**Beijing University of Agriculture**

 Handbook for New International Students

International Cooperation and Exchange Office (IECO)

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**Advance Preparation**

**I. Important Documents**

Welcome to Beijing University of Agriculture to start your study in China! Please prepare the following documents before coming to the campus:

* Valid personal passport and study visa (X1 or X2)
* *Admission Notice*
* *Confirmation Form for Study in China* (JW201/202 Form) or *Information Form for Foreign Students' Short-term Visit* (DQ Form)
* 2-inch bare-head ID photos in white background (at least 4 photos)
* Original physical examination form and physical examination report (if applicable)
* *Notarial Certificate of Guardian in China* (required for students aged below 18)

Please keep the *Admission Notice* and *Confirmation Form for Study in China* (JW202/201 Form) or *Information Form for Foreign Students' Short-term Visit* (DQ Form) issued by BUA in safety. These are important documents students need to handle registration, physical examination, and application for their study residence permit after coming to China.

**II. Visa for Visiting China**

According to relevant laws and regulations, international students must register with a study visa (X1 or X2) for school registration. Students holding other types of visas will be rejected for registration. International students must apply for a study visa to China from the Chinese embassy or consulate in their country of nationality or residence. When applying, students must provide the *Admission Notice*, the *Confirmation Form for Study in China* (JW201/202 Form)/ *Information Form for Foreign Students' Short-term Visit* (DQ Form) issued by BUA, and other documents required by the embassy or consulate. The *Admission Notice* is the only proof of a student's admission to BUA. After students are officially admitted, they will be issued an electronic version through the registration system they used in their application. The *Confirmation Form for Study in China* (JW201/202 Form) / *Information Form for Foreign Students' Short-term Visit* (DQ Form) has been electronically certified and will be sent to the email address students use to apply for study at BUA within 10 business days after they receive the *Admission Notice*. Please check it in a timely manner. If students have any questions about the visa form, they can send an email to liuxuesheng@bua.edu.cn for inquiry.

For more information about the Chinese embassy (consulate) in your country and visa application information for coming to China, please refer to the following websites:

China consular service website: <http://cs.mfa.gov.cn/>

Website of Ministry of Foreign Affairs of the People's Republic of China: <http://www.fmprc.gov.cn>

**Notes:**

The validity period of the X1 visa is 30 days after entry. X1 visa holders must undergo a physical examination and apply for a residence permit within 30 days after entry, otherwise the X1 visa holder will be considered with illegal residence upon visa expiration. It is recommended that students plan their trip according to the academic calendar and do not enter China too early, because they need to register and report to BUA at the time specified before they can apply for a residence permit. The number of entries for the X2 visa and the number of days allowed to stay after entry are specified on the visa. International students holding X2 visas must keep in mind the duration of the stay after entering the country and register to BUA within the time specified.

**III. Physical Examination**

Students entering China with X1 visas must undergo a physical examination for the purpose of obtaining their study residence permit. Students can choose to undergo a physical examination in their home country before coming to China, or after coming to China. Students holding X2 visas do not need to undergo a physical examination after entering China.

**1. Physical examination in the home country:**

Students need to take the *Foreigner Physical Examination Form* to a hospital in the country of their residence for examination, have the information filled and have the doctor sign and seal. After coming to China, they need to get the original form (including blood test report) certified at the General Administration of Customs (Beijing) International Travel Health Care Center. After passing the certification, they will receive a physical examination report; if they fail to pass the certification, they need to undergo a re-examination at the International Travel Health Care Center.

* The *Foreigner Physical Examination Form* can be downloaded from the website of the General Administration of Customs (Beijing) International Travel Health Care Center. Click to download: *Foreigner Physical Examination Form*;
* The *Foreigner Physical Examination Form* must be original, valid for 6 months, and stamped with the official seal. At the same time, students need to attach the originals of HIV and syphilis test reports, electrocardiograms, and X-ray reports. When copying, they need to copy on both sides instead of two separate pages.

**2. Physical examination after arriving in China:**

Subscribe to the WeChat public account of General Administration of Customs (Beijing) International Travel Health Care Center, click "I want to make an appointment" to make an appointment for a physical examination and check the required documents. With a successful appointment, go to the designated place for the physical examination as scheduled. See the *Process for Physical Examination Appointment* for details.

**3. Documents required for physical examination/verification:**

* *Admission Notice*
* *Confirmation Form for Study in China* (JW201/202 Form)/
* *Information Form for Foreign Students' Short-term Visit* (DQ Form)
* Original and copy of passport: photo page + visa page + information change page (if any)
* Two passport photos in white background
* Original valid physical examination report
* Physical examination fee or verification fee (The actual charge is subject to the physical examination center).

**IV. International Student Online Service System**

BUA has set up an "International Student Online Service System" for international students, which is used to book dormitories, pay tuition, make airport pick-up reservations, update personal information, etc. It is an important system that students will use more frequently during their stay in BUA.

BUA will establish a unified system account for the officially admitted new students. After admission, students will receive a unified email from BUA, which contains the user name and password required for them to log in to this system. See the *How to Access the International Student Online Service System* for details. In case of any account issues, please send an email to liuxuesheng@bnu.edu.cn for assistance.

**V. Accommodation**

**1. On-campus accommodation**

For those choosing to stay in an on-campus apartment, they need to make a reservation in advance.

\*Note: Due to the limited number of on-campus apartments, those who have not made a reservation need to find accommodation outside the campus by themselves.

Reservation time: 9:00 am on \*\*, 202\* - 12:00 am on \*\*, 202\* (Beijing time)

Reservation website: For detailed introductions of different on-campus apartments, please refer to the \*\* Office website: "Study & Life" - "New Student" - "Dormitory Introduction". Apartment contact information: 8610-8079\*\*\*\*

In case of changes, please refer to the latest notice.

* From August 24, 202\*, the on-campus apartment check-in will start for the first semester of the 20\*\*-\*\* academic year. Please check in at the apartment front desk and get the *Registration Form for Temporary Accommodation*. For those entering the country in advance, they can choose to stay in a hotel near the campus temporarily.
* Beinong Hotel (Jingshi Building), Tel: 86-10-80799988

Address: No. 7, Beinong Road, Changping District, Beijing

**VI. Payment Guide**

Recently, the People's Bank of China has issued a multilingual guide to introduce the acquisition and usage of various payment services to foreigners in China. For details, please refer to the *Guide to Payment Services in China*. At present, foreigners can use bank cards, mobile payments, cash, bank accounts, digital RMB and other methods to pay during their stay in China.

According to regulations, China has implemented an amount limit management on the entry and exit of RMB cash, with a limit of less than RMB 20,000. It is recommended that students exchange a certain amount of RMB before coming to China, and prepare one or two bank cards that can be used in China to pay for accommodation, food, transportation and other living expenses for one to two months after coming to China. Please take care of your cash.

**VII. Luggage Preparation**

The four seasons in Beijing are distinctive, and it is recommended that students bring clothes for all seasons. The on-campus apartment will provide simple bedding such as quilts and sheets, and toiletries such as toothbrushes and slippers need to be prepared by students.

**Arrival at BUA**

**I. Arrival at Campus**

**1. Airport pick-up**

BUA provides airport pick-up service from 10:00 am to 17:00 pm (Beijing time) on \*\*, 20\*\*. Students need to log in to the "International Student Online Service System" to make an appointment before August 23, 2024. For airport information, please refer to the appointment system.

**2. Independent arrival at campus**

**(1) By taxi**

Address of Beijing University of Agriculture: South Gate 4 of Beijing University of Agriculture, No. 7, Beinong Road, Shigezhuang Subdistrict, Changping District

When taking a taxi to campus, students can tell the driver the above address. Please ask for an invoice when getting off the taxi.

**(2) By airport bus**

After arriving at Beijing Capital International Airport, students can take the airport bus Huilongguan Line, get off at "Huilongguan West Street", and then take a taxi to campus.

**(3) By the rail transit**

Route 1: Capital International Airport - Dongzhimen Station (transfer to Metro Line 13) - Longze Station, and take a taxi to campus, or take bus No. 102 to get off at Morth China Electric Power University Station, and walk 500 meters to campus.

Route 2: Daxing International Airport - Caoqiao Station (transfer to Metro Line 19) - Mudanyuan Station (transfer to Line 10) - Xitucheng Station (transfer to Changping Line). Get off at Life Science Park Station, exit from B4 South Exit, and walk 1 km to the north gate of campus.

**II. Accommodation Registration**

According to the *Implementation Rules for the Law of the People’s Republic of China on Administration of the Entry and Exit of Foreigners*, foreigners must register for temporary accommodation within 24 hours after entering China; those staying outside the campus need to register at the police station where they stay, and those staying in hotels or on-campus apartments need to register at the front desk. For those failing to register for accommodation, it will be considered as violation against the regulations, and the public security organs may impose a warning or penalty in accordance with the law.

**III. Mobile Phone Card Application**

In China, smartphones have become an indispensable and important tool in life. Instant messaging, mobile payment, etc. are all functions needed in daily life. It is recommended that students apply for a Chinese mobile phone card after settling down in China, so that they can have effective communication and convenient life during their stay in China.

**IV. Bank Account Opening**

**1. Documents for account opening**

Original valid personal passport, *Admission Notice*, and *Registration Form for Temporary Accommodation*.

**2. Bank of deposit**

Bank of China (Beijing Huilongguan Sub-branch), address: Building 8, Fengyayuan Block 2, Yuzhi West Road, Huilongguan, Changping District, Beijing. Students can also choose other banks near the campus to open an account and apply for a UnionPay card.

 **Please ask for a customer receipt to register the bank card information after opening an account.**

**V. Enrollment**

Students are required to complete the enrollment procedure in person and are not allowed to entrust others. Students must pay tuition and purchase insurance on or before the day of enrollment, otherwise the enrollment procedures can't be completed normally.

Students who are unable to enroll in BUA on time for any reason shall inform the college and department in advance, and go through the formalities of asking for leave. Upon approval, enrollment can be postponed. Those who fail to enroll more than 2 weeks after the enrollment date without any reason will drop out automatically.

**1. Centralized enrollment date for the semester: 1\* September, 20\*\***

**2. Enrollment location: \*\*\* Office of International Building**

**3. Required materials:**

* Original valid personal ordinary passport
* *Admission Notice*
* *Confirmation Form for Study in China* (JW202/201 Form) or *Information Form for Foreign Students' Short-term Visit* (DQ Form)
* Original *Registration Form for Temporary Accommodation*
* Two passport photos in white background, with student ID and Chinese name written on the back of each photo
* Valid insurance certificates within China that meet the requirements
* Original physical examination report (Chinese or English, if applicable)

**4. Enrollment process:**



Writing of the security commitment letter

Insurance verification

Visa application

Tuition verification

Enrolment verification

Card collection

**VI. Tuition Payment**

All new international students (except those who have received the scholarship covering the tuition and tuition-free exchange students) are required to pay their tuition by logging into the "International Student Online Service System" before enrollment.

Payment methods outside China: VISA or MasterCard credit card payment is acceptable;

Payment methods within China: Payment by scanning the QR code with Alipay and WeChat or using UnionPay card and online banking.

Visit the website to learn about the *Tuition Administration Regulations for International Students*.

**VII. Medical Insurance**

In accordance with the regulations, BUA implements an insurance system for all international students. International students are required to purchase comprehensive medical insurance within China during their stay in China. All international students are requested to purchase insurance before enrollment, which shall be valid for the same period as the visa you applied for. Insurance for international students who have received the scholarship is paid along with your living expenses.

 Insurance standards:

1. For the death and accidental disability of the insured, the insured amount shall not be less than RMB 100,000;

2. For accidental injury treatment expenses of the insured, the insured amount shall not be less than RMB 20,000;

3. For hospitalization expenses of the insured, the insured amount shall not be less than RMB 400,000;

4. For outpatient/emergency treatment expenses of the insured, the insured amount shall not be less than RMB 20,000;

5. For the post-death expenses of the insured, the insured amount shall not be less than RMB 200,000.

Insurance service agencies shall provide the insured with whole management services, such as insurance claim consultation, medical guidance, and advance payment of hospitalization/aftercare related expenses.

 Insurance standards for international students who have received the scholarship: RMB 400/half year and RMB 800/year.

 For the detailed purchase process, please refer to the *Example of Insurance Purchase*.

**VIII. Visa and Residence**

International students who enter China with X1 visas and need to renew their residence permits are required to apply for their visas with the original passport, *Admission Notice*, *Confirmation Form for Study in China* (JW202/201 Form), *Registration Form for Temporary Accommodation*, identification photo, physical examination report, etc. You may apply for your visa in Beijing Municipal Public Security Bureau or entrust a visa agency (service fee is required). Please see the website "Visa Guide" for details.

Since a physical examination report is required for the first renewal of X1 visa for residence permit, international students with X1 visas are recommended to prepare the report in advance by referring to the "Physical Examination" part. International students with X2 visas are not required to undergo a physical examination after entering China.

**Notes!** The passport and visa are the most important proof of your identity and legal stay in China. Therefore, you shall always pay attention to the expiry date of your passport, visa, residence permit and stay permit, and leave China or apply for extension and renewal of them before the specified expiry date.

If the registered items of the residence permit (reasons of residence, duration of residence, place of issuance, passport information, etc.) are changed, you shall update the accommodation information at the apartment of BUA or the local police station and the document information at the International Student Office, and go through visa change procedures within 10 days from the date of the change of the registered items.

 Address of Exit & Entry Administration Bureau of Beijing Municipal Public Security Bureau: No. 2, Andingmen Street East, Dongcheng District

 Website of Beijing Municipal Public Security Bureau: http://gaj.beijing.gov.cn

**IX. Campus Smart Card**

Please properly keep the "BUA Campus Smart Card" you got at the time of enrollment, which serves as your "electronic ID card" during your study in BUA. This recharged card can be used for consumption in the campus canteen and supermarket, Internet fee payment, and borrowing books from the library.

**1. Campus card password**

 The Initial password is \*\*\*\*\*.

 You need to report the card loss at the comprehensive information network service hall with your student ID card and pay the documentation cost to apply for a new card, if the campus card is lost.

**2. Information network services**

Office address: 4/F, Administrative Building

Working hours: 8:00 - 12:00 and 13:30 - 17:00

Tel.: 80799511

**3. Campus network services**

Students in BUA can surf the Internet with your student ID. The charging standards are 30GB of free traffic per month (cleared at the end of the month), RMB 1/GB for traffic over 30GB (real-time settlement), and free traffic for online learning platforms (xuetangX, Chinese University MOOC, and Rain Classroom). 30GB of free traffic will be cleared at the end of the month, and the traffic over 30GB will be "settled in a real-time manner". You can access the internet directly after paying the internet fee without purchasing a traffic package.

The campus card network user name is your student ID, and the initial password is 8 digits of your birthday (mm/dd/yyyy). You are allowed to set your password by yourself through the password reset function in the information platform service.

**X. BUA E-mail**

Beijing University of Agriculture provides a free E-mail for every international student. The E-mail will be activated upon your enrollment, and then you can log in to the information platform to use the E-mail. For example, your student ID is 202353090001, then your E-mail account is 202353090001, and the default password is

\*\*\*\*\*\*\*\*\*. You can change the password after logging in to the E-mail.

**XI. Application for Eating in Halal Canteen**

If you want to eat in the halal canteen of BUA, you're required to fill in the *Application Form for Eating in Halal Canteen* at the time of enrollment. After one or two business days, you will receive an E-mail notification. Once you receive this E-mail, you shall update the card status in the information network center with your campus card, and then you can eat in the halal canteen.

**XII. Course Selection**

After enrollment, students from all colleges and departments can access the "academic management system" to select courses by logging in to the information platform of BUA. Both the user name and initial password of the information platform are student IDs.

**XIII. Passport Renewal**

After renewing your passport in China, you must go through the passport number change and visa-related procedures at the Exit & Entry Administration Bureau of Beijing Municipal Public Security Bureau within 10 days upon receiving your new passport; otherwise, you will be punished for illegal residence.

You need to change information and register at the \*\*\* Office of the College of International Education with the new and old passports, and the original certificate documents (in English and Chinese) issued by the household registration administration department of your country or the embassy, If you change your passport due to name change.

**XIV. Passport Loss**

In case of your passport loss, you shall immediately report the situation to the local police station. Then, you apply for proof of passport loss at the local Exit & Entry Hall of the Public Security Bureau

and a new passport with the proof of passport loss at your country's embassy in China.

You shall immediately update your accommodation information at the apartment of BUA or local police station, and update your document information and go through the visa formalities at the International Student Office within 10 days of receiving your new passport.

**Life in Beijing**

**I. About Beijing University of Agriculture**

Official website: [https://www.bua.edu.cn/](https://www.bnu.edu.cn/)

**II. Semester Arrangement**

There are autumn and spring semesters at BUA. The autumn semester is from September to January, and the spring semester is from mid-to-late February to June. For each academic year, there are two long vacations of winter vacation and summer vacation.

**III. Library**

Library website: https://library.bua.edu.cn

**IV. Dining**

There are a variety of canteens and restaurants in BUA, supporting the use of the campus card. The canteens on campus include the first canteen, the second canteen, the third canteen, the halal canteen, etc.

Besides, various distinctive restaurants are provided for everyone.

**V. Supermarkets and Shopping Malls**

There are many supermarkets and shopping malls near BUA, providing convenience for students to buy daily necessities.

**On-campus supermarkets:**

BUA Supermarket opening hours: 9:00 - 22:30

Shuanglong Supermarket opening hours: 7:00 - 20:30

**VI. Activities and Student Clubs**

The \*\*\* Office of the College of International Education will organize various cultural and sports activities every semester, with relevant information published on the \*\*\* website and WeChat official account of the College of International Education. Additionally, each college or department will hold different activities. You are welcome to pay attention to and actively participate.

Scan the QR code to follow the WeChat official account of "Study in BUA".

 **"\*\*\*\*" International Culture Festival**

BUA organizes the "\*\*\*" International Culture Festival in May every year, to provide a platform for students from all over the world to display their own cultures and promote cultural exchanges.

 **Top Ten Singers on Campus · Night of BUA**

BUA organizes the Top Ten Singers on Campus Competition in December every year, creating a stage for our international students to show their talents. It also helps them to make friends from different countries and experience the harmonious atmosphere of the international family of BUA, through the performances of Chinese and foreign students, teachers and students, and students from different colleges and universities on the same stage.

**VII. Sports Facilities**

Beijing University of Agriculture has the gymnasium and outdoor sports field, so students can log in to BUA's "information platform" to reserve sports events and venues in the "Gymnasium Management and Reservation System". The outdoor sports field is accessible by swiping the campus card.

**VIII. Psychological Consultation Services**

The Psychological Consultation Center of BUA is located on the third floor of the activity center, providing various psychological consultation services for students. Please make an appointment in advance if necessary.

**IX. Medical Services**

**On-campus hospital**

Community Health Service Center of Beijing University of Agriculture (campus hospital)

Duty room tel.: 80799100

**Off-campus hospital**

Beijing Jishuitan Hospital

Address: Yuzhi Road, Huilongguan, Changping District, Beijing

Tel.:

**Medical treatment guide for community health service center (hospital) of Beijing University of Agriculture**



Making a registration with personal passport

Getting treatment after diagnosis

Transferring to a superior hospital for examination, diagnosis, medication collection, and treatment

Waiting for diagnosis in the campus consulting room

Diagnosis and prescription from the consulting room

Examination and test reports

Pricing and charging of the payment office

Payment office

Taking medicine in the pharmacy

Examination by auxiliary departments

Real-time examination results

**X. Means of Transportation**

Beijing University of Agriculture is located in a suburb of Beijing with convenient transportation. You are suggested to download a map APP on your mobile phone to help plan your travel routes. The subway stations near BUA are Zhuxinzhuang Station (Line 8), Life Science Park Station (Changping Line), Longze Station (Line 13), and the bus stations are North China Electric Power University Station, Zhuxinzhuang Station, etc., so you can take the bus or subway usually.

Taxis in Beijing are charged according to the mileage, with a starting price of RMB 13 for a starting mileage of 3 km. After exceeding 3 km, the charge per kilometer is RMB 2.3. If necessary, you can ask for an invoice when getting off the taxi. In addition, you can travel by booking an online hailing car from a car-hailing app. As for a long trip, it is recommended to choose to take a plane or train. There are Beijing Capital International Airport and Beijing Daxing International Airport, as well as Beijing Railway Station, Beijing South Railway Station, Beijing Chaoyang Railway Station, etc. in Beijing, with developed railway transportation. Please pay attention to the departure station when buying a ticket.

Beijing Public Transport website: https://www.bjbus.com/

Beijing Subway website: https://bjsubway.com/

12306 China Railway website: https://www.12306.cn/

Beijing Capital International Airport website: https://www.bcia.com.cn/

Beijing Daxing International Airport website: https://www.bdia.com.cn/

**XI. On-campus Contact Information**

The International Cooperation and Exchange Office is a comprehensive management and service department of BUA for international students, taking responsibility for student status management, visa affairs, data statistics of different international students (students with and without educational qualifications), as well as other foreign management and service work related to international students.

Website: https://gjjlc.bua.edu.cn

Contact information of all colleges and departments of BUA

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| College and Department | Contact/Coordinator | E-mail |
| College of Bioscience and Resource Environment |  |  |
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**XII. Common Contact Information**

* Police call: 110
* Fire alarm call: 119
* Medical emergency call: 120
* Traffic accident alarm call: 122
* Campus hospital on-duty tel.: 80799100
* Safety and Stability Office of Beijing University of Agriculture 24-hour call for help: 80799110

**XIII. Academic Calendar**

https://www.bua.edu.cn/xxgk/xxxl.htm

**XIV. Map**



**北京农学院校区导视图**

**Campus guide map of Beijing University of Agriculture**

**Welcome to Beijing University of Agriculture!**

**You are about to learn new knowledge and make new friends at BUA.**

**Hope you can gain a valuable experience of studying in China.**

**International Cooperation and Exchange Office of Beijing University of Agriculture**

https://gjjlc.bua.edu.cn