**Notification on Beginning of Autumn Term 2020 for International Students of Henan University**

Based on the overall arrangement of the university, the relevant matters concerning the beginning of autumn term for international students are hereby notified as follows:

1. **Registration time**

研究生（博士、硕士）：2020 年 9 月 1日- 9月2日 本科生及汉语进修生：2020年9月3日-9月4日

Postgraduates(Ph.D. and master students):

September 1st-September 2nd, 2020

Undergraduates and Chinese Language students:

September 3rd-september 4th, 2020

（一）现居住在中国大陆境外的国际学生，在规定的报到时间内，使用微信群小程序完成线上注册，并于9月14日前将相关费用汇款凭证发送给蒲甜老师。未获河南大学疫情防控外事专班批准，一律不得购买机票进入中国大陆境内。

(1) **International students who are currently living out of mainland China** are required to complete the **online registration** with WeChat group applet within the time mentioned above, and send the proof of fee remittance voucher to Ms Pu Tian by September 14th. Without approval of the Foreign Affairs Special Committee for Epidemic Prevention and Control of Henan University, no one is allowed to purchase ticket to enter mainland China.

（二）现居住在中国大陆境内汴外的国际学生，按照疫情防控要求向学校提出返校申请，获得河南大学疫情防控外事专班批准后，方可来校注册；

(2) I**nternational students living in mainland China but not in Kaifeng** are supposed to apply for returning to the university according to the requirements of epidemic prevention and control. They will be allowed to come back to Henan University and proceed the registration after the approval of Foreign Affairs Special Committee for Epidemic Prevention and Control of Henan University.

**（三）在汴国际学生，本人持学生证到国际学生招生管理办公室进行注册。**

**（3）Students who are currently living in Kaifeng** are required to hold the student ID Certificate in person to the International Students Enrollment and Administration Office (313) for registration.

**2. Teaching arrangement**

（一）国际汉学院教学安排（形式：线上授课）

（1） Teaching arrangement of International School for Chinese Language and Culture (ISCLC) (form: Online Teaching)

1. 2020级汉语国际教育硕士研究生9月7日开始上课；

1. For Master students of Chinese International Education 2020, classes will begin on September 7th, 2020;

2. 2017、2018、2019、2020级汉语国际教育本科生9月14日开始上课。

2. For Undergraduates of Teaching Chinese to Speakers of Other Languages  2017, 2018, 2019 and 2020, classes will start on September 14th, 2020.

3. 2020级汉语进修生9月14日开始上课。

3. For Chinese Language Students 2020, classes will start on September 14th, 2020.

（二）专业学院教学安排

（2） Teaching Arrangement of Specialty Colleges

目前在册的各专业学院本科生、研究生依照学校《关于2020年秋季开学的通知》的开学时间开学上课。

At present, the registered undergraduate and graduate students of each specialty college shall start classes according to the time listed in Notification on Beginning of Autumn Term 2020 issued by the university.

2020级境内外国际本科生和研究生在完成线下或线上注册、入专业学习程序后，根据专业学院安排进行线下或线上学习。

After completing the off-line or online registration and entering the professional learning program, international undergraduate and graduate students 2020 shall attend offline or online classes according to the arrangement of your specialty college.

备注：境外国际学生的上课形式、时间、课程等由所在学院负责安排；境内国际学生开学时间及教学安排同中国学生同步。

Note: the form, time and courses for international students out of mainland China are arranged by individual specialty college; the beginning time and teaching arrangement of international students in mainland China are synchronized with those of Chinese students.

**3. Regulations on taking leaves and reserving the admission qualification**

(1) Taking leave: international students in mainland China shall register in Henan University within the deadline, and those who fail to do that for more than two weeks, their admission qualifications will be abolished. For those who fail to do so due to illness or other reasons, they shall send an email to [dwhy@henu.edu.cn](mailto:dwhy@henu.edu.cn); otherwise, they will be disqualified for failure of registration for no reason. The leave period shall not exceed two weeks starting from the date of registration.

（2）Reservation of admission qualification: for those who are unable to participate online learning due to reasons such as network failure, family and personal health, they can apply for reserving admission qualification for one year. It should be noticed that careful consideration is needed for this choice, for the scholarship awarding department will make the final decision on whether the scholarship students can successfully reserve their admission qualifications, and it is not clear whether the scholarship qualifications can be reserved.

**4. Requirements for Epidemic Prevention and Control**

The registration of international students in China shall meet the requirements of both Kaifeng and Henan University COVID-19 Epidemic Prevention and Control:

Double Nucleic Acid Detections will be implemented. International students applying for backing to Kaifeng are required to provide Nucleic Acid Detection Negative Result valid within 7 days, and fill in and submit the "Kaifeng international student Health Registration Card", " Application form of getting back to Kaifeng for International students in Mainland China of Henan University", "Notification on International Students in Mainland China Returning School during COVID-19 Epidemic Prevention and Control" and the Routine Card for Epidemic Prevention and Control issued by the State Council in WeChat applet. After being approved to return to Kaifeng, students shall firstly live in Block A of Heda Hotel (Minglun campus of Henan University). Then, students are supposed to take a second nucleic acid test, and they can only register in the university when the test result shows negative.

Contact: Tel. + 86-371-22868169

mail box: dwhy@henu.edu.cn

International School for Chinese Language and Culture,

Henan University

August 31, 2020

Attachment 1: Diagram of Admission Process for International Students of Henan University 2020 in Mainland China

Attachment 2: Diagram of Admission Process for International Students of Henan University 2020 out of Mainland China

Attachment 1: Diagram of Admission Process for International Students of Henan University 2020 in Mainland China

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| Step 1: the university will arrange vehicles and personnel for international students’ pick-up and check-in procedure. |
| The university arrange vehicles and personnel for international students’ pick-up at airport and station, check-in in block A of Henan University Hotel and the second nucleic acid test after arriving in Kaifeng. If the result of the second nucleic acid test is negative, students are allowed to continue the procedures of entering and leaving campus as well as accommodation on campus.  Students are required to submit copies of their passport, passport front page, visa page and entry stamp page to dormitory staff, and she will get the “Temporary Accommodation Registration Form” (one of the important materials for applying visa) for students within 24 hours after their arrival. Meanwhile, students shall pay 510 RMB to dormitory staff as the room deposit. The deposit money will be refunded after checking your room with all the materials are still in good condition when you graduate, so students should keep the deposit receipt properly. |

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| Step 2: payment |
| 1. Registration fee: international students in mainland China (freshmen of Henan Provincial Government Scholarship) should go to Ms. Pu Tian to get the payment list, pay 800 RMB registration fee to China Construction Bank (east of the South Gate of Henan University Minglun Campus), and give the cash payment receipt issued by the bank to Ms. Pu Tian.  2. Insurance premium: the international students in mainland China shall pay 400 RMB for one semester of study, and 800 RMB per year for studying for one academic year or more. Students shall log in the payment system of Pingan Endowment Insurance Co., Ltd (www.lxbx.net), pay the fee and show the e-receipt to Ms. Pu Tian after the payment is completed.  3. Tuition fee and accommodation fee: international students in mainland China (self-funded students) shall get the payment list from Ms. Pu Tian, and pay it at China Construction Bank ( east of the South Gate of Henan University Minglun Campus). After paying the fee, the cash payment receipt issued by the bank shall be handed to Ms. Pu Tian.  4. Student card: Chinese Language students in mainland China shall pay a temporary card deposit (10 RMB), and the deposit will be refunded after returning the card at the end of term; the international undergraduate, master and Ph.D students shall pay 20 RMB for registering the student card which is only for personal use and cannot be returned, and the handling fee is not refunded.  5. Fees for textbooks: the Chinese Language students studying in ISCLC should pay 500 RMB in advance, and the undergraduates should pay 1000 RMB in advance (four years). Please pay it to Ms. Zhang Meixiang in cash.  Note: the above items 1-4 will be handled in the International Students Enrollment and Administration Office (313) on the third floor of the international student building, and the fifth item should be handled in the Teaching Affairs Office (310). |

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| Step 3: registration time (master and Ph.D students in mainland China: September 1st -2nd)  (Chinese language students and undergraduates: September 3rd -4th) |
| 1. Freshmen of international students in mainland China are required to register in the International Students Enrollment and Administration Office (313) with their passports and submit the following materials:  (1) Registration Form of Temporary Residence;  (2) Four photos (passport size, certificate photo);  (3) Copies of the front page, visa page and entry seal page of the passport;  (4) Proof of School performance  (5) Foreigner Physical Examination Record and Blood Test Report  2. International students of other grades in mainland China are required to register at the International Students Enrollment and Administration Office (313) with their student cards. |

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| Step 4: Orientation for freshmen (time: September 8th , Beijing time) |
| All newly enrolled students are required to participate in the freshmen orientation online, and the specific process will be notified later. |

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| Step 5: Placement Test for Chinese Language Students (time: 14:00-16:00, September 9th, Beijing time) |
| All newly enrolled language students are requested to take part in the placement test online, and the specific examination process will be notified later. The results of class division will be announced by teacher Zhang Meixiang in wechat group before 12:00 on September 10th. Students who have completed the above process will enter the corresponding class Wechat group. International Students of the specialty colleges will not take the placement test and the time and method for them entering the major study will be notified separately. |

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| Step 6: Applying for Residence Permit |
| 1. The teacher of the International Students Enrollment and Administration Office (313) informs the registered freshmen in mainland China to collect relevant materials and apply for residence permit at the Exit-Entry Administration Office on the third floor of Citizen Home;  2. Students shall bring 400 RMB for handling fee;  3.When applying for residence permit, please keep VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT properly. During the period of residence permit application, the receipt can be used as a temporary passport;  4.Students shall bring the receipt to collect their passport at the time specified in the receipt of VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT. |

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| Step 7: Class Start |
| 1. Teaching arrangement for International School for Chinese Language and Culture (ISCLC) (form: Online Teaching) 1. 2020级汉语国际教育硕士研究生9月7日开始上课；  (1). For Master students of Teaching Chinese to Speakers of Other Languages 2020, classes will begin on September 7th, 2020; 2. 2017、2018、2019、2020级汉语国际教育本科生9月14日开始上课。  (2). For Chinese Language Students 2020, classes will start on September 14th, 2020. 3. 2020级汉语进修生9月14日开始上课。  (3).For Undergraduates of Teaching Chinese to Speakers of Other Languages 2017, 2018, 2019 and 2020, classes will start on September 14th, 2020.  2. ISCLC will organize students in mainland China to undertake off-line cultural experience courses, and the specific arrangements will be further notified.  3. For freshmen in mainland China studying in a specialty college, the form, time and course of classes shall be arranged by the college. |

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| Note: International students shall proceed the registration procedure as soon as possible |

Attachment 2: Diagram of Admission Process for International Students of Henan University 2020 outside Mainland China

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| Step 1: Online Registration (master and Ph.D students abroad: September 1st -2nd, 2020)  (Chinese Language students undergraduates abroad: September 3rd-4th, 2020) |
| **For international students who are currently living outside mainland China**, they are required to complete the **online registration** with WeChat group applet within the time specified in the notification. **Without approval of the Foreign Affairs Special Committee for Epidemic Prevention and Control of Henan University, no one is allowed to purchase ticket to enter mainland China.** |

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| Step 2: Fee Payment |
| 1. Registration fee: international students outside mainland China (Henan provincial government scholarship freshmen) are requested to remit 800 RMB registration fee to the school account by bank remittance, and send the proof of remittance voucher to Ms. Pu Tian before September 14th; payment account: Henan University 41001555518050001546, China Construction Bank Heda Branch Bank.  2. Insurance premium: international students outside mainland China are not required to pay insurance premium for the time being.  3. Tuition fee: for international students out of mainland China (self funded students), please contact Ms. Pu Tian to get the payment list, remit the tuition fee to the university account through bank remittance, and send the proof of remittance voucher to Ms. Pu Tian before September 14th. Payment account: Henan University 41001555518050001546, China Construction Bank Heda Branch Bank . |

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| Step 3: Orientation for freshmen (time: September 8th , Beijing time) |
| All newly enrolled students are required to participate in the freshmen orientation online, and the specific process will be notified later. |
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| Step 4: Placement Test for Chinese Language Students (time: 14:00-16:00, September 9th, Beijing time) |
| All newly enrolled language students are requested to take part in the placement test online, and the specific examination process will be notified later. The results of class division will be announced by teacher Zhang Meixiang in wechat group before 12:00 on September 10th. Students who have completed the above process will enter the corresponding class Wechat group. International Students of the specialty colleges will not take the placement test and the time and method for them entering the major study will be notified separately. |

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| Step 5: Class Start |
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Note: International students shall proceed the registration procedure as soon as possible