

**2021  
Spring**

**Application Guidance for  
Exchange/Visiting Students**



College of International Education  
Beijing University of Technology  
September 2020

## ONLINE APPLICATION

<https://bjut.17gz.org>

## IMPORTANT DATES

- **Nomination/Application period: 15/09/2020—15/12/2020**
- **University registration: 01/03/2021—02/03/ 2021**
- **Accommodation reservation opens: 15/11/ 2020**
- **Accommodation opens to new students: 22/02/ 2021**
- **Airport pickup service reservation: 15/11/2020—20/02/ 2021**

## CONTACT US

Affairs	Email	Telephone
<b>Admission</b>	exchange@bjut.edu.cn	0086-10-67391762 0086-10-67391858
<b>Accommodation</b>	accommodation@bjut.edu.cn	0086-10-67392418
<b>Airport pickup</b>	pickup@bjut.edu.cn	0086-10-67392471

### Application Submission

- Fill in the application form online at <https://bjut.17gz.org>
- Pay for the application fee
- Application will be processed upon a complete application form is submitted.

### Admission Notice

- *Admission Notice and Visa Application for Study in China (JW202)* will be sent out to successful applicants via DHL before 10 January, 2021.

### Accommodation Reservation

- Accommodation is reserved on a first come first served basis.
- Only **twin rooms** are open to reservation.
- Online reservation: <https://bjut.17gz.org>

### Visa Application

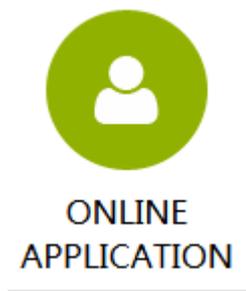
- Students should apply for **student visa (X visa)** at Chinese Embassy or Consulate as soon as receiving the admission package.
- The university reserves the right to refuse to register students holding other type of visas.

### Airport Pickup

- We offer free shuttle bus from airport to university on designated dates.
- Students from each of our partner universities are recommended to take the same flight and arrive together.
- Please make sure to book the service in advance at <https://bjut.17gz.org>



**Step 1: Register an account, login the online application system and start online application**



**Step 2: Choose your program**

**Step 3: Choose your type**

1. "Senior Visiting Student" for postgraduate student

## 2. “General Visiting Student” for undergraduate student

### Step 4: Choose your study plan

Study Plan List[total:2]			
Study Plan Name	Department	Major	Teaching language
General Visiting Student	School of Economics and Management	Contemporary Chinese Business and Culture	English
General Visiting Student	College of International Education	Chinese Language Training	Chinese

### Step 5: Choose the institution you are from

Home Application Application Query Inbox [unread:1] Outbox Message to Administrator

Item List[total:20] Name  find return

Name	Operation
Aalborg University (Denmark)	Apply
Amur State University (Russia)	Apply
Asia University (Korea)	Apply
Aston University (UK)	Apply
Auburn University (USA)	Apply
Brunel University (UK)	Apply
Changwon National University (Korea)	Apply
College of Design , Iowa State University (USA)	Apply
Conservatoire National des Arts et Metiers/National Conservatory of Arts and Crafts (France)	Apply
Councils for International Cultural and Educational Exchanges (France)	Apply
ESIAME	Apply
Ecole Centrale d'Electronique (France)	Apply
Ecole d'Ingénieur des Technologies de l'Information et de la Communication/School of Electronics and Computer Science (France)	Apply
Ecole de Management de Normandie	Apply
Ecole nationale supérieure d'architecture de Toulouse/Toulouse National School of Architecture (France)	Apply
Eindhoven University of Technology	Apply
Ewha Womans University (Korea)	Apply
Fachhochschule beider Basel (Switzerland)	Apply
Gdańsk University of Technology(Poland)	Apply
Gelsenkirchen University of Applied Sciences (Germany)	Apply

Displaying 1 to 20 of 107 items Per Page 20 Items Page 1 of 6

## Step 6: Fill in the application form

*Personal Photo		Please upload your recent full-faced passport size photo (*.jpg, *.jpeg, *.png). <input type="text"/> <input type="button" value="浏览..."/> <b>1</b>	
*Family Name(as on passport)	<input type="text"/>	*Given Name(as on passport)	<input type="text"/>
*Chinese Name (if available)	<input type="text"/>	*Gender	<input checked="" type="radio"/> male <input type="radio"/> female
*Marital Status	<input type="radio"/> unmarried <input type="radio"/> married	*Nationality	Please choose
*Birth Date	<input type="text"/>	*Country of Birth	Please choose
*Place of Birth(City, Province)	<input type="text"/>	native language	Please choose
*Highest Level of Education	-choose-	*Religion	-choose-
*Employer or Institution Affiliated	<input type="text"/> <b>2</b>	*Occupation	-choose- <b>3</b>
Health Status	<input type="text"/>	Emigrant from mainland China, Hong Kong, Macau, and Taiwan? <input type="radio"/> yes <input checked="" type="radio"/> no	
Hobby	<input type="text"/>		
<b>Passport And Visa</b>			
*Passport No.	<input type="text"/> <b>4</b> <input type="checkbox"/> under applying	*Passport Expiration Date	<input type="text"/>
<input type="button" value="Save and Next"/>			

1. Please upload a clear ID photo of no more than 1M with white background. The picture will be put on your BJUT student card.
2. Please fill in the name of your home institution.
3. Please choose "student"
4. Passport no. is essential as it is required on the visa application form (JW202 form). **If your passport is going to expire, please fill in the current passport number and then take your new passport with you when you go to Chinese Embassy to apply for a visa. If your passport is under applying, please tick "under applying" and fill in the passport No. when you receive your passport.**

Please make sure you have filled in your PASSPORT NUMBER not personal number as applicants often mistaken these two numbers.

- Please make sure the order of your family name and given name. Some applicants may put them in wrong order and the incorrect information may cause delay in visa application.

Language Proficiency			
<b>Chinese Proficiency</b>			
*Language Proficiency	-choose-	HSK Level	-choose-
New HSK Oral Level	-choose-	New HSK Writing Level	-choose-
<b>English Proficiency</b>			
*Language Proficiency	-choose-		
TOEFL		GRE	
GMAT		IELTS	
Other Language Proficiency			
<b>Study Plan - Chinese Language Training Program (CLT) <a href="#">Edit Study Plan</a></b>			
Program	Chinese Language Student		
Department	College of International Education	Major	Chinese Language Training
Teaching Language	Chinese		
*Study Duration	2015-09-07--2016-01-15		
<b>Recommended by(1)</b>			
*Source	Others 1	*Specific Source	2
*Name	3	*Relationship with the applicant	4
*Organization	5	Mobile	
*Phone Number	6	Email	7
Nationality	Please choose	Job	
Address	8	Fax Number	
<input type="button" value="Previous"/> <input type="button" value="Save and Next"/>			

- Please choose "others"
- Please fill in "partner university"
- Please fill in name of the program coordinator of your home institution

4. Please fill in “program coordinator”
5. Please fill in the name of your home institution
6. Please fill in the phone number of the program coordinator as in urgent case we might call the program coordinator
7. Please fill in the email of the program coordinator in case that the admission package gets lost and we will send the scanned copy to the program coordinator
8. Please fill in **the correct and full mail address** of the program coordinator to which the admission package will be sent

Family Status						Add
*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place	
Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete

Financial Supporter			
*Guarantor name	<input type="text"/>	The guarantor Address	<input type="text"/>
*The guarantor Tel	<input type="text"/>	Relationship with applicant	<input type="text"/>
*Organization	<input type="text"/>	Email	<input type="text"/>

Emergency Contact			
*Name	<input type="text"/>	*Mobile	<input type="text"/>
*Phone Number	<input type="text"/>	*Email	<input type="text"/>
Organization	<input type="text"/>	*Address	<input type="text"/>

**“Emergency Contact” is extremely important!!!** So please fill in **real and correct** information in case emergency happens we can directly contact the right person. “Mobile” and “Phone Number” must include country code.

**\*Mailing the Admission Notification**

Collect In Person
  Send to Home country address
  Send to my current postal address
  Send to Another Address

*Receiver's Name	<input type="text"/>	*Phone or Mobile	<input type="text"/>
*Receiver's Address	<input type="text"/>	*Zipcode	<input type="text"/>

**Please, again, fill in the name, phone number, address of the program coordinator of your home institution as the admission documents will be sent to your home university directly by DHL.**

Application Status : **filled in** 
 Application No. : Financial Resources for Study : Exchange Student O  
 n The Universities Level Campus :

Passport And Visa

**Please carefully review all the information you have completed. If everything is correct, please click “submit”.**

Application Status : **Application received, Please pay!** 
 App  
 0700040 Financial Resources for Study : Exchange Student On The Universit

After submitting the application, you should pay for the application fee online. Before paying the application fee, please make sure with the program coordinator in your home university whether you need to pay or not. **Application fee waiver is applied according to university cooperation agreement.**

**Please note that application will be processed only when application fee is paid.**





**北京工业大学国际学院**  
COLLEGE OF INTERNATIONAL EDUCATION  
BEIJING UNIVERSITY OF TECHNOLOGY

No.100, Ping Le Yuan, Chaoyang District, Beijing, 100124, P.R.China Tel:010-6739-2471 Fax:0106-6739-1762

Application No. **2016090101**

**ADMISSION NOTICE**

Dear 'J', 'F' & 'I':

We are pleased to inform you that, having examined your application materials, we have decided to enroll you to study at the **College of International Education** of our university as an **Undergraduate Student** in the program of **Chinese Language and Culture** taught in **Chinese** from **September, 2016 to July, 2020**.

Your fees for studying in China will be covered by: **Beijing Government Scholarship (Tuition)**

If you observe the laws and the decrees of China as well as the rules and regulations of institution you attend, and also accept the Additional Conditions as follows, you can apply for the student visa (X1 or X2) to the Chinese embassy or consulate in your country with this Admission Notice, the original copies of your Visa Application for Study in China (JW202), Foreigner Physical Examination Form and your blood test report. Please note that you must register, with these materials, at the **Beijing University of Technology** within the period between **September 05, 2016 and September 06, 2016**. If you fail to register within time limit without the permission of our university, you will be regarded as giving up this admission.

**Additional Conditions:**

Evidence that you have satisfied the academic entry requirements of Beijing University of Technology

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

College of International Education  
Beijing University of Technology  
Sep 23, 2016

**Note:**

1. Please prepare your materials according to the requirement of the local Chinese Embassy or Consulate for applying the Visa to Study in China.
2. Be sure to enter China with X1 or X2 visa, otherwise you will be responsible for all the possible consequences.

**Information about Registration:**  
Address: Beijing University of Technology, 100 Ping Le Yuan, Chaoyang District, Beijing Postcode: 100124  
Tel: 010-616-0230/1069-0720/1069-0720/1762/ 67391858 Fax: 1066-10-67391762  
E-mail: admission@bjut.edu.cn Website: www.bjut.edu.cn

**外国留学人员来华签证申请表**  
Visa Application for Study in China

中华人民共和国教育部印制/Printed by the Ministry of Education (MOE) of PRC JW202

No. **16168479** 接受院校/Host Institution:

姓名: 姓/Family Name 名/Given Names	
Name:	
国籍/Nationality:	护照号码/Passport No. 性别/Sex. 婚否/Marital Status:
出生日期: 年 月 日 Date of Birth: y. m. d.	出生地点/Place of Birth:
家庭地址和电话/Home Add.&Tel.:	
最高学历/Highest Academic Degree Obtained:	职业/Occupation:
工作或学习单位/Employer or Institution Affiliated:	
来华所学专业/Field of Study in China:	学习期限: 自 年 月 至 年 月 Duration: from y. m. to y. m.
学生类别/Student Status:	注册截止日期/Deadline for Registration: 年/y. 月/m. 日/d.
推荐单位和电话/Reference &Tel.:	
在华事务担保人和电话/Guarantor in China &Tel.:	
经费来源/Source of Funding: 奖学金/Scholarship <input type="checkbox"/> ; 自费/Self-supporting <input type="checkbox"/> ; 其他/Other <input type="checkbox"/> 经济担保人及机构/Financial support will be provided by:	
授权人: (印章/Seal) Authorized by:	申请人签字: Signature of Applicant:
年 月 日	年 月 日

**备注:**

1. 此表仅限于非政府渠道来华的外国留学人员使用。
2. 请持本表前往中国驻当地(总)领事馆申请来华学习签证。
3. 请持本表到校注册。

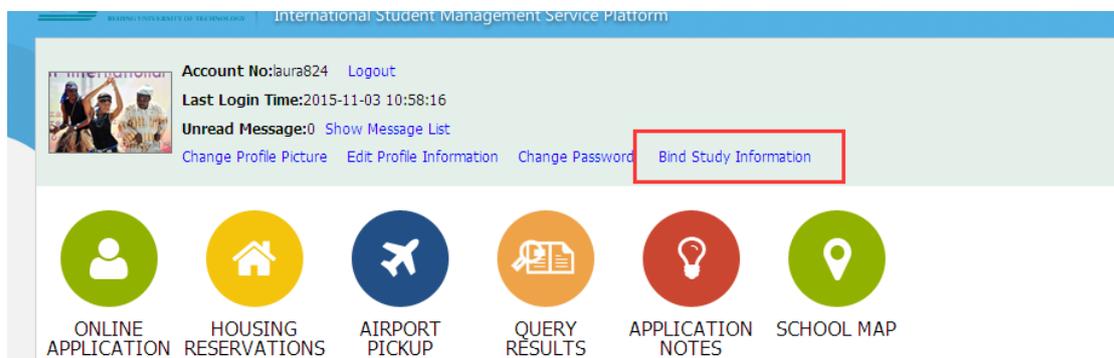
第一联: 寄外国来华留学人员

Information shown on the *Admission Notice* and *Visa Application for Study in China (JW202)* is provided by applicant him/herself when filling the application form online. **All information must be correct. Incorrect information will definitely cause delay in visa application.**



## Step 1: Bind Study Information

Before start housing application, you must **“Bind Study Information”**.



Please use your **application no.** when bind the information, as at this moment you do not have a student no. yet, which will be issued after you formally register at the university.

A screenshot of the "Bind Study Information" form. The form has a title bar with a close button. It contains four input fields: "\*Nationality" with a dropdown menu showing "Please choose"; "\*Birth Date" with a calendar icon; "\*Application No." with a text input field, which is highlighted with a red box; and "Student No." with a text input field. At the bottom, there are "Submit" and "Close" buttons.

When you have successfully bound the information, you will see the information shown in the red box.

 <p>Account No:laura824 <a href="#">Logout</a>  Last Login Time:2015-11-03 10:58:16  Unread Message:0 <a href="#">Show Message List</a>  <a href="#">Change Profile Picture</a> <a href="#">Edit Profile Information</a>  <a href="#">Change Password</a></p>	 <p>Student No.: Passport No.:123  Passport Name:123 123 Chinese Name:123  Gender:male Birth Date:1990-10-02 Nationality:Algeria  Apply Type:General Visiting Student Financial Resources for Study:Exchange Student On The Universities Level  Study Duration:2016-02-22--2016-07-01  Department&amp;Major:School of Economics and Management Contemporary Chinese Business and Culture</p>
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## Step 2: Track your “Application Status”

Before start housing application, you will also have to track your “Application Status”. Here the “application” refers to your academic program application. **Only when the application status shows “have entered school” can you start housing application.**

The following status will be shown at different step of your application:

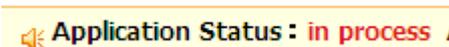
- a. You have filled in the application, but have not submitted yet.



- b. You have successfully submitted your application, but are not accepted by the university yet until you have paid the application fee. **Please note that for some students from our partner universities, you can neglect the application fee payment according to our cooperation agreement.**



- c. You have paid or our staff have passed the payment step for you (for some exchange students)



d. Your application are under review by academic college.

Application Status : please wait for the final result  
Level Campus :

e. Your application are accepted by the university.

Application Status : Accepted

f. Admission office has started preparing visa application form and offer of admission for you.

Application Status : have entered school

### Step 3: Fill in the housing application form.

1. Now you can start the housing application.



Should you have any problem regarding housing reservation, please feel free to email us at [accommodation@bjut.edu.cn](mailto:accommodation@bjut.edu.cn) or call 0086-10-67392418.



The University offers free shuttle bus service from airport to the university on designated dates. It is highly recommended that students from each of our partner universities take the same flight and arrive together. Pickup service is available to **exchange students of a group of 5 or more**, and should be booked online at <https://bjut.17gz.org> in advance. Please provide your names, flight information, arrival time and destination in details. Remember to submit a copy of your itinerary and we will arrange the service accordingly.

**Should you have any questions, please feel free to email us at [pickup@bjut.edu.cn](mailto:pickup@bjut.edu.cn) or call 0086-10-67392471.**