

# 2017 Registration Formalities for Incoming New Students

Steps	What	Who	Where	What Documents
1	Review Admission Materials& passport, Submit applications	All	International Hall G11-105 (Admission Office) Mr. QIU and Mr. ZHANG	Admission Notice, JW form, passport, Hard copies of the application documents
2	Submit Photo	All	G11-107 Ms. Zhou	1=inch Photo *1 Write Application ID on the back
3	Assign a dormitory	All	G11-107 Ms. Liu and then	
4	Sign on-campus Residence Protocol	All	G11-107 Ms. Liu	Passport
5	Check-in	All	A7/A8/G11/XWM doorkeepers	Room Entry Ticket
6	Require a Payment Notification	Other than CSC full-scholarship	G11-107 Ms. Liu	Registration form
7	Complete Payment		Administration Building 105 (Financial Office)	Payment notification Cash/UnionPay Card (suggested: Bank of China, ICBC)
8	Submit University Invoice		G11-107 Ms. Liu	University Invoice
9	Buy Insurance Sep.4 & 5 only		G11-103 Ms. Qiang	Photocopy of passport, Cash ( ¥ 600)
10	Take Letter of Visa Application and JW Form Yellow Page	All	G11-103 Ms. Zhang	Registration Form of Incoming New Students
Middle of Sep.	Campus tour and Orientation Meeting	All	Classroom Building (wait for further notice)	Attendance will be taken, Signature Required

Section of International Students  
Office of International Exchange and Cooperation