



哈爾濱工業大學 (威海)

HARBIN INSTITUTE OF TECHNOLOGY, WEIHAI

Harbin Institute of Technology (Weihai)

Guide for New Students

International Students Center

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Guide for International Students

Congratulations on your offer of a place at Harbin Institute of Technology (Weihai) and welcome to the campus. This Guide will help you get familiar with the university and navigate your life at HIT.

I . Arrival & Registration

1. The International Students Center will provide airport pick-up service for new students. Service time for next semester shall be 2: 40 on the day before school opens, and the place shall be Weihai Airport, which requires that students shall arrive at Weihai airport before 2:40. The staff will arrive at the airport at around 2:00 and they will hold a placard reading Harbin Institute of Technology written in Korean. As it takes some time to complete immigration formalities, please collect your baggage and finish the custom formalities as soon as possible. The staff will send you directly to the International Students Dormitory and help you settle down. Since the airport is far away from the campus, please accept the arrangements of the university and receive the pickup service at the appointed time and place.

2. After boarding the bus, the staff will hand out the key of the dormitory. The dormitory is assigned through the Dormitory Management Center. Please respect the result of the assignment and do not change room with others. Please do not give your key to other people. When you check out, please return your key to the dormitory management staff.

3. After boarding the bus, the staff will also hand out SIM cards. Each student will receive two SIM cards, one of China Mobile and the other of China Unicom. China Mobile and China Unicom are the two largest telecommunication companies in China that can be trust upon. You can decide which card you prefer to use based on the fee statements that are handed out to you with the cards, and tell the staff your decision. 100 RMB has already been deposited in the card so that you can use the card directly. After arriving at the campus, the telecommunication company will charge you 100RMB and provide you with the invoice. Please cooperate.

4. According to China's Exit and Entry Administration Law, foreigners must register their information online within 24 hours of entry. Please send your passport to the staff and the staff of the International Students Center help you

register the information. After the registration, your passport will be returned. It is very important and please cooperate with our staff.

5. The spring semester of 2019 starts from February 25th and ends on June 28th, 2019. The language course is from March 4th to June 14th, 2019. All students are required to observe the schedule.

II. Orientation & Fees Statement

The orientation will be held on the first day of one semester in the main building. Please attend on time. During the orientation, the teacher will introduce the relevant information of HIT and explain the details of course selection, grades and life at HIT. If you have any questions, please ask the teacher directly after the orientation and please bring a copy of the insurance to the meeting.

※ FEE STATEMENT

N O	Items	Amount (yuan)	Way of Charging	Date	Remarks
1	Application Fee	400	Bursary	Until Further Notice (UFN)	Collected at the first payment
2	Tuition Fee	7000/semester	Bursary	UFN	Language courses
		18000-20000/year	Bursary	UFN	Undergraduate students
		28000/ year	Bursary	UFN	Postgraduate students
3	Accommodation Fee	4500/ semester	Bursary	UFN	Twin room
		4900/ semester	Bursary	UFN	ABC room
4	Insurance	400/half a year, 800/year	International Students Center	UFN	HIT will purchase for all students at the beginning of autumn semester
5	Textbooks and materials	around 200	Jingwei Bookstore (outside the south gate of the university)	Purchase by oneself before class starts	Materials for language courses
		-	Class monitor contacts the teaching materials faculty for purchase	Purchase by oneself before class starts	Professional course materials
6	Cell phone	100	Collected by China Mobile or China Unicom	UFN	The fees incurred afterwards will be paid by students
7	XIto residence permit	400	Public security bureau	UFN	
Please pay the above fees within the date specified by the university, otherwise the student will not be registered. Once paid, there will be no refund.					

※ Documents Statement (documents to be submitted)

NO.	Students	Documents required	Remarks
1	Undergraduates (freshman)	① Admission application form (signed) ② High School Diploma (Original) ③ Transcript (Original) ④ New HSK4 Certificate (Original) ⑤ Passport and 2-inch ID photo 6 pieces ⑥ Insurance policy	The university will assess all the documents and materials provided by the student.
2	Undergraduates	Passport and 2-inch ID photo 2 pieces	
3	Graduates (first year)	① Admission application form (signed)	The university will assess all the documents and

		② Undergraduate degree Certificate and Diploma (Original) ③ Transcript (Original) ④ New HSK4 Certificate (Original) ⑤ Research proposal or study plan (Original) ⑥ Two reference letters ⑦ Passport and 2-inch ID photo 4 pieces ⑧ Insurance policy	materials provided by the student.
4	Graduates	Passport and 2-inch ID photo 2 pieces	
5	Language course students	Passport and 2-inch ID photo 6 pieces	
6	Exchange Students	Passport and 2-inch ID photo 6 pieces	

III. The Student Card

1. Application

The International Students Center helps every international student with student card application. Most payment within the campus can be completed with the student card, for example dining at student restaurant and opening network account. The student card is also a must for entering the dormitory. Please apply for the card at Student Card Center at the time appointed by the International Students Center. To apply for the card, you need to take a photo on the spot and please take order as you take the photo.

2. Recharge:

The student card can be recharged on the second floor of the Student Restaurant. Recharge time is 10:00-12:30 am and 16:30-18:30 pm from Monday to Saturday. Only cash recharge in the unit of 100 yuan is accepted, and no refund is allowed. Therefore, it is recommended that the recharge amount shall not exceed 200 yuan each time. If you have a bank card from Industrial and Commercial Bank of China, you can go to the Student Card Center to bind the student card to your bank card so that you can use the automatic recharge machine to recharge the card on the first floor of the Student Restaurant.

3. Loss Reporting and Reapplication:

If the card is lost, please go to the Student Card Center as soon as possible to register for loss reporting and reapply for a new card.

4. Consumption:

Password is required if one-time consumption exceeds 50 yuan. The original password is 111111.

5. Please return the student card before you leave the university.

IV. VISA

According to the Exit and Entry Administration Law of the People's Republic of China, international students studying in China are required to hold a study visa (X visa). If the study period is less than 180 days, please apply for the X2 visa with the admission notice issued by the university. If the study period is more than 180 days, you must apply for the X1 visa with the admission notice and the visa application form for international students (JW202). The X1 visa is only valid for 30 days. The International Students Center will prepare the application materials for the students who have entered the X1 visa. The staff will organize all international students to finish the procedures for the transfer of X1 to residence permit at the Exit and Entry Management Hall of the Weihai Public Security Bureau.

To leave Weihai to travel to other cities in China, you must choose hotels that can register for temporary residence. If you need to leave Weihai for a short time, please return to International Students Center for registration within 24 hours of returning to school.

Please return to your country before visa expires.

For international students who will study in China for a long time, please apply to the International Students Center for visa renewal 45 days before the visa expires. Students who apply for visa extension or change must go to the Entry and Exit Hall of Weihai Public Security Bureau and go through relevant formalities in accordance with the law.

V. Insurance Policy

At current stage, the international student insurance is purchased by the student in his/her home country and the cover note shall be submitted to HIT after the student's arrival. The insurance period must cover the student's time staying in China. The purchased insurance guarantees the expenses incurred by accidents (death), medical treatment, etc. If student cannot submit the insurance policy certificate, the student will not be registered.

Since the fall semester of 2019, the International Students Center will purchase insurance for all international students. The insurance cost is 400 yuan for half a year and 800 yuan a year. For details, please refer to the insurance company's insurance profile.

VI. Courses

1. Graduate and Postgraduate programs: please refer to Handbook for International Students.

2. Language Courses:

Generally, language courses are from the 2nd week to the 16th week during the first semester. During the 1st week, all international freshmen shall attend a Chinese language proficiency placement test held by the International Students Center, which consists of two parts: a written exam and a one-to-one interview. Students are divided into different classes according to the results of the test, which is usually announced on Thursday/Friday of the 1st week. We provide language courses of beginner-level, intermediate-level and advanced-level. Students are expected to pass HSK (Level II) after finishing beginner-level courses, HSK (Level IV) for intermediate-level courses and HSK (Level VI) for advanced-level courses. However, it should be noticed that the results of HSK tests depends largely on each student's own background and efforts. The grade of language courses is decided by course work, mid-term exam and final-term exam. Students with eligible grade will be awarded a perfect attendance award by the International Students Center.

International students shall comply with the requirements of language courses and attend classes on time. Arriving late (or leaving early) for 3 times is regarded as an unexcused absence. Slippers and hats are not allowed in class. Students should ask for approval of the teacher before taking a leave, otherwise it is regarded as an unexcused absence. Students will be warned for 3 unexcused absence and be expelled from the courses after 6 unexcused absence. Students taking less than 85% of the classes are not allowed to attend the exams. Students showing up in all classes will be awarded an attendance bonus by the International Students Center.

3. International exchange students: language courses offered for exchange students are the same as those for students enrolled in language programs. To apply for undergraduate courses, students shall pass HSK (Level IV) and submit

a copy of HSK Certificate to the International Students Center before applying. Since the Course Selection System is currently not available for exchange students, staff of the International Students Center will help exchange students with course selection. At the beginning of each semester, a list of undergraduate courses is available in the Wechat group for international students. If you are interested in any courses, please register at the International Students Center. The Center will offer you an application form for trial classes, which shall be handed over to the course lecturer before class. If you decide to take the course, please register course information at the Center, which will select it for you later. When the course is selected, the Center will offer you a course application form, which shall be handed over to the course lecturer. The students shall also have the receipt part of the form signed by the course lecturer and then submit it to the Center. Exchange students shall apply for undergraduate courses during the first two week of each semester. Any late application will not be considered. Since the Course Selection System will close after the course selection period, and no change can be made, students shall be cautious with all decisions.

Please confirm the information of selected courses after the course selection period at the University's Educational Administration System.

URL: http://222.194.15.1:7777/zhxt_bks/zhxt_bks.html

ID: your student number. Default Password: 1234

To protect your privacy, please change your password once you have logged in.

VII. Physical Examination

According to Exit and Entry Administration Law of the People's Republic of China, upon arrival international students shall have a physical examination at hospitals designated by the University, Weihai Entry-Exit Inspection and Quarantine Bureau and Weihai International Healthcare Center. Students who have had the physical examination at hospitals designated by their countries' embassies in China shall also go to the University designated hospitals with all necessary documents for verification. Detailed information is as follows:

Items: laboratory exam, surgery and internal medicine exam, ENT, ECG, B-scan, X-ray exam, etc.

Instructions: applicants for physical exam shall arrive at the medical center with an empty stomach in the morning, bringing 4 pieces of colored photos (2

inches, no hats or head covering) and Passport. The cost is around RMB ¥500.

Instructions for verification: applicants for verification shall arrive at the medical center with an empty stomach (in case there are ineligible or missing items) in the morning, bringing 3 pieces of colored photos (2 inches, no hats or head covering), Passport and necessary documents of physical exam.

Working hours for physical exam: 8:30 a.m.-11:00 a.m. from Monday to Friday

Working hours for verification: 8:30 a.m.-11:00 a.m. and 1:30 p.m.-2:00 p.m. from Monday to Friday

Certificate issue date: 2:00 p.m.-4:00 p.m., 2 working days from the physical exam

Tel: 0631-3807391 Fax: 0631-5928290

E-mail: weihaiwbzx@sina.com

Address: the medical center is located in the middle of Daqing street, Weihai, 2km east to the coach station. Take the airport shuttle bus to the coach station, then transfer to bus No.53; take bus No.53 or No.21 from the Port of Weihua at Hualian bus stop

VIII. Network

Name of campus network: HITWH-WEB

ID: student number

Password: student number without English letters

Plan	Price per month	Data per month	Area Available
Basic plan	free	20G	Campus except dormitory area
Advanced plan	RMB ¥20	No limit	Campus area

Note: All students are offered the basic plan as they register. For the advanced plan, please bring your student card and buy it at H807. Please notice that once you have converted to the advanced plan, you shall pay for it monthly, otherwise you will be unable to use the campus wireless network.

IX. Weekly meeting & personal consultation

Since the spring semester of 2019, international students are supposed to meet at 2:00 p.m.- 5:00 p.m. each Friday. Students shall attend the meeting at

Classroom 531 of the Main Building. Meanwhile, staff from the International Students Center will inform you of latest news or announcements. Center staff will also respond to students' questions. The rest time of the meeting is for students to study, and ask questions about Chinese learning. The weekly meeting is compulsory, students shall ask the Center for approval to make a leave at least one day in advance.

3:00 p.m.- 5:00 p.m. each Tuesday and Wednesday is the time for one-to-one consultation. Students in need can make appointments with the consultant. The entire consultation will involve no other than the student and the consultant. As long as it doesn't violate the law, the content of the consultation will be treated as strictly confidential.

X. Department of International Student Service & one-to-one partner

The Department of International Student Service is affiliated to the HIT International Communication Association of Students (HICAS). It is made up of enthusiastic Chinese students who assist the staff of the International Students Center and serve all the overseas students. They pick up their foreign friends at the airport, help them find language partners and organize activities for them. They will be glad if you come up with some good suggestions for them. And if you want to help other international students to adapt to their new school life, you are also welcomed to join them.

The International Students Center will assign a one-to-one partner to every international freshman. Please make sure that your e-mail is working properly because the partners will contact you during the summer vacation. Remember to reply them in time as they will be your first friend at HIT (and in Weihai). Upon your arrival, the partners will help you adapt to your new life. Then, you two can learn together and do Language Exchange. The partner may also introduce more friends to you. In addition, we encourage you to make Chinese friends on your own, since the more Chinese friends you have, the more you know about China.

XI. Activities for International Students

Every semester, the International Students Center and Department of International Student Service hold various activities jointly. During the culture experience activity that is held once a semester, overseas students can go out of the campus to explore the charming Chinese culture. There are also other

cultural activities held on the campus, including various contests, dumpling making, film watching, papercutting, calligraphy, etc. Besides, there are sports games involving both Chinese and overseas students, such as badminton matches.

Do not hesitate to contact us if you come up with better ideas or suggestions.

For more information about activities and student clubs, please refer to Handbook for International Students .

XII. Student Satisfaction Survey

The University makes all efforts to provide students with a good academic and living environment. In the end of each year, The International Students Center will conduct Student Satisfaction Survey (Online Version). We urge you to participate in the survey, share with us your genuine feelings of the school life and make some suggestions. It is your suggestion that facilitates our progress.

XIII. Shipping Address

If you need to use online shopping services or deliver packages from Korea, please leave the following address: 中国山东威海高区文化西路2号 哈尔滨工业大学(威海)留学生公寓 xxx 室, 邮编 264209, or Room xxx, International Student Dormitory, Harbin Institute of Technology, Weihai, No.2 West Wenhua Road, Weihai, Shandong, China 264209 , to xxx , mobile phone number xxxxxxxxxxxx。

Once your package arrives, the staff at the express delivery spot will send an express number to your mobile phone. Please go to the express delivery spot which is located near the student restaurant and show it to the staff to pick up your package.

XIV. Banks

There are ATM machines of Bank of China and ICBC at the hall of west wing of the Main Building. There is also an ICBC self-service area at the Student Service Center. Branches of other banks and Postal Savings Bank of China can be found in Gao District.

There is also Weihai branch of Woori Bank:

address: 1st floor, Longhai International Building, Qingdaozhong Street,
Huancui District, Weihai, Shandong Province
tel: 0631-5996000.

XV. Transportation & Shopping

1. For shopping or entertaining, you can take bus No.7 or K2 eastward from the south gate of the University to Weigao Shopping Mall, Lotte Department Store and Hualian Shopping Mall (downtown area); or take bus No.7 or K2 westward to Liqun Shopping Mall and beaches.

2. For travelling, you can take bus K1 or K2 eastward from the south gate of the University to the Coach Station or Weihai Railway Station; or take bus No. 48 or K2 to the direction of Huangjiazao to Weihai North Railway Station.

3. For shopping or entertaining, you can take bus No. 17 from the south gate of the University to Weihai World Shopping Mall, Youyi Shopping Mall and Weisheng Shopping Mall.

4. The flag-down fare for taxi in Weihai is RMB ¥8 (including the first 2km) during the daytime; during the nighttime (22:00-5:00 next morning), the flag-down fare is RMB ¥9 (including the first 2km).

XVI. Security

1. For the cash you have brought to China, make sure that you only leave a small sum and save the other in your bank account. You shall set a password for your bank account. Remember to keep your passbook, student card and ID card separately. Do not use your birthday or student number as your password in case of an accident.

2. Please notice that currently there are a number of construction projects in process on campus, and that there are people other than faculty and students on campus, so do not stay outside alone at night. Girls shall particularly pay attention to this. Please do not stay at the beaches or secluded corners of the campus during nighttime. Please return to the dormitory before 10:45 p.m.

3. Please do not trust people trying to sell products to you. Please notice that frauds may pretend to be faculty so as to sell you products or conduct a scam. If this happens to you, please report to the Dormitory Management Office of Security Office in time.

4. Please do not invite outsiders to live in your dorm, otherwise the inviter

is also responsible in the event of a security accident.

5. Open flame is forbidden inside. Please do not use electric devices that are forbidden by relevant regulations. Please do not smoke in bed. We strongly recommend that you smoke outdoor so as to ensure a safe and pleasant indoor environment.

6. Please make sure that the door is locked when leaving in case of theft. In the event of a theft, please protect the crime scene and inform the Security Office (Tel: 5687110) as soon as possible. The Security Office is located at the south gate of the University.

7. Please do not trust any lottery winning information sent to your mobile phone in case of SMS scams.

8. Please notice that bicycles are stolen frequently in Universities. We recommend that you think twice before buy a bicycle. Please do not buy luxurious bicycles.

9. Please notice that there are rhopilema esculentums (flame jellyfish) at the beaches outside the west gate, so do not swim in the sea.

For more information, please refer to Notification of Safety Responsibility for International Students.

XVII. Consultation

If you have any questions, please come to the office of the International Students Center at Room 221 of the Main Building. The office hour is 8: 00 a.m.- 11:45 a.m., 2:00 p.m.- 5:45 p.m. from Monday to Friday.

XVIII. Other Information

1. All international freshmen shall read the Guide carefully, so as to know the schedule of all activities and attend them on time.

2. Notification of Safety Responsibility for International Students in duplicate is attached in the folder. Please read it carefully and sign your name. The signature shall be written clearly with a black pen. One copy shall be reserved by the international student, another copy shall be handed in to the International Students Center together with International Student Registration Form.

3. During the 1st week after registration, international students are supposed to visit the History Museum of HIT and the campus under the arrangement of

the International Students Center.

4. For introduction to HIT and the University's regulations, please refer to Handbook for International Students .

5. A campus map is attached in the end of this Guide for your convenience.

6. Wechat and QQ are the two most frequently used communication mobile apps in China. Please join our official Wechat group for international students, so that you will not miss any notifications from Center for International Students.

7. For more detailed information of HSK, please refer to <http://www.chinesetest.cn>.

Other materials (that will be handed out to students after registration):

1. International Student Registration Form
2. Introduction to International Student Insurance
3. Notification of Safety Responsibility for International Students (in duplicate)
4. Overseas Student Insurance
5. Schedule of the orientation week
6. Information of language courses

XIX. Campus Map

