



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 close attention to the following instructions.

Please NOTE that the program is for the **INTERNATIONAL STUDENTS** (a student with a foreign passport) who will exchange through a **university-level bilateral 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 email got delivered there instead of your inbox.

**Make sure that your present passport remains valid to year 2023.** If it will expire in 2023, please DO apply for a new passport ASAP and send the scanned copy of the new passport's ID page to [exchange@pku.edu.cn](mailto:exchange@pku.edu.cn) by December 15, 2022.

### Application Procedures

**Step 1.** To complete the online application

**TIME: September 20 to November 15, 2022. Late applicants will NOT be considered. If you decide to give up your nomination qualification, please inform us before application deadline.**

Fill out, submit and print the online application form (please refer to the "online application screenshots" 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.** To prepare the application documents

*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.  
High school certificate or transcript is not required. If you are currently a Master student, you only need to submit your Master transcript, Bachelor's certificate or transcript is not required.
- (2) The Study Plan Form (which you get from your International Office). Letter of motivation is not required.
- (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 application documents should be ORIGINAL or VALIDATED by authorized parties. Photocopy or printed copy, etc. will be deemed INVALID. The documents should be in either 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 current degree program you are pursuing, signed and/or stamped by university authorities. Bachelor's certificate or transcript is not required.
- (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 application documents should be ORIGINAL or VALIDATED by**

authorized parties. Photocopy or printed copy, etc. will be deemed INVALID. The documents should be in either English or Chinese. Two copies are required, one original and one photocopy. The copy will be delivered to the department that you apply for review.

The 2-inch ID 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 the application documents.

In light of the possible impact imposed by the pandemic to global delivery, for fall 2022 semester, we will receive scanned copies of your application documents during the application period to make sure that the reviewing procedure can be timely carried out.

- The scanned copies should reach us via [exchange@pku.edu.cn](mailto:exchange@pku.edu.cn) by **November 30, 2022**.

**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 (no department/school limit), 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 Law, Yenching Academy, etc.) are **NOT open** to university-wide exchange students. Medical Courses from the PKU Health Science Center are **NOT** open either.

### *For Senior Visiting Students*

You will not follow courses but 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 start of classes. The International Students Division will arrange the undergraduate-course-registration tutorial to help you select courses. In times of the pandemic, course registering guide will be issued in early September.
- 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, January 2023 for spring semester 2023.  
Website: <http://www.dean.pku.edu.cn/service/web/courseSearch.php>.

## 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 pre-round on-campus accommodation booking in late June before the official online application opens in middle July. Please check your email (including the Spam folder) as frequently as you can.

## 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. Currently with restricted mobility, students can purchase insurance online shortly before school starts. There will be prior notice.

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

#### **PKU Academic Calendar:**

Autumn Semester: from September 5, 2022 to January 9, 2023.

Registration: August 29-September 4, 2022, subject to minor changes.

Spring Semester: from February 20, 2023 to June 26, 2023.

Registration: February 20-24, 2023, subject to minor changes.

Calendar of the academic year 2022-2023 (September 2022 to July 2023):

<https://www.pku.edu.cn/detail/2686.html>.