北京大学热烈欢迎各国留学生! Welcome to Peking University!

Application Instructions for Exchange Students to Peking University

Welcome to participate in the exchange program between Peking University and your university. To make your application more efficient and to avoid misunderstanding about the program, please pay close attention to the following instructions.

Please NOTE that the program is for the **INTERNATIONAL STUDENTS** (a student with a foreign passport) who will exchange through a **university-level bilateral agreement**. If your school/department has additional specific exchange program with its counterpart at Peking University, please make sure which one you prefer to participate in.

Peking University will announce the important notice to you through email. Please check your email regularly. Please also check your Spam/Junk folders just in case our email got delivered there instead of your inbox.

Make sure that your present passport remains valid to year 2023. If it will expire in 2023, please DO apply for a new passport ASAP and send the scanned copy of the new passport's ID page to <u>exchange@pku.edu.cn</u> by May 15, 2023.

Application Procedures

Step 1. To complete the online application

TIME: February 20 to April 15, 2023. Late applicants will NOT be considered. If you decide to give up your nomination qualification, please inform us before application deadline.

Fill out, submit and print the online application form (please refer to the "online application screenshots" attached).

* Please notice that NO application fees will be charged for applicants under University Exchange Program. Payment by mistake, however, is non-refundable.

Step 2. To prepare the application documents

For **students who plan to take undergraduate courses or Chinese language training courses**, you should select the **General Visiting Student Program (G1)**.

 Complete official transcript (English version) you have attained under the degree program you are pursuing, signed and/or stamped by university authorities. High school certificate or transcript is not required. If you are currently a Master student, you only need to submit your Master transcript, Bachelor's certificate or transcript is not required.

(2) The Study Plan Form (which you get from your International Office). Letter of motivation is not required.

(3) One original recommendation letter written in Chinese or English and hand-signed by a professor or scholar with relevant academic background.

(4) One original nomination letter from your International Office as a second recommendation letter.

(5) One photocopy of your current and valid passport (the page with personal information and the passport type "ordinary")

(6) HSK certificate (if any)

* Please note that all application documents should be ORIGINAL or VALIDATED by authorized parties. Photocopy or printed copy, etc. will be deemed INVALID. The documents should be in either English or Chinese.

For master students and Ph.D. students who plan to conduct research only, you should select the Senior Visiting Student Program. A senior visiting student is normally supervised by a professor of the host school/department at Peking University to conduct research. You are suggested to contact your target school/department first and find a professor who would like to be your academic advisor.

(1) Complete official transcript you have attained under the current degree program you are pursuing, signed and/or stamped by university authorities. Bachelor's certificate or transcript is not required.

(2) Two original recommendation letters written in Chinese or English and hand-signed by professors or scholars with relevant academic backgrounds.

(3) One original nomination letter from your International Office as a third recommendation letter.

(4) A research proposal (no less than 1000 characters/words, in Chinese or English)

(5) One photocopy of your current and valid passport (the page with personal information and the passport type should be "ordinary").

* Please note that all application documents should be ORIGINAL or VALIDATED by

authorized parties. Photocopy or printed copy, etc. will be deemed INVALID. The documents should be in either English or Chinese.Two copies are required, one original and one photocopy. The copy will be delivered to the department that you apply for review.

The 2-inch ID PHOTO you upload onto the system will be used on your ID card! Make sure it is recognizable! White-background photo is preferred.

Step 3. Delivery of the application documents

<u>The hard copies should reach us at the following address, prior to April 30, 2023.</u> Receiver: 新太阳学生中心330

Address: New Sun Student Center, No.5 Yiheyuan Road, Haidian District, Beijing, 100871 P.R.China, Peking University.

Tel: +86-10-62751230

Application Deadline

- 1. For exchange starting from September 2023:
- Online application: February 20 to April 15, 2023
- The scanned copies of the application documents should be sent to <u>exchange@pku.edu.cn</u> by April 30, 2023
- 2. For exchange starting from February 2023: September 20 to November 15, 2023

Select a School/Department

For General Visiting Students who will take courses:

If you are **not proficient in Chinese**, you have two options:

- (1) Mainly study Chinese (from elementary to advanced levels). At the same time, you may take English-taught courses, if you have such requirement from your home university, of no more than 6 credits in total each semester at other schools/departments (no department/school limit) if the courses and quotas are available. Please select "School of Chinese as a Second Language (对外汉语教育学院)" when completing the online application.
- (2) Or, give up Chinese language learning and only take English-taught courses (no department/school limit), if you have the burden of transferring more than 6 official credits back to your home university. Please select "other schools/departments (专业院系)" when completing the online application

If you are **proficient in Chinese**, you may take undergraduate courses within or outside

of your current major. There is no department/school limit. Please select "other schools/departments (专业院系)" when completing the online application.

NOTES:

(1) It is your responsibility to test your Chinese language proficiency before filling out the Study Plan. You may try PKU MOOC courses online at http://mooc.pku.edu.cn/mooc/ and test whether you are eligible to take Chinese-taught courses.

(2) There will be NO Chinese Language Placement test at the beginning of the semester. For those who study Chinese at the School of Chinese as a Second Language, language class allocation will depend on the online self-assessment before your arrival and the face-to-face interview upon arrival at PKU.

(3) English-taught master courses of special programs (MBA, Master in International Relations, Master in Public Policy, LLM in Law, Yenching Academy, etc.) are **NOT** open to university-wide exchange students. Medical Courses from the PKU Health Science Center are **NOT** open either.

For Senior Visiting Students

You will not follow courses but conduct research under the supervision of your host professor at Peking University.

Course Registration Guide

Only for General Visiting Students who will take courses

- Time: the first three weeks upon registration at Peking University.
- •How: You will select courses online 2-3 days before the start of classes. The International Students Division will arrange the undergraduate-course-registration tutorial to help you select courses. In times of the pandemic, course registering guide will be issued in early September.
- Course list:

For <u>Chinese language training courses</u>: Please ask the international office of your home university for the *Information on PKU Chinese Language Courses*, or check it at Website: <u>http://hy.pku.edu.cn/student/textbook/</u>.

For <u>undergraduate courses</u>: It will be finalized at the end of last semester, for example, July 2023 for Fall semester 2023.

Website: <u>http://www.dean.pku.edu.cn/service/web/courseSearch.php</u>.

Accommodation

Students are required to arrive in Beijing no early than no later than the day of registration (the registration date is written on your admission notification).

On-campus dormitory will be automatically allocated if it has been covered in the exchange agreement between PKU and your university. Please check that with the international office of your home university.

Without dormitory covered by PKU, university-wide exchange students will be offered pre-round on-campus accommodation booking in late June to early July before the official online application opens. Please check your email (including the Spam folder) as frequently as you can.

Medical Insurance

The Chinese Ministry of Education requires that all international students be medically insured throughout their study in China. This policy is crucial to the health, wellness and success of international students.

Peking University international students **MUST** purchase the Comprehensive Insurance Plan for Foreign Students, which is offered by the Ping An Annuity Insurance Company of China. Please NOTE that students without a valid medical insurance are not allowed to register.

The Comprehensive Insurance Plan for Foreign Students covers hospitalization and medical treatment for accidental injury. You may purchase the medical insurance online (http://www.lxbx.net). On the day of registration there will be a 'Ping An Insurance Booth' at the registration site, so you may also purchase your medical insurance on spot. Currently with restricted mobility, students can purchase insurance online shortly before school starts. There will be prior notice.

For more information about the insurance plans offered by Ping An, please visit http://www.lxbx.net.

PKU Academic Calendar

Since the calendar for AY 2023/2024 is yet to come out, here is the calendar of the academic year 2022-2023 (September 2022 to July 2023) for your kind reference: https://www.pku.edu.cn/detail/2686.html. Autumn Semester: from September 5, 2022 to January 9, 2023. Registration: August 29-September 4, 2022, subject to minor changes.

Spring Semester: from February 20, 2023 to June 26, 2023.

Registration: February 20-24, 2023, subject to minor changes.

A Guide to Online Application



Follow all the instructions listed on this sample application.
Otherwise, your application will appear in the wrong format.
Uploading documents is optional, not compulsory.
After submitting the application online to PKU, print one (1) copy of the completed application. You may also want to print an

extra copy for your own records.Check, sign and date application. Attach one ID photo.

Make sure your present passport is valid in 2023 and 2024.

• For Master/PhD students who will conduct research with PKU professor only, please choose "Senior visiting student program" after entering the system. DO NOT pay any application fee. Note: You must use Internet Explorer.

Online Application: www.studyatpku.com

Login System

User Name/Email :

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Register

Regist Guide | 中文



Regist Guide | 中文



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PEKING UNIVERSITY Online Application System for International Students 🛛 🗁 🎂 波起会议

发件人: (PEKING UNIVERSITY <study@pku.edu.cn>)

(由 c9bce966-fccf-11e7-a316-52540094042c@triggermail.zyxd.net 代发) ()

时间:

改件人; 2010年1月1日日

Once you submit your registration information, PKU will send you an email. Click on the link to activate and it will take you to the application.

You have already registered on Peking University Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

您已在"北京大学国际学生服务平台"中用此邮箱地址注册。请确认此邮箱为您的常用邮箱,以便您能及时收到学校发送的重要通知。 您的注册信息为: 用户名为: ______,密码为______,密码为_______, 请点击下面的链接,激活账号。 注册激活链接入口: http://www.studyatpku.com/member/active.do?password=qaz123&credential=3ab30c39a705449098f14495b4f03130&username=test9999

详情请登录 北京大学国际学生服务平台查看



Click ONLINE APPLICATION.



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Home Application

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Have you ever had a criminal record?	⊖Yes ● No		
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Q & A for incoming exchange students to Peking University

Q: Is electrical signature acceptable?

A: No, all documents need to be hand-signed and/or stamped.

Q: Can I send you color-printed documents or personal photo?

A: Strongly not recommended.

Q: What if I do not have a guarantor in China?

A: You can put your home university's contact in that space.

Q: What is the difference between "School of Chinese as a Second Language (对外汉语教育学院)" and "other schools/departments (专业院系)"?

A: The School of Chinese as a Second Language offers Chinese language training courses, which are exclusively for international students who do not speak Chinese well. Other schools/departments offer PKU undergraduate courses (Chinese-taught/ English-taught). If you are enrolled in "other schools/departments", that means (1) your Chinese is good enough for you to select Chinese-taught courses university-wide, or (2) you give up Chinese language learning and only take English-taught courses.

Q: I want to go to "other schools/departments", but I do not have HSK 6 during application. What can I do?

A: You may test your Chinese language proficiency by trying PKU MOOC courses at http://mooc.pku.edu.cn/mooc/.

Q: If I choose "other departments/schools" during application period, can I change it to

Chinese language studies at School of Chinese as a Second Language when I register?

A: No. But if you choose "School of Chinese as a Second Language" during the application period, you may apply to give up Chinese language learning and only take undergraduate courses at other departments/schools. Therefore, if you are not quite sure of your study plan, please select "School of Chinese as a Second Language" during the application period.

Q: Is medical test compulsory?

A: It is connected with the visa you received. Normally X1 visa requires medical test by the Beijing Public Bureau, X2 visa does not.

Q: Can I do the medical test upon arrival?

A: Yes.

Q: I am applying/changing my passport. Can I provide the copy of passport later?

A: Yes, but before May 15.

Q: Do I need to pay deposit money to rent a room?

A: Yes. Usually local agent will charge one month rent as deposit. You may lose the deposit if you want to move out prior notice to the tenancy or you damage the room facilities. It is strongly recommended to check the room before making a decision.

Q: PKU will provide accommodation for me as part of the scholarship, can I arrive at PKU a few days earlier than the day of registration?

A: Yes, but no more than 5 days before day of registration.

Q: I will be in my graduate year, can I still apply for exchange at PKU?

A: NOT recommended. But if you have been nominated, please make sure that you have completed all necessary credits for graduation at your home university before you start exchange at PKU.

Q: I am required by my home university that I must take one certain undergraduate course at PKU, can I be guaranteed to get that course?

A: No. That cannot be guaranteed. The undergraduate course registration system at designated time automatically picks up students, if the course is too popular (applications outnumber the capacity). Please DO make sure that you do not have such compulsory burden before you come to PKU.

Q: I am a law school student who does not speak Chinese, can I take LLM graduate courses from PKU Law School?

A: English-taught graduate courses of special Master programs (MBA, MIR, LLM, MPP, Yenching Academy, etc.) are **NOT** open to exchange students. PKU Law School only offers two English-taught undergraduate courses. If you are a law school student and have the requirement of transferring law school credits back, we cannot guarantee that you get

enough credits.

Q: I am a medicine student, can I take courses from the PKU Health Science Center?

A: No. Courses from the PKU Health Science Center, School of Software and Microelectronics are **NOT** open to exchange students.

Q: I also have Hong Kong citizenship, can I come to PKU with my 回乡证 rather than the passport and visa?

A: NO. Nominated exchange students must keep the consistency of his/her nationality at PKU. Once the students apply to PKU with one valid passport, they cannot change it to other passports or Hong Kong citizenship.