

留学生入学须知

亲爱的同学们，马上你们将前往北京工业职业技术学院学习，我们现在提供国际学生入学指南给大家，让大家顺利地完成报到注册。

一、报到时间&地点

时间：2019 年 3 月 30 日 8:00-11:30, 13:30-17:00

地点：北京市石景山区石门路 368 号北京工业职业技术学院

匠心楼 305 办公室 国际教育学院

二、报到时须携带的材料

1. 护照原件
2. 录取通知书
3. 《外国留学人员来华签证申请表》（JW202 表）
4. 体检表原件
5. 高中毕业证书原件、高中学习成绩单原件
6. 无犯罪记录证明原件
7. 汉语水平证明材料原件（如取得证书须提供，未获得证书免提供）
8. 6 张 2 寸白底照片以及电子版照片

三、报到流程

- ✓ 核对信息、审核所提交的材料
- ✓ 办理注册
- ✓ 购买保险
- ✓ 住宿安排
- ✓ 办理校园卡
- ✓ 发放课表
- ✓ 熟悉校园环境
- ✓ 办理手机卡、银行卡

注：由于来校 1 个月之内须办理居留许可，学校将组织全体留学生前往国际旅行卫生保健中心体检。

四、报到时间统计

各位同学确定好来校学习时间后，请提前将航班信息发至 ada1988_06@sina.com，我们将安排接机。

五、各项费用标准

费用名目	费用标准	备注
学费	学习期间全免	免除
住宿费	学习期间全免	免除
书本费	300 元/年	自理
医疗保险费	800 元 / 年。中国教育部规定，来华留学生必须购买中国境内的医疗保险。对于没有购买所要求的医疗保险者，学校将不予办理注册手续。	自理
体检费	约 400 元 / 年	自理
签证费 / 居留许可费	约 800 元/年（以出入境收费为准）	自理
生活费	饮食费约 800 元/月（因人而异），交通费约为 50 元/月（因人而异），手机费约为 50 元/月。 请您根据自己的实际情况，备足所需缴纳的费用，并携带一部分现金，以方便您随时购买必须用品或支付相关费用。	自理
往返机票	因地制宜	自理

注：学校为您提供奖学金（用于学费和住宿费），其它费用均需学生自行承担（包括书本费、医疗保险费、体检费、签证费 / 居留许可费、生活费和往返机票等）。

期待和大家见面！

Registration Guide for International Students

Dear students, as you are coming to Beijing Polytechnic College (BPC) very soon, we are now offering a concise registration guide for you.

一、Registration Time & Location

Time: Mar. 30, 2019 8:00-11:30, 13:30-17:00

Location: School of International Education, Beijing Polytechnic College.

No. 368#, Shimen Road, Shijingshan District, Beijing, P.R.China

二、Documents for Registration

- 1 Passport
- 2 《ADMISSION NOTICE》
- 3 《Visa Application for Study in China》 (JW202)
- 4 Original Copy of Physical Examination Chart
- 5 Original High School Academic Transcript and original High School Diploma
- 6 Original Certificate of No Criminal Record
- 7 Original Certificate of HSK (You are exempt from providing this if you do not have)
- 8 2-inch Certificate Photo with White Background

三、Registration Process

- ✓ Review and Check the Submitted Documents
- ✓ Registration
- ✓ Purchase Insurance
- ✓ Accommodation Arrangement
- ✓ Apply for Campus Card
- ✓ Distribution of Course Schedule

- ✓ Campus Tour
- ✓ Telephone Card and Bank Card

Note: BPC will organize international students to International Travel Health Care Centre to have a physical examination, which will be used to apply for Residence Permit.

四、Send the Exact Time of Your arrival

After you have determined the final time of your arrival, [please send the flight information to ada1988_06@sina.com](mailto:ada1988_06@sina.com), and we will meet you at the airport.

五、Fees

Item	Expense Standard	Payer
Tuition Fee	Full Scholarship	Free of charge
Accommodation Fee	Full Scholarship	Free of charge
Textbooks	About 300 RMB/ Year	
Medical Insurance	800 RMB per year. According to Ministry of Education of PRC, international students have to purchase insurance during their stay in China. International students are required to buy insurance on the registration day.	At your own expense
Physical Examination	About 400 RMB/ Year	At your own expense
Visa / Residence Permit	About 800RMB/ Year	At your own expense
Living Expenses	Catering expense: about 800 RMB per month(vary from person to person); Transportation: 50 RMB per month (vary from person to person); Phone Bills: 50 RMB per month (vary from person to person); Please prepare adequate funds to cover all your expenses and carry some cash with you for your convenience.	At your own expense
Round Trip Air Ticket	Depends on the distance	At your own expense

Note: BPC will provide full scholarship (includes only tuition fees and accomodation fees), other expenses should be covered by students). Please pay attention to the fact that the costs of textbooks, medical insurance, physical examination, visa/Residence Permit, living expenses and round trip air ticket are not included in tuition fees.

Hope to see you soon!