



中国科学院大学
University of Chinese Academy of Sciences



GUIDE for UCAS NEW INTERNATIONAL GRADUATE STUDENTS

2025

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Preface

Dear new students,

Welcome to University of Chinese Academy of Sciences (UCAS) and start a new life journey in China.

UCAS adheres to the educational principle of “integration of science and education.” Under the umbrella of the Chinese Academy of Sciences (CAS), UCAS is highly integrated with more than 100 CAS institutes in terms of management, faculty members, talent training and scientific research. In this model, you will have the extraordinary opportunity to engage directly in cutting-edge scientific research projects led by renowned scientists.

UCAS 2025-2026 academic year begins from September 15th, 2025. You are required to register on **September 14th or 15th** at **Yuquanlu campus of UCAS**.

The guidebook prepared for freshmen provides essential information to help you navigate your studies at UCAS. Please carefully read the following guidelines.

Wish you a fruitful and happy life ahead. Meet, and exceed your dreams @ UCAS! See you soon!

International Students Office

University of Chinese Academy of Sciences

Email: iso@ucas.ac.cn

1 Registration

1.1 Registration Date

September 14th or 15th 2025 (8:00-17:00, GMT+8).

Please be kindly noted:

- **DO NOT** request registration before September 14th 2025.
- Due to extenuating reasons, students can apply for registration extension within 10 workdays (Deadline September 29th). Please submit the *Leave Request Form (Attachment 5)* with substantial documentary evidence to the International College for approval.
- Your admission will be considered forfeited, if you fail to register on time **WITHOUT** any official permission in advance.

1.2 Registration Desk

After your arrival in Beijing, you are supposed to directly go to the UCAS College/CAS Institute designated in the Admission Notice. Please **DO NOT** visit any other places. On the dates mentioned above, a table for registration is set in the UCAS Yuquanlu Campus (please refer to the **Attachment 1**).

1.3 Registration Procedure at UCAS Yuquanlu Campus

A. New students may take public transportation directly to Yuquanlu Campus (See the **Attachment 2**).

B. When arriving at Yuquanlu Campus, please show the admission letter to the gate guard.

C. After entering the Yuquanlu Campus, please directly go to the registration desk (see **Attachment 1**) of International College with Admission Letter, complete the registration procedure and receive materials for new students.

1.4 On-site Document Verification

New students should present the following documents for verification of admission qualification on their registration day:

- A. The Admission Notice (Original);
- B. The passport used for application and a valid visa (Original);
- C. Diploma of the previous degree study (Original).

1.5 Essential Student Accounts

A. SEP Account:

- a) Function: Apply for campus services and access university systems;
Connect to campus Wi-Fi and wired networks (For more stable connectivity, it is highly recommended to connect via Ethernet cable).
- b) Username: UCAS Email
- c) Password: Lowercase passport number
- d) Email format: username@mailsucas.ac.cn

The SEP account is the email account used by students during their application to our university, with the email suffix changed to @mailsucas.ac.cn.

B. UCAS Email Account:

- a) Username: Same as SEP account
- b) Password: Randomly generated (not passport number)

Requirement: Chinese phone number for SMS verification (prepare in advance)

C. How to Retrieve Account Details

If you were previously a student at the University of Chinese Academy of Sciences, please continue to use your previous UCAS email and SEP account.

If you did not have a UCAS email address before, please check your account information after **September 10th** using the following method.

1. Visit IC English Website: <https://ic-enucas.ac.cn/>
2. Go to "STUDY-IN-UCAS/Student Information" → Enter passport number + student ID
3. Copy all account details displayed

2 Accommodation

2.1 Accommodation Availability

Please be kindly noted that, accommodation reservations are not available for new students. Dormitory is available from September 10th. (Registration completed on September 14th).

2.2 Accommodation Registration

Within the 24 hours after your arrival in China, you are required to complete accommodation registration procedure at the Student Dormitory Duty Room (for those who live on campus) or at the local police station (for those who live outside campus), and get an *Accommodation Registration Form* which is required for visa extension application. Please do it again within 24 hours after you meet with any one of the following situations:

- A. Get a new residence permit;
- B. Get a new passport;
- C. Change your accommodation/dormitory;
- D. Change the reason for residence in China.

If you fail to do so, you will be regarded as an illegal resident and fined heavily accordingly.

2.3 Accommodation Fee Payment

A. Accommodation fee

Accommodation fee for Apartment 4:

Room Type	Facility	Accommodation Fee (RMB/person/month)
The Double Room	With separate lavatory	900
The Double Room	Without separate lavatory	750
The Triple Room	Without separate lavatory	600
The Quadruple Room	Without separate lavatory	450

B. Charging Time

The accommodation fees for six months are collected in advance every March and September, based on the actual duration of stay. If the check-out occurs within 15 days of the month, half a month's fee will be charged; if it is 15 days or more, a full month's fee will be charged.

3 Visa and Residence Permit

3.1 Visa Application

Please hold X1 visa or residence permit to enter China. Please **DO NOT** hold any other type of visa or visa-free to enter China.

You should apply for X1 visa using the passport which you submitted to UCAS for admission application. Please **DO NOT** use any other passports. This rule is valid for all students including those who have a second nationality.

When applying for X1 visa to the Chinese embassy or consulate in your country, please **DO NOT FORGET** to get back the originals of the following documents: Admission Notice, Visa Application for Study in China (JW202/201) and Physical Examination Record for Foreigner, which are required for your registration at UCAS.

3.2 Health Verification/Examination

Within 7 days of entering China, you are supposed to go to local International Travel Healthcare Center (Address: No. 10 De Zheng Road, Haidian District, Beijing (地址: 北京市海淀区德政路 10 号)) to verify the original physical examination record (or take physical examination). A Foreigner's Health Certificate will be issued if you pass the verification/ examination. No health verification / examination is required if you are currently holding a study residence permit, or if you have applied for a residence permit valid for more

than one year in China within 2 years .

Physical examination should be reserved in advance. Please use Wechat scanning the QR code, and follow the official account of the "General Administration of Customs (Beijing) International Travel Health Care Center(“海关总署（北京）国际旅行卫生保健中心”公众号)" and click "Business Apply(业务办理)"-"Appointment（我要预约）" to make an appointment.



3.3 Residence Permit Application

APPLICATION FORM OF RESIDENCE PERMIT FOR NEW STUDENT (see the **Attachment 3**) is designed for new students to apply for a residence permit. Please carefully read and follow its instructions. It takes time to apply for a new resident permit. Please make sure that the remaining time of your current visa expiry date be **NO LESS THAN 15 days**. The following materials are normally required to submit to the visa center to apply for your visa extension or to get a residence permit:

A. Passport

B. One 2-inch Passport Photo

C. Original Admission Letter

D. Original Visa Application for Study in China (JW202/201)

(**EXEMPTED** for those holding a study residence permit)

E. Original *Foreigner's Health certificate*

(**DO NOT** required for those holding a study residence permit or if you have applied for a residence permit valid for more than 1 year in China within 2 years)

F. Original *Accommodation Registration Form*

G. Original Stamped *Visa Application Form* issued by ISO

Visa center (北京市公安局出入境管理局) Address: No.2, Andingmen Dong Da jie, East District, Beijing (北京东城区安定门东大街 2 号)

Tel: 84020101 Time: 8:30—16:30, from Monday to Saturday

3.4 Residence Permit Alteration

The registered items of a residence permit include passport name and number, sex, date of birth, reason for residence and duration of residence, date and place of issuance. Where any of those items has changed, you shall, within 10 days from the date of change, apply to the local exit/entry administration for going through the formalities for alteration.

Please remember to change your passport at least 6 months in advance before its expiry date, after you got your new passport, please note that you need to update the passport number on your accommodation registration form within 24 hours, and apply for residence permit renewal within 10 days from the collection day of your new passport.

3.5 Penalties for Illegal Residence

If you don't have a valid visa or fail to register at the police station within 24 hours of your arrival, you will be heavily fined up to 500 RMB per day.

4 Health Insurance

4.1 Insurance purchase

All international students are required to purchase insurance when studying in China. The Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd. is widely used. The fee is RMB 800 for one year, RMB 400 for half a year. For scholarship students, for the first year, this insurance will be purchased by UCAS. From the second year, it will be purchased by your host institutes. (Please note that for those studying at Colleges of UCAS, your insurance will be purchased by UCAS for your scholarship duration.) For self-supported students and government scholarship students, please log in www.lxbx.net to purchase it at the first week you arrive in China. Students without insurance will not be allowed to extend their residence permit.

4.2 Insurance Claim

Please dial +86-4008105119 as soon as possible in case of any health problems and emergencies to consult issues regarding the medical treatment, advance payment for hospitalization, insurance claim, and so on.

4.3 Contact Information

For more detailed, please visit www.lxbx.net or call 24-hour customer service hotline 400-810-5119.

5 Opening Ceremony and Orientation Courses

Orientation course is available **ONLY** at the first week, which would help you better understand China's national conditions, laws and regulations. Furthermore, basic knowledge on CAS, UCAS and CAS institutes will be provided. How to extend your visa, how to buy a health insurance and get reimbursement, and how to apply and activate an internet account, etc. will be also introduced to you. After training, you may adapt faster to the new study and living environment, as well as familiarize themselves with foreign-related Chinese laws, UCAS rules and regulations, and health insurance policy earlier.

6 Chinese Proficiency Report

UCAS offers Chinese language, Introduction to Chinese Culture and Contemporary China courses for international students. You are asked to report your Chinese level.

Please note that all international graduate students admitted into English-taught graduate programs are required to have Chinese language proficiency that is equal to or above level 3 of the “Chinese Language Proficiency Scales for Speakers of Other Languages” when graduating from UCAS. For all international graduate students, there are two kinds of compulsory courses that will be arranged based on your proficiency in Chinese, namely the Elementary Chinese and China Panorama.

7 Scholarship

7.1 Bank Card and Activation

For most of the awardees of CSC scholarship, CAS-ANSO scholarship and UCAS Full Scholarship, after your offline registration at UCAS, you should open or active the bank account with passport at first, because Residence Permit Process need to hold your passport for 10 days or more. And then inform your scholarship program coordinator timely by sending an E-mail with your **Student ID Number and Bank Information Sheet (Printed by the bank around Aug or Sep this year 2025)** like the following one which can show us your bank account name and account number **WITHOUT** any mistakes:

中国建设银行
China Construction Bank

客户回单 Bank information sheet

日期: 2017年09月19日

流水号: 10

交易名称: 银行卡预制卡领卡

客户姓名: **Bank account name**

卡号: **Bank account number**

可售产品名称: 银联复合借记卡

账户类型: 一类账户

开卡金额: ¥0.00

ATM转账开通标志: 是

境外交易开通标志: 否

打印时间: 20170919104713

交易柜员: 王曼玲

交易机构: 建行北京保福寺支行

建设银行网址: www.ccb.com 手机银行链接地址: m.ccb.com 24小时客户服务热线: 95533

NOTICE: please confirm with the bank this account is no limitation of transferring (including daily transferring and every turn of transferring), Strongly recommend China Construction Bank, other bank account with no

limitation is also acceptable.

For UCAS Scholarship, CSC Scholarship and CAS-ANSO Scholarship Master's program, please email to: zhoulisha@ucas.ac.cn

For CAS-ANSO Scholarship PhD program, please email to: xieyuchen@ucas.ac.cn

For UCAS Partial Scholarship awardees, the above procedures are unnecessary. Monthly stipend will be paid from host institutes. Please contact with host institutes in advance.

7.2 International Travel and Visa Subsidy for CAS-ANSO Scholarship Awardee

The CAS-ANSO Scholarship provides first-time travel allowance from awardee's home country to China. **Any awardee on site in China at the time of application will NOT be eligible for the travel allowance.** The allowance does not cover the fees for flights within CHINA.

For ANSO-CAS-TWAS/UNESCO PhD Scholarship awardees to apply for international travel and visa subsidy, please contact TWAS/UNESCO. The allowance standards and procedure should comply with the rules of the sponsor.

For other CAS-ANSO Scholarship awardees, the subsidy of visa/resident permit (400 RMB) would be released at **ONCE** to all of you with your monthly stipend at the end of the Fall semester. The following materials are

required to submit to the International Students Office to apply for international travel allowance (Address: Room 122, International Student Apartment, UCAS Yuquanlu Campus):

1. Application Form (See the **Attachment 4**)
2. Original Boarding Pass
3. Original Invoice
4. Original Passenger Itinerary Receipt
5. Other relevant documents containing information of the flight and its payment (If had).

Please carefully check the above list before submission, and make sure all the documents meet our requirements. Any materials which **DO NOT** meet the above requirements might fail to get the allowance.

For the awardees who submit application before September 30, 2025, document review may be taken in October, 2025. For those who submit application after September 30, 2025, document reviewed would be done at the end of the Fall semester.

7.3 Contact Information

CAS-ANSO Scholarship PhD Program: Ms. Xie Yuchen, xieyuchen@ucas.ac.cn, 010-82674900;

CSC Scholarship, CAS-ANSO Scholarship Master Program & UCAS Scholarship: Ms. Zhou Lisha, zhoulisha@ucas.ac.cn, 010-82674900.

8 Psychological Counseling Services

UCAS has launched a mental health hotline and offered online psychological counseling services for international students. Details are as follows:

8.1 Mental health hotline

The hotline offers help to students whose emotional disturbances have affected their normal daily functioning, or who may have an impulsion of self-harm or harming others.

To contact the hotline, please call 4006-525-580.

The service is available every Monday to Sunday, from 18:00 p.m. to 24:00 a.m. (GMT+8).

Please note:

The hotline is available for all students. The operator/counselor speaks both Chinese and English. You may be greeted in Chinese, but you can tell the operator that you want to communicate in English.

If the hotline is occupied, which means the counselor is talking with another caller, wait for about 30 minutes and try again.

8.2 Online psychological counseling services

The online counseling services offer help to students who are experiencing

emotional disturbances and in need of professional therapeutic help.

Add WeChat ID [ucasmentalhealth] to make an appointment (for appointment making only).

Please note:

Make an appointment if you need psychological counseling services.

The staff will reply to your message within two working days;

This WeChat service account is used for arranging appointments only.

After adding the WeChat, please leave a message with your personal information (such as name, student ID, institute or college) and your needs (such as scheduling an English-language psychological counseling service).

9 Transportation

9.1 Address

Yuquanlu Campus: No.19(A) Yuquanlu, Shijingshan District, Beijing

9.2 How to Arrive

UCAS students may take public transportation directly to Yuquanlu Campus (See the **Attachment 2**).

10 Contact Information

10.1 International Students Office

Contact Person	Duty	Phone Number/ Email Address Office
Dr. HUANG Dingcheng	Deputy Director of the International Affairs Office, responsible for the international students office overall work	+86 10 62564018 huangdc@ucas.ac.cn Zhongguancun, Dongpingfan#145
Ms. HU Menglin	Admissions of International Students for Doctoral and Master's Programs	+86 10 82672900 humenglin@ucas.ac.cn Zhongguancun, 6#219
Ms. BAI Qiwei	Admissions of International Students for Visiting Students Program	+86 10 62522162 baiqiwei@ucas.ac.cn Zhongguancun, 6#219
Ms. XIE Yuchen	CAS-ANSO Scholarship for Doctoral Students OWSD Scholarship Program	+86 10 82674900 xieyuchen@ucas.ac.cn Zhongguancun, 6#219
Ms. Zhou Lisha	Chinese Government Scholarship Program CAS-ANSO Scholarship Master's Program UCAS Scholarship Program	+86 10 82674900 Zhongguancun, 6#219
Ms. WANG Shuolei	Student Status Management International Students' Visa Medical Insurance	+86 10 82672900 wangshuolei@ucas.ac.cn Zhongguancun, 6#219
Ms. LI Huan	Comprehensive Affairs of International Students (daily affairs, accommodation arrangement for senior students, activities) Assessment of International Students Mental Health Support	+86 10 62522162 lihuan@ucas.ac.cn Zhongguancun, 6#219

10.2 International College

Contact Person	Duty	Phone Number/ Email Address Office
Prof. HU Zhongbo	Executive deputy Dean	69671752 huzq@ucas.ac.cn Yanqihu, A2#401
Dr. CHEN Feng	Deputy administration Dean	69671192 chenf@ucas.ac.cn Yuquanlu,office building#219
Ms. HU Tian	Professional courses coordinator	82689050 hutian@ucas.ac.cn Zhongguancun, 6#221
Ms. Yang Jing	Public courses coordinator	82689050 yangjing7@ucas.ac.cn Zhongguancun, 6#221
Ms. TAN Yudong	Enrollment, training, and international communication, coordinator	82680563 tanyudong@ucas.ac.cn Zhongguancun,6#221
Ms. LI Shuangshuang	Student affairs management (Registration, student activities)	69671192 lishuang@ucas.ac.cn Yuquanlu,office building#217
Ms. MA Rong	Informatization Coordinator (College website, student network and email)	69672013 marong@ucas.ac.cn Yanqihu, A4#515
Ms. Xia Yu		69671192 chenf@ucas.ac.cn Yuquanlu,office building#219
Ms. He Fei		69672013 marong@ucas.ac.cn Yanqihu, A4#515

Attachment 1

Map of UCAS Yuquanlu Campus and the Location of Registration Desk



★ Registration Desk

Attachment 2

前往中国科学院大学玉泉路校区的公交方式/Public Transportation to UCAS Yuquanlu Campus

公共交通推荐路线/Suggested Route via Public Transportation	行程估算 Estimated Route
首都国际机场 Beijing Capital International Airport→中国科学院大学玉泉路校区。/Take Taxi to Yuquanlu-UCAS directly.	50 minutes, 120 RMB
首都国际机场 Beijing Capital International Airport 机场线→地铁 2 号线→地铁 1 号线→玉泉路站 Beijing Capital International Airport Express train (Toward Beixinqiao) Terminal 2/3→ Dongzhimen station→ Metro line 2 → Jianguomen station→ Metro line 1 → Yuquanlu station, Exit A1 (northwest exit) then walk toward to the west for 50 meters.	80 minutes, 30 RMB
大兴国际机场 Beijing Daxing International Airport→中国科学院大学玉泉路校区。/Take Taxi to Yuquanlu-UCAS directly.	90 minutes, 200RMB
大兴国际机场 Beijing Daxing International Airport 机场线→地铁 10 号线→地铁 1 号线→玉泉路站 Daxing Airport Express train (Toward Caoqiao) Daxing Airport station→ Caoqiao station → Metro line 10 → Gongzhufen station → Metro line 1 → Yuquanlu station, Exit A1 (northwest exit) then walk toward to the west for 50 meters.	60 minutes, 40RMB
北京站 Beijing Railway station	50 minutes, 5 RMB

地铁 2 号线→复兴门或建国门→地铁 1 号线→玉泉路站 (A1(西北口)出口向西 50 米)/Metro line 2 → Fuxingmen station / Jianguomen station → Metro line 1 → Yuquanlu station, Exit A1 (northwest exit) then walk toward to the west for 50 meters.	
北京西站 Beijing West Railway Station 地铁 9 号线→军事博物馆站→地铁 1 号线→玉泉路站 A1（西北口）出口向西 50 米 /Metro Line 9 → Military Museum station →Metro Line 1 → Yuquan station. Exit A1 (northwest exit) then walk toward to the west for 50 meters.	30 minutes 4 RMB
北京南站 Beijing South Railway Station 地铁 4 号线→西单站→地铁 1 号线→玉泉路站 A1（西北口）出口向西 50 米 /Metro line 4 → Xidan station → Metro Line 1 → Yuquanlu station. Exit A1 (northwest exit) then walk toward to the west for 50 meters.	50 minutes 5 RMB

中国科学院大学国际学生新生居留许可申请表
APPLICATION FORM OF RESIDENCE PERMIT FOR NEW STUDENT

SV1

*填写前请先仔细阅读说明内容。/Please carefully read the note at the end of the form before you fill in it.

I 申请信息/ Applicant's Information

学生姓名/Passport Name

学号/Student ID

国籍/Nationality

护照号码/Passport No.

培养单位/Host institute

经费来源/Funding source

☐ CAS-ANSO

☐ CSC

☐ UCAS Full

☐ UCAS Partial

☐ Self-support

☐ Other:

II 办理类型/Type of Application

☐ 签证转居留许可（新生持 X1 签证报到的，需在入境后 30 天内办理 X1 签证转居留许可，逾期未办理将会被视为非法居留）。/X1 Visa → Residence Permit (The X1 visa is valid only for 30 days after entry. New student who is X1 visa holder has to apply for a residence permit within 30 days after entry into China. Otherwise, he or she will be regarded as illegally residing in China).

☐ 居留许可延期/事项变更（新生持有效居留许可证件报到的，需完成本项申请手续。关于居留许可事项变更的更多信息，请详细阅读本表备注）。/Residence Permit Extension/Alteration (New students who currently have a valid residence permit shall complete this application procedure. For details about residence permit alteration, please see the note below).

☐ 其他（请注明）/Other (Please specify):

III 申请步骤/Application Steps

IV 申请材料/Required Materials

对于持 X1 签证入境的新生/For new students who hold X1 visa

第一步：请在入境后 7 日内到当地国际旅行卫生保健中心体检（地址：北京市海淀区西北旺德政路 10 号）。
Step 1: Please verify your original physical examination record or take physical examination at local International Travel Healthcare Center with 7 days after your entry (Address: No.10 Dezheng Road, Xibeiwang, Haidian District, Beijing).

第二步：请在入境后 7 日内向办妥提交相关材料，完成网上申请手续。对于奖学金生，第 1.2.3.4.5 项材料必备。对于自费生，第 1.2.3.4.6.7.8 项材料必备。
Step 2: Please submit required materials to International Students Office with 7 days after your entry to complete online application procedure. For students who get scholarship from UCAS, shall submit No. 1.2.3.4.5. For self-supporting student, shall submit No. 1.2.3.4.6.7.8.

第三步：请在入境后 20 日内到北京市出入境管理局签证处面签。第 10.11.12.13.14.15.16 必备。
Step 3: Please complete visa interview procedure at the Visa Office of Exit-Entry Administration Department with 20 days after entry. All students shall submit No. 10.11.12.13.14.15.16.

对于持学习类居留许可可报到的新生，可略过第一步；第二步，对于奖学金生，第 1.2.3.4.5.9 项必备；对于自费生，第 1.2.3.4.6.7.8 项必备。第三步，第 10.11.12.13.14.15 项必备。
For students who currently have valid “study” residence permits, please skip Step 1st. At Step 2nd, for those who get scholarship from UCAS, shall No. 1.2.3.4.5.9; for self-supporting students, shall submit No. 1.2.3.4.6. 7.8.9. At Step 3rd, shall submit No. 10.11.12.13.14.15.

提交前请详细检查。/Please carefully check before material submission.

第二步所需材料/Materials required for Step 2

1. 护照本人页复印件/Photocopy of Passport ID Page

☐

2. 当前签证/居留许可复印件//Photocopy of Current Visa/Residence Page

☐

3. 最后入境章页复印件//Photocopy of the last entry seal page

☐

4. 住宿登记表复印件//Photocopy of Accommodation Registration Form

☐

5. 奖学金资助证明复印件//Photocopy of Scholarship Award Letter

☐

6. 学费交纳凭证的复印件//Photocopy of Paying Certificate of Tuition Fee

☐

7. 担保人出具的经济担保函及其银行存款证明/Original Hardcopy of the Affidavit of Support from the Guarantor and His/Her Bank Statement

☐

8. 平安保险投保证明/Buying Certificate of PingAn Insurance

☐

9. 离校证明/School-Leaving Certificate

☐

第三步所需材料/Materials required for Step 3

10. 本人护照原件/Original Passport

☐

11. 一张 2 寸（护照规格）照片/ One 2-inch Photo

☐

12.录取通知书原件及复印件/ Original and Photocopy of Admission Notice

☐

13. JW201/202 表原件及复印件/ Original and Photocopy of Visa Application for Study in China (JW201/202)

☐

14. 住宿登记表原件/ Original Accommodation Registration Form

☐

15. 由留办盖章签发的《外国人签证证件申请表》/Stamped Visa/Stay Permit/Residence Permit Application Form Issued by ISO

☐

16. 由体检中心出具的《境外人员体格检查记录验证证明》原件/Health Certificate Issued by Medical Center

☐

V 申请人声明/Applicant's Declarations

☐ 我已阅读表格内容并检查提交材料，提供的一切信息真实有效。/I have carefully read the form and checked the required documents. I promise all the submitted documents are true, authentic and effective. Otherwise, I will be responsible for all the consequences.

☐ 我在华学习期间，将严格遵守中国的法律和中国科学院大学的规章制度。/I shall abide by the laws and regulations of China as well as the rules and regulations of UCAS during my study in China.

申请人签字/Applicant's signature: 申请日期/Date (MM-DD-YY):

VI 研究所/学院意见/Host Institute Comment

我单位已按要求对该生的申请材料进行初审，结果（符合☐ 不符合☐）要求，同意申请。

审核人（签字）： 年 月 日（主管部门公章）

填表说明/Note:

1. 本表仅供新生在北京首次办理居留许可时使用，应由申请者本人在**入境后 7 日内**，经所在学院/研究所汇总向留学生办公室提交。申请结果即《外国人签证证件申请表》（加盖留办公章）做好之后适时通知申请人领取。/This form is only for new students to apply for a residence permit in Beijing, which should be filled by the applicant and reviewed by the host institute. It shall be submitted with all the required documents to International Students Office **within 7 days after his/her entry**. Applicants will be duly informed to take the application result (i.e. *Application Form for Visa/Residence Permit* with the seal of International Students Office) after it is well prepared.

2. 新生向京外研究所报到的**不填此表**，原则上应按照属地化原则，在研究所指导下于**入境后 30 天内**向当地出入境管理部门申请办理居留许可。/For new students who register at CAS institute outside Beijing to apply for residence permit, please follow the guidance of the host institute and apply to the local exit-entry bureau **within 30 days after their entry**.

3. 对于自费生，申请人需提供本人的银行存款证明原件（或担保人出具的经济担保函原件）和平安保险购买凭证。/For self-supporting students (including those who get financial supports from foreign government, agency, international organization, etc.), please attach an original hardcopy of the affidavit of support from the guarantor and his/her Bank Statement, and also a buying certificate of PingAn insurance with a fixed effective date and insurance period.

4. 外国人居留证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或者其他国际旅行证件号码等。外国人居留证件登记事项发生变更的，持证件人应当**自登记事项发生变更之日起十日内**向居留地出入境管理机构申请办理变更，并在**获得新居留许可证件后 24 小时内**，到居住地派出所重新办理临时注册登记。/ The registered items of a foreign residence permit include name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number. When any one of these items has changed, the holder shall, **within 10 days from the date of change**, apply to the local exit/entry administration for a new residence permit. And the holder should complete accommodation registration procedure again at the local police station **within 24 hours after he or she gets a new residence permit**.

中国科学院大学留学生办公室 2018 年制表
By International Students Office of UCAS in 2018

Attachment 4

中国科学院大学 “一带一路” 国际科学组织联盟奖学金国际旅费补贴申请表
FORM FOR UCAS STUDENTS TO APPLY FOR CAS-ANSO SCHOLARSHIP INTERNATIONAL TRAVEL SUBSIDY

*填写前请先仔细阅读说明内容。/Please carefully read the note in the form before you fill in it.

I 申请人信息/ Applicant's Information			
学生姓名/Passport Name		国籍/Nationality	
护照号码/Passport No.		学号/Student ID	
学生类别/Student Type		☐ 博士生/PhD Student; ☐ 硕士生/Master's student	
培养单位/Host institute			
II 旅行信息 /Travel Information (The CAS-ANSO Scholarship provides first-time travel allowance from awardee's home country to China. Any awardee on site in China at the time of application will NOT be eligible for the travel allowance. The allowance does not cover the fees for flights within CHINA.)			
出发地/Place of Departure		City: _____; Country: _____ In ☐ Asia; ☐ Africa; ☐ Europe; ☐ North America; ☐ South America; ☐ Oceania	
抵达日期/ Date of Arriving in China		Day:_____; Month:_____; Year: 2024	
III 申请材料/Check List of Required Documents (Please carefully check and make sure all the documents meet our requirements. Any materials which DO NOT meet the requirements might fail to get the subsidy.)			
☐ 1. 登机牌原件 Original Boarding Pass ☐ 2. 发票 Invoice ☐ 3. 行程单原件 Original Passenger Itinerary Receipt		☐ 4. 其他相关材料/Other relevant documents containing information of the flight and its payment.	
IV 个人陈述/Personal Statement			
I, hereby, make sure that I am eligible to apply for the travel subsidy. When I submit my application to UCAS for the CAS-ANSO Scholarship, I were not in China. It's my first-time travel from my home country to China. Applicant's Signature: _____ Date: _____			
V 学校意见/UCAS' Comment			
1. 收到申请材料的时间: ☐ 在 9 月 30 日之前; ☐ 在 9 月 30 日之后 2. 资格审核: ☐ 符合申请资格; ☐ 不符合申请资格 3. 材料审核: ☐ 符合要求; ☐ 不符合要求 4. 补贴标准: 人民币_____元。 经办人: _____ 日期: _____			

Attachment 5

中国科学院大学国际学生请假单

LEAVE REQUEST FORM FOR INTERNATIONAL STUDENTS OF UCAS

请认真阅读本表注意事项，准确无误填写下列各项。/Please carefully read the instructions given at the end and fill in the form without any mistakes

学生信息/Student's Information (Please provide the copy of ID page of regular passport)			
学生姓名/Name		学号/Student ID No.	
护照号码/Passport No.		国籍/Nationality	
联系电话/Tel.		邮箱/Email	
请假天数/Length for leave			
从/From_____年/Year_____月/Mon._____日/Day 到/to_____年/Yr_____月/Mon._____日/Day			
天数/In total:_____天/Day(s) (不含法定节假日/Not include legal holiday)			
请假去向及紧急情况联系人/Where to Leave & Contact Person in Case of Emergency			
☐ 在当前城市/Not leave current living city; ☐ 前往其他城市/Leave to another city;			
☐ 离开中国（申请人需持有多次往返的签证，且签证有效期从请假结束后算起，至少应有 30 天）			
Leave China (The applicant must hold a multiple-entry visa which should have at least 30-day validity after leave of absence)			
联系人姓名/Contact Person Name:_____, 电话/Tel.:_____.			
请假理由/Reason for Leave Request			
☐ 病假 Health leave / ☐ 事假 Personal leave, 请说明（如不够，可附另页）/Please specify (Attach additional sheet if needed):			
学生签字/Student's Signature:_____ 日期 Date:_____年/Yr_____月/Mon._____日			
/Day			
导师意见/Supervisor's Comment		研究所/学院意见 Institute/College Comment	
● 对该生的请假: ☐ 同意 ☐ 不同意		● 对该生的请假: ☐ 同意 ☐ 不同意	
导师（签字）: _____ 年 月 日		研究所/学院（公章）	
审批人（签字）: _____ 年 月 日		审批人（签字）: _____ 年 月 日	
销假/ Report Back to Host Institute/College After Leave of Absence			
本人已返回研究所/学院，特此报到，请予销假。/I have returned to the host institute/college, and hereby report back.		● 销假: ☐ 同意 ☐ 不同意	
学生签字/Student' Signature: _____		研究所/学院（公章）	
日期/Date: _____年/Yr_____月/Mon._____日/Day		审批人（签字）: _____ 年 月 日	

备注/Note: 1. 本表仅供国际学生请假使用。由学生本人填写，提交给在读单位研究所/学院。/This form is for students to ask for leave. It shall be filled by the student, and reviewed by the host institute/college.

2. 请假须获得批准方有效。请假一周以内由在读研究所/学院国际学生工作负责人批准；一周以上须经在读研究所/学院主管国际学生工作的所级领导、学院负责人批准。请假期间离境的，需报留学生办公室备案（将本表及其最新签证的扫描件发送至电子邮箱 iso@ucas.ac.cn 邮件命名为“请假单-***研究所/学院”）。/Applicants should take the leave after approval. Leave of seven days or less must be approved by the person who is in charge of international student affairs. Leaves exceeding seven days must be approved by the host institute/college administration. For the applicant who want to leave China, this form shall be sent to ISO with his/her current visa page for reference (Scanned copy sent to iso@ucas.ac.cn, email named as “LEAVE REQUEST FORM-xxx institute/college”).

3. 因病请假，须凭医院证明。一般不得请事假。如确需请假，经提供相关证明，酌情准假。/Health leaves must be supported by official medical explanation. Personal leaves are seldom approved. Only those personal leaves based on substantial documentary evidence will be considered.

4. 逾期不归和逾期不销假者，按擅自离校离所处理。/Students who overstay and do not report back to the host institute/college after leave of absence will be treated as they leave without authorization.

5. 新生因故不能按时报到入学的，须事先请假，期限一般不得超过 14 天。/Students that cannot register due to special reasons must ask for a leave for no longer than 14 days.

6. 新生因特殊原因需请假超过 30 天的，应填写《中国科学院大学国际学生新生保留/恢复入学资格申请表》，申请保留入学资格。在校生因特殊原因需请假超过 30 天者，应办理休学手续。/New students who have to ask for a leave for longer than 30 days must fill the APPLICATION FORM FOR PRESERVING/REGAINING ADMISSION QUALIFICATION for admission suspension. Current students who have to ask for a leave for more than 30 days must complete schooling suspension procedure.

中国科学院大学留学生办公室制表
International Students Office of UCAS