

## **About China Women's University**

China Women's University is located in Beijing, the capital of China. It is the first state-owned women's university, affiliated with All-China Women's Federation. With more than 65 years of development, it has become one of the major centers to mentor Chinese women talents. As part of Chinese and global women's education network, China Women's University has attached great importance to research and social services, playing a leading role in research fields such as gender studies, gender equality, rights and interests' protection for women and children, women in media and women's leadership. It actively participated in the 4th World Women's Conference in 1995 and its following events in Beijing.

## **About School of International Education**

The School of International Education oversees the university's international cooperation programs and international students programs. It adheres to the principle of open education and embraces advanced international education concepts and management practices. It actively carries out all-round and multi-level international exchanges and cooperation by integrating the best resources of education across different disciplines. It has established intercollegiate partnerships with counterparts from more than ten countries.

### **Contact:**

E101 Department Office of the School of International Education

Office hour: Monday-Friday,

8:30-11:30; 13:30-16:30

Tel: +86-10-84659477            +86-10-84658900

E-mail: cwuinternational@sina.com

# **Part One Arriving in China**

## **I. Residence Permit and Visa**

### **(I) Residence Permit**

1. Students who intend to stay in our university for more than one year (including one year) should apply for the X visa before coming to China; and students who will study for less than one semester (including one semester) should apply for the F visa.

2. X visa holders must apply for the Foreigner Residence Permit within 30 days after arriving in China.

### **Applying for Residence Permit requires the following documents**

(1) Valid passport (ordinary passport only) and visa;

(2) Visa and Residence Permit Application Form with a passport photo (two-inch size, white background), and a stamp of the recruit school (School of International Education).

(3) The Official Letter issued by university indicating the duration of study like the Admission Letter, and the Form of Visa Application for Study (original documents and hard copy).

(4) Original document of the Health Certificate issued by specialized medical organization (for the students aged over 18 and those apply for a residence permit for the first time);

(5) Residence Registration Certificate (students who will stay off-campus need to provide a copy of such certificate);

(6) Students with L or F visa are required to provide the Admission Letter issued by their institutions, JW201 Form or JW202 Form, and the official letter indicating the duration of study.

3. According to the latest regulations in 2016, the residence permit can be obtained by the employer or the enrolled institution as the agent, but those who apply for residence permit for the first time must go through an interview in person.

4. In case of any change to the content of the residence permit, the holder must go through the change procedure in the Exit & Entry Administration Office of the Municipal Public Security Bureau within 10 days. Otherwise, she will receive punishment from the Public Security Bureau according to relevant stipulations in Chinese law.

## **(II) Visa**

1. Students can travel abroad (including the Hong Kong SAR and the Macao SAR, China) within the valid period of residence permit and need not apply for a return visa, but they are required to register in advance in the Department Office of the School of International Education and re-register accommodation within 24 hours after return.

2. International students with F visa shall go to the International Students Administration Office for visa application and other related procedures before travelling abroad (including the Hong Kong SAR and the Macao SAR, China).

3. The process of applying for a residence permit, changing a residence permit, applying for re-entry visa, or removal with the Beijing Municipal Public Security Bureau normally takes about 10 working days. Urgent service is available for special circumstances.

4. Altering or damaging the visa or other credentials will result in punishment. Please take proper care of your residence permit. In case it is lost, please report to the International Students Administration Office of the school, and go to the Exit & Entry Administration Office of Beijing Municipal Public Security Bureau to report the loss and post-register.

5. For further questions please contact the Department Office of the School of International Education.

Exit & Entry Administration Office of Beijing Municipal Public Security Bureau:

Office Hour: Monday – Saturday, 8:30 am - 16:00 pm

Office address: No.2, An Ding Men East Street, Dongcheng District, Beijing.

Tel: 84020101

Web: <http://www.bjgaj.gov.cn/idn/>

## **Part Two Studying in the University**

### **I. Application and Registration**

#### **(I) Application**

1. Self-supported students may contact the School of International Education directly for application. Those accepted by our university will receive the Admission Letter and the Form of Visa Application for Study in China.

2. Students applying for Chinese government scholarship shall file the application to relevant local department, institution or school responsible for sending international students or to the Chinese Embassy (Consulate General) in their country of residence.

#### **(II) Registration**

- ◆ All international students are required to register at the School of International Education during the required period of time at the beginning of EVERY semester.
- ◆ Students who are unable to register on time due to special reasons must submit a formal application to the School of International Education at least one week in advance, otherwise she/he will be automatically regarded as quitting from CWU (China Women's University) .
- ◆ Time: Please refer to your admission letter for details
- ◆ Location: E101 Department Office of the School of International Education

### **Documents Required for Registration**

- 1) Valid passport
- 2) Admission Letter: original copy with your personal signature
- 3) Form of Visa Application for Study in China (JW201)
- 4) 10 photos:
  - ✓ as same as the photo on your passport
  - ✓ with your name written on the back
- 5) Physical Examination Report (original copy)

## **Registration Procedure:**

- 1) Fill in the Security Commitment & the Form of Personal Information
- 2) Register
- 3) Collect your Student Card, Campus Card, Insurance Card and materials for new students
- 4) Have residence registration and making appointment for residence permit interview.

Full scholarship students shall register on the stipulated date. Living allowance shall be calculated from the date of registration

## **II Medical Insurance and Physical Examination**

### **(I) Insurance**

According to relevant regulations of the Chinese government, after the international students come to the university, they are required to join the university's collective comprehensive medical insurance, and the insurance fee is 400 yuan/semester or 800 yuan/year. The insurance fee (800 yuan/year) of students under the Chinese Government Scholarship shall be paid by the university.

### **(II) Physical Examination**

1. Before coming to China, international students shall take physical examination in their home country according to what is required by the Foreigner Physical Examination Records.

2. After arriving at the university, freshmen will be organized to have physical examination and go through certification procedures at the Haidian Outpatient Department of the Beijing International Travel Health Care Center.

3. Students who fail to pass the physical examination shall immediately leave China according to relevant laws.

## Part Three Campus Life

### I. Campus Card

Campus IC card is an all-purpose card, and can be used as certificate and electronic certificate in the university, e.g., book-borrowing. You can also use it as electronic wallet for dining, shopping, and paying internet fees within the university. Every teacher and student is provided with a card. It is an essential item for living, studying and working on campus.

#### (I). Top up

- Top up by cash or prepaid card: You can recharge at the Campus Card Management Center (Room 119 of the main building).

#### (II). Report the Loss

- Transfer Machine: report the loss and remove the reported loss on the transfer machine by card number (or student or teacher number) and the inquiry password;
- You can also report your loss directly with the campus card management center (Room 119 of the main building) by carrying the relevant documents such as passport and student card.

#### (III). Daily Spending Limit

The cumulative consumption amount without entering the password cannot exceed the spending limit (the default setting of spending limit is 10 yuan) every time, otherwise the consumer will need to enter the password.

### II Food Service

Breakfast: Canteen in China Women's University

06:30 — 09:00

Lunch:	Canteen in China Women's University	11:00 — 13:40
Dinner:	Canteen in China Women's University	17:00 — 21:00

### **III Campus Medical Service**

Campus infirmary is located in the first floor of Wenti Building for all students and staff, providing outpatient medical services. Different medical services may be charged differently. For public hospital insurance coverage, please refers to the description of the insurance card.

#### **Hospitals near the University:**

China-Japan Friendship Hospital: Take the No.13 bus in front of the university to go directly to the China-Japan Friendship Hospital.

### **IV Library**

China Women's University has a nine-storied library, including Books reading area, newspapers reading area, multimedia reading area, and audio-visual room, etc. The library will organize regular trainings to help students use library resources more efficiently. As an advocator of gender equality, China Women's University Library has featured resources collection, covering formal publications, informal publications and audiovisual materials in the field of women / gender studies.

#### **(I) Opening Hours**

The library opens to the faculty and students of China Women's University only. Its usual opening hours are 7: 30 am--22: 00 pm (subject to specific notice during holidays)



## (II) How to Apply for a Library Card

Diploma students could borrow books using your campus card.

The borrowing period is 30 days. If you fail to return the books within the time limit, you must renew them. Otherwise, you will not be eligible for further borrowing.

## V. Telephone & Internet Access

### (I) SIM Card

SIM Card can be purchased at the China Mobile office, **passport** required.

Address for the nearest China Mobile Office:



No. 222 Shaoyaoju Beili, Chaoyang District, Beijing.

### (II) Internet Access

#### CWU

Each student will be given a WiFi username and password during his time on campus.

\*Please obey the Laws of the People's Republic of China when accessing the internet.



## VI Postal Service

There is a post office near the campus. You can post your letter or package in the counter. Different from some other countries, the mailbox in China is in green, and has only one slot.

## VII Bank

There are four major state-owned banks in China: Bank of China (BOC), Industrial and Commercial Bank of China (ICBC), Agricultural Bank of China (ABC), and China Construction Bank (CCB).

There are ICBC and BOC sub-branches conveniently located near the university.

Money exchange services are available at the banks.

\*Please remember to bring your passport for money exchange.

Office Hours: 9:00~17:00



Nearest bank to China Women's University is ICBC (Industrial and Commercial Bank of China) [Zhong Guo Gong Shang Yin Hang].

### **Bank Service Hotline**

<b>Bank</b>	<b>Service Hotline</b>	<b>Website</b>
Bank of China	95566	<a href="http://www.bank-of-china.com">http://www.bank-of-china.com</a>
Industrial and Commercial Bank of China	95588	<a href="http://www.icbc.com.cn/icbc/">http://www.icbc.com.cn/icbc/</a>

## Types of Paper Currencies

◆ 100 Yuan



◆ 50 Yuan



◆ 20 Yuan



◆ 10 Yuan



◆ 1 Yuan



## VIII Law and Security

You are protected by law during your stay in China and thus you are also required to abide by Chinese laws and customs. The Chinese government sustains the policy of religious freedom. However, foreign guests are not allowed to publicize their religious materials or encourage followers in China.

Please keep well your passport, your return ticket and other valuables.

In case of dangers or emergencies in China, please contact the CWU immediately or dial the emergency/first aid phone numbers directly:

- Police: 110
- Fire alarm: 119
- Traffic accident: 122
- First aid center: 120/999

## Part Four Other Information

### I Daily Chinese

#### (I) Greetings

Hello	你好	[ni hao]	Good morning	早	[zao]
Good night	晚安	[wan an]	Thank you	谢谢	[xie xie]
Bye	再见	[zai jian]			

#### (II) Shopping

##### Numbers

1[yi]	2[er]	3[san]	4[si]	5[wu]	6[liu]	7[qi]
8[ba]	9[jiu]	10[shi]	20[er shi]	100[yi bai]		
Receipt	发票	[fa piao]	How much is it?	多少钱	[duo shao qian]	

One Yuan (Unit of RMB).	1 元	[yi yuan]			
This one	这个	[zhe ge]	That one	那个	[na ge]
Expensive	贵	[gui]	Cheap	便宜	[pian yi]
Color	颜色	[yan se]	Bigger	大	[da]
Smaller	小	[xiao]			

### (III) Asking for help

Can you help me?	你能帮我吗?	[ni neng bang wo ma]			
I am lost.	我迷路了	[wo mi lu le]			
Left	左	[zuo]	Right	右	[you]
Address	地址	[di zhi]	Telephone	电话	[dian hua]
Telephone number	电话号码	[dian hua hao ma]			
Business card	名片	[ming pian]			
Toilet	洗手间	[xi shou ian]			
Supermarket	超市	[chao shi]			
Take a taxi	打车	[da che]			
Wait a minute.	等等	[deng deng]			
Sorry	对不起	[dui bu qi]			
Good luck	好运	[hao yun]			
Take care	保重	[bao zhong]			
Be careful	小心	[xiao xin]			

### (IV) Seeing a doctor

Medicine	药	[yao]	Get a cold.	感冒	[gan mao]
Stomachache	胃疼	[wei teng]	Headache	头疼	[tou teng]
Toothache	牙疼	[ya teng]	Cough	咳嗽	[ke sou]
Allergic	过敏	[guo min]			

### (V) At table

Chopsticks	筷子	[kuai zi]	Knife	刀	[dao]
------------	----	-----------	-------	---	-------

Fork	叉	[cha]	Spoon	勺	[shao]
Glass	杯子	[bei zi]	Water	水	[shui]
Tea	茶	[cha]	Milk	牛奶	[niu nai]
Beer	啤酒	[pi jiu]	Bread	面包	[mian bao]
Butter	黄油	[huang you]	Sugar	糖	[tang]
Salt	盐	[yan]	Pepper	胡椒	[hu jiao]
Have meal	吃饭	[chi fan]	Cheers	干杯	[gan bei]
Delicious	好吃	[hao chi]			

## II Traffic& Maps

### A. China Women's University [Zhong Hua Nv Zi Xue Yuan]

Address: China Women's University, No.1 Yuhui East Street, Chaoyang District, Beijing (北京市朝阳区育慧东路1号)



### B. Yuan Yang Future Plaza [Yuan Yang Wei Lai Guang Chang]

Office Hours 10:00 ~ 22:00

10 minutes walk from CWU.

### C. Going to Yakado Shopping Centre [Hua Tang Shang Chang]

Take the bus No.386 in front of the university for 3 stops from Yu Hui Dong Lu



(育慧东路) stop to Hui Xin Dong Qiao Xi (惠新东桥西) stop. Then walk across the bridge

Office Hours 09:00 ~ 22:00

Bus No.386 05:30 ~ 22:40



#### D. The Olympic Park [Ao Lin Pi Ke Gong Yuan]

Take the bus No.538 in front of the university for 12 stops from Yu Hui Dong

Lu (育慧东路) stop to Guo Jia Ti Yu Chang Dong (国家体育馆东), walk 820m to the Olympic Park.

#### E. Wang Fu Jing Pedestrian Street

Take the bus No.569 in front of the university from Yu Hui Dong Lu (育慧东路) to Di Tie Da Tun Lu Dong (地铁大屯路东). Take the subway Line5 from Da Tun Lu East (大屯路东) to Dong Dan (东单) Station, transfer to subway Line 1 to Wang Fu Jing (王府井) station.



#### F. Silk Market

Take the bus No.569 in front of the university from Yu Hui Dong Lu (育慧东路) to Di Tie Da Tun Lu Dong (地铁大屯路东). Take the subway Line5 from Da Tun Lu East (大屯路东) to Dong Dan Station (东单), transfer to Line 1 and get off at Yong An Li Station (永安里), you can see the building from Exit A.



## G. Qianmen Street

Take bus 569 in front of the university from Yu Hui Dong Lu (育慧东路) to Di Tie Da Tun Lu Dong (地铁大屯路东). Take subway Line 5 from Da Tun Lu East (大屯路东) to Chong Wen Men Station (崇文门), transfer to Line 2 and get off at Qian Men Station (前门).

## H. Beijing Zoo

Take the bus No.569 in front of the university from Yu Hui Dong Lu (育慧东路) to Di Tie Da Tun Lu Dong (地铁大屯路东). Take the subway Line5 from Da Tun Lu East (大屯路东) to Yong He Gong Lama Temple station (雍和宫), transfer to the Line 2 to Xi Zhi Men station (西直门), transfer to Line 4 for 1 stop from Xi Zhi Men station (西直门) to Dong Wu Yuan station (动物园).

## I. San Li Tun Village

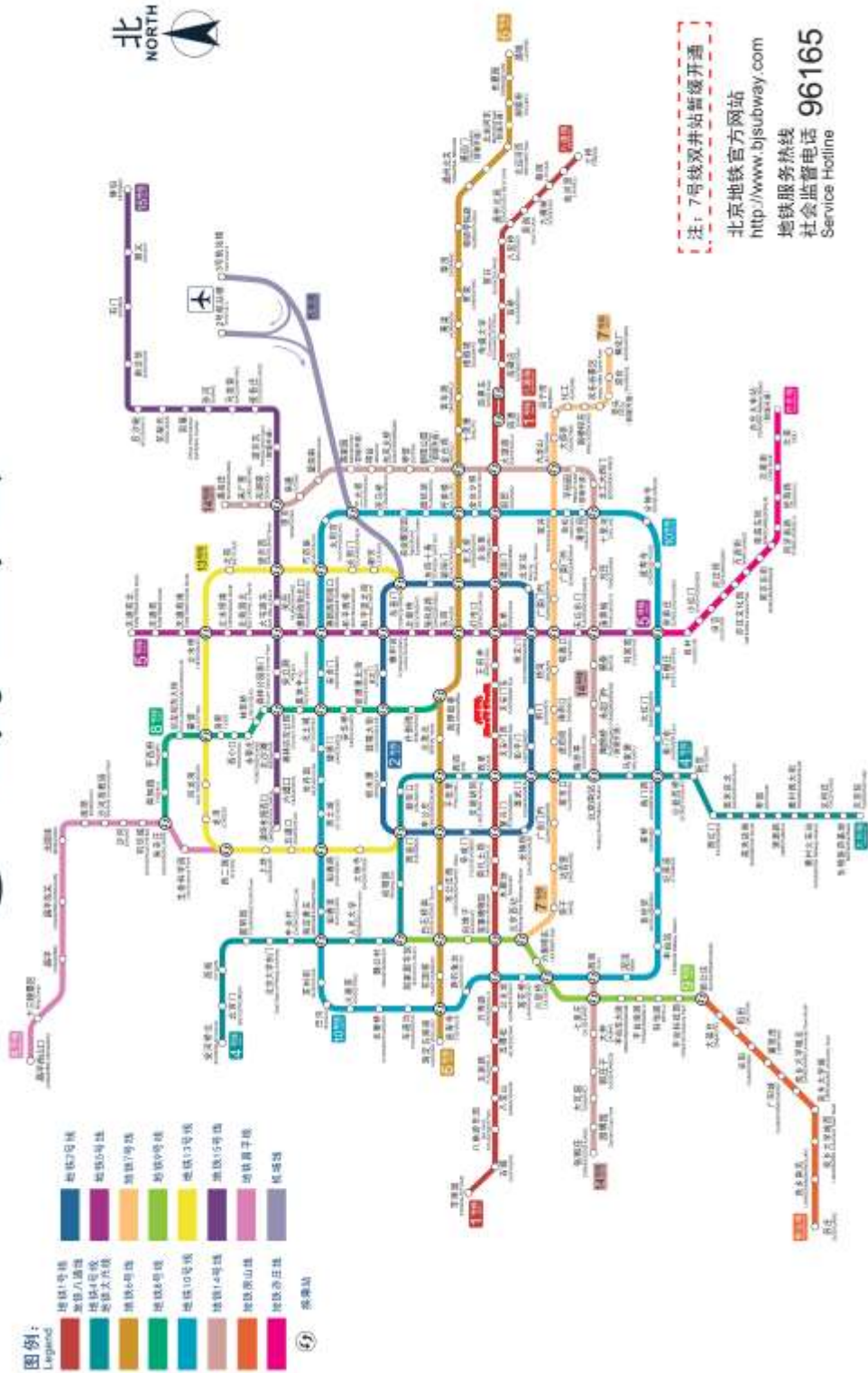
Take the bus No.13 at the gate from Yu Hui Dong Lu (育慧东路) to Zhong Ri Yi Yuan (中日医院), transfer to the bus No. 16 (特 16 路) from Zhong Ri Yi Yuan (中日医院) to Gong Ren Ti Yu Chang (工人体育场) station. The San Li Tun Village is about 580m ahead.



## Beijing Subway Stations

Take bus 386 in front of the university for 4 stops from Yu Hui Dong Lu (育慧东路) to An Hui Qiao Dong (安慧桥东), walk through the underpass and you will find line 5 subway station Hui Xin Xi Jie North Station (惠新西街北口) (pink mark on Beijing Subway Map). The subway lines can take you to almost all tourist sites in Beijing.

# 北京地铁线路图 Beijing Subway Map



## Part Five Dormitory Management Provisions

The following is an excerpt from China Women's University Student Apartment Daily Management Methods

## **Chapter II Accommodation Management**

Article 7 Students shall strictly abide by the University's work and rest regime and the apartment time. Unreasonable night out is strictly prohibited.

Article 8 Student apartment is under closed management and strict parlor system. All visiting guests shall wait at designated locations; students cannot go out freely after the apartment closes at the stipulated time; students who need to go out due to illness or emergency are required to fill out the Night out Clinic Registration Form to ensure their own safety.

Article 9 the assignment, adjustment and usage of the students' apartment are under unified management by the University Apartment Management Committee. Students living in the apartment shall not privately exchange or occupy beds, or lease or lend their beds to others. Nor should they allow others to stay in the dormitory (including students of the university). Opposite sex is strictly prohibited to stay for the night in the dormitory.

Article 10 Posting or distributing commercial advertisements in the dormitory area is strictly prohibited. Rental, selling, marketing, pyramid schemes and other profitable activities are also prohibited

Article 11 Fighting, drinking excessively; smoking, playing mahjong, gambling, and drug abuse are strictly prohibited.

Article 12 It is strictly prohibited to engage in feudal superstitious activities and illegal religious activities in the apartment area. All kinds of banners and posters shall not be posted without permission.

Article 13 Unauthorized changing or adding of lock is strictly prohibited. Dormitory key, campus card, residential permits and other related documents cannot be lent to others.

Article 14 Students should keep apartment accommodation facilities in good condition, and should not damage, disassemble, or replace dormitory facilities. Unauthorized drilling and nailing are strictly prohibited. All public property damages shall be reported to the duty room, and be fixed by maintenance staff arranged by the University.

Article 15 Get prepared at bedtime before turning off the lights. Lock doors and windows. Cut off electrical power and electrical equipment which will not be used or may have potential safety hazard. Put items in place.

## **Chapter III Safety Management**

Article 16 Head of the dormitory or the last to leave the dormitory should promptly cut off the power, so as to avoid potential safety hazard.

Article 17 Smoking in the apartment is strictly prohibited. It is strictly prohibited to use any fire in the apartment, including lighting mosquito coils, using alcohol stove, setting off fireworks and burning paper, etc. It is strictly prohibited to store flammable materials, and to store and use electric heater, electric cooker, electric plywood and other electrical appliances.

Article 18 Unauthorized network cable, wire, and power connection are strictly prohibited. It is strictly prohibited to connect wire to steal power from the air conditioning circuit, water room, bathroom, corridor and other public power supply. The use of bedside lamp is prohibited. Putting wiring board around combustibles is strictly prohibited.

Article 19 Place private articles in proper order and keep all the emergency exits and passages unobstructed.

Article 20 Cut off powers and lock the doors and windows before going out or going to sleep. Pay attention to fire security and preventing theft.

Article 21 For the safety of the student and others, raising animals within the dormitory is prohibited.

Article 22 Throwing items from height and other conducts that endanger safety are prohibited.

Article 23 Hanging curtain around the bed is strictly prohibited.

## **Chapter IV Health Management**

Article 24 The tidiness of the student apartment is a basic condition to ensure the health of students. Any personnel entering the apartment should comply with the apartment's health management regulations, develop good health habits and implement the sanitary duty system. Pay attention to public health, conscientiously fulfill dormitory duty obligation, respect the labor of others, actively safeguard public health environment, and take the initiative to accept and cooperate with management supervision and inspection.

Article 25 Students should keep the room neat, the ground clean, bedding tidy, and personal belongings placed orderly. Furniture and living supplies shall be put in designated place in accordance with the requirements of standard, without being moved at will.

Article 27 Dispose the room tidy, cozy and presentable; scrawling, carving and graffiti in the dormitory corridor are strictly prohibited.

Article 28 It is strictly prohibited to throw peels, paper and other debris, to spit about, to pile up waste in the room, at the door or in the corridor, and to pour leftovers to the corridor, the pool or the urinal pool; open window frequently to keep indoor air fresh. In case of any infectious disease, get medical treatment timely and the apartment center may insulate the student according to the requirements of medical institutions.

Article 28 The University will take regular and irregular checks on dormitory sanitation. The dormitory which fails to meet the standards will be noticed and punished.

## **VI Regulations and Discipline**

1. Students must abide by Chinese laws and regulations and university rules and regulations, and respect China's social morality and customs.
2. The university respects international students' ethnic customs and religious beliefs, but does not provide a place for religious ceremonies. The university prohibits religious activities and religious gatherings.
3. In China, International Students' actions of publishing, association, assembly, parade, demonstration, etc. must comply with relevant Chinese laws and regulations.
4. No smoking in no-smoking areas; Setting fireworks in the non-firework area is strictly prohibited.
5. Students should carry student cards and other valid documents while entering the campus.
6. Get off the bicycle while entering or exiting the university gate.
7. Students who drive motor vehicles to school shall get motor vehicle permits from the security office. Motorcycles are prohibited from entering the campus.
8. The posting and distribution of promotional or printed materials without permission are not allowed.
9. Gambling, drinking, fighting, drug abuse, drug trafficking and other behaviors disturbing the order of teaching, research and living are strictly prohibited.
10. No person shall disturb the order of teaching, research and living on campus, or prevent the normal activities of others in accordance with university rules.

## **VII Reward and Punishment**

1. International students who comply with university discipline and achieve academic excellence will receive recognition and award from the university.

2. International students who violate the university's student status regulations, such as attendance and performance appraisal, will be given punishment of warning, canceling the examination qualification or being expelling from the university depending on the specific circumstances.

3. International students who violate the university's rules, discipline or have other misconducts, will be given punishment of warning, disciplinary probation, withdrawal or expulsion from the university depending on seriousness of the issue.

4. For those who have violated the law, the public security organs will take actions in accordance with relevant Chinese laws, and the university will also give appropriate punishment, including warnings, disciplinary probation, withdrawal, expulsion from the university, etc..

5. Once the disciplinary probation or punishment above this level has been decided, in addition to notifying the student herself, the university may, according to the situation and needs, also inform the embassy and representative offices of the student's country in China, and the student's dispatch unit.