

# XIAMEN UNIVERSITY

Exchange Program Fact Sheet 2019-2020



Office of International Cooperation and Exchange, Xiamen University

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## 学校校历/University Calendar

<b>校历</b> University calendar	秋季学期 Fall Semester	春季学期 Spring Semester
	Mid-September to late January	Mid-February to mid-June
	<p>入学时间以招生办的录取通知书为准；学期结束以教务部门通知为准。</p> <p>Starting and ending dates of semester, as well as dates for registration, will be included in the Admission Letter. Please see your Admission Letter and academic calendar issued by the Academic Affairs Office for more details and possible changes.</p> <p>期末考试周学期末最后两周为考试周</p> <p>Final examinations are always held during the last two weeks of every semester.</p>	
	<p>*春季另含有 5 周短期课程(第三学期, 6 月-7 月中旬), 交换生可不参与。</p> <p>Following the Spring Semester at Xiamen University (XMU) is a short Summer Semester of 5 weeks from mid-June to late July. Exchange students are not expected to participate in the Summer Semester and are allowed to officially leave for their holidays after the Spring Semester ends.</p> <p>*海外教育学院课程及考试安排以海外教育学院要求为准。</p> <p>Academic schedules for <b>Chinese language programs</b> (including course and examination arrangements) will be provided by the Overseas Education College and available during course registration.</p>	
<b>假期情况</b> Holidays/Vacation	<p>夏季假期: 7 周; 冬季假期: 4 周</p> <p>XMU students usually enjoy 7 weeks of summer vacation and 4 weeks of winter vacation.</p>	

<p style="text-align: center;"><b>公众假期</b></p> <p>Public Holidays (if any):</p>	<p>元旦/New Year's Day (放假 1 天/1 day off)</p> <p>清明节/Tomb-sweeping Day (放假 1 天/1 day off)</p> <p>劳动节/Labor Day (放假 1 天/1 day off)</p> <p>端午节/Dragon Boat Festival(放假 1 天/1 day off)</p> <p>中秋节/Mid-Autumn Festival(放假 1 天/1 day off)</p> <p>国庆节/National Day (放假 7 天/7 days off)</p> <p>放假日期见学校通知。</p> <p>Details will be updated by Xiamen University as required.</p>
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## 申请办法/Application Information

<p>申请原则 Application Policy</p>	<p>凡符合两校协议规定的，均可在申请受理期内按程序向我校申请。</p> <p>Application eligibility is subject to the agreement between XMU and students' home universities. Applications must be submitted in accordance with application procedures released by XMU.</p>
<p>交换期限 Exchange Duration</p>	<p>一学期(约 6 个月)或一学年(约 10 个月)</p> <p>One semester (about 6 months) or one academic year (about 10 months).</p>
<p>申请程序 Application Procedures</p>	<p>首先：申请并通过派遣学校的选拔和推荐</p> <p>Step 1: Students first apply to their home university. If selected, the home university should nominate students to XMU.</p> <p>其次：根据我校要求完成网上报名</p> <p>Step 2: Students complete the online application which can be found at the below address: <a href="http://application.xmu.edu.cn/">http://application.xmu.edu.cn/</a></p> <p>再次：根据我校要求完成纸质版材料寄送</p> <p>Step 3: Students send hard copies of application documents to the relevant coordinators in the Office of International Cooperation and Exchange</p> <p>最后：通过我校招生办审核并获得录取通知书</p> <p>Step 4: Students will receive the Admission Letter issued by XMU's Admissions Office after application evaluation.</p>

<p>申请材料 Application Documents</p>	<ol style="list-style-type: none"> <li>1. <b>Application Form for Exchange Students</b> (automatically generated by the online application system, filled out in Chinese or English, digital version of the applicant's signature is required)</li> <li>2. <b>Enrolment Certificate</b> (issued by the home institution, official stamp is required)</li> <li>3. <b>Current academic transcripts</b> (issued by the home institution, official stamp is required)</li> <li>4. <b>Study Plan</b> (at least 800 words, written in Chinese or English)</li> <li>5. <b>Recommendation Letter</b> (written in Chinese or English, handwritten version of the referrer's signature, or official stamp of the home institution is required)</li> <li>6. <b>Language Proficiency Certificate</b> <ol style="list-style-type: none"> <li>(1) Not required for Chinese Language Program offered by the Overseas Education College.</li> <li>(2) Applicants should submit HSK certificate if they choose to study programs taught in Chinese. For programs in Humanities, Economics, Management, Law, Arts and Traditional Chinese Medicine, HSK band 5 with a score of 210 or above is required. For programs in Sciences, Engineering and Medicine, HSK band 4 with a score of 210 or above is required. Applicants who complete degree programs in Chinese are exempt from the HSK certificate requirement, but they should provide the medium-of-instruction certificate issued by the home institution.</li> <li>(3) For English-taught programs, the TOEFL-iBT or IELTS test report is required. Applicants should score at least 80 on TOEFL-iBT, or 6.0 on IELTS. Applicants who complete degree programs in English are exempt from the TOEFL-iBT or IELTS test report requirement, but they should provide the medium-of-instruction certificate issued by the home institution. Native English speakers are exempt from this requirement.</li> </ol> </li> <li>7. <b>Front page of the passport</b> (validity of the passport should at least cover the period of exchange)</li> </ol> <p>注：所有申请材料须为中文或英文。</p> <p>*Please note that all documents should be in either Chinese or English.</p>
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<p style="text-align: center;"><b>申请受理时间</b> Application Deadline</p>	<p><b>网上报名截止时间</b></p> <p>秋季学期：每年 4 月 1 日</p> <p>春季学期：每年 10 月 15 日</p> <p>纸质版申请材料需在网上报名截止日后 15 天内寄达我校国际合作与交流处。逾期不再受理。</p> <p><b>Online Application Deadlines</b></p> <p>Fall Semester: 1 April</p> <p>Spring Semester: 15 October</p> <p>All application documents should be <b><u>received in hard copy</u></b> by XMU's Office of International Cooperation and Exchange <b>within 15 days</b> of Online Application Deadlines. Late submissions will <b><u>NOT</u></b> be accepted.</p>
<p style="text-align: center;"><b>项目费用</b> Expenses</p>	<p>校际交换生免除报名费；学费、校内住宿费用按照协议进行收取或免除；学生个人自行承担交换期间生活费及相应开支(如交通费用)，我校按协议要求发放生活费补贴(如有)；其他费用问题请咨询项目联络员或学校财务部门。</p> <p><b>Application fee: waived</b></p> <p><b>Tuition fee and accommodation expense:</b> subject to MoUs between universities</p> <p><b>Living expenses:</b> covered by students (subsidy will be provided, if there is any, in accordance with MoUs between universities)</p> <p><b>Other estimated costs:</b></p> <p>Course materials: 400-700 RMB/academic year</p> <p>Meals: 600-800 RMB/month</p> <p>Accommodation expense (if any): 1,500-3,000 RMB/month (Siming Campus); 2,000-4,000 RMB/year (Xiang'an Campus)</p>

奖学金  
Scholarships

来自美国伙伴院校的交流学生可以申请中美人文交流学分生专项奖学金。更多信息请咨询北美项目专员林腾驹 ([ltj@xmu.edu.cn](mailto:ltj@xmu.edu.cn))。

Exchange students from American partner universities may apply for Sino-American Cultural Exchange Scholarship. For more information, please contact Claire Lin, the program coordinator for American affairs ([ltj@xmu.edu.cn](mailto:ltj@xmu.edu.cn)).

来自东欧伙伴院校的交流学生可以申请东欧学分生专项奖学金。更多信息请咨询欧洲项目专员吴晓静 ([wuxiaojing@xmu.edu.cn](mailto:wuxiaojing@xmu.edu.cn))。

Exchange students from Central and East European partner universities may apply for Non-degree Students Scholarship for Central and East European Students. For more information, please contact Joey Wu, program coordinator for European affairs ([wuxiaojing@xmu.edu.cn](mailto:wuxiaojing@xmu.edu.cn)).

专业选择上应注意  
Special attention for  
choosing subjects and  
courses

注：交流生被我校录取后原则上不得变更交流专业。

Note: Exchange students are not allowed to change their host college or school after being accepted to the exchange program.

针对无汉语基础或基础较弱的交换生，专业选择上建议：

1. 英文授课专业（见下）
2. 申请海外教育学院全程汉语言进修课程。

Applicants with no or little command of Chinese are advised to choose the major from:

1. **English-taught Programs below:**

English-taught Exchange Programs at Undergraduate Level:

Campus	College/School	Exchange Program
Siming	School of Economics	Economics
Siming	School of Management	Business Administration
Xiang'an	School of Medicine	Clinical Medicine (MBBS)

English-taught Exchange Programs at Master's Level:

<https://admissions.xmu.edu.cn/2018/0304/c16884a331480/page.htm>

English-taught Exchange Programs at Doctoral Level:

<https://admissions.xmu.edu.cn/2018/0304/c16884a331479/page.htm>

2. Or **Chinese**, an intensive language study program offered by the Overseas Education College (OEC).

对于有意选修我校“中文专业”课程的申请者，请特别注意：

1. 我校共有 2 个学院提供“中文专业课程”，分别为海外教育学院“汉语言”进修课程和人文学院“汉语言文学”专业课程。
2. 上述两类课程的区别为：海外教育学院“汉语言”进修课程针对零基础或需要强化汉语能力之语言学习人士开设，同时教授中国文化、对外经贸等相关课程；人文学院“汉语言文学”专业课程为主要面向中国学生开设的学位课程，全程中文授课(要求 HSK5 级 210 分以上)，并非以语言培训为主。

**Regarding applicants who would like to choose Chinese as their major, please be aware of the tips mentioned below:**

1. **Chinese** as a Foreign Language is a program taught in Overseas Education College for international students with no requirement in Chinese proficiency (HSK certificate or equivalent), which focuses on Chinese language learning and Chinese culture.
2. **Chinese Literature** is a degree program taught in Chinese by School of Humanities with a requirement on Chinese proficiency. HSK5 with a score of 210 or above or equivalent accreditation is required. The program is very challenging and mainly open to Chinese students.

## 课程相关/Course-related Information

<p><b>网络是否提供相关课程信息?</b> Is course information available online?</p>	<p>目前我校暂未在网络上提供课程信息。相关课程信息可在入学报到后凭学号登陆教务系统获取或者向相关学院咨询。</p> <p>Currently our official website only contains program information (course information such as course lists or course descriptions are unavailable). Students will have access to course information via XMU's academic system after registration. Students can also consult their specific college for course information.</p>
<p><b>如何获得教学课程表?</b> Is the course schedule/timetable available?</p>	<p>鉴于教学信息更换较快，教学课程表及课程安排信息可在开学初学院教学秘书处获取。</p> <p>Yes. However, it won't be available until the new semester begins. New students are recommended to contact the secretary of their specific college during the first week of every semester (the week for registration and course selection) who can help provide the syllabus.</p>
<p><b>是否有选课限制?</b> Are there any restrictions on course selection?</p>	<p>有。原则上，本科生层次交换生仅可选修本科生课程，研究生层次交换生仅可选修研究生课程。跨院系和年级课程须向相关学院申请，获得同意后方可修习。</p> <p>Yes. In principle, undergraduate exchange students can only select undergraduate courses and postgraduate exchange students can only select postgraduate courses. Exchange students should get approval from both colleges for cross-college course selection.</p>
<p><b>是否有英语授课课程?</b> Are any courses conducted in English?</p>	<p>有，如需了解详细信息，学生抵校后可自行向相关学院咨询相关课程。</p> <p>Yes, we do provide some English-taught courses, although most courses are instructed in Chinese.</p> <p>For more details, please contact the secretary of your specific college.</p>

<p>是否就读专业前有相关汉语补习课程?</p> <p>Are there any special language courses for exchange students prior to the exchange program?</p>	<p>无专门为交换学生开设的汉语补习课程，如学生（仅限非语言类学生）汉语程度确实较弱可选修汉语课程。本部交换生可在本部人文学院选修专门为留学生开设的《基础汉语》、《中级汉语》以及《高级汉语》系列课程。 <b>语言类交换学生建议选择“海外教育学院”作为交换接收学院。</b></p> <p>There are no intensive language courses for exchange students. However, exchange students with little knowledge of Chinese can apply to take Chinese language courses during their exchange. Exchange students on Siming Campus can take Chinese language courses offered by the School of Humanities if necessary. <b>Chinese language exchange students are strongly recommended to choose the Overseas Education College as their host college at Xiamen University. The Overseas Education College is located at Xiang'an Campus.</b></p>
<p>是否对必修课程/学分总数作出规定?</p> <p>What is the minimum and maximum number of modules or credits for each semester/year?</p>	<p>无专门应修课程/最低(高)学分总数之要求。我校将在新学期第一周的“新生入学指导会”上就相关校内选课规定及流程进行进一步的说明。</p> <p>Normally, there is no requirement for the minimum or maximum number of modules or credits undertaken on an exchange program.</p> <p>More policies regarding course selection will be advised during the orientation held by the International Office at the beginning of every semester.</p>
<p>是否需要在入学前填写/提交选课报告(计划)?</p> <p>Should students complete any learning agreement/course registration before arrival?</p>	<p>注册报到后，交换生应在相关教务部门和院系指导下登陆选课系统完成选课登记等手续。如若派遣院校要求交换生在抵达我校前提交选课报告(计划)，我校暂时无法完成相关确认工作。</p> <p>As for any learning agreement required by home universities, only after the course registration is completed can exchange students have their learning agreement verified by the Academic Affairs Office (for undergraduate courses) and/or Graduate School (for graduate courses).</p>

<p><b>如何选课?</b> What's the procedure for course selection?</p>	<p>交换学生到我校报到后，在完成证件注册登记后即可使用个人学号登录选课系统进行校选课的选择，专业课程选课须在学院教学秘书的指导下完成申请和选课登记。</p> <p>相关教务部门将在新学期的入学指导会指导新生选课，具体选课办法请咨询校内教务部门或学院教秘。</p> <p>Exchange students will receive their student IDs for the purposes of course selection after registration. Online course registration will be open after students arrive at XMU and complete arrival registration. For courses provided by specific colleges, students are advised to complete course registration under the instruction of the college's secretary.</p> <p>Instructions on course selection will be given during the Orientation at the beginning of each semester and detailed information will be provided by XMU academic affairs offices (Academic Affairs Office and Graduate School) and relevant offices in charge of departments and colleges.</p>
<p><b>如何取得学分?</b> How to obtain course credits?</p>	<p>作为我校“全日制”学生(校际交换生包含在内)应在规定的学周内按时上课并按要求完成相关作业。出勤率低于 70%、课堂表现不佳及未按要求完成作业者将无法参加考试。考核及综合测评不及格者，不能取得相应课程的学分。</p> <p>In XMU, full-time students (exchange students included) are required to have a complete attendance record (the minimum attendance rate is 70%) of the courses they selected. Poor in-class performance and failure to complete assignments may result in students being unallowed to sit their final exams. Failure to meet relevant requirements will result in the loss of the credits of the course.</p>

## 延长及期限变更申请/ Exchange Extension and Other Related Issues

延长及期限变更申请  
Exchange extension  
and other related issues

1. 交换期限如若需办理延长者(一学期延至一学年), 应在原定交换期限到期前提前(至少)30 天向派遣学校相关部门提出书面申请, 我校国际处/台港澳办交换生项目组将在收到派遣学校核准将申请人书面材料及同意函后及时受理并回馈申请结果。

Personal applications for extension of the exchange period shall be submitted to the relevant office at the student's home university (**at least**) 30 days before the end of the original exchange period. As soon as the personal application for extension and the official approval from the home university are received by XMU, the International Office/Office of Taiwan, Hong Kong & Macau Affairs will proceed to respond to the application.

2. 交换期限如若需办理缩短者, 应在离境前 30 天内向派遣学校相关部门提出书面申请, 我校国际处/台港澳办交换生项目组将在收到派遣学校核准将申请人书面材料及同意函后及时受理并回馈申请结果。

Personal applications for study suspension/withdrawal during the exchange period shall be submitted to the relevant office at the student's home university (**at least**) 30 days before the student's scheduled departure from China. As soon as the personal application for suspension/withdrawal and official approval from the home university are received by XMU, the International Office/Office of Taiwan, Hong Kong & Macau Affairs will proceed to respond to the application.

\*相关申请核准后, 我校将自行代为处理住宿及学籍事宜, 证件及其他个人事务由学生本人在我校学生处海外学生事务科指导下自行处理。

XMU will update the student's status related to on-campus accommodation and academic affairs due to the change in exchange period (whether it is extension, suspension or termination) as soon as the approval validates. Students must take care of changes to their stay permit/visa and any other issues under the instruction of XMU's Overseas Student Affairs Office.

其他

Other policies to be noted

1. 我校招生办将负责录取通知书和入境证件申请材料的制作与发放, 详情可咨询 [admissions@xmu.edu.cn](mailto:admissions@xmu.edu.cn) (材料送达 1 个月后可开放咨询) 。  
Admission Letter and visa-related application materials will be provided after the application review is completed by XMU's Admissions Office. For follow-ups and related enquiries please email [admissions@xmu.edu.cn](mailto:admissions@xmu.edu.cn) .  
\*This service will be open one month after applications are due to be submitted.
2. 交换学生住宿由我校学生处公寓办统一安排, 无需网上申请宿舍, 我校会为交换学生预留床位。  
The XMU Student Accommodation Service is in charge of on-campus dormitories for exchange students. Exchange students will be automatically secured an accommodation slot in the dormitory after being accepted for admission. No online reservation is necessary.
3. 网上报名时请确定交换专业和课程层次, 部分课程须按要求提供语言资格证书。  
Students should confirm their desired majors during the online application. Some courses/majors require a certificate of language proficiency. Exchange students shall provide this certificate if necessary.

## 签证及保险/Visa, Entry-permit and Insurance

除上述申请及教学相关规定外，交换生在校期间应注意遵守以下管理规定。

Exchange students are advised to pay attention to and follow the policies and regulations mentioned below.

<p>签证 Visa</p>	<p>获得交换资格的外籍交换学生应按要求办理学生签证入境(X1/X2 visa)。申请人可凭录取通知书及签证办理申请表(JW202 Form)前往我国驻当地使领馆申请办理或进行相关咨询。</p> <p>International exchange students are advised to apply for an X1/X2 Visa (also called a Student Visa) with the <b>Admission Notice</b> and <b>Letter for Visa application (JW202 Form)</b> issued by XMU at the local Chinese Embassy in their home country. Please contact the Embassy for application procedures and requirements.</p> <p>获得交换资格的港澳台籍交换生应按我国相关出入境管理规定办理或持有效证件进入大陆地区。</p> <p>Exchange students from Hong Kong, Macau and Taiwan should enter the mainland with a valid entry permit in accordance with related exit-and-entry regulations and laws.</p> <p>*入境后证件变更等问题可向学生事务大厅提出证件咨询(思明校区嘉庚三1楼学生事务大厅5号柜台, osao@xmu.edu.cn)</p> <p>Upon arrival, exchange students are advised to visit the Student Affairs Hall (Counter 5, 1st Floor, Jiageng 3 Building, osao@xmu.edu.cn) for visa-related enquiries.</p>	
<p>交换生是否允许工作? Are exchange students allowed to work?</p>	<p>校内/On campus:</p>	<p>校外/Off campus:</p>
	<p>不允许/Not allowed</p>	<p>不允许/Not allowed</p>

<p><b>保险及相关</b></p> <p>Are exchange students required to purchase a compulsory medical insurance plan?</p>	<p>外籍交换生和港澳台籍交换生应在入学前购买能覆盖其在中国交流期限的有效保险，并在注册时出具有效的<u>中/英文</u>保险证明方可注册。无有效保险证明的交流生不予注册。</p> <p>International exchange students and exchange students from Hong Kong, Macau and Taiwan are required to purchase insurance that can cover their stay at Xiamen University prior to their departure.</p> <p>Proof of valid insurance (which should be in <b>Chinese or English</b>) should be presented upon registration. Registration will <b>NOT</b> be processed without valid insurance proof.</p>
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## 到达与住宿/Arrival and Accommodation

<p>到达 Arrival</p>	<p>1. 思明校区：鉴于我校及我市机场、码头均在市区中心，交通便捷。建议可自行打的前往校本部，交通费用在 30-40 元之间，行程约 20 分钟*。</p> <p>Siming Campus: Taking a taxi to XMU Siming campus is recommended as the campus is conveniently located not far from Xiamen's airport, local railway stations and ferries. The estimated cost is RMB 30-40 and the journey takes about 20 minutes.</p> <p>2. 翔安校区：从机场到翔安校区行程约 45 分钟，交通费在 150 元左右。</p> <p>Xiang'an Campus: Students who have been assigned to study and live on Xiang'an campus should go there upon arrival in Xiamen. It takes about 45 minutes and costs around RMB 150 by taxi from the airport to Xiang'an campus.</p>
<p>学校概况 XMU general information</p>	<p>学校概况可详见： General Information about the university can be found at the webpage below: <a href="http://en.xmu.edu.cn/">http://en.xmu.edu.cn/</a></p>
<p>校区概况 Campuses</p>	<p><b>Map of Siming Campus and Xiang'an Campus:</b> <a href="https://admissions.xmu.edu.cn/16901/list.htm">https://admissions.xmu.edu.cn/16901/list.htm</a></p> <p><b>思明校区：</b>位于厦门岛南端，占地2500多亩，设有研究生院、20个学院和8个研究院</p> <p><b>Siming Campus</b> is located in Siming District, Xiamen, covering an area of 167 hectares. It mainly houses such academic divisions as the Humanities and Arts, Social Sciences, Natural Sciences, and Engineering and Technology.</p> <p><b>翔安校区：</b>厦门岛东北方向，规划建设用地3645亩，距校本部34公里通过翔安海底隧道半小时左右车程可直接抵达。</p> <p><b>Xiang'an campus</b> houses XMU's High-tech Innovation Incubator Centre, the Southern Base for the International Promotion of the Chinese Language, School of Life Sciences, Medical School, School of Pharmacology, School of Public Health, College of Oceanography and Earth Sciences, College of</p>

	Environment and Ecology, Institute of Energy Research, Overseas Education College, Coastal and Ocean Management Institute, and School of Aerospace Engineering.
城市概况 Xiamen City	<p>相关信息可参考：</p> <p>Information regarding Xiamen can be found at the webpage below:</p> <p><a href="http://www.whatsonxiamen.com">http://www.whatsonxiamen.com</a></p>
城市交通 City Transportation	<p>相关信息可参考：</p> <p>Information regarding transportation in Xiamen can be found at the webpage below:</p> <p><a href="http://www.whatsonxiamen.com/tag-Xiamen+transportation.html">http://www.whatsonxiamen.com/tag-Xiamen+transportation.html</a></p>
观光及休闲 Travel and Entertainment	<p>相关信息可参考：</p> <p>Information regarding travel and entertainment in Xiamen can be found at the webpage below:</p> <p><a href="http://www.whatsonxiamen.com/ask.php?type=Travel">http://www.whatsonxiamen.com/ask.php?type=Travel</a></p>

<p style="text-align: center;">住宿 Accommodation</p>	<p>1. 我校将尽量为校际交换学生提供校内住宿之便利,具体接收方案由我校学生处公寓办负责。具体信息详见交流生入学须知。</p> <p>On-campus accommodation and room reservation is taken care of by XMU's Student Dormitory Administration Office. More details will be in the Enrolment Instructions for Exchange Students.</p> <p>2. 如选择校外住宿,请自行询问房屋中介机构(校外住宿费用为人民币1500-3000元/间/月)。</p> <p>Apartment rental off-campus is available. Information can be provided by local real estate agents. Exchange students are allowed to stay off-campus but are advised to report their temporary address to the Overseas Student Affairs Office.</p> <p>Housing Expense (estimated): RMB 1500-3000/room/month</p> <p>3. 入住时间: 我校校内住宿仅在报到之日对外开放(住宿费用按公寓办要求收取或减免), 提前抵达的学生必须自行安排住宿。</p> <p>Check-in for on-campus accommodation is open only on the registration date for both Siming campus and Xiang'an campus (any charges or waivers will be subject to the policies of XMU's Student Dormitory Administration Office). <b>Students who arrive before the registration date should arrange temporary accommodation themselves.</b></p>
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## 报到流程/Registration and Orientation

<p><b>报到日期</b> Registration date</p>	<p>新学期首日。具体时间详见录取通知书。 Registration is completed on the first day of the semester. The confirmed date will be included in the Admission package.</p>
<p><b>报到流程</b> Registration procedure</p>	<p>1. 网上注册：按照入学须知的要求按时登录迎新系统进行网上注册。 Online Preregistration is completed by logging in to the Welcome System within the prescribed timeframe. Please refer to the enrolment instructions in the Admission package for requirements of online preregistration.</p> <p>2. 现场注册：新生直接前往各院系完成基本信息登记和学籍登记。 Onsite registration: Upon arriving at XMU on the first day of semester, students should proceed to their colleges to register and record their basic information and academic status.</p> <p>*相关安排可关注迎新系统 More details are available at <a href="https://welcome.xmu.edu.cn/">https://welcome.xmu.edu.cn/</a></p>
<p><b>办公时间</b> General office hours</p>	<p>Academic offices at XMU usually operate within the following timeframes on weekdays:</p> <p style="text-align: right;">08:00-11:30 14:30-17:30</p>
<p><b>注册材料清单</b> Materials required for registration</p>	<p>注册地点详见录取通知书和入学须知 Confirmation of the location of onsite registration will be available in the enrollment instructions provided in the Admission package and also on the Welcome System.</p> <ol style="list-style-type: none"> <li>1. Admission Notice (Original and Copy) 录取通知书原件与复印件</li> <li>2. 2 Passport-style Photos 照片 2 张</li> <li>3. Passport (Original and Copy), copy of visa page and entry stamp page 护照、签证页复印件和入境章复印件</li> <li>4. Valid proof of insurance (must be in Chinese or English) 有效保险证明 (需为中/英文)</li> </ol>

<p>新生入学指导会 Orientation</p>	<p>具体时间请见注册时发放的入学安排文件 Orientation details will be provided with the First-week Schedule (included in documents provided upon onsite registration). 相关安排及相关常见问题可访问迎新网站(welcome.xmu.edu.cn)或在报到时由 OSAO 提供或协助解答。 Information and FAQs can be found at (<a href="https://welcome.xmu.edu.cn/">https://welcome.xmu.edu.cn/</a> ). Further information is also available from the Overseas Student Affairs Office during orientation.</p>
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## 成绩单/Academic Transcripts

<p>如何获得成绩单? How to obtain the academic transcript?</p>	<p>我校学生处海外学生事务科在学期结束前会发放离校通知。成绩单由我校教务部门出具，海外学生事务科在第二学期开学初将寄送成绩单至派遣学校。一般成绩单将最迟于新学期开学后三个月内寄出。 XMU's Overseas Student Affairs Office will issue a leaving notice before the end of every semester. After the Academic Affairs Office/Graduate School issues the transcript, the Overseas Student Affairs Office will arrange the delivery for the transcript within 3 months after the next semester begins.</p>
<p>课程、成绩单等咨询 Contacts for course/transcript-related enquiries</p>	<p>本科生项目请咨询校教务处: jwc@xmu.edu.cn; 研究生项目请咨询校研究生院: yjsy@xmu.edu.cn; 汉语言项目请咨询海外教育学院: oec@xmu.edu.cn. Undergraduate Programs/courses: jwc@xmu.edu.cn Graduate Programs/courses: yjsy@xmu.edu.cn Chinese Language Programs: oec@xmu.edu.cn</p>

## 联系信息/Contact

<b>学校名称/Name of University</b>	<b>厦门大学/Xiamen University (XMU)</b>
<b>通讯地址</b> Mailing Address for hardcopy materials	中国 福建省 厦门市思明南路 422 号 厦门大学嘉庚三-8 楼 国际处 361005 Office of International Cooperation and Exchange 8 <sup>th</sup> Floor, Jiageng 3 Bldg, Xiamen University, No. 422, South Siming Road, Xiamen, Fujian, P. R. China Zip code: 361005
<b>招生</b> Online application and Admission	Admission Office Room 306, Jiageng 3 Bldg, Siming campus Email: <a href="mailto:admissions@xmu.edu.cn">admissions@xmu.edu.cn</a> Tel: +86-(0)592-2184792/2188375 <a href="http://admissions.xmu.edu.cn">http://admissions.xmu.edu.cn</a>
<b>注册、签证、成绩单、管理</b> Registration, visa, transcript and overseas student administration	Karen Ke, Overseas Students Affairs Office Room 508, Jiageng 3 Bldg, Siming campus Email: <a href="mailto:osao@xmu.edu.cn">osao@xmu.edu.cn</a> Tel: +86-592-2183606 <a href="http://xsc.xmu.edu.cn">http://xsc.xmu.edu.cn</a>

## 申请流程图/Application Process



## 敬告读者/Acknowledgement

- 厦门大学保留对上述规定、服务及其他相关信息的解释、说明和修改之权利。  
Xiamen University reserves the right to change any of the information, services and schedules mentioned above.
- 本手册以中文说明为准，如有变更及不符，以厦门大学现有官方中文文本文件为准。  
In case of the discrepancy between English and Chinese, the English version of the fact sheet is provided for reference and general guide ONLY. All information is subject to XMU official documents/agreements/MoUs written in Chinese to the contrary.
- 如有疑问，欢迎与相关部门取得联系。  
Please feel free to contact officials if there are any questions.
- 如无特殊情况，请及时参加入学周举行的“新生入学指导会”。  
Orientation for News Students is highly recommended at the beginning of the semester.