



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



GUIDE for UCAS
INTERNATIONAL GRADUATE FRESHMEN

2022

Content

Preface.....	4
1 Registration.....	6
1.1 Registration Date.....	6
1.2 Online Registration.....	6
1.3 Off-line registration.....	7
1.4 Requirements for Off-line registration at UCAS Yanqihu Campus.....	8
1.5 Registration Procedure at UCAS Yanqihu Campus.....	10
1.6 On-site Document Verification.....	10
2 Accommodation.....	12
2.1 Accommodation Availability.....	12
2.2 Accommodation Registration.....	12
2.3 Accommodation Fee Payment.....	12
3 Visa and Residence Permit.....	14
3.1 Visa Application.....	14
3.2 Health Verification/Examination.....	14
3.3 Residence Permit Application.....	15
3.4 Residence Permit Alteration.....	16
3.5 Penalties for Illegal Residence.....	16
4 Health Insurance.....	19
4.1 Insurance purchase.....	19
4.2 Insurance Claim.....	19
4.3 Contact Information.....	19
5 Orientation Courses.....	20
6 Chinese Proficiency Report.....	21
7 Scholarship.....	22
7.1 Bank Card and Activation.....	22
7.2 Contact Information.....	23
8 Psychological Counseling Services.....	24

9 Transportation.....	26
9.1 Address.....	26
9.2 How to Arrive.....	26
10 Contact Information.....	30
10.1 International Students Office.....	30
10.2 International College.....	31
Attachment 1: Map of UCAS Yanqihu Campus and the Location of Registration Desk.....	32
Attachment 2: How to Apply for Beijing "Green Health Code".....	33

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 2022-2023 academic year begins from September 5th 2022. You are required to register on August 18th and 19th. 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 18th-19th, 2022 (8:00-17:00, GMT+8).

Please be kindly noted:

- **DO NOT** ask for off-line registration before Thursday, August 18th 2022.
- 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.

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

For those freshmen whose institutes/colleges are in Beijing:

(1) If you are now living in a low-risk area of mainland China, please come to UCAS Yanqihu Campus for offline registration (see Attachment 1).

(2) If you are now in a middle- or high-risk area of China, please **DO NOT** come to UCAS Yanqihu Campus, until the risk is degraded to low level. You are required to complete online registration at first, and then come to UCAS Yanqihu campus for offline registration with the approval of International College.

(3) If you are now outside China and can come to China WITH X VISA before September 30th, 2022, you are required to complete online registration at first, and then come to UCAS Yanqihu campus for offline registration with the approval of International College after you meet all the requirements for epidemic prevention.

For those whose host institute are outside Beijing:

(1) If you are now in a low-risk area of mainland China, you should directly go to your host institutes for off-line registration, and then complete online registration required by International College for the online-course attendance.

(2) If you are now in a middle- or high-risk area of China, please **DO NOT** come to your host institute until the risk is degraded to low level. You are required to complete online registration at first for the online-course attendance, and then come to your host institute for offline registration.

(3) If you are now outside China and can come to China WITH X VISA before September 30th, 2022, you are required to complete online registration at first for the online-course attendance, and then come to your host institute for offline registration after you meet all the requirements for epidemic prevention.

For those who are now outside China and X visa is unavailable for you, you are required to complete off-line registration at your host institute after your arrival in China based on the visa availability.

1.4 Requirements for Off-line registration at UCAS Yanqihu Campus

The followings are some epidemic prevention and control requirements for off-line registration at UCAS Yanqihu Campus.

A. For students who are now staying in Beijing, they must complete 7-day health monitoring before returning to campus, do not have epidemic-related trips and there are no epidemic-related risks in their places of residence. Students must apply to enter the campus through the “Entry and Return System” and get approved by International College before entering the university. To enter the university, students must have a negative nucleic acid test certificate within 72 hours, a green code for Beijing Health Kit, a detailed report of travel trajectory for 3 days before returning to campus, and a signed health undertaking.

B. For students who are now staying outside Beijing, they must complete 7

days of health monitoring before entering/returning to the campus and comply with Beijing's policy on entry/return to Beijing. They should have no epidemic-related trips, and there are no epidemic-related risk in the places of their residence. Students must apply to enter the campus through the "Entry and Return System" and get approved by International College before coming to Beijing. To enter the university, students must have a negative nucleic acid test certificate within 48 hours, a green code for Beijing Health Kit, a green travel code and a signed health undertaking. Students should strictly implement the requirements, including nucleic acid testing after 24 hours of arrival in Beijing and within 72 hours, no gathering and no partying. Within 7 days, students who have a history of residency in the county where the land border crossing is located are required to implement "2 tests within 3 days" policy and do health monitoring.

C. Within 7 days, if the street blocks or townships (towns) where students live in have new positive cases outside quarantined areas, or if they themselves and their co-residents appear fever, dry cough or one of the other 11 symptoms of COVID-19, shall not enter to the campus.

D. Students themselves or their family members/co-residents are confirmed cases, positive nucleic acid testers, suspected cases, or close contacts of cases shall not enter into the campus.

E. Families of new students are not allowed to enter the campus.

For the requirements of off-line registration at your host institute outside

Beijing, please contact with your host institute.

1.5 Registration Procedure at UCAS Yanqihu Campus

A. Please pay attention to the official account of UCAS on WeChat, submit application for entering Yanqihu campus with relevant documents via the “Entry and Return System” for International College approval.

B. New students may take public transportation directly to Yanqihu Campus (See Table 1), or come to Yuquanlu Campus at first and then take the school bus to Yanqihu Campus for off-line registration (See Table 2).

C. When arriving at Yanqihu Campus, please scan the QR code at the entrance of the campus, take the temperature, and show the admission letter and the green code of Beijing Health Kit to the gate guard.

D. After entering the Yanqihu Campus, please directly go to the registration desk (see Attachment 1) of International College with Admission Letter, complete the registration procedure and receive materials for new students.

1.6 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 Accommodation 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/Examination

Within 7 days of entering China, you are supposed to go to local International Travel Healthcare Center (Address: No. 20 Hepingli North Street, Dongcheng District, Beijing (地址: 北京市海淀区德政路 10 号) to verify the original physical examination record (or take physical examination). A Foreigner's Health Certificate will be issued if you pass the verification/ examination. No health certificate is required if you already hold a X1 residence permit.

Physical examination should be reserved in advance. Please use Wechat scanning the QR code, and 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 "Business Apply(业务办理)"-"Appointment (我要预约)" to make an appointment.



3.3 Residence Permit Application

APPLICATION FORM OF RESIDENCE PERMIT FOR NEW STUDENT is designed for new students to apply for a 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 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 holding a study residence permit)

F. Original *Accommodation Registration Form*

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

Visa center (北京市公安局出入境管理局) Address: No.2, Andingmen Dong
Da jie, East District, Beijing (北京东城区安定门东大街 2 号)

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

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.

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	学号/Student ID																																				
国籍/Nationality	护照号码/Passport No.																																				
培养单位/Host institute																																					
经费来源/Funding source	<input type="checkbox"/> CAS-TWAS <input type="checkbox"/> CSC <input type="checkbox"/> UCAS Full <input type="checkbox"/> B&R <input type="checkbox"/> Self-support <input type="checkbox"/> Other:																																				
II 办理类型/Type of Application																																					
<input type="checkbox"/> 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).																																					
<input type="checkbox"/> 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, 请仔细阅读本表备注)。/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).																																					
<input type="checkbox"/> 其他 (请注明) /Other (Please specify):																																					
III 申请步骤/Application Steps	IV 申请材料/Required Materials																																				
<p>对于持 X1 签证入境的新生/For new students who hold X1 visa</p> <p>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)。</p> <p>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).</p> <p>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。</p> <p>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.</p> <p>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 项必备。</p> <p>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.</p> <p>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。</p> <p>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.</p>	<p>提交前请详细检查。/Please carefully check before material submission.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">第二步所需材料/Materials required for Step 2</td> </tr> <tr> <td>1. 护照本人页复印件/Photocopy of Passport ID Page</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. 当前签证/居留许可复印件//Photocopy of Current Visa/Residence Page</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. 最后入境章页复印件//Photocopy of the last entry seal page</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. 住宿登记表复印件//Photocopy of Accommodation Registration Form</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. 奖学金资助证明复印件//Photocopy of Scholarship Award Letter</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6. 学费交纳凭证的复印件//Photocopy of Paying Certificate of Tuition Fee</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>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</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8. 平安保险投保证明/Buying Certificate of PingAn Insurance</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>9. 离校证明/School-Leaving Certificate</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">第三步所需材料/Materials required for Step 3</td> </tr> <tr> <td>10. 本人护照原件/Original Passport</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>11. 一张 2 寸 (护照规格) 照片 / One 2-inch Photo</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>12. 录取通知书原件及复印件/ Original and Photocopy of Admission Notice</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>13. JW201/202 表原件及复印件/ Original and Photocopy of Visa Application for Study in China (JW201/202)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>14. 住宿登记表原件/ Original Accommodation Registration Form</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>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</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>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</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	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	<input type="checkbox"/>	2. 当前签证/居留许可复印件//Photocopy of Current Visa/Residence Page	<input type="checkbox"/>	3. 最后入境章页复印件//Photocopy of the last entry seal page	<input type="checkbox"/>	4. 住宿登记表复印件//Photocopy of Accommodation Registration Form	<input type="checkbox"/>	5. 奖学金资助证明复印件//Photocopy of Scholarship Award Letter	<input type="checkbox"/>	6. 学费交纳凭证的复印件//Photocopy of Paying Certificate of Tuition Fee	<input type="checkbox"/>	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	<input type="checkbox"/>	8. 平安保险投保证明/Buying Certificate of PingAn Insurance	<input type="checkbox"/>	9. 离校证明/School-Leaving Certificate	<input type="checkbox"/>	第三步所需材料/Materials required for Step 3		10. 本人护照原件/Original Passport	<input type="checkbox"/>	11. 一张 2 寸 (护照规格) 照片 / One 2-inch Photo	<input type="checkbox"/>	12. 录取通知书原件及复印件/ Original and Photocopy of Admission Notice	<input type="checkbox"/>	13. JW201/202 表原件及复印件/ Original and Photocopy of Visa Application for Study in China (JW201/202)	<input type="checkbox"/>	14. 住宿登记表原件/ Original Accommodation Registration Form	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>
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	<input type="checkbox"/>																																				
2. 当前签证/居留许可复印件//Photocopy of Current Visa/Residence Page	<input type="checkbox"/>																																				
3. 最后入境章页复印件//Photocopy of the last entry seal page	<input type="checkbox"/>																																				
4. 住宿登记表复印件//Photocopy of Accommodation Registration Form	<input type="checkbox"/>																																				
5. 奖学金资助证明复印件//Photocopy of Scholarship Award Letter	<input type="checkbox"/>																																				
6. 学费交纳凭证的复印件//Photocopy of Paying Certificate of Tuition Fee	<input type="checkbox"/>																																				
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	<input type="checkbox"/>																																				
8. 平安保险投保证明/Buying Certificate of PingAn Insurance	<input type="checkbox"/>																																				
9. 离校证明/School-Leaving Certificate	<input type="checkbox"/>																																				
第三步所需材料/Materials required for Step 3																																					
10. 本人护照原件/Original Passport	<input type="checkbox"/>																																				
11. 一张 2 寸 (护照规格) 照片 / One 2-inch Photo	<input type="checkbox"/>																																				
12. 录取通知书原件及复印件/ Original and Photocopy of Admission Notice	<input type="checkbox"/>																																				
13. JW201/202 表原件及复印件/ Original and Photocopy of Visa Application for Study in China (JW201/202)	<input type="checkbox"/>																																				
14. 住宿登记表原件/ Original Accommodation Registration Form	<input type="checkbox"/>																																				
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	<input type="checkbox"/>																																				
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	<input type="checkbox"/>																																				
V 申请人声明/Applicant's Declarations																																					
<input type="checkbox"/> 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.																																					
<input type="checkbox"/> 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 <input type="checkbox"/> 不符合 <input type="checkbox"/>) 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，持证件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

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 Insurance Claim

Please dial +86-4008105119 as soon as possible in case of any health problems and emergencies to consult issues regarding the medical treatment, advance payment for hospitalization, insurance claim, and so on.

4.3 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.).

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 and 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 8:00 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
<p>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 sttion to Mingzhu square station→ bus No. H58 → huaibeizhuang station, you will see it at the west of the road.</p>	<p>170 minutes, 17 RMB</p>
<p>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.</p>	<p>200 minutes 20 RMB</p>
<p>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.</p>	<p>188 minutes 18 RMB</p>
<p>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.</p>	<p>55 minutes, 150 RMB</p>
<p>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)</p>	<p>162 minutes 12 RMB</p>

<p>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)</p>	<p>188minutes 33 RMB</p>
<p>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)</p>	<p>160 minutes 14 RMB</p>

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, Dongpingfan#145
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, 6#219
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, 6#219
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, 6#219
Ms. WANG Youqing	Comprehensive affairs of international students (daily affairs, accommodation arrangement, activities) Assessment of students	+86 10 62522162 wanyouqing@ucas.ac.cn Zhongguancun, 6#219
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, 6#219

10.2 International College

Contact Person	Duty	Phone Number/ Email Address Office
Prof. HU Zhongbo	Deputy Dean of IC-UCAS	69671752 huzq@ucas.ac.cn Yanqihu, A2#401
Dr. CHEN Feng	General director of Dean's office, responsible for overall office work, Ph.D qualification exam	69671192 chenf@ucas.ac.cn Yanqihu, A4#153
Ms. HU Tian	Professional courses coordinator	82689050 hutian@ucas.ac.cn Zhongguancun, 6#221
Ms. DING Danni	Public courses coordinator	82689050 dingdanni@ucas.ac.cn Zhongguancun, 6#221
Ms. TAN Yudong	Enrollment, training, and international communication, coordinator	82680563 tanyudong@ucas.ac.cn Zhongguancun,6#221
Ms. YANG Jing	Student affairs services (Registration, student activities)	69671192 yangjing7@ucas.ac.cn Yanqihu, A4#512
Ms. LI Shuangshuang	Student affairs services (accommodation arrangement, student activities)	69671192 lishuang@ucas.ac.cn Yanqihu, A4#512
Ms. MA Rong	Administrative Services (Yanqilu part) and Informatization Coordinator	69672012 marong@ucas.ac.cn Yanqihu, A4#515

Attachment 1: Map of UCAS Yanqihu Campus and the Location of Registration Desk



★ Registration Desk

Attachment 2: How to Apply for Beijing "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



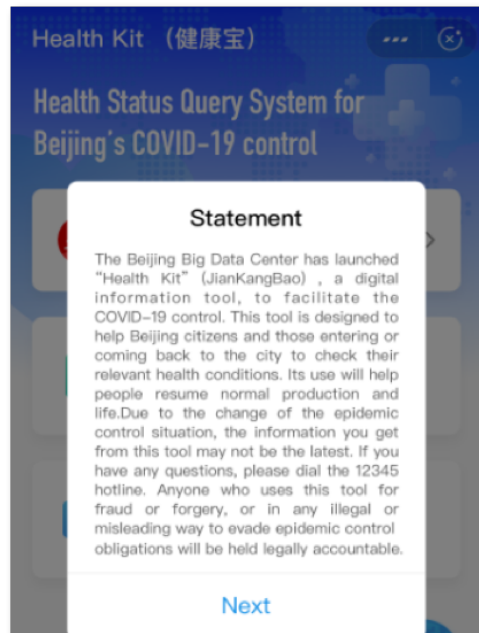
“Health kit (健康宝)” 支
付宝小程序

请扫描二维码，或在支付宝中搜
索“Health kit” 小程序

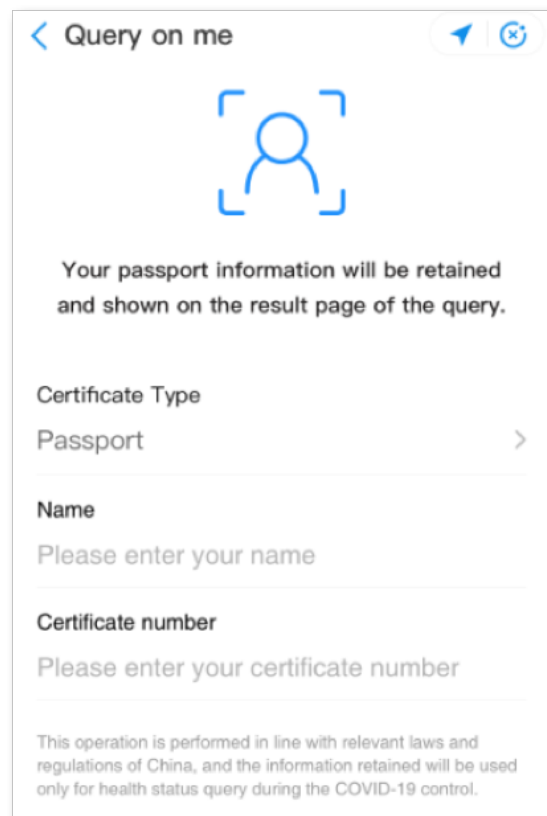
Step 2. After accessing the mini-program, set the language first (you can choose between Chinese and English).



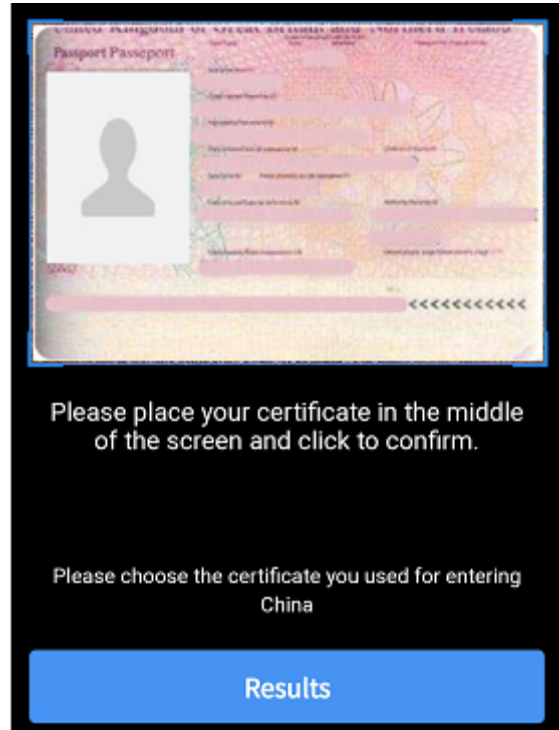
Step 3. For example, if you choose “English”, read the following statement and confirm after setting the language.



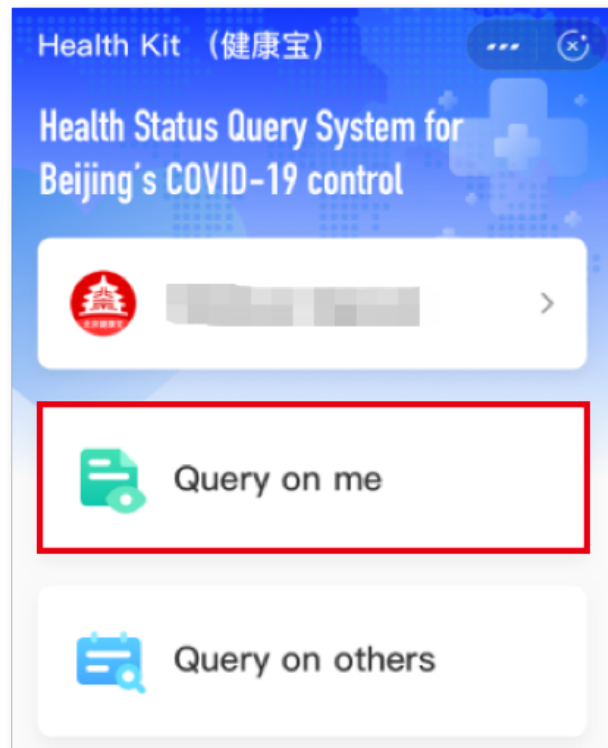
Step 4. Click “Query on me” to fill in the information. Enter your name and the number of the passport you used for entering China.

A screenshot of a mobile application form titled "Query on me". At the top left is a back arrow and the title. At the top right are a location pin icon and a refresh icon. Below the title is a blue icon of a person with a blue outline. The text reads: "Your passport information will be retained and shown on the result page of the query." Below this are three input fields: "Certificate Type" with "Passport" selected and a right arrow; "Name" with the placeholder "Please enter your name"; and "Certificate number" with the placeholder "Please enter your certificate number". At the bottom, there is a small 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”.

Health Kit (健康宝)



Health Status Query System for Beijing's COVID-19 control



[Redacted user information]



Query on me



Query on others



Beijing Big Data Center