

# GUIDE FOR INTERNATIONAL STUDENTS





## CONTENTS

### BEFORE YOU COME

Visa Application	02
Register on Time	03
Housing Application	04
Documents	04

### UPON YOUR ARRIVAL

Get to the Campus	06	Get Registered	09
Register Your Residence	07	Tuition Payment	10
Open a Bank Account	08	Information for Scholarship Students	11
Purchase Insurance	08	Academic Information for Visiting Students (exchange students included)	12

Residence Permit	13
About Renmin University of China	16



BEFORE  
YOU  
COME

## Visa Application

Students need to apply for the student visa in order to stay and study in China legally. Visa can be applied at the closest Chinese embassy or consulate in your country. When applying for the visa, you should bring the following documents with you:

- Valid passport
- Original copy of the university's admission notice
- Visa Application Form for Foreign Students Studying in China (also known as the JW201/JW202 form).

Make sure that your *admission notice* and your *JW202 form* are returned to you along with your passport after obtaining your Chinese visa. You will need these documents to apply for your *Residence Permit* upon your arrival in Beijing.



Any students who wish to study in China for more than 180 days should apply for X1 visa.

**Note:** The X1 Visa only allows you to enter China and it's only valid for 30 days after your arrival. You must apply for a *Residence Permit* at the Beijing Municipal Public Security Bureau within 30 days in order to obtain a legal status. Otherwise, your stay will be illegal and you will be fined.

It is not recommended to come to China earlier than the semester starts because in order to apply for Residence Permit, you must be formally registered at the university.

Students who wish to study for less than 180 days will be granted an X2 visa. X2 visa is a single entry visa, and X2 visa holders can apply for the re-entry or multiple entries from International Students Office if needed. Anyone who holds X2 visa will not need to apply for Residence Permit.

## Register on Time

Students are advised to come not earlier than two days in advance. If you cannot make it on time, please email to the International Students Office ([iso@ruc.edu.cn](mailto:iso@ruc.edu.cn)) and the Residence Office ([LGIA@ruc.edu.cn](mailto:LGIA@ruc.edu.cn)). If you do not arrive two weeks after registration, you will not be admitted.



## Housing Application

Once the student is admitted, the admission package will be sent to the student. In the package, The room reservation form will be included in the package. Students should then apply for the rooms accordingly.

- **On-campus housing:** students can stay at International Student Building No.1, International Student Building No.2, International Student Building No.3 and the International Cultural Exchange Center. The daily price ranges from RMB36/bed/day to RMB100/bed/day. Student can choose different room types. In accordance with the resources of the International Residence and the regulations of the university, the government-supported students are arranged in International Student Building No.1
- **Off-campus housing:** due to the limited space on campus, students can also choose to live off-campus. Student can find information through rental agencies, or check newspaper/online advertisements or notice boards.

## Documents

You need to bring the following documents to us and get registered.

- Valid passport and visa (at least valid one year)
- *The Admission Notice* from Renmin University of China (original)
- *The Visa Application for Study in China form* (also known as the JW201/JW202 form-original)
- Tuition (scholarship student and exchange students' tuition are waived)
- 4 two-inch ID pictures
- *Physical examination record and blood test report* (original, if available) for X1 visa holders (not older than 6 months)
- Cash: 600RMB for comprehensive insurance fee for one year (or 300RMB for half year) and around 500RMB for processing visa by agency if needed
- Passport, visa, marriage certificate and birth certificates of your family members (if any)



# UPO YOUR ARRIVAL

## Get to the Campus

You can choose one of the following methods of transportation from the airport.

01



### Taxi

This is the most convenient way. The taxi will take you about one hour from the airport to our campus (depending on traffic) and it will cost around RMB130-150 (the meter-rate is RMB2.3/km+13RMB base fare). Don't forget to ask for the receipt.

02



### Airport shuttle

This is the most economical way. You can take Line 4 (Airport to Gongzhufen) and get off at the Friendship Hotel station. The airport shuttle fare is around RMB30/person and takes approximately 1 hour. The operation hour for Line 4 is 06:00a.m. to 24:00p.m.

03



### Subway

This is the least time-consuming way. You can take Airport Express at Terminal 2 or Terminal 3. Get off at Sanyuanqiao station and then transfer to Subway Line 10. Then get off at Haidian Huangzhuang station and transfer to Line 4. Finally you will get off at Renmin Daxue station. Take Exit A1. The operation hour of Airport Express for Terminal 2 is 06:00a.m.- 22:30p.m.

## Register Your Residence

According to Rules for the *Implementation of the Chinese Law on Control of the Entry and Exit of Foreigners*, International students must register at the local police station within 24 hours after their arrival. If you stay on campus, you need to get a Registration Form for Temporary Residence at the Front Desk of the International Cultural Exchange Center. Failing to register at the local police station will result in a warning fine up to 500RMB.



## Open a Bank Account

Students can open a bank account. It's recommended to first open a bank account in Beijing, convert foreign currencies into RMB, and then deposit them in your own bank account. For the purpose of using the ONEcard on campus, you can open the account at any Bank of China. You should bring your passport, Temporary Residence Permit and the admission notice to the bank when you open a bank account/and when you exchange currencies. In addition to that, remember to apply or ask for a Union Pay Card. The Union Pay Card functions as a Debit Card, it enables you to transfer money from your saving/checking account directly to the recipient's account and it is commonly used in Beijing.

For scholarship students and university level exchange students, please bring the bank account note back to the staff in ISO to register your bank information for future scholarship depositing. For the scholarship deposit, it has to be a Bank of China Account.

## Purchase Insurance

The Chinese Ministry of Education requires that all international students have to be medically insured throughout their study in China. This policy is crucial to the health, wellness and success of international students. Please note that students without insurance are not allowed to register. You are required to purchase the Comprehensive Insurance Plan of Foreign Students provided by Ping An Insurance Company on the day of registration even if you have already purchased the insurance in your own country. This insurance is recognized and recommended by the Chinese Ministry of Education. There will be a "Ping An Insurance Booth" at the registration site where you can purchase the comprehensive insurance.

Comprehensive insurance fee: 600RMB/year; 300RMB/half year

## Get Registered

All students have to register on their designated day of registration. Students must bring the following documents and register.

- Valid passport and visa
- *The Admission Notice from Renmin University of China(original)*
- *The Visa Application for Study in China form* (also known as the JW201/JW202 form) (original)
- Tuition (scholarship student and exchange students' tuition are waived)
- Four two-inch ID pictures
- *Physical examination record and blood test report*

(For X1 visa holders, please provide the original copy, if available, with the authentication of Beijing International Travel Healthcare Center. You can also go to the Beijing International Travel Healthcare Center personally for the health check)

	Degree students (Undergrad, Post-grad and Ph.D)	Non-degree students (Chinese language student, Junior/Senior Visiting Student)
<b>On the registration day</b>	<ul style="list-style-type: none"> <li>● Fill in the Registration Form</li> <li>● Visa check-up with ISO staff</li> <li>● Purchase comprehensive insurance</li> <li>● Pay tuition (waived for scholarship student and exchange student)</li> <li>● Get the orientation materials</li> </ul>	
<b>One/two week after registration</b>	<ul style="list-style-type: none"> <li>● Enroll at your own school</li> <li>● Physical examination (if applicable)</li> <li>● Visa/Residence Permit application</li> <li>● Obtain ONEcard (in one week)</li> <li>● Attend Orientation in Chinese and English</li> <li>● Organized trip for new students, time to be announced</li> </ul>	<ul style="list-style-type: none"> <li>● Enroll at your own school</li> <li>● Chinese language students take placement test</li> <li>● Physical examination (if applicable)</li> <li>● Visa/Residence Permit application</li> <li>● Obtain ONEcard (in one week)</li> <li>● Attend Orientation in Chinese and English</li> <li>● Organized trip for new students, time to be announced</li> </ul>



## Tuition Payment

Students must pay the full amount of one year's tuition on the registration day. We only accept the payment by RMB. Students who wish to study for less than a year should pay the full amount for the whole study period. You can use your local Bank of China card to pay or pay by cash. We recommend you pay the tuition fees via Debit Card as this is the safest and the most convenient way to transfer large sums of money. We do not accept visa or credit card.

## Information for Scholarship Students

Our university receives Chinese Government Scholarship students and Hanban Scholarship students. Beside the waived tuition, those students will receive free accommodation (depends on scholarship type), insurance, monthly stipend. The detailed information can be found on your admission notice.

### Tuition

Scholarship students DO NOT pay the tuition

### Monthly stipend

If your scholarship covers you monthly stipend, please pay full attention to the following important notes:

- Please open a bank account at Bank of China at your earliest convenience. The monthly stipend will be deposit into your account. After you get the bank card, please register the bank card information with the ISO staff.
- The monthly stipend will be granted every month. You will get your first month' stipend around 25th of the month.
- From the second month, the stipend will be transferred to your Bank of China account between 15th and 20th of each month.
- If you come before the 15th, you will receive one full month stipend. If you register after the 15th, you will receive a half month stipend.
- For graduates, the stipend will continue until 15 days after the graduation date.
- Students won't receive the monthly stipend if they suspend their studies, drop, or graduate from the university or fail the annual assessment

### Insurance

Chinese Government Scholarship and Hanban Scholarship students will receive the medical insurance from the scholarship. You can pick up the insurance card at ISO.

### On-Campus Accommodation

Chinese Government Scholarship and Hanban Scholarship students will enjoy free accommodation on campus. The students will live in shared room at No. 1 International Student Building. The shared toilet and bathroom are located at both ends of each floor, no single bathrooms and toilet.

For the university-level exchange students, some will enjoy the free accommodation according to the agreement.

## Academic Information for Visiting Students (exchange students included)

### Registration and Course Enrollment

- Junior visiting student can only pick the undergrad courses. Language students can only take Chinese language courses. Junior visiting student must take not less than 12 credits and language student 18 credits.
- Senior visiting students usually don't take courses. Normally they are supervised by a professor of the accepting school to conduct research in a specific subject. Senior visiting student can audit classes with prior permission from the related schools and International Students Office.

### Attendance and Excused Absence

Attendance and participation are mandatory for all lectures, tests and other academic activities. If you miss any academic activities, you must ask for an approval for excused absences in advance. You can download the "Excused Absence Application Form" at [iso.ruc.edu.cn](http://iso.ruc.edu.cn). Students who are absent for one week or less must ask for approval from the education secretary at their own school. Students who are absent for more than a week must get the dean's approval.

Students who have accumulated over a month of excused absences will be asked to consider withdrawing from the university. Those who have missed academic activities for more than one month without approval will be dismissed from the university.

### Extension of Study

Students can apply for extension. The request will be approved by the International Students Office based on students' previous academic records and attendance. Students can get the Extension Application Form at the International Student Office. The application process must be completed by the end of each semester.

### Transcript and Certificate

Students can apply for the transcripts and certificates to be mailed to their home university or designated address. Students need to submit one 2-inch picture and Transcript Request Form (which can be downloaded at [iso.ruc.edu.cn](http://iso.ruc.edu.cn)) before leaving.





## Residence Permit

Students who hold X1 visa must apply for Residence Permit within 30 days after arrival.

### Documents required

- If you are a first-timer, you should submit your passport, admission letter(original), JW201/JW202 form(original), Physical Examination Certificate(original), Registration Form of Temporary Residence (original), and one two-inch picture
- If you already have a residence permit and it was issued by other Chinese universities, besides submitting the documents above, you should also submit a photocopy of the graduation certificate from the previous institution
- If you already have a residence permit and want to extend it, you must submit the Registration Form of Temporary Residence (original) and one two-inch picture
- If you entered China on a L visa, you should submit your passport, admission letter(original), JW201/JW202 form(original), Physical Examination Certificate(original), Registration Form of Temporary Residence (original), one two-inch picture
- If you are under 18, in addition to the documents mentioned above, you must submit authorization form from a legal guardian, photocopy of the guardian's passport, latest visa page and immigration stamp (for Chinese guardians, photocopy of their ID card), photocopies of parents' passports, birth certificate given by the Chinese Embassy in your home country
- If you wish to apply for the residence permit for your spouse and/or children, besides the documents mentioned above, please submit the Notarized Certificate of Relationship(certified by the embassy), the Registration Form of Temporary Residence (original), one two-inch picture

### Procedures

You can choose one of the following ways to apply for the residence permit

- Submit your application to the Public Security Bureau (PSB) directly. You should provide all the documents above → register your information online at the International Student Office → verified by the Public Security Bureau online (after 2 working days) → get the application form at the International Student Office → go to Public Security Bureau to submit your application → pick up your passport with visa renewed at PSB ( after 5 working days)
- Submit your application via the visa service agent. You should bring the tuition receipt to International Student Office and get the visa renewal form and then → provide all the document above to the visa service agent → sign your name → pay the visa and service fees → pick up your passport with visa renewed. The visa service agent is located next to the front desk at International Cultural Exchange Center. The visa service agent charges additional RMB100 for the service.



### Additional information

- Students who have their physical examination done at home their country should go to Beijing International Travel Healthcare Center and have the physical examination record certificated. Students should bring the original physical examination record (such as x-ray report, HIV report, etc) there. With the certification issued by the center, students can then apply for residence permit. If students' physical examination record failed the certification, they are required to do the physical examination again.

#### Below are the contacts

- **Beijing International Travel Healthcare Center**  
Add: No. 10 Dezheng Road, Haidian District, Beijing  
Office hour: 86-10-82403675  
Time for physical examination: 08:30-11:30 (Monday-Friday)  
Time for Certification: 08:30-11:45, 13:00-16:00 (Monday-Friday)  
How to get there: Take No. 333 bus and get off at Xialinyuan station and then head to the west for 100 meters or take a taxi
- **Beijing Municipal Public Security Bureau**  
Add: No. 2, Dongdajie, Andingmen, Dongcheng District, Beijing  
Office hour: 08:30-16:30 (Monday-Saturday)  
Tel: 86-10-84020101  
How to get there: Take subway and get off at Yonghegong Station. Take southeast exit and go straight for 500m



## About Renmin University of China

Renmin University of China (RUC) is a comprehensive research university focusing on humanities and social sciences. RUC is one of the “211” and “985” Project universities.

RUC consists of 26 schools, 25 interdisciplinary research institutes. Besides, RUC also has School of Physics, School of Continuing Education, School of Education & Training, etc. It has a satellite campus in Suzhou, Sino-French Institute and a Research Institution in Shenzhen.

RUC offers 81 bachelor degree programs, 186 master degree programs (including 35 master degree programs autonomously offered by RUC), 125 Ph.D. degree programs (including 32 Ph.D. degree programs autonomously offered by RUC). RUC has 20 first-level discipline programs that are entitled with the Ph.D degree and 19 mobile centers for post-doctoral research.

In 2013, RUC has nine disciplines ranked No. 1 in the list of the best colleges released by the Ministry of Education. Those disciplines are theoretical economics, applied economics, law, politics, sociology, journalism, statistics, business management and public administration.

RUC builds an important bridge for the communication between east and west. It offers a stage for the international communication and exchange. Till October, 2015, RUC has established academic exchange relationships with about 239 universities from 55 countries and regions in the world.

**University website:** [www.ruc.edu.cn](http://www.ruc.edu.cn)



中國人民大學

RENMIN UNIVERSITY OF CHINA

**Address:** Room 108, International Cultural Exchange Center

**Tel:** 86-10-62512698/62512359/62511588

**Fax:** 86-10-62515343

**Email:** [iso@ruc.edu.cn](mailto:iso@ruc.edu.cn)

**Website:** [iso.ruc.edu.cn](http://iso.ruc.edu.cn)

**Zip code:** 100872

**Mailing address:** International Students Office, Renmin University of China  
#59 Zhongguancun Street, Haidian District Beijing, 100872, China

