**2020-2021学年西安石油大学留学生报到须知**

**Registration Notice for 2020-2021 Xi’an Shiyou University （XSYU） New International Students**



**新生入学报到**

**Registration for New Students**

**01**

**如何获取录取结果信息？**

**How to check the admission decision?**

国际学生可通过西安石油大学国际学生服务平台（lx.xsyu.edu.cn）获取自己的录取结果，被录取的学生会提示“已录取”。我们还将通过电子邮件告知学生录取后的相关事宜。

Student can log in the account of XSYU International Student Service System （lx.xsyu.edu.cn）and check the admission result. The status of admitted students is labeled as “Admitted”. Moreover, admission emails will be sent to admitted students by email.

**02**

**何时能收到录取通知书和JW202/201表？**

**When will you receive the admission letter and JW202/201 Form?**

我校会陆续通过西安石油大学国际学生服务平台向所有被录取学生发送《录取通知书》扫描件。对于不在中国境内的学生，由于当前绝大多数国家和地区的旅行限制和中国政府的限制入境要求，我们暂时无法发放JW202/201表。当中国政府取消入境限制后，我们将第一时间为符合入境要求的同学发放《录取通知书》和JW202/201表。

XSYU will send E-admission letters to all admitted students in batches through XSYU International Student Service System. For students who are not in China, JW202/201 form can not be mailed to you at the moment, as most of countries and regions are still implementing travel restrictions and foreigners’ entry into China is still temporarily suspended. XSYU will issue admission letter and JW202/201 form to students who meet the entry requirements as soon as the ban of temporary entry into China is lifted.

**03**

**何时及如何完成报到注册？**

**When and how to complete registration?**

当前在中国大陆疫情低风险地区或已取消入境限制国家和地区的国际学生，须来我校完成报到注册。中文授课研究生报到时间为9月8-9日，其它学生报到注册的时间为9月14-15日。我校将向符合报到条件的学生发布具体入校流程和报到注册安排。请密切关注邮箱和西安石油大学国际学生服务平台并确保联络畅通。未接到报到通知的，一律不准来校报到。

Students who are currently in low-risk regions of Chinese mainland or in countries and regions that have removed entry restrictions shall complete on-site registration at XSYU . The registration time of postgraduate students taught in Chinese is September 8-9 and between Sept.14th and 15th for other program students. XSYU will send detailed campus entry instruction and registration arrangement to all eligible students. Please pay close attention to your email and XSYU International Student Service System, and make sure you are able to be reached through the above mentioned ways. Students must not come to XSYU and register on-site unless you receive on-site registration notice.

**04**

**办理报到注册应注意什么？**

**Essential materials for registration**

办理报到注册时，国际学生需提交学位证书原件和翻译公证件以便查验核实。请务必提前办理并准备好相关文件和证书。

Students shall bring along and provide the original Diploma Certificate and the notarized copy with translation for enrollment verification. Please make sure you have prepared the original diploma and the notarized copy in advance.

**05**

**如果由于特殊原因，无法按时按要求办理报到注册，该怎么办？**

**What to do if student can not complete registration as required?**

在中国政府解除入境限制之后，国际学生凭《2020年秋季新生报到通知》来校报到，如果确有特殊原因，无法按我校要求办理报到注册手续，需在报到日期前5个工作日联系我校各项目负责老师确认相关事宜。未经我校同意，在规定报到日期后逾期两周仍未办理报到注册者，按放弃入学和奖学金资格处理。

After the entry into China suspension is lifted, students can register at XSYU according to 2020 Fall Semester New Student Registration Notice. If you are unable to register due to some special circumstances, you shall contact your program officer at least 5 working days before the registration due date which you will be given alternative remedial guidance. Without permission of XSYU, student who remain unregistered 2 weeks after the regulated registration date will be deemed as giving up the admission placement and scholarship.

招生主管：燕瑞老师

邮箱：studyinxsyu@126.com

Head of admissions program: Rena

Email: studyinxsyu@126.com

**06**

**新生如何缴纳学费？**

**How to pay tuition fee as a new student?**

需缴纳学费的各类国际学生需要预交第一学年的学费。请自行到银行通过汇款缴纳学费（汇款时请务必备注个人的申请编号、姓名、护照号），汇款后将缴纳凭证发送到西安石油大学邮箱：studyinxsyu@163.com。

Students who need to pay tuition fee shall make a payment for the first year tuition. You may choose bank wire to pay for the tuition (make sure you attach your application ID, passport name and number in the bank wire remittance) and send the remittance letter to our email: studyinxsyu@163.com.

* 在中国的学生付款账户：University Bank account for students in China

户名：西安石油大学

账号：3700 0232 0901 4488 850

开户银行：工行西安电子工业区支行

行号：1027 9100 0275

开户行地址：西安市电子二路68号

* 在国外的学生付款账户：University Bank account for students abroad

Name of Organization: Xi’an Shiyou University, PRC.

Address: No.18, 2nd East Dianzi Road, Xi'an, Shaanxi, PRC.

A/C: 102801765751

SWIFT: BKCHCNBJ620

Bank Name: Bank of China, Xi’an Ziwei Sub Branch

Bank Address: Xi’an Shi Dian Zi Zheng Jie 399 Hao, China

**07**

**奖学金新生按学校要求办理报到注册后，奖学金如何发放？**

**How is scholarship granted to scholarship students after registration?**

按照学校要求到校办理报到注册手续的，我校按相应奖学金的管理规定正常执行。

For scholarship students who have completed their registration as required, their scholarship will be administered in accordance with relevant regulations of the scholarship.

**08**

**被录取的汉语言学生，何时通过语言水平测试确定分班安排？**

**When can admitted students of Chinese Language program participate in Chinese language placement test and receive class arrangement?**

我校将组织语言测试并根据测试结果进行分班，具体测试时间和方式请等待我校下一步通知。

XSYU will organize Chinese language placement test and arrange classes based on the test result. Students shall wait for further notification for test date and format.

**09**

**新生如何住宿如何安排？**

**How to arrange accommodation for new students?**

到校注册报到的新生，统一在指定的学校校内宿舍楼办理入住。

Students who register on-site will check in at the designated dormitory building of the school.

**10**

**目前在中国的学生，还需要其它什么材料到校报到？**

**What other materials are need for the students in China now?**

对于被录取的目前在中国的学生，需要提前发送以下健康证明材料到学校审核，审核通过后并得到通知后到校报到。到校后统一校内住宿。

For the students who are admitted in China, they are required to send emil to the school to check with the following health certificates. The students are needed to report to the school after passing the audit and getting the notice from the school. After registration, the students will be arranged to stay in the campus.

* Coronavirus Test Reprot in last 5 days
* Health QR code
* Temperature Measure Record in last 14 days
* Itinerary record in last 14 days
* Health Declaration Form