student visa should apply for a residence permit within 30 days.

Documents for the residence permit are listed as follows:

1. admission letter, original copy of health examination report, a two-inch photo of white or pale blue background, visa application form, approved Online Accommodation Registration;

2. Those who already hold a resident permit and want to transfer to China Foreign Affairs University should provide a photocopy of the school transfer letter (or graduation certificate), except the documents mentioned above.

3. The extension of the residence permit requires an approved Online Accommodation Registration, a two-inch photo of white or pale blue background, and the visa application form;

4. Applicants under 18 should provide a guardian's notarization (original copy), photocopy of the first page of their passport, visa page, entry stamp page (Chinese guardian should provide a photocopy of ID), photocopy of parents' passports, and birth certificate issued by the Chinese Embassy.

If you choose to apply for resident permit by yourself or through an agency, the process is as follows:

➤ Apply by yourself.	➤ Apply through an agency:
1. Show the receipt of your tuition payment (for self-financed students), passport, a two-inch photo of white or pale blue background and other required documents 2. Complete the accommodation registration and receive a confirmation SMS 3. Fill out the visa application form online and make an appointment to submit 4. International Students Office reviews and stamps on the application form 5. submit your documents to Exit-Entry Administration Department of Beijing Municipal Public Security Bureau and have the interview (if you apply for the first time) 6. Collect the passport on the date indicated on the receipt and pay the Visa Application fee of 400 RMB upon collection 7. Complete the accommodation registration with your new visa	1. Show the receipt of your tuition payment (for self-financed students), passport, a two-inch photo of white or pale blue background and other required documents 2. Complete the accommodation registration and receive a confirmation SMS 3. submit your passport and photo to the agency via the International Students Office 4. pay the visa application fee (400 RMB) and agency fee (200RMB) 5. go to the interview (if you apply for the first time) 6. collect your passport at International Students Office on the indicated date 7. Complete the accommodation registration with your new visa information.

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Visa Application Address:

Xicheng Government Affairs Service Center Xizhimen Division

Address: No.275 Xizhimen Inner Street, Xicheng District, Beijing

**Office hour: 08:30-17:30 Monday to Friday, 08:30-12:30 (need appointment)
Saturday**

Telephone: +86-10-66007070

Website: <https://s.nia.gov.cn/mps/bszy/wgrcrjEn/>

V. Health Examination

General Administration of Customs (Beijing) International Travel Health Care Center	General Administration of Customs (Beijing) International Travel Health Care Center (Haidian Clinic)
● Address:1F ,20 Heping North Street, Dongcheng District, Beijing. ● Inbound health examination time: 8:30-11:00am on weekdays ● Telephone: 010-64274239 010-82003383	● Address: 10#Dezheng Road, Xi'bei wang town, Haidian District ● Physical Examination Time: 8:30-11:00 AM on weekdays ● Verification time: 8:30-11:45, 13:00-16:00 on weekdays ● Telephone: 010-82403675

Results collection time: 13:00-16:00 from Monday to Friday

Notice: No breakfast on the day of the examination; please bring your passport, student ID card, three 2-inch white background photos, 400 RMB in cash (for full/repeat tests if needed), JW201/JW202 / DQ Form+ Admission Letter, existing health reports (if applicable).

Physical Examination Verification:

New international students who have taken the health examination abroad should provide the original copy of health report in Chinese or English, and bring 2 passport photos to get their health certificate certified at the General Administration of Customs (Beijing) International Travel Health Care Center.

Once students pass the verification, they can get a Health Certificate issued by the Center.

For those who fail to pass the verification should do the health examination again to receive a Health Certificate issued by the designated hospital.

Other Information and to download Physical Examination Record For Foreigners see: <https://beijingithc.org.cn/inboundnotice/>

Studying at CFAU

I. Curriculum Arrangements

1. Non-degree students enrolled in the Chinese Language program shall be placed in beginner, intermediate, or advanced level classes according to their proficiency and their results of the placement tests. Classes will be held in the morning from Monday to Friday, amounting to 20 hours per week. Optional lectures in Chinese history, literature, politics, calligraphy as well as *Taijiquan* (Chinese shadow boxing) are offered in the afternoon. Diplomas shall be awarded to those students who have passed all examinations at the end of their study programs.

2. Non-degree students enrolled for Diplomacy study shall opt for 8-20 hours of the courses offered by the related departments. They can sit in the classes conducted for Chinese students and may choose not to take examinations. They will be awarded with certificates of study upon completion of the program.

3. Degree students shall take their training in accordance with the teaching plans of their respective majors. They shall be conferred graduation diplomas and degrees corresponding to their respective programs of studies upon completion of their courses.

II. Cultural Activities

Arrangements will also be made once a month for the international students to visit museums and places of historical interest within Beijing as well as watch

entertainment programs to introduce students to different life situations as means of improving their proficiency in Chinese.

III. Holiday and Attendance

1. Holiday:

Except for Summer and Winter break, holidays in China include New Year Festival, Dragon Boat Day, Mid-Autumn Festival, International Labor's Day, China's National Day, the arrangements will be informed by international students section.

If you plan to leave Beijing during these holidays, please inform your lecturers and the international student section in advance.

2. Attendance (Chinese Language Students)

Please submit a written application letter to International Students Section or your department office asking for leave due to illness or other reasons.

Students who are absent over 1/3 of the time for every class in the period of one term will not be qualified to take the final exams, receive certificates, and will be required to retake the course again. Being late or leaving early four times in one course will be regarded as one class absence.

Non-degree language training students will get a serious warning if they are absent for over 50 teaching hours in two consecutive months and will be disqualified for the following term's study with an absence of 80-teaching-hours in three consecutive months.

During term time as well as dissertation period, students leaving Beijing should report with leave verification to your department and International Student Section.

Observance of the disciplines will be one of the key criteria for selection and appraisal of the Excellent International Students and the annual evaluation of students with Chinese Government Scholarships.

IV. Examination (Chinese Language Students)

Final exams are held at the end of each term. Note that other exam arrangements other than the ones arranged by your department are not available. Students arriving 30 minutes late for an exam will receive a mark of 0.

Students who cheat in the exam will have no academic report and certificate.

Non-degree language training students fail their exams and the reset exams in the following term will not be allowed to advance to the next level.

V. Library:

Student ID-cards (campus card) are available on campus and students can use it for access of the library. The student ID-card include access to gates, library, internet, showers, canteens, and paying other expenses on campus. All international students will be issued a student ID-card upon registration.

Staying at CFAU

I. Accommodation options:

i. International Exchange Center (IEC) on Zhanlan Road Campus

The center provides excellent and modern facilities for both short and long-term international students. IEC offers central heating and 24 hour hot water supply, equipped with an automatic fire alarm and sprinkler system. Every room is equipped with air conditioning, cable TV, including CNN, table, bookshelf, and telephone. Every floor has a kitchen where the international students can cook. See the receptionists at IEC for other services such as laundry, fax and etc.

Accommodation fee: three bed rooms on 2-4th floor, 80RMB per day per bed.

ii. Reception Center on Shahe Campus:

Each room is equipped with air condition, desk, bookshelf, bureau, single size bed, Internet access (LAN), and an open balcony. Automatic washing machines are provided in the laundry room. Single room (14 square meters): 80 RMB per person per day Accommodation fee is paid upon checking in. Fees for next semester should be paid at the end of the previous semester in total amount. Note that accommodation fee can not be refunded if students wish to move out before the end of the semester. Shahe campus is closed during summer and winter break and cannot offer student accommodation during this period.

! Smoking is strictly prohibited on the premise, please go to the designated smoking areas outdoor.

II. Transportation

i. Zhanlan Road Campus is located next to the busy west Second Ring Road (Xi Er Huan Lu) in Beijing, It's easily accessible by public transportation.

The buses nearby are: No.15, 716, 814, 56, 708, 102, 103, and 603.

The name of the nearest subway station is Fuchengmen (Line 2) and Chegongzhuang West (Line 6).

ii. Shahe Campus is located in the Shahe Higher Education District, Changping District, Beijing City, which is next to Beihang University's Shahe Campus, 1.7km from Shahe metro station.

III. Canteen

Student canteens can be found on both Shahe and Zhanlan Road Campus and there are dining rooms for Halal and Western food on Shahe Campus as well. The student and Halal canteen only accept student card payment while dining rooms for Western food accept cash payment.

There are kitchens on each floor of International Exchange Center, where the students staying in the building have the option to cook for themselves.

Tap-water cannot drink without boiling it first.

IV. Campus Clinic

The Zhanlan Road Campus clinic is on the first floor of the main building of CFAU, and Shahe Campus clinic is on the first floor of the Reception Center. International students can get medical care if they get sick. Students with Chinese Government Scholarship should go to the clinic with their passports if they get sick, and can go to the hospitals off campus, but only if permitted by the campus clinic.

V. Sports Facilities

There are facilities for basketball, volleyball, badminton, table tennis etc. Students can borrow sports equipment by showing their student ID, and also have the chance to take part in some sport matches and teams in the university.

VI. Cultural Activities:

International Students can go to parties organized by the university and will have some chances to attend parties specifically held for international students.

International students are encouraged to participate in the major cultural activities and competitions where the University will award prizes.

VII. Scholarship students

In CFAU, Scholarships include the Chinese Government Scholarship, ASEAN-China Young Leaders Scholarship and scholarships offered by the Ministry of Commerce of People's Republic of China. Scholarships cover tuition, accommodation, medical and insurance fees, and cost of living, etc.

1. Regarding the category and content of your Scholarship: please check your "admission letter".

2. Living allowances

(1) If the scholarship contains the living allowance, it is issued monthly on a fixed date.

(2) Freshmen registered before the 15th of the month will be given the full-month scholarship. If the registration is after the 15th of the month, the scholarship will only be for half a month.

(3) The scholarship graduates will get allowance for half a month after graduation.

(4) The allowance will not be issued for those students who drop out of school or graduating from the university in the next month.

(5) During holidays the scholarship will be issued as usual.

Useful Information

❖ 119 fire line

❖ 120 ambulance line

❖ 122 traffic accident

Contact Us:

Zhanlan Road Campus Tel: 86-10-68323894/3341, 68323348;

Shahe Campus: 86-10-81754717

Fax: 86-10-68323243, 86-10-68348664

Email: admission@cfau.edu.cn

Address:

Zhanlan Road Campus: International Students Section, China Foreign Affairs University, 24 Zhanlan Road, Beijing, P.R. China. Postcode: 100037

Shahe Campus: Room 131, Building A, China Foreign Affairs University, University Park. Changping District, Beijing, P.R. China. Postcode: 102206