

## Welcome to join SUSE!

Please read the following notice carefully to catch the important information that you need to know before your departure.

### 1. Time of Registration

You are required to register at SUSE during office hours from 9:00 AM to 5:00 PM on weekdays from October 9 to December 15.

To avoid any possible inconvenience, please do not enter China too early because your student visa will expire within 30 days since the entry date.

The school dormitory is not available before October 9. If you enter China before that date, you have to find accommodation by yourself.

### 2. Place of Registration

All the bachelor and master freshmen, register at Room 417, Office Building, Huinan Campus, Zigong, Sichuan Province;  
All the language program students(including pre-bachelors and pre-masters), register at the Lobby of B14 of Yibin Campus, Yibin, Sichuan Province.

Campus Address:

Zigong Campus: No. 519, Huixing Road, Ziliujing District, Zigong, Sichuan Province.

Yibin Campus: No. 188, College Town, Lingang Economic and Technological Development Zone, Yibin, Sichuan Province..

### 3. Documents to Bring

- a. JW202 (Original)
- b. Admission Notice (Original)
- c. Physical Examination Record for Foreigners (Original)
- d. Blood-test Report (Original)
- e. Non-criminal certificate issued by the local police station in your country (Original)
- f. Family Members Information Form (issued by the local police station)
- g. Financial Supporting Certificate (stamped by the local bank)
- h. International Insurance for Students
- i. Photocopy of Degree and Graduation Certificate at the Highest Level (original + translation into English and notarized)

- j. Academic Transcripts (graduating students can offer student status proof first) (original + translation into English and notarized)
- k. Photocopy of HSK Certificate (if it can be provided)
- l. Recommendation Letters from Two Professors or Associate Professors (just for those who apply for master degrees)

#### **4. Registration Steps:**

- a. Documents-check
- b. Accommodation arrangement by Dorm Management Center
- c. Take Physical Examination Notice, Payment Notice and Introduction Letter for Bank Account
- d. Finish Accommodation Registration Form for Foreign Nationals
- e. The medical report comes out in three days, during these days, register a Chinese cell-phone number and open Wechat and join the Freshman Wechat Group; go to the bank to have a new Chinese card
- f. when physical examination is qualified, go to the Financial Department of SUSE and finish the necessary payment
- g. The International School has a student formally registered only upon checking the qualified medical report and payment receipt
- h. The International School offers a registered student an Introduction Letter to apply for Residence Permit Visa

#### **5. Plan Your Trip**

Please prepare cash(Chinese currency) in advance for the payment of transportation.

- a. If you register at Zigong Campus, and when you arrive at Chengdu or Chongqing, take a coach to there.
- b. If you register at Yibin Campus, you can fly directly to Yibin and you can also take a high-speed train to Yibin from Chengdu.

#### **6. Contact us**

Please do not hesitate to contact us should you have any problem concerning study at SUSE. Our staff would be very glad to offer information and other convenience.