



中国科学院大学
University of Chinese Academy of Sciences



GUIDE for UCAS INTERNATIONAL GRADUATE FRESHMEN

2021

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Preface

Dear new students,

Welcome to the University of Chinese Academy of Sciences (UCAS) and start a new life journey in China.

Headquartered in Beijing, UCAS is supported by about 110 institutes of the Chinese Academy of Sciences (CAS) all over China and has 5 educational centers in Shanghai, Wuhan, Guangzhou, Chengdu and Lanzhou. UCAS espouses the philosophy of “The Fusion of Scientific Research and Teaching” as its basic system of education. We sincerely welcome students from all over the world to join us and realize your scientific enterprise.

UCAS 2021-2022 academic year begins from August 30th 2021. You are required to register on August 26th and 27th (Subjected to the requirements of COVID-19 prevention and control). The university has been fighting hard to contain COVID-19 pandemic and strictly adhering to the guidelines issued by the Chinese government at different levels and Chinese health authorities. If any change occurs, we will release the updated notice to you in time via your host institutes.

For students who cannot register on-site due to the pandemic, online registration and online courses are provided. No matter online or offline, UCAS will constantly offer high-quality educational resources, warm student service and do our utmost to create the best study environment.

We have specially prepared this guidebook for international graduate freshmen, and hope that through this guidebook, students will be noticed about the first and foremost information for study at UCAS. Please carefully read the following guidelines.

Wish you a fruitful and happy life ahead. At UCAS, **U Can Approach Science!**

See you soon at UCAS!

International Students Office

University of Chinese Academy of Sciences

Email: iso@ucas.ac.cn

No. 80, Zhongguancun East Road, Beijing 100190

Tel/Fax: 86-10-82672900

1 Registration

1.1 Registration Date

August 26th-27th, 2021 (8:00-17:00, GMT+8). (Subjected to the requirements of COVID-19 prevention and control)

Please be kindly noted:

- **DO NOT** ask for off-line registration before Thursday, August 26th 2021.
- Due to extenuating reasons, students can apply for off-line registration extension within 10 workdays. Please submit the *Leave Request Form* with substantial documentary evidence to the International College for approval.
- You will be regarded as giving up this admission, if you fail to register on time **WITHOUT** any official permission in advance.
- After your arrival in China, please **DO NOT** visit any other places but go straightway to the college/institute designated in the *Admission Notice*.

1.2 Online Registration

This year, for international graduate freshmen who are currently out of mainland China, due to study visa restriction, they are required to complete online registration. Information about online registration and online courses will be released by the International College at <http://ic-enucas.ac.cn/>. Please keep in touch with the International College.

1.3 Off-line registration

All new students in mainland China are encouraged to seed COVID-19 vaccines locally in this summer as possible as you could.

For freshmen who currently reside in a low-risk area of mainland China, they are required to come to UCAS Yanqihu campus for offline registration, submit application through the *Student Back-to-Campus Information Collecting Platform* (see **Attachment 1**) and get approval by their colleges. To enter the campus, they should hold a negative nucleic acid test certificate issued within 7 days and "green health code" shown on Wechat or Alipay (see **Attachment 2**). For transportation information, a map of UCAS Yanqihu Campus and the location of registration desk, please refer to the Part 9 and **Attachment 3**.

For those who are now in a middle- or high-risk area of mainland China, please **DO NOT** come to UCAS until the risk is degraded to low level and need to complete online registration at first, and then come to Yanqihu campus for offline registration with the approval of their colleges. They are required to hold a negative nucleic acid test certificate issued within 48 hours and "green health code"

If you experience any one of the following scenarios, please **DO NOT** come to UCAS for the time being, and wait for approval by your colleges:

- Has one of the symptoms: fever, cough, diarrhea and other symptoms, and is excluded from the COVID-19 infection.

- Live together with whom is confirmed case, positive nucleic acid test, suspected case or close contact with confirmed case.

For those who are now outside China, they are required to complete off-line registration after their arrival in China based on the visa availability. Students from abroad should take a 14-day centralized quarantine period at the designated hotel and a 7-day self-observation at their dormitories. Both a negative nucleic acid test certificate issued within 7 days and "green health code" are also necessary. Quarantine and testing expenses are borne by students themselves.

1.4 On-site Document Verification

New students should bring the following documents for verification of admission qualification:

- A. The Admission Notice (Original);
- B. A valid passport and visa (Original and Copy);
- C. Degree Certificate of previous degree study (Original).

2 Accommodation

2.1 Accommodation Availability

Please be kindly noted that, accommodation reservation is unacceptable for new students. Dormitory is available on “**FIRST COME, FIRST GET**”.

2.2 Accommodation Registration

Within the 24 hours after your arrival in China, you are required to complete accommodation registration procedure at the student dormitory service center (for those who live on campus) or at the local police station (for those who live outside campus), and get an *Accommodation Registration Form* which is required for visa extension application. Please do it again within 24 hours after you meet with any one of the following situations:

- A. Get a new residence permit;
- B. Get a new passport;
- C. Change your accommodation/dormitory;
- D. Change the reason for residence in China.

If you fail to do so, you will be regarded as an illegal resident and fined heavily accordingly.

2.3 Fee Payment

Accommodation fee for a shared room on UCAS campuses is RMB 900

Yuan/month. You are required to pay for your accommodation fee via the following steps:

Step 1: Deposit enough money into your appointed bank accounts within 15 days after the registration day;

Step 2: Input your bank information to UCAS accommodation fee payment system by your host institute/college.

Step 3: Deduct accommodation fee from your account by UCAS Financial department.

Students who fail to pay accommodation fees within 30 days after the deadline for payment shall not be allowed to live in the campus dormitory, and their scholarships or grants shall be suspended.

If new students who study at the International College **DO** have difficulties in completing payments, they can apply to deduct their accommodation fees in full from their living allowance with the consent of the International College and the approval of the Financial Planning Office. The remaining allowances will be issued to them monthly.

3 Visa and Residence Permit

3.1 Visa Application

Please hold X1 visa or residence permit to enter China. Please **DO NOT** hold any other type of visa or visa-free to enter China.

You are supposed to apply for X1 visa using the passport which you submitted to UCAS for admission application. Please **DO NOT** use any other passports. This rule is valid for all students including those who have a second nationality.

When applying for X1 visa to the Chinese embassy or consulate in your country, please **DO NOT FORGET** to get back the originals of the following documents: Admission Notice, Visa Application for Study in China (JW202/201) and Physical Examination Record for Foreigner, which are required for your registration at UCAS and for the application of visa extension.

3.2 Health Verification

Within 7 days of entering China, you are supposed to go to local International Travel Healthcare Center to verify the original physical examination record (or take physical examination), which should be reserved in advance. Please refer to the **Attachment 4** for a detail in this regard. A Foreigner's Health Certificate will be issued if you pass the verification/

examination. No health certificate is required if you currently already hold a residence permit.

3.3 Residence Permit Application

APPLICATION FORM OF RESIDENCE PERMIT FOR NEW STUDENT (**Attachment 5**) is designed for new students to apply for a study residence permit. Please carefully read and follow its instructions. It takes time to apply for a new resident permit. Please make sure that the remaining time of your current visa expiry date be **NO LESS THAN** 15 days. The following materials are normally required to submit to the visa center (see **Attachment 6** for a map) to apply for your visa extension or to get a residence permit:

A. *Passport*

B. *One 2-inch Passport Photo*

C. *Original Admission Letter*

D. *Original Visa Application for Study in China (JW202/201)*

(EXEMPTED for those holding a study residence permit in 2021)

E. *Original Foreigner's Health certificate*

(DO NOT required for those currently holding a residence permit)

F. *Original Accommodation Registration Form*

G. *Original Stamped Visa Application Form* issued by ISO

3.4 Residence Permit Alteration

The registered items of a residence permit include passport name and number, sex, date of birth, reason for residence and duration of residence, date and place of issuance and. Where any of those items has changed, you shall, within 10 days from the date of change, apply to the local exit/entry administration for going through the formalities for alteration.

Please remember to change your passport at least 6 months in advance before its expiry date, and re-apply the residence permit within 10 days from the collection day of your new passport.

3.5 Penalties for Illegal Residence

If you don't have a valid visa or fail to register at the police station within 24 hours of your arrival, you will be heavily fined up to 500 RMB per day.

4 Health Insurance

4.1 Insurance purchase

All international students are required to purchase insurance when studying in China. The Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd. is widely used. The fee is RMB 800 for one year, RMB 400 for half a year. For scholarship students, this insurance will be purchased by your scholarship provider within your scholarship duration. For non-scholarship students, please log in www.lxbx.net to purchase it at the first week you arrive in China. Students without insurance will not be allowed to extend their visa.

4.2 Medical Insurance Consultation Service

Service Line: 400-810-5119;

Service Time: 24 hours

For emergency help, please call 120 or 999 for Ambulance.

When an international student needs medical care, he/she should call the service line for insurance assistance. The consultant will ask for the student's passport number to confirm the insurance validity, give him or her instructions, or transfer to an on-duty doctor for more professional advice.

4.3 Out-patient Medical Treatment Guidance

When an international student needs medical care, he or she should go to public hospitals. The school clinic, treatment in private hospitals, VIP sections and hospitals outside mainland China are not covered. Please remember to keep all the invoices, medical records and diagnostic documents issued by the public hospital to make the claim.

4.4 In-patient Medical Treatment Guidance

When an international student need to stay in the hospital for in-patient treatment suggested by the examination of the doctor, he/she should follow the following steps to use the insurance properly.

First, the patient should call the service line 400-810-5119, and provide the patient's passport number to confirm the validity of the insurance. Medical advice will be provided. A pre-payment process will be started if it is considered as necessary. Getting approval by the insurance company, the service personnel will arrange the pre-payment affairs, and a deposit will be made by the insurance to support the medical treatment for the patient.

No matter whether the patient has used the pre-payment service, during the medical treatment in the hospital, the student should keep all the invoices, medical records and diagnostic documents, to make the claim.

The medical expenses before hospitalization should be treated as out-patient medical expenses.

4.5 How to Make a Claim

Please fill in the *APPLICATION FORM FOR CLAIM OF PINGAN HEALTH INSURANCE* (**Attachment 7**) and prepare the required documents accordingly. Send the soft copies to wangshuolei@ucas.ac.cn, and hard copies to the following address of the insurance company. Usually, it takes 7-15 working days to process the application.

Materials for claims of settlement sent to: 北京市西城区金融街 23 号平安大厦 9 层 来华项目理赔部

Please Dial: 4008105119 transfer 1

4.6 Contact Information

For more detailed, please visit www.lxbx.net or call 24-hour customer service hotline 400-810-5119. You may also contact Ms. Wangshuolei, the program coordinator of UCAS: wangshuolei@ucas.ac.cn, 010-82672900 (8:30-17:00, Mon.- Fri.).

4.7 Frequently Ask Questions and Answers

Q1: I want to see a doctor. What should I do?

A1: When an international student needs medical care due to illness or accident, he/she or the companion should call the service line(4008105119EXT1) for consultation. The consultant will give instructions, or call a doctor on the line to advise. Please go to a public

hospital and save all the invoices, medical records and other related paperwork for making the claim.

For emergency help, please call 120 or 999 for Ambulance.

Q2: Can I go to the hospital on-campus?

A2: No. The school clinic is not qualified to provide medical service to international students. Only the general sections in public hospitals in the mainland of China is supported by the insurance.

Q3: Which hospital should I go to?

A3: The form below is for your reference. If you need to be hospitalized and apply for pre-payment of the medical expense, please choose a network hospital.

UCAS Campus	Nearest Large Hospital	Nearest Network Hospital (pre-payment available)
Zhongguancun	Peking University Third Hospital	Peking University Third Hospital
Yuquanlu	Yuquan Hospital	Beijing Shijingshan Hospital
Yanqihu	Huai Rou Hospital	

More network hospital information, please see here
(<http://www.lxbx.net/wlyy.html>).

Q4: Can I get money from the insurance in advance?

A4: If you are out-patient, you have to pay the medical fees by yourself

first. During the medical treatment in the hospital, you or the companion should keep all the invoices, medical records and diagnostic documents, to make the claim.

If you are hospitalized, you may apply for pre-payment of the medical expense in a network hospital. When approved by the insurance company, the service personnel will arrange the pre-payment affairs.

Q5: How much of the medical expense can be reimbursed?

A5: Starting-line to pay the limitation: RMB 650 (accumulative for one time during one valid insurance period). For medical expenses exceeding the starting line of RMB650, their remaining amount after deducting RMB650 will be reimbursed at a percentage of 85%, and the accumulative payment shall not exceed the limit of RMB20000. Below the starting-line, there is no claim.

More information and common Q&A about PingAn Insurance please visit <http://www.lxbx.net>

5 Orientation Courses

Orientation course is available **ONLY** at the first week, which would help you better understand China's national conditions, laws and regulations.

Furthermore, basic knowledge on CAS, UCAS and CAS institutes will be provided. How to extend your visa, how to buy a health insurance and get reimbursement, and how to apply and activate an internet account, etc. will be also introduced to you. After training, you may adapt faster to the new study and living environment, as well as familiarize themselves with foreign-related Chinese laws, UCAS rules and regulations, and health insurance policy earlier.

6 Chinese Proficiency Report

UCAS offers Chinese language, Introduction to Chinese Culture and Contemporary China courses for international students. You are asked to report your Chinese level.

Please note that all international graduate students admitted into English-taught graduate programs are required to have Chinese language proficiency that is equal to or above level 3 of the “Chinese Language Proficiency Scales for Speakers of Other Languages” when graduating from UCAS. For all international graduate students, there are two kinds of compulsory courses that will be arranged based on your proficiency in Chinese, namely the Elementary Chinese and China Panorama.

7 Scholarship

7.1 Bank Card and Activation

For most of the awardees of CSC scholarship, ANSO scholarship and UCAS Full Scholarship, after your offline registration at UCAS, you should inform your scholarship program coordinator timely by sending an E-mail with your **Student ID Number and Bank Information Sheet** like the following one which can show us your bank account name and account number **WITHOUT** any mistakes (Please ignore this requirement if you have done in the summer):

中国建设银行
China Construction Bank

客户回单 Bank information sheet

日期: 2017年09月19日

流水号: 10

交易名称: 银行卡预制卡领卡

客户姓名: **Bank account name**

卡号: **Bank account number**

可售产品名称: 银联复合借记卡

账户类型: 一类账户

开卡金额: ¥0.00

ATM转账开通标志: 是

境外交易开通标志: 否

打印时间: 20170919104713

交易柜员: 王曼玲

交易机构: 建行北京保福寺支行

建设银行网址: www.ccb.com 手机银行链接地址: m.ccb.com 24小时客户服务热线: 95533

For UCAS Partial Scholarship awardees, the above procedures are unnecessary. Monthly stipend will be paid from host institutes. Please contact with host institutes in advance.

7.2 Contact Information

CSC Scholarship: Ms Xu zijuan : xuzijuan@ucas.ac.cn, 010-82674900

ANSO Scholarship PhD Program: Ms Xie Yuchen, xieyuchen@ucas.ac.cn,
010-82674900;

ANSO Scholarship Master Program & UCAS Scholarship: Ms Hu
Menglin, humenglin@ucas.ac.cn, 010-82672900

8 Psychological Counseling Services

UCAS has launched a mental health hotline and offered online psychological counseling services for international students since the Covid-19 pandemic. Details are as follows:

1. Mental health hotline

The hotline offers help to students whose emotional disturbances have affected their normal daily functioning, or who may have an impulsion of self-harm or harming others.

To contact the hotline, please call 4006-525-580.

The service is available every Monday to Saturday, from 9:00 a.m. to 9:00 p.m (GMT+8).

Please note:

The hotline is available for all students. The operator/counselor speaks both Chinese and English. You may be greeted in Chinese, but you can tell the operator that you want to communicate in English.

If the hotline is occupied, which means the counselor is talking with another caller, wait for about 30 minutes and try again.

2. Online psychological counseling services

The online counseling services offer help to students who are experiencing emotional disturbances and in need of professional therapeutic help.

Add WeChat ID [ucasmentalhealth] to make an appointment (for

appointment making only).

Please note:

Make an appointment if you need psychological counseling services.

The staff will reply to your message within two working days;

This WeChat service account is used for arranging appointments only.

9 Transportation

9.1 Address

Yanqihu Campus: No. 380, Huaibeizhuang, Huairou District, Beijing.

Yuquanlu Campus: No.19(A) Yuquan Road, Shijingshan District, Beijing

9.2 How to Arrive

Shuttle bus to Yanqihu Campus is available **ONLY** on the registration date from 7:00 am till 5:00 pm at Yuquanlu Campus. See the attached Table 1 for public transportation to UCAS Yanqihu Campus and Table 2 for public transportation to UCAS Yuquanlu Campus.

Table 1: 前往中国科学院大学雁栖湖校区的公交方式/Public Transportation to UCAS Yanqihu Campus

公共交通推荐路线/Suggested Route via Public Transportation	行程估算 Estimated Route
北京站/Beijing Railway station 地铁 2 号线→ 东直门站(从 E 出口出)→ 916 路公交车→明珠广场站→ h58 路公交车→怀北庄站下车,路西即到。/ Metro Line 2 → Dongzhimen station (exit from exit E) → bus No. 916 → Dongzhimen station to Mingzhu square station→ bus No. H58 → huaibeizhuang station, you will see it at the west of the road.	170 minutes, 17 RMB
北京西站/Beijing West Railway Station 地铁 9 号线→国家图书馆站→地铁 4 号线→西直门站→地铁 2 号线→东直门 (从 E 出口出) →东直门公交枢纽→ 916 路公交车→明珠广场站→ h58 路公交车→怀北庄站下车,路西即到 Metro Line 9 / National library station → Metro Line 4 → Xizhimen Station → Metro Line 2 → Dongzhimen (exit from exit E) → bus No. 916 →Mingzhu square station → bus No. H58 to huaibeizhuang station → huaibeizhuang station.	200 minutes 20 RMB
北京南站/Beijing South Railway Station 地铁 4 号线→宣武门站→地铁 2 号线→东直门(从 E 出口出) →东直门公交枢纽→ 916 路公交车→明珠广场站→ h58 路公交车→怀北庄站下车,路西即到。 Metro Line 4 → Xuanwumen Station → line 2 → Dongzhimen (exit from exit E) → bus No. 916 →Mingzhu square station → bus No. H58 to huaibeizhuang station → huaibeizhuang station.	188 minutes 18 RMB
首都机场→中国科学院大学雁栖湖校区。/Take Taxi to YQH-UCAS top (Terminal Stop) directly.	55 minutes, 150 RMB
空港 5 路→牛栏山站 (37 站), 步行 180 米到达牛栏山公交站, 936 路→怀北庄站 (31 站), 步行 260 米到达目的地。/Take Bus Line Airport 5 to NiuLanShan Stop (37 stops), walk to NiuLanShan Station(180m), then take Bus Line 936 to HuaiBeiZhuang Stop (31 stops), walk to the destination(260m)	162 minutes 12 RMB
机场大巴 (公主坟线)→西坝河站 (8 站), 866 路→彩各庄站 (22 站), 在彩各庄站乘坐 936 路 (或 936 路青龙峡)→怀北庄站 (9 站), 步行 110 米到达目的地。/Take Airport Shuttle Bus(Line GongZhuFen) to XiBaHe Stop (4 stops), then take Bus Line 866 to CaiGeZhuang Station (1 stop), then take Bus Line 936 (or Line 936 QingLongXia) to HuaiBeiZhuang Stop (25 stops), walk to the destination(260m)	188minutes 33 RMB
空港 5 路→大营站 (25 站), h53 路→于家园站 (23 站), 步行 210 米乘坐 h32 路→怀北庄站 (9 站), 步行 110 米到达目的地。/Take Bus Line Airport 5 to DaYing Stop (25 stops), then take Bus Line h53 to YuJiaYuan Stop (23 stops), walk to h32 Station (210m), then take Bus Line h32 to HuaiBeiZhuang Stop (9 stops), walk to the destination(110m)	160 minutes 14 RMB

Table 2 前往中国科学院大学玉泉路校区的公交方式/Public Transportation to UCAS Yuquanlu Campus

公共交通推荐路线/Suggested Route via Public Transportation	行程估算 Estimated Route
首都机场→中国科学院大学玉泉路校区。/Take Taxi to Yuquanlu-UCAS directly.	50 minutes, 120 RMB
北京站 Beijing Railway station 地铁 2 号线→复兴门或建国门→地铁 1 号线→玉泉路站 (A1 (西北口) 出口向西 50 米) /Metro line 2 → Fuxing gate / Jianguomen → Metro line 1 → Yuquanlu Road station, Exit A1 (northwest exit) then walk toward to the west for 50 meters.	50 minutes, 5 RMB
北京西站 Beijing West Railway Station 地铁 9 号线→军事博物馆站→地铁 1 号线→玉泉路站 A1 (西北口) 出口向西 50 米 /Metro Line 9 → Military Museum Station →Metro Line → Yuquan Road station. Exit A1 (northwest exit) then walk toward to the west for 50 meters.	30 minutes 4 RMB
北京南站 Beijing South Railway Station 地铁 4 号线→西单站→地铁 1 号线→玉泉路站 A1 (西北口) 出口向西 50 米 /Metro line 4 → Xidan Station → Metro Line 1 → Yuquan Road station. Exit A1 (northwest exit) then walk toward to the west for 50 meters	50 minutes 5 RMB

10 Contact Information

10.1 International Students Office

Contact Person	Duty	Phone Number/ Email Address Office
Dr. HUANG Dingcheng	Head of the International Student Office, responsible for the office overall work.	+86 10 62564018 huangdc@ucas.ac.cn Zhongguancun, 7#218
Ms. XIE Yuchen	Admissions of International Students for Doctoral Programs ANSO Scholarship for Doctoral Students OWSD Scholarship Program	+86 10 82674900 xieyuchen@ucas.ac.cn Zhongguancun, 7#218
Ms. HU Menglin	Master's Programs for International Students/Taught in English ANSO Scholarship for Master Students UCAS Scholarship Program	+86 10 82672900 humenglin@ucas.ac.cn Zhongguancun, 7#218
Ms. XU Zijuan	Chinese Government Scholarship Mental health affairs of international students Construction of admission websites, Compiling of <i>Rules and Regulations for UCAS International Students</i>	+86 10 82674900 Xuzijuan@ucas.ac.cn Zhongguancun, 7#218
Ms. WANG Youqing	Comprehensive affairs of international students (daily affairs, accommodation arrangement, activities) Assessment of students	+86 10 62522162 wanyyouqing@ucas.ac.cn Zhongguancun, DPF#145
Ms. WANG Shuolei	International students' visa, medical insurance and enrollment of visiting students Management of the student status of international students	+86 10 82672900 wangshuolei@ucas.ac.cn Zhongguancun, DPF#145

10.2 International College

Contact Person	Duty	Phone Number/ Email Address Office
Prof. HU Zhongbo	Deputy Dean of IC-UCAS	69671192 huzq@ucas.ac.cn Yanqihu, A3#158
Dr. CHEN Feng	General director of Dean's office, responsible for overall office work, Ph.D qualification exam	82680959 chenf@ucas.ac.cn Zhongguancun, 7#207
Ms. JIN Yixiang	Administrative Services	82680986 jinyx@ucas.ac.cn Zhongguancun, 7#207
Ms. HU Tian	Professional courses coordinator	82680563 hutian@ucas.ac.cn Zhongguancun, 7#209
Ms. TAN Yudong	Enrollment, training, and international communication, coordinator	82680563 tanyudong@ucas.ac.cn Zhongguancun, 7#209
Ms. YANG Jing	Student affairs services (Registration, student activities)	69671192 yangjing7@ucas.ac.cn Yanqihu, A3#158
Ms. LI Shuangshuang	Public courses services Student affairs services (accommodation arrangement, activities)	69671192 lishuang@ucas.ac.cn Yanqihu, A3#158

Attachment 1:

Instructions for Student Back-to-Campus Information Collecting Platform

Part 1 Instructions for Using WeChat on a Smartphone

First step: scan the QR code below. Follow the WeChat enterprise account “中国科学院大学 (University of Chinese Academy of Sciences)” and finish the identity authentication. (If you have already had your identity authenticated, skip this step.)



Second step: click 网上办事大厅 (Online Service Hall) (via 微信通讯录 (WeChat contacts)—中国科学院大学 (UCAS)—网上办事大厅 (Online Service Hall)). Click 学生入校（返校）信息采集（Student Back-to-Campus Information Collection） and enter the Information Collecting Platform. Report your information and submit it.

Part 2 Instructions for self-reporting with PC

Log in the UCAS SEP (<http://onestop.ucas.ac.cn/home/index>) system. Go to 网上办事大厅(Online Service Hall)—办事大厅(Service Hall)—学生入校(返校)信息采集(Student Back-to-Campus Information Collection). Report your information and submit it. (Please double check your information before submission)

If your application is rejected, click 【我的事项(My schedule) —我的发起(My initiation) —进行中(Ongoing)】the application marked with 驳回(Rejected) . Modify your information and submit it again.

The screenshot shows the UCAS SEP system interface. The top navigation bar includes links for 首页 (Home), 服务大厅 (Service Hall), 我的事项 (My Schedule), 数据中心 (Data Center), 个人中心 (Personal Center), 办公平台 (Office Platform), and 返回SEP (Return to SEP). The '我的事项' section is highlighted.

Under '我的任务' (My Tasks), there are tabs for '我的发起' (My Initiation) and '我的任务' (My Tasks). The '我的任务' tab is selected, showing a list of tasks. The first task is '学生返校信息' (Student Back-to-Campus Information) with a status of '待处理' (Pending) and 4 items. The task details show it was initiated by '学生工作部/学生处' (Student Work Department/Student Affairs Office) on 2020-05-28 at 21:35:28, with a total time of 3 days 19 hours 26 minutes. The current step is '培养单位审核' (Cultivation Unit Review).

The detailed view of the task shows a table for '学生返校信息采集表' (Student Back-to-Campus Information Collection Table) and a sidebar for '审批操作' (Approval Operation) and '处理记录' (Processing Record).

姓名	性别	男
培养层次	所在研究所/院系	
学号	手机号码	
是否2020年毕业生	毕业批次	
是否已申请返校	导师	
返校前居住地		

The sidebar on the right shows the '审批操作' (Approval Operation) section with buttons for '审核通过' (Review Passed) and '驳回' (Reject). The '处理记录' (Processing Record) section shows a list of actions, including '处理事项' (Process Item) and '流程跟踪' (Process Tracking). A red box highlights the '确定' (Confirm) button at the bottom of the sidebar.

You can also start batch processing. See the pictures below.



Attachment 2

Map of UCAS Yanqihu Campus and Location of Registration Desk



 Registration Desk

Attachment 3

How to Apply for "Green Health Code"

Step 1: Set up and open WeChat/Alipay, search for the mini-program “Health Kit”, or scan the QR code below to access it.



“Health kit (健康宝)” 微信小程序

请扫描二维码，或在微信中搜索
“Health kit” 小程序



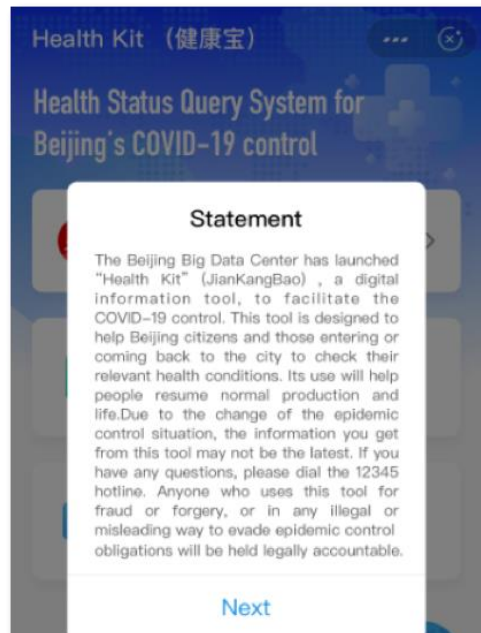
“Health kit (健康宝)” 支 付宝小程序

请扫描二维码，或在支付宝中搜
索 “Health kit” 小程序

Step 2. After accessing the mini-program, set the language first (you can choose between Chinese and English).



Step 3. For example, if you choose “English”, read the following statement and confirm after setting the language.



Step 4. Click “Query on me” to fill in the information. Enter your name and the number of the passport you used for entering China.

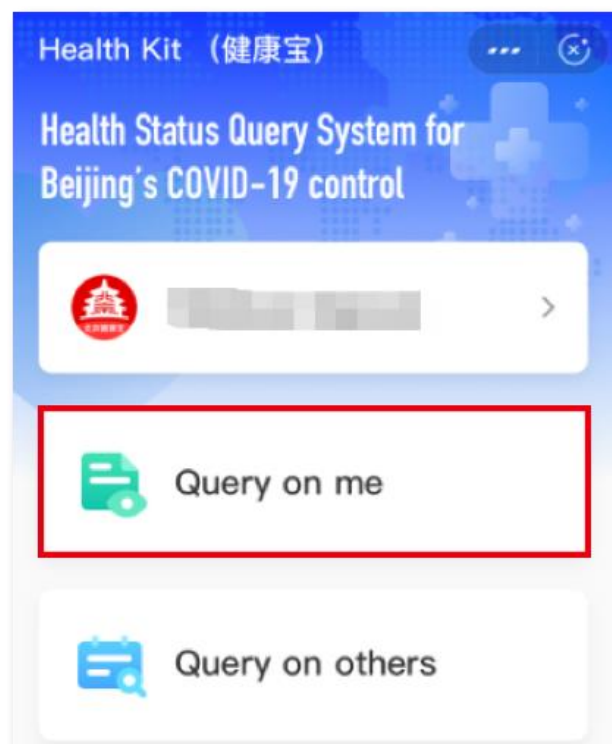
A screenshot of the "Query on me" form in the Health Kit app. The form has a blue header with a back arrow and the text "Query on me". Below the header is a blue icon of a person with a plus sign inside a square frame. The text "Your passport information will be retained and shown on the result page of the query." is displayed. Below this is a section titled "Certificate Type" with a dropdown menu showing "Passport" and a right arrow. Below that is a section titled "Name" with a text input field containing the placeholder "Please enter your name". Below that is a section titled "Certificate number" with a text input field containing the placeholder "Please enter your certificate number". At the bottom, there is a disclaimer: "This operation is performed in line with relevant laws and regulations of China, and the information retained will be used only for health status query during the COVID-19 control."

Step 5. After filling in the information, take a photo of the key information page of the ID document you used upon entry for verification.

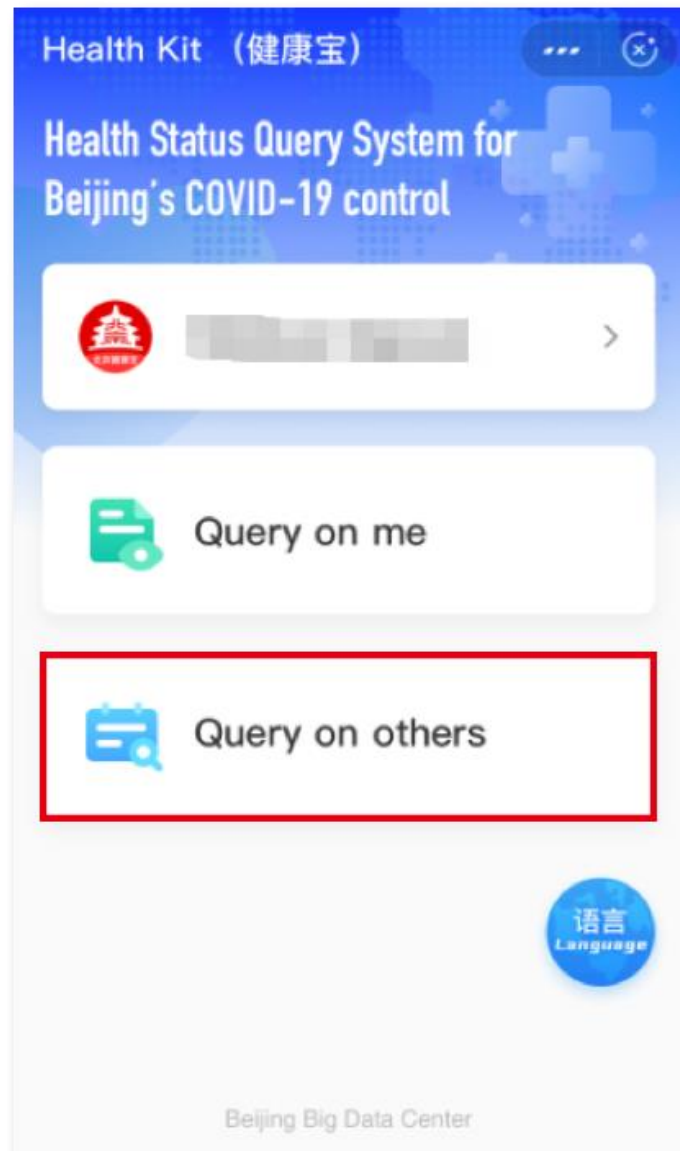


Step 6. Click “Query on me” to check your health status for the day.

The query results are only valid until 24 o'clock of the day.



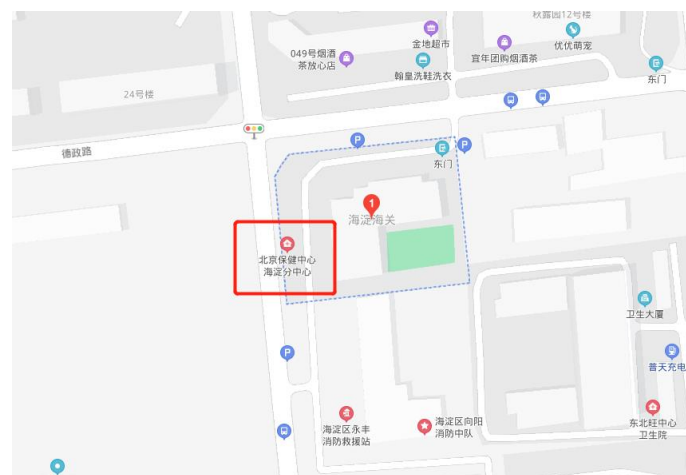
Step 7. If you want to check the health status for others, click “Query on others”.



Attachment 4

Official Wechat Account and Location of Beijing International Travel Health Care Center

Physical examination should be reserved in advance. Please use Wechat scanning the QR code, follow the official account of the "General Administration of Customs (Beijing) International Travel Health Care Center (“海关总署（北京）国际旅行卫生保健中心”公众号)", and click "Service (服务)"-"Appointment (我要预约)" to make an appointment.



Address: No. 10 Dezheng Road, Haidian District, Beijing
(北京市海淀区德政路 10 号, 国际卫生旅行保健中心)

Attachment 5

中国科学院大学国际学生新生居留许可申请表
APPLICATION FORM OF RESIDENCE PERMIT FOR NEW STUDENT

SV1

*填写前请先仔细阅读说明内容。/Please carefully read the note at the end of the form before you fill in it.

I 申请信息/ Applicant's Information

学生姓名/Passport Name

国籍/Nationality

培养单位/Host institute

经费来源/Funding source

☐ CAS-TWAS

☐ CSC

☐ UCAS Full

☐ B&R

☐ Self-support

☐ Other:_____

II 办理类型/Type of Application

☐ 签证转居留许可（新生持 X1 签证报到的，需在入境后 30 天内办理 X1 签证转居留许可，逾期未办理将会被视为非法居留）。/X1 Visa → Residence Permit (The X1 visa is valid only for 30 days after entry. New student who is X1 visa holder has to apply for a residence permit within 30 days after entry into China. Otherwise, he or she will be regarded as illegally residing in China).

☐ 居留许可延期/事项变更（新生持有效居留许可证件报到的，需完成本项申请手续。关于居留许可事项变更的更多信息，请详细阅读本表备注）。/Residence Permit Extension/Alteration (New students who currently have a valid residence permit shall complete this application procedure. For details about residence permit alteration, please see the note below).

☐ 其他（请注明）/Other (Please specify):

III 申请步骤/Application Steps

对于持 X1 签证入境的新生/For new students who hold X1 visa

第一步：请在入境后 7 日内到当地国际旅行卫生保健中心体检（地址：北京市海淀区西北旺德政路 10 号）。
Step 1: Please verify your original physical examination record or take physical examination at local International Travel Healthcare Center with 7 days after your entry (Address: No.10 Dezheng Road, Xibeiwang, Haidian District, Beijing).
第二步：请在入境后 7 日内向留办提交相关材料，完成网上申请手续。对于奖学金生，第 1.2.3.4.5 项材料必备。对于自费生，第 1.2.3.4.6.7.8 项材料必备。
Step 2: Please submit required materials to International Students Office with 7 days after your entry to complete online application procedure. For students who get scholarship from UCAS, shall submit No. 1.2.3.4.5. For self-supporting student, shall submit No. 1.2.3.4.6.7.8.
第三步：请在入境后 20 日内到北京市出入境管理局签证处面签。第 10.11.12.13.14.15.16 必备。
Step 3: Please complete visa interview procedure at the Visa Office of Exit-Entry Administration Department with 20 days after entry. All students shall submit No. 10.11.12.13.14.15.16.
对于持学习类居留许可报到的新生，可略过第一步；第二步，对于奖学金生，第 1.2.3.4.5.9 项必备；对于自费生，第 1.2.3.4.6.7.8 项必备。第三步，第 10.11.12.13.14.15 项必备。
For students who currently have valid “study” residence permits, please skip Step 1st. At Step 2nd, for those who get scholarship from UCAS, shall No. 1.2.3.4.5.9; for self-supporting students, shall submit No. 1.2.3.4.6. 7.8.9. At Step 3rd, shall submit No. 10.11.12.13.14.15.

IV 申请材料/Required Materials

提交前请详细检查。/Please carefully check before material submission.

第二步所需材料/Materials required for Step 2

1. 护照本人页复印件/Photocopy of Passport ID Page

☐

2. 当前签证/居留许可复印件/Photocopy of Current Visa/Residence Page

☐

3. 最后入境章页复印件/Photocopy of the last entry seal page

☐

4. 住宿登记表复印件/Photocopy of Accommodation Registration Form

☐

5. 奖学金资助证明复印件/Photocopy of Scholarship Award Letter

☐

6. 学费交纳凭证的复印件/Photocopy of Paying Certificate of Tuition Fee

☐

7. 担保人出具的经济担保函及其银行存款证明/Original Hardcopy of the Affidavit of Support from the Guarantor and His/Her Bank Statement

☐

8. 平安保险投保证明/Buying Certificate of PingAn Insurance

☐

9. 离校证明/School-Leaving Certificate

第三步所需材料/Materials required for Step 3

10. 本人护照原件/Original Passport

☐

11. 一张 2 寸（护照规格）照片/One 2-inch Photo

☐

12. 录取通知书原件及复印件/ Original and Photocopy of Admission Notice

☐

13. JW201/202 表原件及复印件/ Original and Photocopy of Visa Application for Study in China (JW201/202)

☐

14. 住宿登记表原件/ Original Accommodation Registration Form

☐

15. 由留办盖章签发的《外国人签证证件申请表》/Stamped Visa/Stay Permit/Residence Permit Application Form Issued by ISO

☐

16. 由体检中心出具的《境外人员体格检查记录验证证明》原件/Health Certificate Issued by Medical Center

☐

V 申请人声明/Applicant's Declarations

☐ 我已阅读表格内容并检查提交材料，提供的一切信息真实有效。/I have carefully read the form and checked the required documents. I promise all the submitted documents are true, authentic and effective. Otherwise, I will be responsible for all the consequences.

☐ 我在华学习期间，将严格遵守中国的法律和中国科学院大学的规章制度。/I shall abide by the laws and regulations of China as well as the rules and regulations of UCAS during my study in China.

申请人签字/Applicant's signature: _____

申请日期/Date (MM-DD-YY): _____

VI 研究所/学院意见/Host Institute Comment

我单位已按要求对该生的申请材料进行初审，结果（符合☐ 不符合☐）要求，同意申请。

审核人（签字）：_____

年 月 日 （主管部门公章）

填表说明/Note:

1. 本表仅供新生在北京首次办理居留许可时使用，应由申请者本人在**入境后 7 日内**，经所在学院/研究所汇总向留学生办公室提交。申请结果即《外国人签证证件申请表》（加盖留办公章）做好之后适时通知申请人领取。/This form is only for new students to apply for a residence permit in Beijing, which should be filled by the applicant and reviewed by the host institute. It shall be submitted with all the required documents to International Students Office **within 7 days after his/her entry**. Applicants will be duly informed to take the application result (i.e. *Application Form for Visa/Residence Permit* with the seal of International Students Office) after it is well prepared.

2. 新生向京外研究所报到的**不填此表**，原则上应按照属地化原则，在研究所指导下于**入境后 30 天内**向当地出入境管理部门申请办理居留许可。/For new students who register at CAS institute outside Beijing to apply for residence permit, please follow the guidance of the host institute and apply to the local exit-entry bureau **within 30 days after their entry**.

3. 对于自费生，申请人需提供本人的银行存款证明原件（或担保人出具的经济担保函原件）和平安保险购买凭证。/For self-supporting students (including those who get financial supports from foreign government, agency, international organization, etc.), please attach an original hardcopy of the affidavit of support from the guarantor and his/her Bank Statement, and also a buying certificate of PingAn insurance with a fixed effective date and insurance period.

4. 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。外国人居留证件登记事项发生变更的，持证人应当**自登记事项发生变更之日起十日内**向居留地出入境管理机构申请办理变更，并在**获得新居留许可证件后 24 小时内**，到居住地派出所重新办理临时注册登记。/The registered items of a foreign residence permit include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number. When any one of these items has changed, the holder shall, **within 10 days from the date of change**, apply to the local exit/entry administration for a new residence permit. And the holder should complete accommodation registration procedure again at the local police station **within 24 hours after he or she gets a new residence permit**.

中国科学院大学留学生办公室 2018 年制表
By International Students Office of UCAS in 2018

Attachment 6

Location of Beijing Visa Center



Address: Department of Entry-Exit Affairs, Beijing Public Security Bureau,
No.2, Andingmen Dongdajie, East District, Beijing (北京东城区安定门东大
街2号, 北京市公安局出入境管理局)

Tel: 84020101 Time: 8:30—16:30, from Monday to Saturday

Attachment 7

中国科学院大学国际学生平安保险理赔材料核查表

APPLICATION FORM FOR CLAIM OF PINGAN HEALTH INSURANCE

*填写本表格前请先仔细阅读注意事项内容。/Please make sure you have read and understood the note below before you fill in this form.

申请信息/ Applicant's Information

学生姓名/Passport Name		学号/Student ID	
护照号码/Passport No.		国籍/Nationality	
诊断结果/Diagnosis		申请金额/Total expense	

案件类型/ Claim

请在对应类型打 X (可多选)。/Please check the corresponding type (multiple).

<input type="checkbox"/>	门诊诊疗医疗 Outpatient & Emergency	第 1.2.3.4.5 必备 Shall submit NO.1.2.3.4.5
<input type="checkbox"/>	住院医疗 Hospitalization	第 1.2.3.4.5.7 必备 Shall submit NO.1.2.3.4.5.7
		如属意外, 第 1.2.3.4.5. 6.7 必备 Shall submit NO. 1.2.3.4.5. 6.7 if with such an accident
		如有护工费, 第 1.2.3.4.5. 7.8 必备 Shall submit NO. 1.2.3.4.5. 7.8 if have nursing fee
<input type="checkbox"/>	意外伤害医疗 Accidental injuries	第 1.2.3.4.5.6 必备 Shall submit NO.1.2.3.4.5.6
		如住院, 第 1.2.3.4.5.6.7 必备 Shall submit NO.1.2.3.4.5.6.7 if hospitalized
<input type="checkbox"/>	意外伤残 Accidental Disability	第 1.3.4.5.6.7. 9 必备 Shall submit NO.1. 3.4.5.6.7. 9

理赔材料/ Required Materials for Claim

是否提交请打 X。/Please check the box if submitted (multiple).
如多次就医, 第 1、4 项材料仅提交一次即可。/Only one copy for NO.1

1. 护照本人页复印件/Copy of Passport ID Page	<input type="checkbox"/>
2. 收据原件/Originals of Receipts	<input type="checkbox"/>
3. 每次就诊的病历复印件/ Medical Record Photocopy of Each Time	<input type="checkbox"/>
4. 建设银行客户信息表/ China Construction Bank Customer Table	<input type="checkbox"/>
5. 检查、化验报告单复印件/ Examination Report or Laboratory Test Report Photocopy	<input type="checkbox"/>
6. 意外事故经过或证明/ Course or Certificate of Accident (self-description of the accident)	<input type="checkbox"/>
7. 出院小结或住院病历复印件/Copy of Hospital Discharge Summary or Medical Record of Hospitalization	<input type="checkbox"/>
8. 护工费发票原件/ Original Invoice of Nursing Fee	<input type="checkbox"/>
9. 指定机构的伤残鉴定证明/ Disability Certificate of Specified Institution	<input type="checkbox"/>

and that for NO.4 are required if the medical treatment is taken more than once.

申请人承诺/ Applicant's commitment

我承诺所有理赔材料均真实有效, 且银行账户信息准确无误, 否则一切后果本人自负。/I promise all the documents submitted are authentic and effective, and account information is correct, or otherwise I will be responsible for all the consequences.

申请人签字/Applicant's signature_____ 申请日期/Date_____

研究所意见/Institute Comment

我单位已按平安保险理赔材料要求对该生的理赔材料进行初审, 结果 (符合☐ 不符合☐) 要求。
审核人 (签字): _____ 学院/研究所部门 (公章) _____
_____ 年 月 日

注/NOTE: 1. 本表格须学生本人填写, 根据要求提交相应材料并打勾。由学院/研究所部门相关人员对学生提交材料初审, 签字盖章, 并将此表作为理赔材料首页, 将纸质版材料寄送至平安公司(北京市西城区金融街 23 号平安大厦九层, 来华项目组, 电话: 4008105119-1。)/ Applicant should fill in this form in person, submit documents as required, and check the corresponding box in this form. Graduate department of the institute/college shall check the submitted documents according to the filled form, complete the comment part, and mail the application documents to PingAn Insurance.

2. 就诊医院必须是中华人民共和国大陆境内的公立医院, 申请理赔费用应属于当地社会基本医疗保险规定可报销的范围之内的费用。/Hospitals for treatment shall be limited to the public hospitals within the territory of the Chinese mainland, and requested items and expenses for claim should be within the scope of local regulations of social basic medical insurance.

3. 第 4 项材料中必须提供被保险人中国大陆境内的银行账号及该账号的准确账户信息, 包括账户名、账号和开户行信息, 可通过存折复印件或银行客户信息表载明以上信息。/ Document NO.4 including information of account No., account name, opening bank information, which can be obtained from bank customer table, must be attached to the claim documents.

4. 若分别在两家(含)以上医院就诊, 须出具每次就诊的诊断证明书、病历复印件等相关文件。/ If in one incident, applicant has to be treated in two or more hospitals, relevant documents such as diagnosis certificates and medical records from relevant hospitals shall be presented.

5. 第 6 项材料需说明意外发生的时间、地点、原因、经过等内容, 申请人本人签字。/Document NO.6 should give a specific self-description about time/location/cause of the accident, and be signed by the applicant.

6. 附理赔材料示例说明。/Examples of claim materials are shown as attached.