

## Application Procedures for Exchange Programs (Incoming Students)

1. After the students have been nominated by the home universities, they should apply online by filling the online application form. The form can be accessed at:  
<http://iso.bnu.edu.cn/>

Note: Since all incoming students participating in the international exchange programs study at BNU as international students, students with Chinese nationality are not accepted to this program.

2. The complete application documents should be sent to the following address prior to the application deadline (November 15<sup>th</sup> for spring semester enrollment and May 15<sup>th</sup> for fall semester enrollment)

- students from European, Asian, and Oceanian universities

Fan Min

Office of International Exchange and Cooperation

Beijing Normal University

Room 9908, Jing Shi Building, No.19 Xijiekouwai Street, Haidian District, Beijing 100875, China

Tel: 86-10-58800305

- Students from U.S. and Canadian Universities

Megan Gao

Office of International Exchange and Cooperation

Beijing Normal University

Room 9908, Jing Shi Building, No.19 Xijiekouwai Street, Haidian District, Beijing 100875, China

Tel: 86-10-58802986

Note: The application documents should be received on time since the online housing application will be open around November 10<sup>th</sup> for spring semester enrollment and May 10<sup>th</sup> for fall semester enrollment (the exact date is subject to change). The earlier students' applications are approved, the more choices they have in housing reservation.

The required documents are:

- ◆ Completed BNU Application Form for International Students (printed-out online application form);
- ◆ Certificate of Enrollment at the home university (Chinese or English)
- ◆ Official Academic Transcript (Chinese or English)
- ◆ Recommendation Letters from the applicant's former or present teachers (no need for Language Students and two letters for General Advanced Studies Students)
- ◆ HSK Certificate (for General Advanced Studies Students for Chinese Programs, not including the faculty-level exchange students)
- ◆ Two passport-sized photos
- ◆ Copy of passport

Students who apply for English-taught courses need to provide the names of three English-taught courses that he/she plans to take. Students can refer to the list of the available English-taught courses by clicking "List for the English-Taught Courses" at:

[http://iso.bnu.edu.cn/en/course?cid=10&pid=2&type\\_id=1&k=1](http://iso.bnu.edu.cn/en/course?cid=10&pid=2&type_id=1&k=1)

Language students: Students who apply to study Chinese language at the College of Chinese Language and Culture; no prerequisite Chinese proficiency is required  
General Advanced Studies Students: Students who apply to study regular academic courses at schools other than the College of Chinese Language and Culture; Level 6 in Old HSK or 180 points or more Level 5 in New HSK is required.

For faculty-level exchange students, please refer to the faculty/school agreement for language requirement, and HSK Level is not required.

Please note that exchange students don't need to pay the application fee.

3. After students are admitted, they will be informed to reserve the accommodation online at:  
<http://apply.bnu.edu.cn/> (with the account and password they used in online application)

Note: Students from universities that have accommodation fee waiver agreement with BNU will reside in the First Apartment Building for International Students and they needn't make accommodation reservation (if there are changes with the housing arrangements, it will be informed to the exchange coordinator).

4. The Admission letter and JW202 Form (visa application form) is mailed to the exchange program coordinator of the student's home university within 40 days after the application deadline.

After getting visa issuance and air ticket, students can apply for airport pick up service online at:

<http://apply.bnu.edu.cn/> (with account and password)

BNU Exchange Program Coordinator

Fan Min (for students from European, Asian, and Oceanian universities)

e-mail: [fanmin@bnu.edu.cn](mailto:fanmin@bnu.edu.cn)

Tel: 86-10-58800305

Fax: 86-10-58800823

Megan Gao (for Students from U.S. and Canadian Universities)

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Tel: 86-10-58802986

Fax: 86-10-58800823

For information for International Students of Beijing Normal University, please visit:

<http://iso.bnu.edu.cn/>(Website for International Students Office)

(For Chinese Version please see next page)

## 北京师范大学来华交换生接收流程

1. 各院校确定推荐学生后，通知学生网上填写申请表，并下载打印申请表。  
网址是 <http://oiec.bnu.edu.cn/study-in-china/apply-online/>  
请注意：我校针对海外交换生项目接收的学生均以留学生的身份在我校学习，因此这个项目不接收中国国籍的学生。

2. 请于截止日期之前（春季学期 11 月 15 日，秋季学期 5 月 15 日）将申请材料寄至：

- 欧洲、大洋洲、亚洲国家的大学，不含港澳台地区的大学

范民

中国北京市新街口外大街 19 号京师大厦 9908 邮编：100875

北京师范大学国际交流与合作处

电话：86-10-58800305

- 美国、加拿大的大学

高仁君

中国北京市新街口外大街 19 号京师大厦 9908 邮编：100875

北京师范大学国际交流与合作处

电话：86-10-58802986

注：邮寄材料要确保在截止日期之前，因为宿舍的网上申请大约在 11 月 10 日（春季开学）和 5 月 10 日（秋季开学）开放（每年的时间会有变化，具体会通知）。越早获得录取就有越大的选择余地。

所需申请材料包括：

- ◆ 北京师范大学留学生入学申请表（通过网上报名系统打印，需申请人和担保人签字）
- ◆ 在学证明（中文或英文）
- ◆ 成绩单（中文或英文）
- ◆ 推荐信（语言进修生不需要，普通进修生 2 封）
- ◆ 照片 2 张
- ◆ 护照复印件
- ◆ HSK 证书（英文授课、语言进修生和院级协议交换生不需要提交）

申请修读英文授课课程的学生需要提交希望修读的三门英文授课课程名称。

英文课程查询：[http://iso.bnu.edu.cn/en/course?cid=10&pid=2&type\\_id=1&k=1](http://iso.bnu.edu.cn/en/course?cid=10&pid=2&type_id=1&k=1)

语言进修生：到汉语语言文化学院学习汉语。对汉语水平没有特别要求。

普通进修生：到一般的院系与本校大学生一起进行专业课的学习。要求旧 HSK（汉语水平考试）6 级以上或新 HSK 5 级 180 分以上。院系协议交换生参考学院对于语言的要求，HSK 证书非必须。

请注意：交换生不需要缴纳申请费。

3. 我校确定录取后，会通知各校交换生负责人，学生可以网上预定宿舍。网址：  
<http://apply.bnu.edu.cn/>（使用注册时的用户名和密码）  
（两校协议中免宿费的交换生，会统一安排留学生第一公寓，不需预定，  
如这个安排有变化，会提前告知交换生项目负责人）
4. 我校在申请截止日期后 40 天内将录取通知书和 JW202 表（签证通知表）寄至学生所在院校交换生负责人，由负责人转给学生。
5. 学生签证、订机票后，网上申请接机服务。  
网址：<http://apply.bnu.edu.cn/>（使用注册时的用户名和密码）

#### 北京师范大学交换生负责人：

范民（欧洲、大洋洲、亚洲国家的大学，不含港澳台地区的大学）

电子邮箱：[fanmin@bnu.edu.cn](mailto:fanmin@bnu.edu.cn)

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高仁君（美国、加拿大的大学）

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关于留学生在北师大生活、学习的相关信息，请登录留学生办公室的网址：

<http://iso.bnu.edu.cn/>