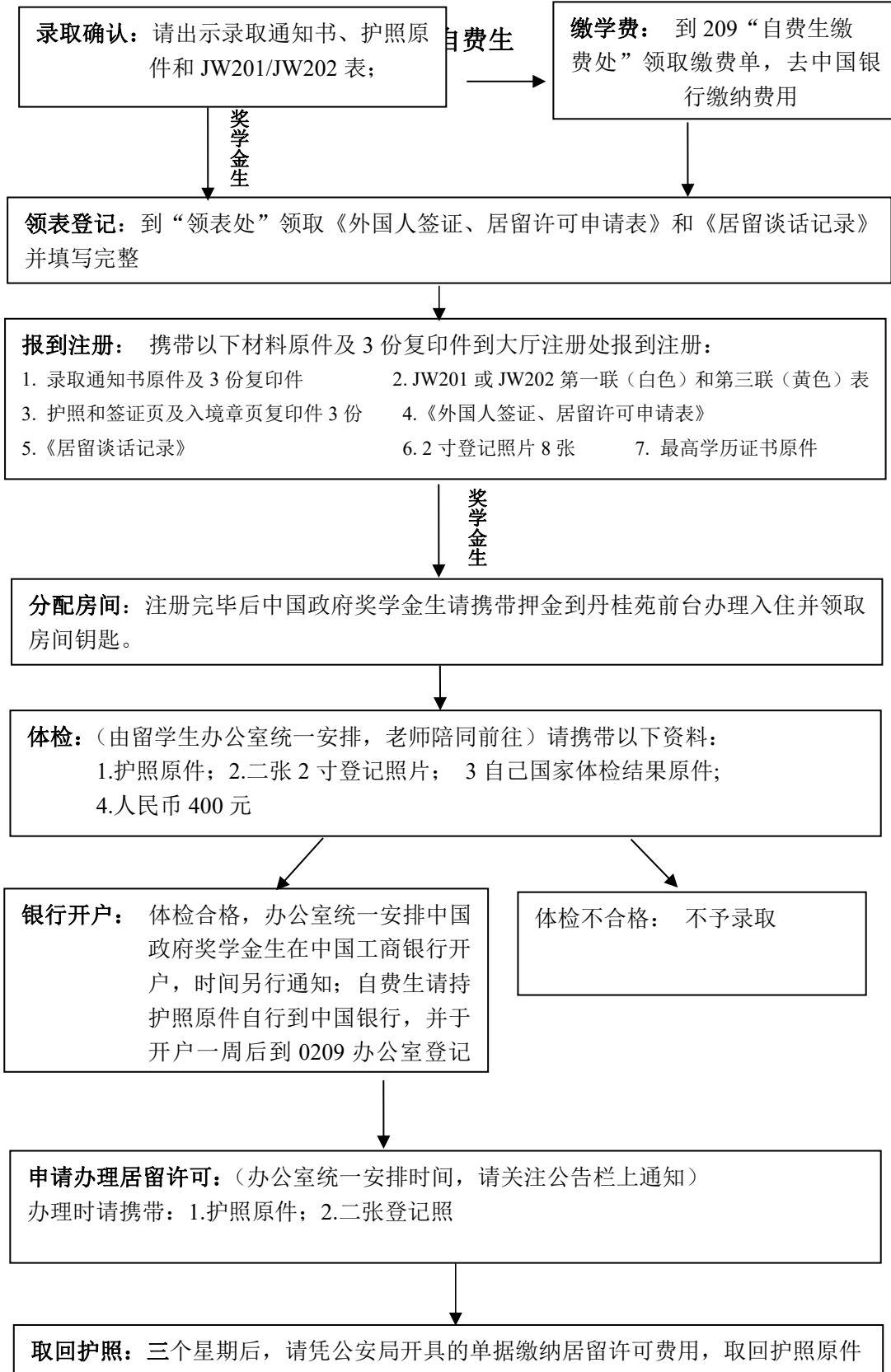


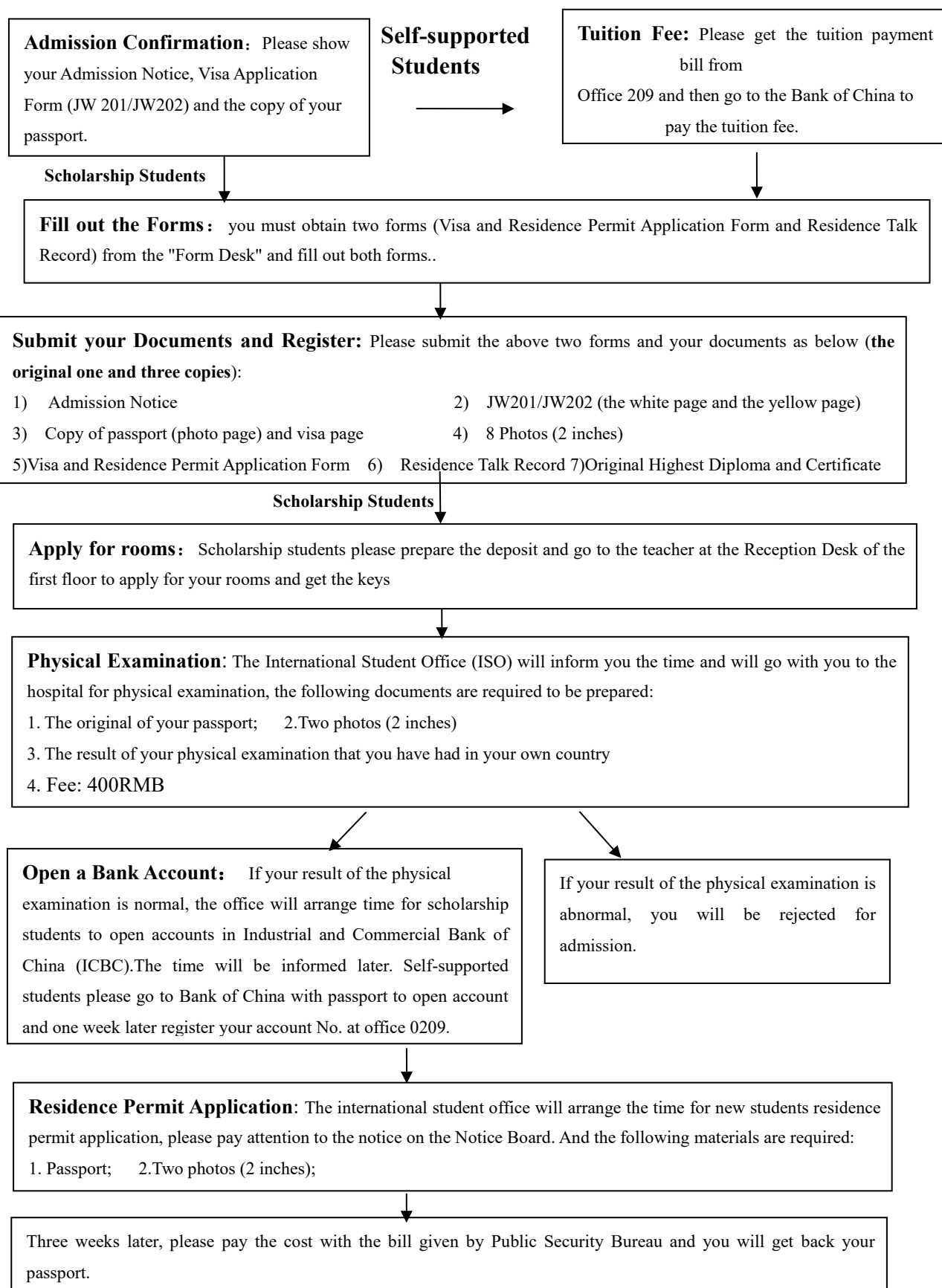
第一节 报到注册

一、新生入学报到流程图



Section 1 Registration

1. Flow Chart of Enrollment for New International Students



二、新生报到注册

凡被我校录取的留学生，应按照《录取通知书》规定的时间到校报到注册。

1、报到条件

(1) 境内低风险地区，且无 14 天内中高风险地区旅居史的学生，凭健康码绿码、绿色行程卡和 48 小时内核酸检测阴性证明返校报到。

(2) 境内中高风险地区或返汉来校途中经停中高风险地区的学生，暂缓返校，且须遵从属地疫情防控政策规定配合健康监测、防疫管理等有关工作，并及时向国际教育学院报告。

(3) 处于境外的老生和新生，暂不返校报到，将采用线上报到形式进行报到注册。

(4) 未经学校通知，学生不得提前返校。

2、报到时间与地点

时间：2021 年 9 月 8 日 上午 8: 00-11: 30 下午 14: 30-17: 00

地点：中国地质大学国际教育学院（东区丹桂苑 2 楼）

3、报到所需材料

(1) 预报到

- ①核酸检测结果（48 小时以内），健康码绿码，通信行程码绿码
- ②入校健康承诺书（来校前连续 14 天内检测并记录体温）
- ③新生入校申请书
- ④新生入学承诺书

(2) 报到

- ①录取通知书原件及 3 份复印件
- ②外国留学人员来华签证申请表（JW201/202）原件及 3 份复印件
- ③护照和签证页及入境章页复印件 3 份
- ④2 寸照片 8 张
- ⑤最高学历证明原件及复印件
- ⑥带有血液检测结果的体检证明（原件及 1 份复印件）
- ⑦英语或汉语水平证书（原件及一份复印件）

2. Freshman Registration

All international students admitted to China University of Geosciences should register at the school according to the time specified in the “Admission Notice”.

(1) Conditions of Registration

① Students who have lived in low-risk areas and have no history of residence in high-risk or medium-risk areas in China within 14 days can return to school and register with the green health code, green itinerary card, and a 48-hour negative nucleic acid test certificate.

② Students who are in high-risk or medium-risk areas in China or who stop in high-risk or medium-risk areas on their way back to the school will be temporarily suspended from returning to school. They should comply with the local pandemic prevention and control policies and regulations to cooperate with health monitoring, pandemic prevention management and other related work, and report to the International Education School in a timely manner.

③ The senior and new students who are outside China will not return to school and register online.

④ Students are not allowed to return to school in advance without the notice from the school.

(2) Registration Time

Time: 8:00 - 11:30 and 14:30 - 17:00, September 8

Venue: International Education College of CUG (2cd floor of Dangui Plaza, east campus)

(3) Registration Materials

→Pres-Registration Checklist

① Acid nucleic test result (within 48 hours before arriving CUG, “green code” (health code) and 14-day travel record;

② BACK-TO-UNIVERSITY HEALTH COMMITMENT(14 days Record of

Temperature before arrival);

- ③ Application Form for International Freshman to Come to CUG ;
- ④ Commitment to Enter CUG for International Student.

→**Registration Checklist**

- ① Admission Notice (originals and 3 copies);
- ② Visa Application for Study in China (JW201/202) (originals and 3 copies);
- ③ Copies of Passport Information Pages, Visa Pages, the latest Entry Pages (3 copies);
- ④ 8 two-inch photos;
- ⑤ Originals and notarized highest diploma /degree certificates (originals and 1 copy);
- ⑥ Foreigner Physical Examination Form with blood test items; (originals and 1 copy);
- ⑦ English/Chinese Language certificates (originals and 1 copy, depends on the teaching language of your major).

三、在校生报到注册

所有老生应在 9 月 15 日前完成注册，未注册的学生将被视为放弃在我校继续学习。

- 1、境内中国政府奖学金生以奖学金指纹确认为准，
- 2、非中国政府奖学金生到 209 办公室登记注册；
- 3、境外学生未接到学校通知一律不返校，但须完成线上注册，请扫描下方二维码完成注册。



4、因故不能按时注册者，须提前请假；无故不按时注册者，按自动退学处理，学校按规定注销其学籍，自费生所交学费不予退还。

5、按规定需缴纳保险费、学费或住宿费的国际学生,请于注册前到 209 办公室开具缴费单，到中国银行缴费后将缴费回执送到 209 办公室。因经济困难需申请暂缓缴纳学费或住宿费的国际学生，在办理有关手续后注册。

6、学籍状态为休学的学生无需办理注册手续；休学后申请复学的学生，需先办理复学手续后再注册。原则上不允许休学，但因特殊原因需要申请休学、复学或退学的国际学生，请及时联系办公室办理。

各学历层次休学、复学、请假负责老师如下：

预科生：樊彦鹏（ALLEN）：fanyp@cug.edu.cn

本科生：刘韵（MS.LIU）：380726170@qq.com

硕士生：董夏（SUMMER）：75580776@qq.com

博士生：王海（LYDIA）：wanghui@cug.edu.cn

3. Senior Students outside China Registration for semester 2021-2022

All the Senior students should complete the online registration before September 15th. Students who do not register will be regarded as giving up their study in CUG.

(1) Chinese government scholarship students inside China shall be subject to the fingerprint verification of scholarship;

(2) Non-Chinese government scholarship students shall register in office 209;

(3) Students outside China are not allowed to return to school until they are notified by the university, but they should Scan the following code to complete online registration.



(4) Those who cannot register on time for some reasons shall ask for leave in advance; Students who fail to register on time without reason will be treated as automatic withdrawal, and will be deprived of the status as a registered student according to regulations. The tuition fees paid by self-funded students will not be refunded.

(5) International students who are required to pay insurance fee, tuition fee or accommodation fee, can get the payment slip in office 209 and should send the receipt to office 209 after paying at Bank of China. International students who need to apply for deferment of tuition fee or accommodation fee due to financial difficulties should register after completing relevant procedures.

(6) Students with suspended status need not go through registration procedures; Students who apply to resume their studies after suspension should go through the formalities of schooling resumption before registration. International students are not allowed to apply for suspension in principle, but if you need apply resumption or withdrawal for personal special reasons, please contact the office immediately.

The teachers responsible for suspension, resumption and leave at all educational levels are as follows:

Preparatory students: ALLEN: fanyp@cug.edu.cn

Undergraduate students: Ms. LIU :380726170@qq.com

Master students: SUMMER: 75580776@qq.com

PhD students: LYDIA: wanghui@cug.edu.cn

四、境内新老生报到和注册注意事项

1、注意事项

(1) 学生尽可能一站到达学校，减少不必要的中转，尽量避免途经中高风险地区。

(2) 学生返校途中务必全程佩戴口罩，做好个人防护。随身携带足量的口罩、速干手消毒剂等个人防护用品。在公共交通工具上尽量减少与他人交流，避免聚集，与同乘者保持距离。尽量避免直接触摸门把手、电梯按钮等公共设施，接触后要及时洗手或用消毒剂进行清洁处理。

(3) 学生如返校途中出现发热、干咳、鼻塞、流涕、咽痛等等症状的应当及时就近就医，如在飞机、火车等公共交通工具上，应当主动配合相关工作人员健康监测、防疫管理，并及时报告国际教育学院辅导员。

(4) 开学期间，校园实行封闭管理，私家车及送行人员不得入校。

(5) 学生根据学校返校要求分批依次到校，在校门口间隔 1 米以上依次排队通过红外无感人体测温后，出示健康码绿码、绿色行程卡，配合核实身份（人脸识别或校园卡、护照、录取通知书等）、体征问询登记，筛查合格的人员按规定路线进入校园；筛查异常的人员应按要求就近前往临时等候区复检留观、分诊处置。

(6) 学生到校后，要严格遵守学校疫情防控规定和进出校园管理规定，坚持“非必要不出校、非必要不聚集、非必要不离汉”，并做好健康防护。

(7) 下载“留学助手”APP，做好每日健康打卡。



“留学助手”APP

2、近 14 日有下列情况之一的学生暂缓来校

(1) 现居住在中高风险地区及所在设区市。待该地区降为低风险地区后，上报“三书两码”和 48 小时内核酸检测阴性证明，经审批后方可来汉。

(2) 有境外或中高风险地区旅居史。按照当地疫情防控工作要求解除隔离后，还需健康观测 14 天，上报“三书两码”和 48 小时内核酸检测阴性证明后，经审批后方可校。

(3) 确诊或疑似病例。待痊愈（或排除疑似）后，按照医疗机构指导，落实相关隔离政策后，提供医学证明后经卫生疾控部门评估。

(4) 曾与确诊/疑似病例或无症状感染者有密切接触。按照当地疫情防控工作要求解除隔离后，还需健康观测 14 天，上报“三书两码”和 48 小时内核酸检测阴性证明后，经审批后方可来汉。

(5) 目前有发热、乏力、气促、干咳、腹泻、呕吐等症状。待症状消失后，上报“三书两码”和 48 小时内核酸检测阴性证明，经审批后方可来汉。

(6) 健康码为“黄码”或“红码”。待健康码变成“绿码”后，上报“三书两码”和 48 小时内核酸检测阴性证明，经审批后方可来校。

(7) 来校途中需要在中高风险地区所在地级市转乘（不含途经）。待该地区降为低风险地区后，上报“三书两码”和 48 小时内核酸检测阴性证明，经审批后方可来汉。

4. Instructions of new and senior students' registration

(1) Instructions of travelling to CUG

① Students should try their best to arrive at CUG in one stop, reduce unnecessary transfers, and try to avoid passing through high-risk or medium-risk areas.

② Students must wear masks and take personal protection all the way to CUG. Carry enough personal protective equipment such as masks and quick-drying hand disinfectants with you. Try to minimize communication with others on public transportation, avoid gatherings, and keep a distance from fellow passengers. Try to avoid touching the door handles, elevator buttons and other public facilities directly, and wash your hands or use disinfectant to clean them after touching them.

③ Students who have fever, dry cough, nasal congestion, runny nose, sore throat and other symptoms on their way to CUG should seek medical treatment in time. For example, on public transportation such as airplanes and trains, they should actively cooperate with relevant staff in health monitoring and pandemic prevention management. And report to the teachers of International Education College in a timely manner.

④ During the semester, the campus is closed for management. Private cars and see-offs are not allowed to enter to CUG.

⑤ Students arrive at CUG in batches according to the CUG's back-to-school requirements. After standing in line at the entrance of the school with an interval of more than 1 meter and passing the infrared non-sensing human body temperature measurement, present the green health code and green itinerary card, and cooperate with verification of identity (face recognition or students ID card, passport, admission notice, etc.), physical inquiry and registration, and those who pass the screening enter the campus according to the prescribed route; those who are abnormal in the screening should go to the nearest temporary waiting area for re-examination and triage treatment as required.

⑥ Upon arrival, students should strictly abide by the University's epidemic prevention and control measures, and the regulations on entering and leaving the

campus. Students should “avoid leaving the campus unless necessary”, “avoid gathering unless necessary”, and “avoid leaving Wuhan unless necessary”. Students should take the necessary precautions to stay healthy.

- ⑦ Download “Study in China” APP to register Daily health check every day.



“Study in China” APP

(2) Please be noted that students in one of the following situations in recent 14 day will NOT be accepted to register :

- ① Currently living in medium and high risk areas and cities divided into districts. After the area became a low-risk area, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.

- ② Have a history of living abroad or in medium and high risk areas. After the quarantine is finished according to the requirements of local epidemic prevention and control, must conduct health observation for 14 days, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.

- ③ Confirmed or suspected cases. After recovery (or elimination of suspected), according to the guidance of medical institutions, implement relevant quarantine policies, provide medical certificates, and then evaluate by the health and disease control department.

- ④ Close contact with confirmed / suspected cases or asymptomatic infections. After the quarantine is finished according to the requirements of local epidemic prevention and control, must conduct health observation for 14 days, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.

⑤ At present, there are fever, fatigue, shortness of breath, dry cough, diarrhea, vomiting and other symptoms. After recovery, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.

⑥ The health code is YELLOW or RED. After health code became GREEN, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.

⑦ On the way back to school who needs to transfer in the city where the medium and high-risk area is located (excluding passing-by). After the area is reduced to a low-risk area, submit Three Letters & Two QR Codes and the negative certificate of nucleic acid test within 48 hours, and come to CUG after approval.