



# **CUPL-Fact Sheet**

## **Academic year 2018-2019**

## Before Your Arrival

### Application Procedure

※Students who wish to study at CUPL as an exchange student must first be selected by your home university.

※Partner universities will contact our exchange program manager Ms. Zoe YIN by e-mail and nominate students. Please send the nominate information before the deadlines below:

Spring Semester(February-June): **November 20<sup>th</sup>**

Fall Semester(September-January): **April 30<sup>th</sup>**

※After the nomination by the partner's University, the students must hand in the [required documents](#) via e-mail before the application deadlines below:

Spring Semester(February-June): **November 27<sup>th</sup>**

Fall Semester(September-January): **May 15<sup>th</sup>**

※When students hand in all the application materials, School of International Studies will post JW202 form and attendance letter for students to apply for X2 visa in their country. Please note that it will take ONE to TWO MONTHS to issue the JW202 form and the attendance letter since we get your application. Please also note that from mid January to late February is our winter vacation. From early July to late August is our summer vacation. School of International Studies will close during both vacations.

### Required Documents

- Student Application Form
- Copy of passport
- 1 passport size photo
- Copy of Health Insurance Card or Proof of private health insurance(Students can send it to Ms. Zoe YIN via email before December 30<sup>th</sup> for spring semester and June 30<sup>th</sup> for fall semester)
- Copy of Physical Examination Form (Students can send it to Ms. Zoe YIN via email before December 30<sup>th</sup> for spring semester and June 30<sup>th</sup> for fall semester.)

### Language Requirements

Students wishing to have good performance at school. Students are required to have good command in English and can finish dissertation in English.

### Course Description

CUPL offers Law courses taught in English and Chinese language classes.

## How to get yo CUPL?



### A. Xueyuan Lu Campus:

(For students studying courses taught in English)

北京市海淀区西土城路25号 中国政法大学（东门）

No.25, XiTu Cheng Road, HaiDian District, Beijing, China



### B. Changping Campus:

(For students studying courses taught in Chinese)

北京市昌平区府学路27号 中国政法大学

No.27, FuXue Road, Changping District, Beijing, China

The two best ways suggested :

#### 1. Taxi:

A. Route: “Capital Airport” to “Xue yuanlu Campus of CUPL”

Taxi fare: approximately 150 RMB

B. Route: “Capital Airport” to “Changping Campus of CUPL”

Taxi fare: approximately 200 RMB

#### 2. Airport Shuttle

##### A. to Xueyuan Lu Campus:

- Take “**Line** “Shou du Jichang（首都机场）→Gongzhufen（公主坟）”
- From Station “the Capital Airport Terminal 3”（首都机场第三航站楼站）to Station “Ji Men Qiao”（蓟门桥站）
- Get off at “Ji Men Qiao” Station（蓟门桥站）

Bus fee: around 30 RMB

##### B. To Changping campus:

We do not suggest students take subway or bus from airport to Changping campus due to the distance and transferring among subway lines and stations. However if you need the information, you can WRITE TO ME, I will tell you the specific transport ways.

**Wechat** is quite convenient and popular in China, friend us if you need! (Please scan the QR code)



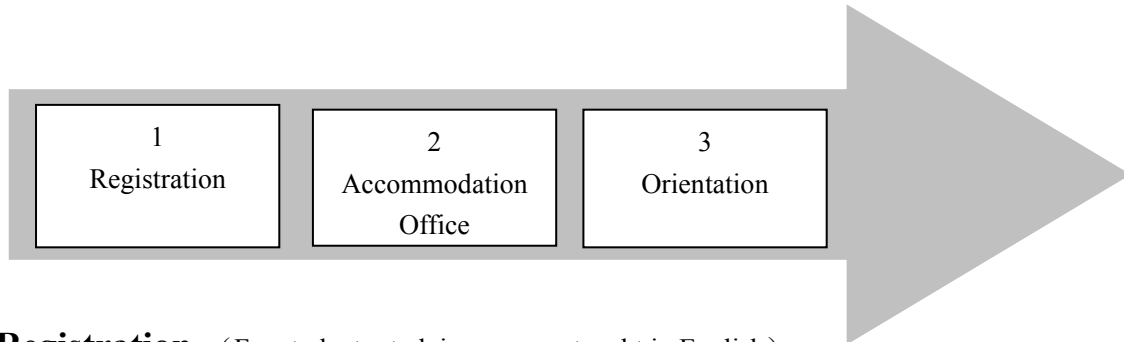
Contact Person: Zoe(Ms.)

Tel: +86 010 58908237

Mob: +86 181 0105 6504

## During Your Stay

Upon arrival at CUPL, several administrative procedures need to be carried out. They should be done in the following order.



### **Registration** (For students studying courses taught in English)

In order to complete your registration you must go to the International office:



Register in

#### **New research building A1101**

- 1. Fill in Registration Form**
- 2. Receive Orientation Information**
- 3. Receive Student Card**

### **International Office**

**New research building A1101**(11<sup>th</sup> Floor)

+86 010 58908237

#### **Working Hours:**

Monday-Thursday 9:00--11:30am 14:00-17:00pm

Friday 9:00--11:30am 14:00-16:30pm

### **You must register with the following documents:**

1. Passport and Valid Visa
2. JW202 Form
3. Admission Notice
- 4.1 Passport size Photo
5. Insurance Certificate
6. Physical Examination Form and blood test report

## **You will get some documents and materials:**

- 1.Registration Form
- 2.Orientation Information
- 3.Student Card
- 4.Campus Map
- 5.Student Handbook
- 6.Campus Internet

## **Accommodation Office**

### **Accommodation Office**

**No.1 Dorm building A206(2<sup>nd</sup> Floor)**

+86 010 58908339

#### **Working Hours:**

Monday-Thursday 9:00--11:30am 14:00-17:00pm

Friday 9:00--11:30am 14:00-16:30pm

Gate security opening times: 6:00am-- 23:00pm ( 24:00pm on weekends)

You DO NOT need to apply for accommodation beforehand, you can receive a dorm as soon as you arrive at the campus during working time. You will get a dorm key when you go to the accommodation office to complete the register.

You HAVE TO put your passport into accommodation office within 24 hours when you come to CUPL. Since our staff will go to the police station to help our exchange students finish the accommodation registration form.

An Accommodation Agreement must be signed, which states the rights and obligation of both parties (the School of International Studies and student) before you receive your room.

### **Room Description:**

#### Downtown campus:

Shared room (two persons) NO SINGLE ROOM

Shared bathroom on every floor

No bedding and mattress

No kitchen

900RMB/year



### Changing campus:

Standard room with four beds.  
Private bathroom with 24 hours hot water.  
No cooking facilities.  
5250RMB/year.



### **Living off the campus:**

You are completely responsible for your own safety while living off the campus.  
We do not offer any house renting services.

## **Orientation**

There is an orientation for exchange students during the first week. Our students can get specific orientation information when register.

During the orientation, the following information will be mentioned:

### **Study**

#### **1. Course Selection**

Course attendance without formal enrollment from the 2<sup>nd</sup> week to 3<sup>rd</sup> week.  
Your attendance in the first two weeks **WILL NOT** count towards your final assessment.

#### **2. Course Registration**

Course Registration is in the 3<sup>rd</sup> week. The final attendance list will be made according to your attendance in the prior weeks(from the 3<sup>rd</sup> week to the end of the course).

#### **Note:**

- ✓ After your registration, your name will be on the attendance list. Please remember to sign it EVERY TIME since you registered the class. The attendance is very important to your final grades.
- ✓ If you cannot find your name on the attendance list after class registration, please contact with the teaching assistant or Yidi(ywang2015@hotmail.com) / Wenqing (woshihuwenqing@126.com )via Email or visit office A1101.

### **Visa**

Students study at CUPL for one semester need to apply for X2 visa, If you want to get multiple entries, we suggest you ask the embassy to do it for you when you apply for the X2 Visa. We are limited to extending Visa with multiple Entries. So it is **IMPOSSIBLE** to change visa after arrival at CUPL.

Students study at CUPL for one year need to apply for X1 visa.

- Law courses taught in English are 2 CUPL Credits/32 Credit Hours.
- Workload for one semester: CUPL doesn't have specific requirements of workload for our exchange students. The workload is depend on your home university.
- Regular workload for exchange students: 4 or 5 Law courses.

### **Internship**

Exchange students are limited to do an internship during the exchange period.

### **Dormitory**

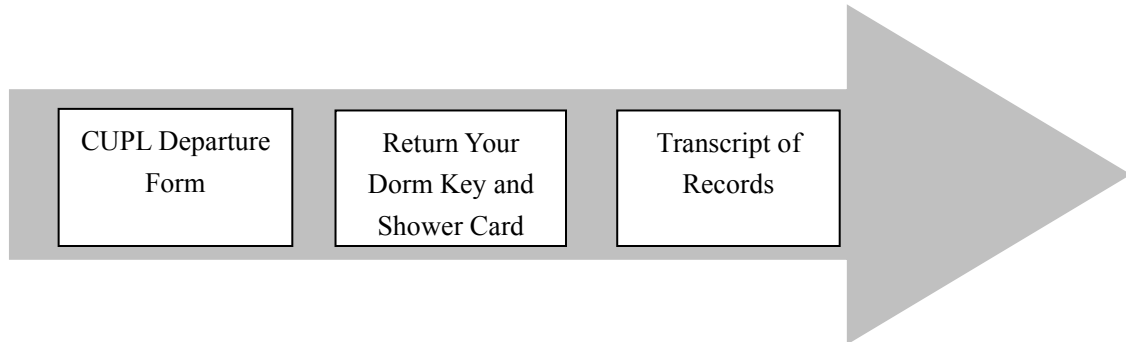
Accommodation fee: Accommodation office will inform students the specific date to pay accommodation fee. Students usually pay for the fee in October.

Electricity: The electricity is not free in dorm room. You can get your electricity card from accommodation office and top up the electricity account in Room A104, New Research Building and pay with your CUPL student card. Meanwhile, you need to leave your ID card as the office as a pledge. You can take it back after your return the electricity. There are two electric control rooms with yellow doors at the corner on each floor of the dorm. Put the electricity card into the electric meter and after several seconds, it's done.

Shower: There are two bathrooms at the corner on each floor of the dorm. You can buy Shower card form the accommodation office and charge it in Room A105, New Research Building.

## **At The End of Your Stay**

The end of your stay at CUPL requires you to carry out a series of administrative procedures. They should be done in the following order.



### **CUPL Departure Form**

You need to go to the international office to fill in the CUPL Departure Form and Course List Form before you leave.

### **Return Your Dorm Key and Shower Card**

You must return your dorm key and shower card to accommodation office before you leave.

Note: Students **WILL NOT** live in campus when the semester ends.

### **Transcript of Records**

Your exam results will be sent to the International Office. Our Staff will make transcript of records and send you the soft copy of it. Partner University will receive the transcript of records stating the final grade and credits earned at the beginning of the next semester.



# Contact Information

## School of International Studies

New Research Building (A4) Room A1101 (11th Floor)

Working Hours: 9:00--11:30am 14:00-17:00pm

Tel: +86 010 58908237

E-mail: [cis@cupl.edu.cn](mailto:cis@cupl.edu.cn)

<http://en.cupl.edu.cn/>

### Contact Person:

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**Ms. Dan XU (Section Chief)**

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**Ms. Yidi Wang (Degree Program)**

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**Ms. Wenqing HU (Degree Program)**

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**Ms. Zoe YIN (Exchange Program)**

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