

# Central University of Finance and Economics

## International Students Admissions

### **Section One, Check-in & Registration**

International students, who are admitted into the Central University of Finance and Economics, shall check in along with the admission notice, visa application for study in China (JW202 Form), physical examination certificate as well as 4 standard passport photos on the time and dates indicated in the Admission Notice

At the beginning of each semester, international students shall register their Student ID card in the international student affairs office on the exact date designated by the administration. International students shall call the office in advance for a leave if they can't check in or register within the designated period of time due to emergencies, or, the cancellation of enrollment and expulsion will apply.

### **Section Two, Standard Costs**

*The Registration Fee:* 500 RMB

*Tuition:* Long-term Language Training Programs --- 8800 RMB/semester

Undergraduates--- 22000 RMB/academic year.

Postgraduates--- 26000 RMB/academic year.

Ph.D candidate. --- 30000 RMB/ academic year.

(The tuition for English programs stated in the program booklet)

*Textbooks:* Language Training Programs --- 200RMB or so;

Others--- according to specific programs

*Accommodation:* International Students Apartment : Double--- 50RMB/day/person

Single--- 55/day/person.

Expert Hotel: Double--- 240 RMB/day/room

Students who are planning to live on campus shall make reservations 2 months before a new semester starts. For Reservation Service, please call 86-10-62288996, 86-10-62288886.

*Insurance premiums:* 300 RMB/6 months, 600 RMB/year, both with a maximum amount of compensation up to 400,000 RMB.

### **Section Three, Paying Provisions**

1, Students in Long-term Language Training Programs and other Programs shall pay at least for one semester in advance, while undergraduates, postgraduates and Ph.D.s shall pay at least for one academic year in advance, within the first week of the semester. Failure in paying relevant fees will lead to expulsion.

2, Students leaving school after payment will only retrieve part of the tuition and the accommodation fees. Students expelled from school will not retrieve any fees paid.

3, Students who need to revamp credits will pay according to the school credits needed

revamping.

4, Students shall pay at least 4 months of accommodation fees at one time in advance.

5, All expenses will be measured and accepted in RMB. The registration fees and tuition can be delivered in cash as well as by bank transfers to the following remittance address:

BENEFICIARY BANK: HUA XIA BANK, BANKING DEPARTMENT

SWIFT BIC: HXBKCNBJ030

BENEFICIARY A/C NO: 030-734-8194336

NAME: CENTRAL UNIVERSITY OF FINANCE AND ECONOMICS

ADDRESS: 39TH SOUTH COLLEGE RD, BEIJING, CHINA

TEL: 86-10-62288276

(Please fax a copy of your remittance bill to the School of International Culture Exchange of CUFE by 86-10-62288982 after your transfer.)

#### **Section Four, Visa & Residence Permit**

International students in CUFE shall be holding the X-Visa or F-Visa. Anyone who does not hold the above visa shall make a change within the period of validity of the current visa.

Based on the relevant rules and regulations of Beijing Municipal Public Security Bureau, students with X-Visa shall visit the Exit and Entry Administration Department under Beijing Municipal Public Security Bureau for residence permit within 30 days upon entry, providing the following files and papers: visa, visa application for study in China (JW202 Form), admission notice, physical examination certificate, Accommodation Registration Form(for students living off-campus) and the Visa & Residence Permit Application Form. International students who are transferred to CUFE from a Chinese mainland university shall also provide relevant certificate of education from the original university as well as procedures needed in changing residence address and universities.

International students are permitted to reside in China within the validity period of their visa or residence permit. The validity period of visas and residence permit shall be extended in time. Students with visa or residence permit expired due to invalidity of period will be regarded as illegal residence, and will be punished by public security agencies on the basis of facts and situations (usually, 500 RMB/day for illegal residence).

Generally, we will only offer international students with visa application for study in China (JW202 Form) once without charges, and the procedures for more visa application for study in China (JW202 Form) due to the students' personal factors will be charged.

#### **Section Five, Physical Examination**

International students with X-Visa shall visit Beijing International Travel Healthcare Centre for physical examination within 30 days upon entry. International students can also perform physical exams at home, but results must be provided to Beijing International Travel Healthcare Centre for confirmation. Physical exam results are not demanded from the international students with F-Visa.

#### **Section Six, Curriculum Scheme & Extra-curricular Activities**

An academic year is divided into a spring semester dating from 10th of March to 10th of July, and a fall semester from 10th of Sept. to 10th January.

School days starts from Monday and ends Friday, with twenty 45-50min class periods per week.

Students in Language training Programs will be classified into different classes according to their Chinese competence, while those in Professional Knowledge Training Programs will choose and take the same courses along with local students. International students in Degree Programs will take classes among local students or with each other according to the number of enrollment, both under the same syllabus with local students.

In order to provide the international students with a better chance to learn about China, the school will organize a variety of extra-curricular activities, such as urban& suburban tours, visits, Beijing Opera shows, martial art performances, as well as lectures concerning Chinese history, culture and economy.

### **Section Seven, Discipline Requirements**

#### *1, Discipline in behaviors*

International students shall obey the laws of the People's Republic of China as well the rules and regulations by CUFÉ, and shall show respect to the customs and mores of the Chinese. International students shall behave and dress properly on campus. Assemblies shall be permitted by the administration, and religion congregations are strictly banned on campus. Drugs, overdose of alcohol, fights, even unlicensed driving or motorcycling will not be tolerated on campus. International students who severely violate the law or school administrative regulations will be punished by expulsion.

#### *2, Discipline in class*

All students shall attend the class on time, without leaving early or arriving late. Leaves must be asked for in advance during emergencies (please refer to *Class Attendance Requirements* for more detailed information).

International students shall pay respect to their teachers, by timely hand-in of homework as well as attentive feedbacks and interactions.

#### *3, Rules and Regulations on exams*

International students participating non-degree programs (language training and professional knowledge training programs) do not have a second chance in getting course credits. Students involved in degree programs can take a second-chance exam or revamp their credits. Students cheating in exams will be marked zero-grade for the course and punished on the basis of the facts and situations (please refer to *Rules and Regulations on Exams for International Students in CUFÉ* for more detailed information).

### **Section Eight, Completion& Graduation**

Lawful students with eligible final exam results will earn their Certificate of Completion with CUFÉ. Students with sufficient school credits and approved thesis will earn their Certificate of Graduation with CUFÉ. Students measuring up to the relevant degree criteria will get diplomas.

Corresponding awards also apply to those who fit.

### **Section Nine, Accommodation**

International students in CUFEE can choose to live on campus in residential halls or specialist hotel, or off-campus. According to the rules and regulations by Beijing municipal public security bureau, students living off-campus shall provide their papers and files such as passports, rental contracts and premises certificates to local police stations for check-in within 24 hours upon rental. Off-campus dwellers that change their residential locations shall also provide relevant papers and files to local police stations for check-in within 24 hours upon moving in, and shall process related procedures in the Exit and Entry Administration Department under Beijing Municipal Public Security Bureau within 10 days upon moving in. For students violating the above regulation will be punished by the public security agencies, and all the responsibilities caused by the violation against the above regulation will be answered for by the student alone.

On-campus dwellers shall make reservations in advance. Accommodation agreements must be signed during check-in, regulating the dwellers to obey the administrative rules. Room switching without permission, employment of high-power wirings, production of high noises, and returnees after mid-night will not be tolerated. Ahead-of-schedule termination of rental contract has to gain joint permission from international student affairs office as well as the residential hall administrative office. Any rule violator will be punished (please refer to Accommodation Notice for International Students for more detailed information).

### **Section Ten, the Library, Computer Lab, Student's Canteen, Recreation Hall for International Students**

#### **The Library**

*Opening Hours:* Reading Room--- 8:30am-10:30pm, all the week.

Borrower's counter--- 8:30am- 5:00pm, weekday.

Reader's card procedures require the provision of student's ID card, 100RMB (retrievable upon regular return of reader's card), one standard passport photo, while a borrower's card demands 200RMB more as foregift.

#### **The Student's Canteen**

*Opening Hours:* 7:00am- 8:30am, 11:00am- 1:00pm, and 5:00pm- 6:30pm, everyday.

Diner's card procedures require 100RMB for the first time (including 20RMB as foregift, 10RMB of card cost, 70RMB of dining deposit).

#### **The Computer Lab**

*Location:* Computer Lab, 2nd F, Audio-visual Centre

*Opening Hours:* 8:30am- 10:30pm, everyday.

*Pay rate:* 1RMB/hour

The Computer Lab user card can be acquired by providing the administrative personnel with student's ID card or passport, at Room 201, 2nd F, Audio-visual Centre.

Residential Hall dwellers with PCs can surf the net at dorm. Access initiation procedures shall be

carried out at Room 201, 2nd F, Audio-visual Centre, which demand the provision of passport, and 5RMB. Students can choose between the pay rate of 1RMB/hour, and that of 80RMB/month (infinite hours and bits).

#### The Recreation Hall for International Students

*Opening Hours:* 2:00pm- 4:30pm, every Tuesday and Thursday

*Activities:* Ping-Pong, table tennis, gymnasium

Any damage caused to the equipments by students shall be answered for.

Reception Desks in the Residential Halls provide rental services of sport equipment such as badminton rackets, ping-pong bats, basketballs, footballs, volleyballs, skipping rope, and shuttlecock. International students can borrow the above equipments with their student's ID card free of charge. The lost or damage of the equipments by students shall be answered for.

#### **Section Eleven, Medicare**

International students admitted into CUFEE must purchase comprehensive medical insurance and accidental injury insurance upon enrollment. Students who claim purchasing insurance at home shall provide a copy of the insurance policy to the international student affairs office and shall sign a guarantee. Otherwise, international students shall purchase *the Hospitalization & Medical Insurance and Accidental Injury Insurance for Study in China*. For those who decline the above insurance will not be enrolled or registered.

## **Class Attendance Requirements**

In order to insure the orderly teaching and learning process, the school requires the international students to obey the following requirements in class.

- 1, According to the rules and regulations on disciplines in class, all students shall attend class on time, without leaving early, arriving late or truancy. Behaviors irrelevant to class contents or disturbing class orders, such as the using of cell phones, shall be strictly forbidden.
- 2, Students shall ask their teachers for a private affair leave. A leave for private affairs within 3 days shall be asked for from the teacher, who is authorized to permit. Leaves more than 3 days can only be permitted by the international student affairs office. The maximum extent for a private affair leave is 14 days. Any absence from class without asking or permission will be regarded as truancy.
- 3, A sick leave within 3 days shall be asked for from the teacher, who is authorized to permit. For a sick leave more than 3 days, the students shall provide the international student affairs office with medical descriptions. Any absence from class without asking will be regarded as truancy.
- 4, Three times of being late for class will be counted as truancy. Students arriving over 20 minutes late will not be permitted into the classroom, and will be regarded as truancy.
- 5, Students who are recorded absent for more than one third of all the credit hours a course requires in one semester, will be forbidden from taking the exam. For students who are recorded absent for more than one third of all the credit hours all courses require in one semester, the university will not provide any forms of educational certificate concerning the students.
- 6, Students who are recorded absent for 80 credit hours in one semester, will be expelled from school immediately, and will be ordered to return home within time limit, by shortening their residential permit period.
- 7, This regulation will take effect upon publication.
- 8, The School of International Culture Exchange will be responsible for the interpretation of the above regulation.

## **Accommodation Notice for International Students**

- 1, All dwellers in the residential hall for international students shall check in at the reception desk before moving in, where the accommodation card shall be carefully filled in, and the accommodation agreement signed.
- 2, Dwellers are not allowed to switch rooms or accommodate guests without permission after moving in, or, will be fined with 2- 3 times of the accommodation fees.
- 3, Inflammable goods, poisonous articles, or live animals are denied access.
- 4, Dwellers shall strictly obey the Beijing comprehensive management of social security regulations, as well as the routine system by CUFU.
- 5, High volume music or clamor, overdose of alcohol, or parties are forbidden in dorms.
- 6, Corridors and public spaces shall be clear of personal belongings, or any forms of establishments and equipment presenting danger.
- 7, Precautions against fire, theft and accidents shall be well taken. Valuable personal belongings shall be well guarded or kept. Doors must be locked well before leaving. Any suspicious activities shall be reported to the reception desk.
- 8, Equipments, such as gas water heaters, electric stoves, microwave ovens and washing machines shall be operated properly. Accidents caused by false handling will be answered for by the perpetrator alone.
- 9, Walls shall be kept tidy. Scratching, nailing on interior walls, furniture and other equipments, as well as wiring extending without permission, will not be tolerated and will be fined.
- 10, Please contact the reception desk immediately if any malfunction of facilities occurs, for timely maintenance.
- 11, Room keys or magcards shall be kept safe, and the loss will be fined.
- 12, Each dweller will be provided with the following articles: one table, one chair, one bookcase, one wardrobe, one bed& one set of bedding, one lamp. Each dweller is only allowed to use his/her own stuff. The use of roommate's articles will be charged twice.
- 13, Please kindly cooperate with the waiters, while they are cleaning the public spaces of the hall.
- 14, Dwellers are not allowed to cook in dorms for safety reasons.
- 15, Long-term dwellers (over 4 months) shall pay at least for a semester at one time.

## **Regulations on Dorm Reception in Residential Halls for International Students**

- 1, All visitors shall provide the reception desk with identification papers as well as detailed registration.
- 2, Visitor will access the room with the dweller's approval asked by the waiters.
- 3, Articles presenting danger or contrabands are forbidden for entry.
- 4, It is the waiters duty to remind the visitors of the time limit (never after 11:00pm).
- 5, Visitor's time of leaving shall be recorded as well as signature of the dweller under visit. Reception books shall be properly kept for future examine.
- 6, Any suspicious behaviors from the visitors shall be reported by the waiter to security or related persons in charge.

## **Regulations on Electric Devices in Residential Halls for International Students**

- 1, High-power household appliances such as electric stove, electric blanket, and electric heating devices are forbidden in dorms.
- 2, The installment or dismantlement of electric appliances, the alteration of their circuitry, or even the change in their locations are not allowed.
- 3, Frequently rebooting the electric appliances will lead to damages, so will the untimely power-off.
- 4, Damaged or malfunctioned appliances shall be reported for maintenance. Consequences out of repairing appliances by the dwellers will be answered for by the dwellers alone. Establishments and equipments shall be operated properly according to user's manuals or with the help from waiters. Consequences out of false operation by the dwellers will be answered for by the user alone.
- 5, A quota of 50 kilowatt-hours of electricity will be provided to the dwellers for free. Any excess will be charged.