对外经济贸易大学
University of International Business and Economics

University of International Business and Economics (UIBE）

Guideline for Incoming Exchange Student

对外经济贸易大学|来华交换生指南

Presented by:

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UIBE OVERVIEW

University of International Business and Economics (UIBE), founded in 1951, is a national key university with expertise in disciplines such as economics, management science, science of law, and literature. UIBE is one of the **"Project 211"** universities, a governmental program that aims to transform select Chinese universities into high-quality 21st century academic institutions. In addition, UIBE participates in the **"Double First-Class" Initiative**, a governmental program which aims to ultimately build a number of world-class universities with state-of-the art disciplines by the end of 2050. Since its inception, UIBE has been steadfast in living up to its motto of ***"Erudition, Honesty, Endeavor and Perfection"*** through continual diligence and innovation. Overall, UIBE sustains its educational commitment to "cultivate high-end innovative talents with an international vision, a good knowledge of international rules, and leadership in global economic and trade activities". UIBE Website: http://english.uibe.edu.cn/

Statistics

- *School*: 18 academic schools, 10 research institutes, 1 graduate school, and 1 department of physical education
- *Faculty & Staff*: 1,072 Chinese teachers and 188 international teachers (including 38 full-time and 150 part-time). 611 staff
- *Chinese Students*: 8,387 undergraduates and 4,634 graduates (inclusive of 639 doctoral candidates)
- *International Students*: 3,447 in total from over 160 countries (20% of the university's total number of students)
- *Academic Calendar*: two 18-week semesters and a one-month Summer School in July
- *Degree Program*: 46 Undergraduate programs; 62 Graduate programs; 25 Doctoral programs

Ranking & Honor

- UIBE Business School is accredited by EQUIS, AACSB and AMBA
- UIBE Business Administration and Financial Management is accredited by NCPA
- MPA program is accredited by NASPAA
- 28th in the 2018 Shanghai Ranking of Top Chinese Universities & was recognized as a top tier university in economics
- Four A-level disciplines in the Fourth Round China Discipline Ranking by China Academic Degrees and Graduate Education Development Center of the Ministry of Education

INTERNATIONAL COOPERATION AND EXCHANGE

UIBE attaches great importance to international cooperation and exchange. The university established formal partnerships with **287 overseas universities and international organizations**. UIBE encourages dialogue and exchange between students from both China and other countries through a myriad of cultural exchange activities and overseas academic programs that foster students' world vision. In 2018, about **1000 UIBE students** participated in overseas exchange programs.

Located in the Chaoyang District of Beijing which is abundant with business development vitality and international influence, UIBE provides its students with the opportunities to participate within international business and cross-cultural activities to develop cross-cultural awareness and global vision.

Global Exchange and Experience Center (GEEC)

GEEC was established in year of 2012. It is a department specialized in providing all necessary information and service to incoming exchange students and outgoing students in University of International Business and Economics.

GEEC Website: http://geec.uibe.edu.cn/ywsy/index.htm

Nomination & Application

Stage 1: Nomination

- **Students apply for exchange program with home university.**

Admission Requirement

- ✓ *Language: Strongly recommend to have an English level that is equivalent to IELTS 6.0 /TOFEL 80 or other equivalence, or a Chinese level that is equivalent to HSK 3-4.*
- ✓ *GPA: Strongly recommend to have a GPA of 3.0/4.0.*
- ✓ *Nationality: According to China's foreign policy, UIBE accepts students from countries that officially establish a diplomatic relation with China.*

- **Outgoing coordinator from home university completes Online Nomination before deadline. Instruction and required material will be emailed to outgoing coordinator a month in advance.**

Nomination Deadline

Fall Semester: April 15

Spring Semester: October 15

- **GEEC emails admission decision to the outgoing coordinator from home university.**

Stage 2: Online Application

- **Nominated students will receive an online application instruction email from GEEC. At this stage, you are confirmed to be accepted by UIBE as an exchange student.**
- **Each nominated student should complete online application before deadline, under supervision of the outgoing coordinator from home university.**

Online Application Deadline

Fall Semester: April 30

Spring Semester: October 30

- **Any errors in online application will lead to wrong information in admission notice and visa application materials. It takes a month and a charge to re-issue an admission notice and visa application materials.**

Stage 3: Admission Notice

- **Admission notice and visa application materials will be mailed directly to home university.**

Attention：WeChat Account

- Each exchange student is required to have a WeChat account. Please download this app from app store or android market on your mobile. Add Contacts: "UIBE_Incoming" with remark of name+home university.
- Important information and update will be released through WeChat.

Visa

BEFORE ARRIVAL:

Please bring your private passport, the visa application form(JW202) and admission notice to the Chinese Embassy (Consulate) to apply for visa to enter China.

- Those who will be studying in China for more than half a year are required to enter the country with an X1 visa. Those who will be studying in China for less than half a year are required to enter the country with an X2 visa.
- If you enter China using other visa, you will be responsible for all consequences it causes.

AFTER ARRIVAL:

After entering the country, please go to International Plaza A front desk or the local police office of your apartment to get the accommodation registration form within 24 hours, and go to visa office to check or apply for a study visa within 30 days. All expenses incurred for overdue punishment shall be taken care by yourself.

- For students who are not able to get the visa in time can apply for a tourist visa first and change it into “X1” or “X2” visa after arriving at UIBE.
- Students who hold “Type X1” visa need to apply for the “Residence Permit” in Beijing within 30 days after your arrival and go for a medical checkup.

*** Information about visa application, extension, renewal and multiple entry application please contact Visa Office directly at +86(0)10-6449-5563.**

Accommodation

Exchange students can apply for on-campus dormitory or arrange their own accommodation.

A. On-Campus Dormitory: Application is REQUIRED.

- **Room Type and Rate:**

Double room with single beds (Private Bathroom）

Rate: 80-90 RMB/Day/Person

Triple room with single beds（Private Bathroom）

Rate: 50-60 RMB/Day/Person

The picture is for reference ONLY. The actual room may differ.

- **Application and Confirmation:**

- Accommodation application and confirmation will be posted on GEEC's website and emailed to each admitted exchange student after their completions of application process.
- The availability of each room type varies in each semester, please refer to accommodation application announcement on GEEC's website for each semester's accommodation arrangement.

B. Own Arrangement

Own arrangement is accepted. If you don't have your own arrangement and fail to submit your application, we will assume you have your own arrangement.

Insurance

Foreign students who have been enrolled in our school for more than 3 months (including students who intended to continue their study for more than 3 months) must purchase group insurance in mainland China so as to be registered for a new school year, according to the relevant regulation of "Interim Provisions on the Requirements of Foreign Students for the Purchase of Insurance studying in Chinese Higher Education Institutions" issued by the Ministry of Education of the People's Republic of China.

Student's any personal insurance policy can not be used as a document for registration and application for residence permit in China.

Item	Amount	Payment method	Remarks
Insurance fee	800 yuan / year	WeChat&Alipay (only during registration period), cash	During registration, students study for more than 6 months must purchase insurance annually, others can purchase insurance by half year basis

Medical Examination

- UIBE does not require a medical examination before your arrival in China.
- Medical Examination is ONLY required for students with X1 visa who will study in China for more than 6 months.
- Medical examination (including blood test) will be arranged upon your registration at UIBE.

Status Registration

Status registration refers to the acknowledge of your status as an incoming exchange student at UIBE. It is compulsory for each exchange student.

- When register, **new student** please presents your **passport, visa application form (JW202/201 form), admission notice, accommodation registration form*, mobile phone number in China and 6 photos of 2-inch white-background photos with no hat**. Please also bring the original documents of the highest diploma, transcripts and other application materials for inspection. Among all the documents, please pay particular attention to the JW202/201 form and the admission notice. It is recommended to make 2-3 copies and keep them in a safe place. **Senior/returning student** please bring your **passport, student ID or E-card and other documents which concern with visa issue.**

** For students who check in at International Plaza A, please bring a receipt from International Plaza A.*
** For students who have their own arrangements, please bring your receipt from hotel or a confirmation from local police station.*

- Student shall prepare RMB 5000 to 6000 in cash, in case you have to pay in cash for visa applying or changing, medical examinations, and the deposit for accommodation on campus (about RMB 2000), etc.

- Student must strictly abide the laws and regulations of the People's Republic of China and the rules and regulations of the school. If student violates any laws or regulations (such as drug-related issues, infectious diseases, etc.), UIBE has the right to refuse student's registration or cancel student's admission.

**** Information may vary. Please check GEEC's website for status registration, orientation, and accommodation check-in information of a specific semester at UIBE.***

Course & Grade

Courses are provided by 3 faculties/schools:

- School of International Education (SIE)
- School of International Trade and Economics (SITE)
- Business School (BS)

Course Registration Module (choose ONLY one module):

1. Up to 6 Business or Economic Courses (SIE, SITE, BS)
2. 6-hour Chinese course (SIE) + Up to 4 other Business or Economic Courses (SIE, SITE, BS)
3. 20-hour Chinese Course (SIE) + Up to 2 other Business or Economic Courses (SIE, SITE, BS)

Learning Agreement:

Learning Agreement is a proof of course enrollment and final grade.

- GEEC helps enroll in courses based on your learning agreement
- GEEC collects student's final grades from SIE, SITE, and BS based on student's learning agreement

Grades and Transcripts:

- Grades will be posted to GEEC's website after the end of the semester.
- Transcripts will be made and emailed directly to home university by the beginning of next semester.

Chinese Course

	20-H Chinese Course (SIE)	6-H Chinese Course (SIE)
Course Hour	Around 20hr per Week	Around 6hr per Week
Interview	Interview at Status Registration	No Interview
Level	❖ Level A: Basic ❖ Level B: Middle ❖ Level C: High	❖ Level A: For students without basis of Chinese ❖ Level B: For students with basis of Chinese
Credit	20 UIBE Credits	6 UIBE Credits
Note	Withdraw or Change is NOT Allowed	Withdraw or Change is NOT Allowed

Business, Economic and Cultural Course

School of International Education (SIE)

- The Contemporary China
- Chinese Business Culture and Consumer Behavior
- ...

School of International Trade and Economics (SITE)

- International Trade Policy
- Money and Banking
- ...

Business School (BS)

- Principles of Management
- Principles of Marketing
- **...**

Note: For detailed course list and arrangement for SIE, SITE, and BS, please refer to:
http://geec.uibe.edu.cn/ywsy/academics/index.htm

Course Registration Procedure

STEP 1: Attend orientation to receive important information about course registration.

STEP 2: Check course list, syllabus, and schedule provided by SIE, SITE, and BS at GEEC's website.

** Normally, 1 UIBE credit = 2 ECTS. But it varies according to the policy from student's home university.*

** http://geec.uibe.edu.cn/ywsy/academics/index.htm*

STEP 3: Discuss with your home university the first time to confirm your choice of Chinese course.

STEP 4: Make your decision to take 6-H or 20-H Chinese course at status registration day. Withdraw or change is not allowed once you report your decision to staff from SIE at the status registration day.

STEP 5: Go to trial session of courses from SIE, SITE, and BS.

STEP 6: Discuss with your home university the second time to confirm your choice of business, economic and cultural course.

STEP 7: Download the "Learning Agreement" from GEEC's website and fill out according to GEEC's requirement.

STEP 8: Submit your learning agreement to GEEC's office before deadline. No change is allowed after submission.

Geek & Buddy Program

Who is GEEK?

- ✧ A student organization under Global Exchange and Experience Center in UIBE, kids of GEEC
- ✧ A bridge between Chinese and international students in UIBE
- ✧ A group of members with diverse backgrounds in UIBE
- ✧ A diverse and flat organization
- ✧ An exciting place to make awesome friends
- ✧ An excellent platform to show your talent and passion

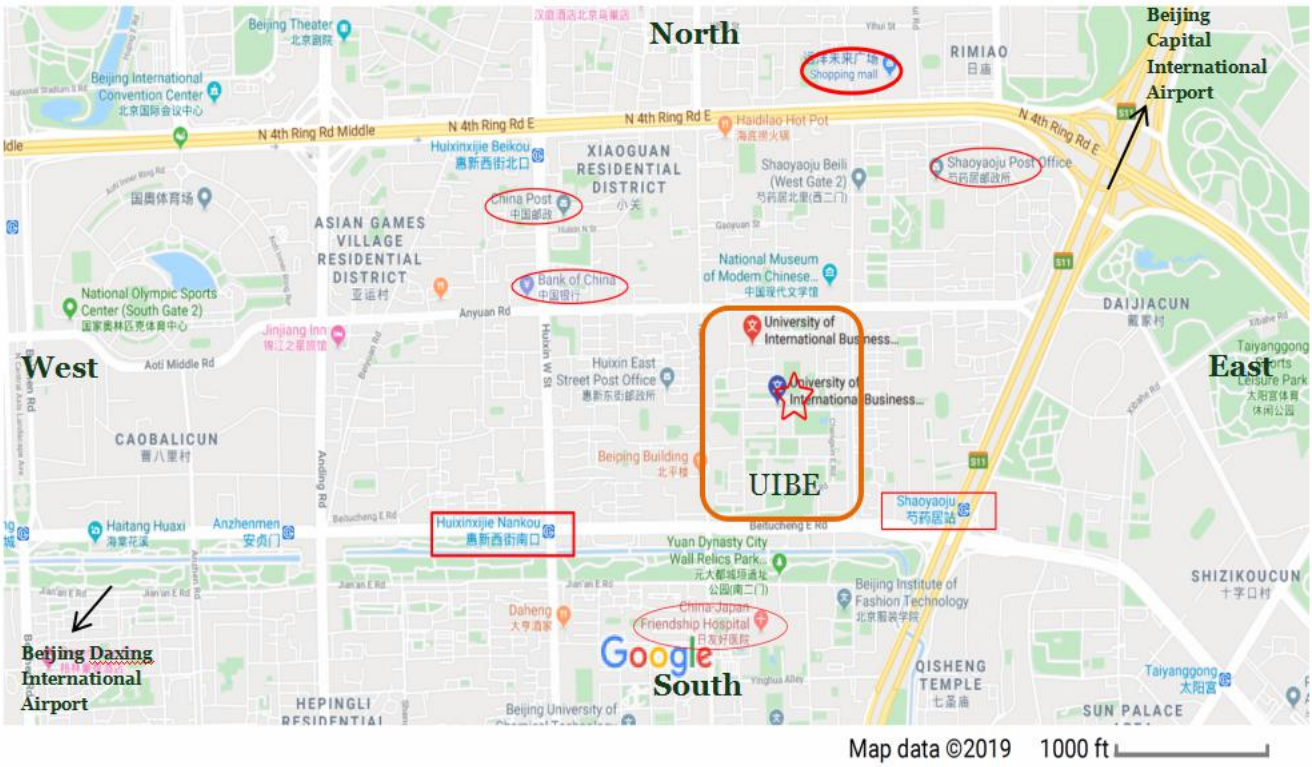
What does GEEK do?

- ✧ Main Activity: **Buddy Program**
  - ✓ Exchange students can join in this program to have a Chinese buddy in UIBE. Buddies will help each other and learn from each other.
  - ✓ Every semester, about 200 international students and 500 Chinese students apply for the program.
- ✧ Other Activities:
  - ✓ Welcome parties, short trips, dumpling time, farewell parties, culture salon
  - ✓ More activities are on the way...

Life in UIBE

Location and Transportation:

- ✓ Located at the northeast part of Beijing city
- ✓ Subway nearby: Line 5, Line 10, Line 13
- ✓ Bus station nearby: Duiwaijingmaodaxue, Zhongguo Xiandai Wenxueguan, and etc.
- ✓ Beijing Capital International Airport
  - Airport Shuttle Bus: From 30 RMB/Person
  - Airport Express: 30 RMB/Person (to Sanyuanqiao Station)
  - Taxi: Around 150 RMB to UIBE
- ✓ Beijing Daxing International Airport
  - Taxi: Around 250 RMB to UIBE
- ✓ Train Station: Beijing Train Station, Beijing West Station, Beijing South Station, Beijing North Station



WIFI:

- ✓ Username and password will be given when semester begins
- ✓ Free for China's websites and charge for International non-educational websites (20RMB/month)

E-Card:

- ✓ Students will apply and get E-card (campus card) when semester starts
- ✓ E-card can be used in cafeterias, gym, certain on-campus stores, and library
- ✓ E-card recharge: Canteen No.1, 2nd floor

Mailing Address:

- ✓ English: University of International Business and Economics, Room ___, Building___, No.10 Huixin East Street, Chaoyang District, Beijing 100029, China
- ✓ Chinese: 中国北京市朝阳区小关街道, 惠新东街 10 号, 对外经济贸易大学

Library:

- ✓ Working hours: 8:00 - 22:00
- ✓ Booking borrowing: first floor

Fitness Gym:

- ✓ Fitness: International Plaza A
- ✓ Soccer field, basketball, volleyball, tennis and baseball courts
- ✓ Ping-pong (basement of Boxue Building)
- ✓ Swimming pool (Gym B1)

Copy and Print:

- ✓ Commerce center on the east side of Boxue Building
- ✓ Inside Wumei Supermarket

Medical Treatment Service:

- ✓ On-campus: First floor of Zhixing Building
- ✓ Off-campus: China-Japan Friendship Hospital

Bank:

- ✓ 4 ATMs located on campus (use VISA or MasterCard)
- ✓ Banks nearby UIBE: Agricultural Bank of China, Bank of China, China Construction Bank, ICBC,Industrial and Commercial Bank of China

Contact

Contact GEEC:

Global Exchange and Experience Center （GEEC）

Tel: +86(0)10-6449-3216

Email: incoming@uibe.edu.cn

Address: Room 1028, Chengxin Building

Website： http://geec.uibe.edu.cn/ywsy/index.htm

University of International Business and Economics

No.10, HuixinDongjie

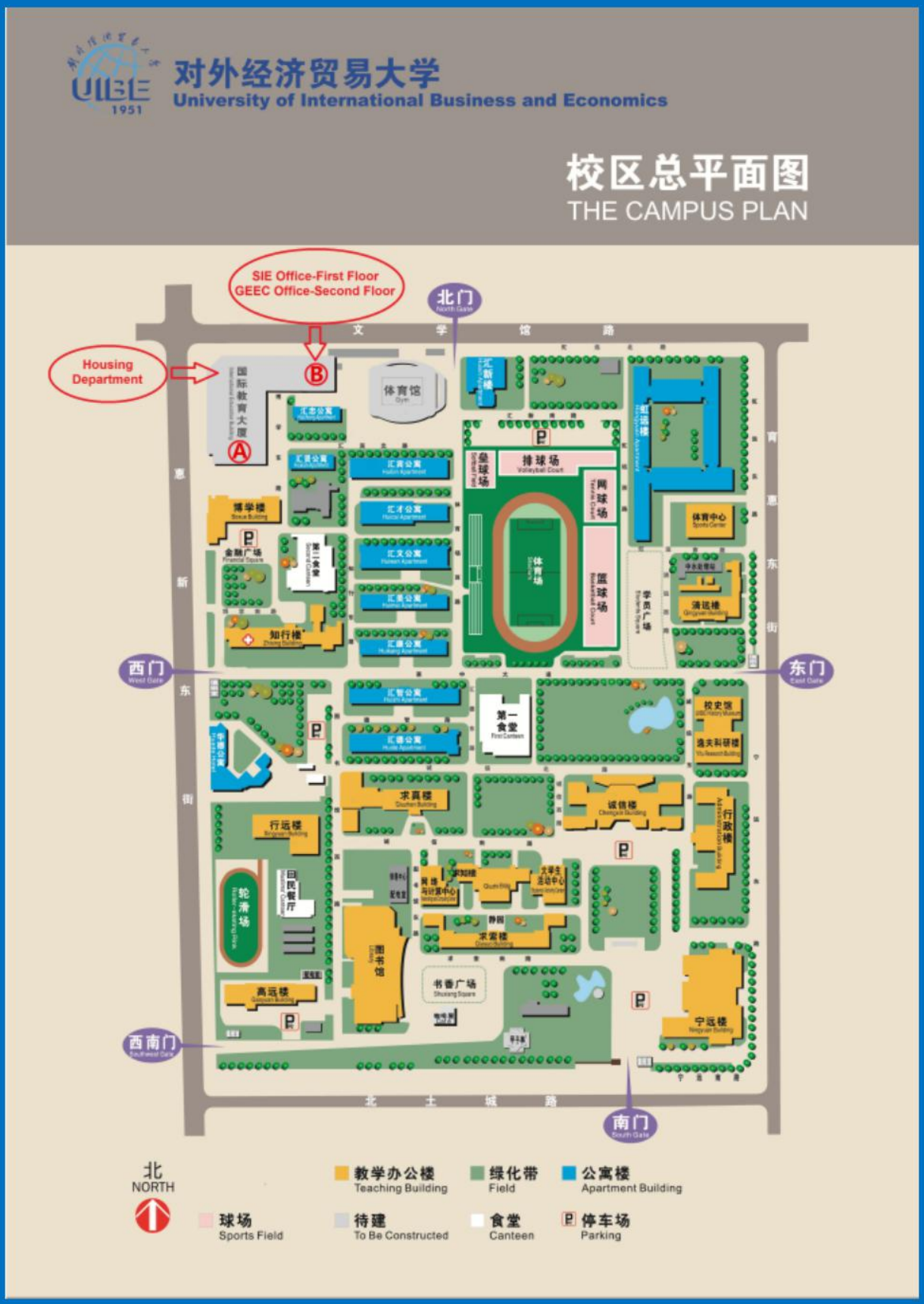
Chaoyang District, Beijing

100029, China

Commonly used Contact:

- Accommodation Service Center: 6449-2122/2324
- Department of Security: 6449-3110/2164/5564
- Police: 110
- Fire Alarm: 119
- Medical Emergency: 120
- Traffic Accident: 122

Campus Map


对外经济贸易大学
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校区总平面图
THE CAMPUS PLAN
SIE Office-First Floor
GEEC Office-Second Floor
Housing Department
北门
西门
东门
西南门
南门
文学馆路
北土城路
体育馆
排球场
网球场
篮球场
体育场
第一食堂
图书馆
北
NORTH
教学办公楼
Teaching Building
绿化带
Field
公寓楼
Apartment Building
球场
Sports Field
待建
To Be Constructed
食堂
Canteen
停车场
Parking