CUPL-Fact Sheet
Academic year 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 15th
Fall Semester(September-January): May 5th
※ 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 25th
Fall Semester(September-January): May 15th
※ 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 Physical Examination Form (Students can send it to Ms. Zoe YIN via email before December 20th for spring semester and June 20th 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.

Fees
Accommodation fee: Xueyuan Lu campus: 900RMB/year
Changping campus: 5250RMB/year.
Insurance fee: 400RMB/semester living expenses: 2000-4000RMB/month
How to get to CUPL?

The two best ways suggested:

1. Taxi:
   A. Route: “Capital Airport” to “Xueyuanlu 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) to
        Station “Ji Men Qiao” (蓟门桥站)
      - Get off at “Ji Men Qiao” Station (蓟门桥站)
   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:

You must register with the following documents:
1. Passport and Valid Visa
2. JW202 Form
3. Admission Notice
4. 1 Passport Size Photo
5. 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
7. Health Insurance Card (MOE requires all international students buy insurance when register. So you don’t buy the insurance beforehand. It will cost you 400 RMB for 6 months.)

Accommodation Office

Accommodation Office
No.1 Dorm building A206 (2nd Floor)
+86 010 58908339

Working Hours:
Monday-Thursday 8:30--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
Changping 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:

Course
The 1st week is our register week. Your attendance in the 2nd week WILL NOT count towards your final assessment. Course Registration is in the 3rd week. The final attendance list will be made according to your attendance in the prior weeks (from the 3rd 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. Most courses will set up wechat group to inform some important information. Please make sure you are in the wechat groups and keep in touch with teacher assistants.

Visa
※ Students study at CUPL for one semester MUST apply for X2 visa. CUPL only can help students get twice entries after arrival.
※ It is IMPOSSIBLE for us to renew X1 visa for students who study at CUPL less than 180 days, so DO NOT apply for X1 visa if you study at CUPL for one semester.
※ Students study at CUPL for one year MUST apply for X1 visa. CUPL will help you apply for residence permit after your arrival.
Course Load
- 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: 3 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 the first month at CUPL.

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

1. **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.

2. **Return Your Dorm Key and Shower Card**
   - You must return your dorm key and shower card to accommodation office before you leave.
   - Note: Students **CAN NOT** live in campus when the semester ends.

3. **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 **at the beginning of the next semester**. Please let teacher assistants and Zoe know earlier if you need the transcript of records **before the exchange period ends**.
Contact Information

School of International Studies
New Research Building (A4)  Room A1101 (11th Floor)

Working Hours: 8:30--11:30am  14:00-17:00pm

Tel: +86 010 58908237
E-mail: cis@cupl.edu.cn
http://en.cupl.edu.cn/

Contact Person:

Ms. Dan XU (Vice Dean)
Tel:+86 010 58908235
E-mail: danxu166@163.com

Ms. Yidi Wang (Degree Program)
Tel:+86 010 58908237
E-mail:ywang2015@hotmail.com

Ms. Wenqing HU (Degree Program)
Tel:+86 010 58908237
E-mail:woshihuwenqing@126.com

Ms. Zoe YIN (Exchange Program)
Tel:+86 010 58908237
E-mail:tw_yinyijun@126.com