



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 attention to the following instructions carefully.

Please NOTE that the program is for the **FOREIGN STUDENTS** (a student with a foreign passport) who will exchange through a **university-level 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. Thus, please check your email regularly. Please also check your Spam/Junk folders just in case our emails got delivered there instead of your inbox.

### Application Procedures

**Step 1.** Fill out, submit and print the online application form (please refer to the directions for online application 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.** Provide the printed application form and the following documents **to the International Office of your home university**.

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

(1) Complete official transcript (English version) you have attained under the degree program you are

pursuing, signed and/or stamped by university authorities.

(2) The Study Plan Form (which you get from your International Office).

(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 documents should be original or validated by authorized parties, and should be in 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 degree program you are pursuing, signed and/or stamped by university authorities.

(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 documents should be original or validated by authorized parties, and should be in English, or Chinese. Two copies are required, one original and one photocopy.

The 2-inch 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 Application Package.

(1) The application package should be sent to us by your International Office.

(2) The admission notification, visa application form (JW202) and *PKU International Students Guide* book for exchange students will be sent to your International Office four to six weeks later after we receive your complete application documents.

### Application Deadline

1. For exchange starting from September 2019:

- Online application: February 20 to April 15, 2019
- The hard copies should reach us by April 30, 2019

2. For exchange starting from February 2020: September 20 to November 15, 2019

## 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 across departments/schools, 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 Chinese Law, Yenching Academy, etc.) are NOT open to university-wide exchange students. Medical Courses of the PKU Health Science Center are NOT open.

### *For Senior Visiting Students*

You will not take courses but to 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 beginning of classes. The International Students Division will arrange undergraduate-course-registration tutorial to help you select courses.
- Course list:

For Chinese language training courses: Please ask the international office of your home university for the *Information on PKU Chinese Language Courses*, or check it at

Website: <http://hy.pku.edu.cn/student/textbook/>

For undergraduate courses: It will be finalized at the end of last semester, for example, July 2019 for autumn semester.

Website: <http://dean.pku.edu.cn/englishcourses> (for English-taught undergraduate courses)

<http://dean.pku.edu.cn/pkudean/course/kcb.php?ll=1> (for all undergraduate courses)

### Accommodation

Students are required to arrive in Beijing 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 prior on-campus accommodation booking in June before the official online application opens in middle July. Please check your email (including the Spam folder) as frequently as you can.

<http://www.beijingbuddy.com> is the recommended agent for off-campus housing.

### 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.

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

### More Useful Information

University Website: <http://english.pku.edu.cn/>

ISD (International Student Office) Website: <http://www.isd.pku.edu.cn/>

#### PKU Academic Calendar:

Autumn Semester: from early September to middle January.

Spring Semester: from late February to late June.

Calendar of the academic year 2019-2020 (September 2019 to July 2020): to be announced at <https://www.pku.edu.cn/campuslife/xl/index.htm> .

## >>>>>>> Q & A <<<<<<<<

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.

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 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.