

西北工业大学 国际学生入学指南

Guide for International Freshmen
NORTHWESTERN POLYTECHNICAL UNIVERSITY

西北工业大学国际教育学院招生办公室联系方式 Contact Information of NPU International College Admission Office

电话/Phone number:
+86-029-88494381

硕博招生事务邮箱/Admission Email for Postgraduate:
internationalcollege@nwpu.edu.cn

本科招生事务邮箱/Admission Email for Undergraduate:
admission@nwpu.edu.cn

非学历生招生事务邮箱/Admission Email for non-degree program:
ex.ifp@nwpu.edu.cn

网址/Website:
<http://npuinternationalcollege.nwpu.edu.cn/index.htm>

Welcome to NPU!

2021

西北工业大学 国际学生入学指南

Guide for International Freshmen
NORTHWESTERN POLYTECHNICAL UNIVERSITY



温馨提示:

请带上疫情个人防护用具(如口罩),
身体健康才有美好未来!

Kind Reminder:

Please take your Personal Protective
Equipment (e.g. respiratory mask) .
Good health leads to a bright future!

欢迎大家来到西北工业大学!

为了让大家好地为来华与开学报到做准备,我们为大家提供了包括
来华准备与入学流程在内的详细信息,希望可以帮助到大家。

我们在西北工业大学期待你的到来!

Welcome to the Northwestern Polytechnical University (NPU) !

This detailed ENTRY GUIDE is to contribute every new student to prepare thoroughly for arrival to
China and registration in NPU. We hope it can assist you to settle in life at NPU.

We are looking forward to seeing you at NPU!

目录 Catalog

01 注册报到 02-06
Registration and Enrollment

02 费用缴纳 07-12
Tuition and insurance fee

03 住宿介绍 13-15
Accommodation introduction

04 签证体检 16-18
Visa physical examination

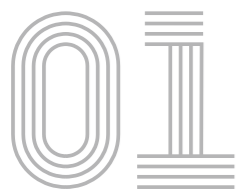
05 材料提交 19
Admission Materials Submission

06 选课指南 20-22
Course Selection Guide

07 新生训练营 23
Freshman training camp

08 生活贴士 24-27
Life tips

09 多彩校园 28-29
Colorful campus



注册报到

Registration and Enrollment

注册报到前

Before Registration

境内学生

1. 录取通知书文件包邮寄

文件包主要包括以下文件:

- 录取通知书
- 新生入学指南
- 新生入学50问

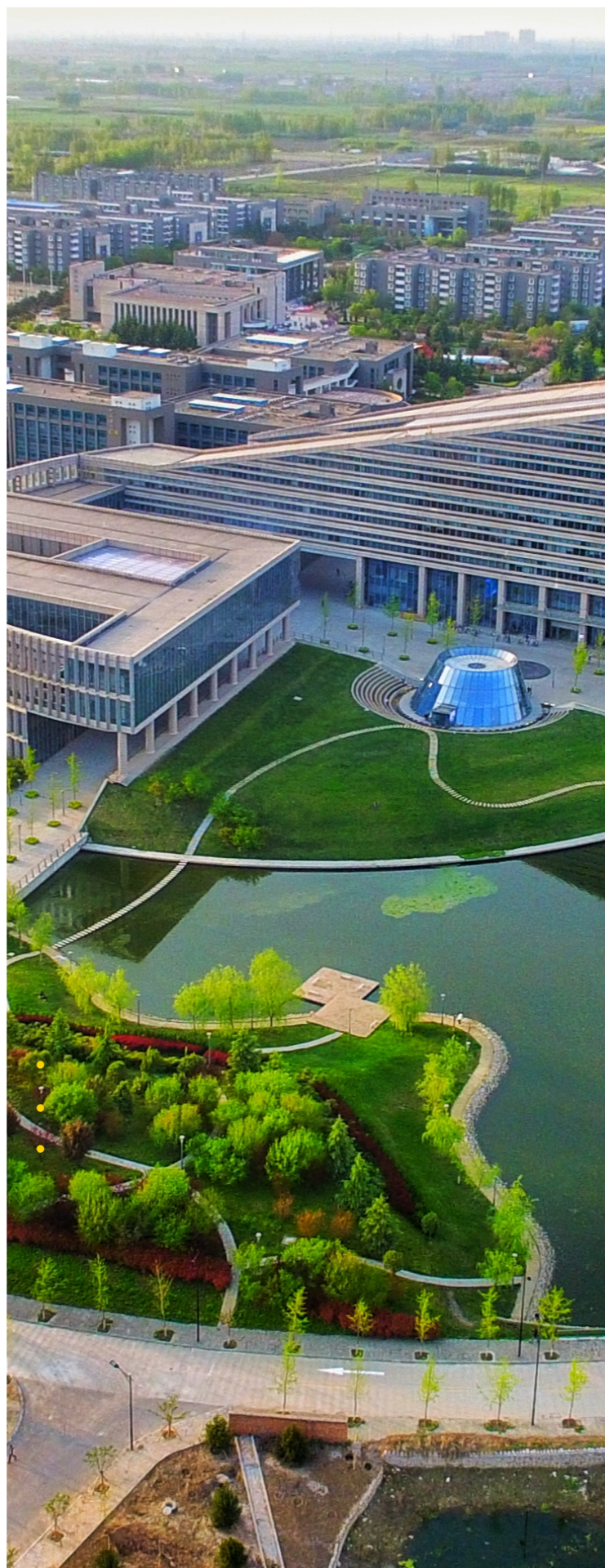
2. 及时查收关于入学前注意事项的邮件, 邮件内容包括:

学校的注册报到时间地点

- 线下报到时间
8月26日至27日
- 线下报到地点
西北工业大学友谊校区毅字楼715招生办公室

注册报到需要的文件

- 录取通知书原件
- Jw表黄联原件 (请留存多份的JW表黄联的复印件以供每次签证延期使用)
- 学位证和毕业证原件
- 成绩单原件
- 语言成绩证书原件



For Students in China

1. The Delivery of Admission Notice Document Package

The document package may includes:

- Admission Notice
- Admission Guide
- Q & A for New Student Registration

2. Please check the emails for Admission Notification on time about the instructions of Registration Preparation, including:

The date and location for registration

- Registration Date
On-site: Aug. 26 – 27

- Registration Location
Admissions Office, 715 Yizi Building, Youyi Campus, NPU

The required documents for registration

- The ORIGINAL Admission Notice
- The ORIGINAL JW Form–Yellow Page (Please keep multiple copies of JW form yellow page for each visa extension)
- The ORIGINAL degree and graduation certificate
- The ORIGINAL Transcript
- The Original copy of the English proficiency certificate

境外及暂不能来校报到的学生

For Students out of China & Students who may not allowed to come to NPU on-site temporarily

1. 录取通知书扫描件邮件发送

因疫情暂时不能来华的学生将会通过邮件查收扫描的录取通知书。

2. 及时查收关于入学前注意事项的邮件, 邮件内容包括:

线上注册报到时间及方式

报到时间

线上: 8月23日至27日

请登陆 <https://www.wjx.cn/vj/OHOyyuJ.aspx> 并按照要求完成注册。

注册报到需要的文件

- 录取通知书原件
- 学位证和毕业证原件
- 成绩单原件

1. Check the Email of the Scanned Copy of the Admission Notice

Students who are temporarily unable to come to China due to the COVID-19 will receive the scanned copy of the admission notice through e-mail.

2. Please check the emails for Admission Notification on time about the instructions of Registration Preparation, including:

The date and method for online registration

Registration Time

Online: Aug. 23 – 27

Please log in <https://www.wjx.cn/vj/OHOyyuJ.aspx> and finish the registration online.

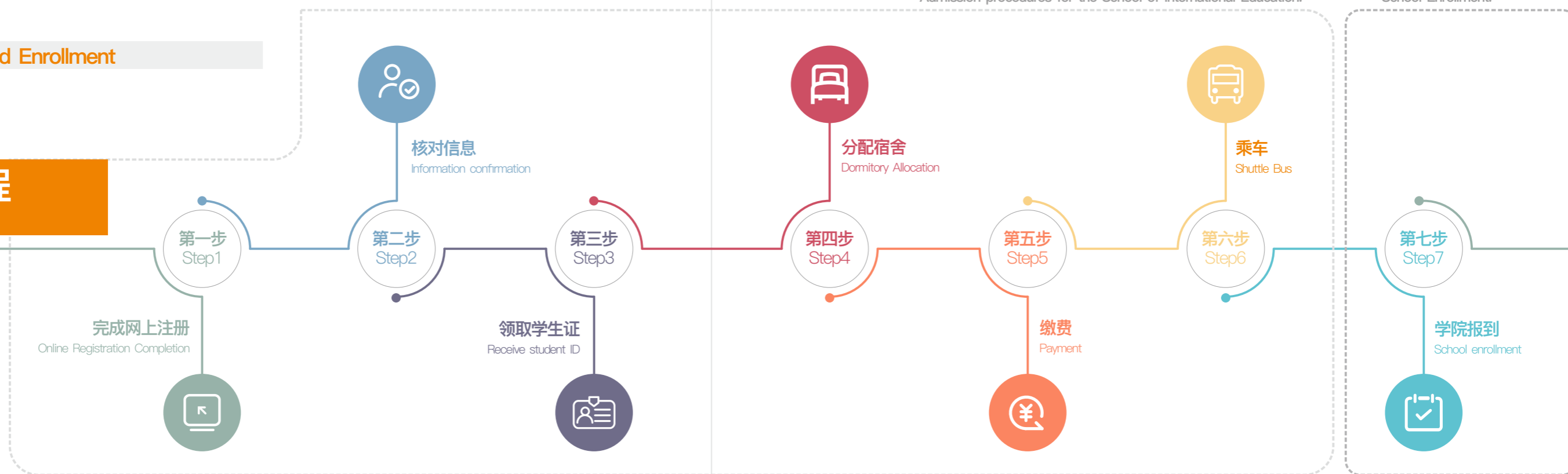
The required documents for registration

- The ORIGINAL Admission Notice
- The ORIGINAL degree and graduation certificate
- The ORIGINAL Transcript

注册报到

Registration and Enrollment

报到流程



一. 国际教育学院入学手续

Admission procedures for the School of International Education:

二. 学院报到

School Enrollment:

国际教育学院入学手续

Admission procedures for the School of International College:

具体报到时间与报到地点请参照录取通知书以及学校通知, 若不能按时报到的学生, 必须发送说明邮件至西北工业大学国际教育学院招生办公室。无故不能按时报到超过2周, 将按照自动退学处理。

For specific registration time and location, please refer to the admission notice and notification of NPU International College. If you cannot register on time, you need to provide an official explanation and email to NPU International College Admission Office. If you do not register without any report for more than 2 weeks, you will be automatically dropped out.

完成网上注册 STEP 1

需提供材料 Required materials	步骤 steps
a) 护照 passport	1. 请提供所需材料, 与老师核实信息并签到; Please provide the required materials, verify the information with the teacher and sign in;
b) 录取通知书 Admission notice	
c) JW201/202 白联 JW201 / 202 white page	2. 协助老师核查网上个人信息(姓名顺序/护照信息/专业/导师信息等是否有误)并完成网上入学确认的新生注册操作; Assist the teacher to check the personal information online (name order / passport information / major / supervisor information, etc.) and complete the new student registration procedure for online admission confirmation;
d) 学位与毕业证书原件 Original degree and graduation certificate	
e) 语言证书原件 Original language certificate	
领取的材料 Received materials	
a) JW 201/202 黄联 JW 201/202 yellow page	
b) 学号 Student number	

核对信息 STEP 2

协助老师核对录取通知书、上一学历信息, 无误后, 在录检表上确认签字

Assist the teacher to check the admission notice and the previous academic certificate information then sign in:

所需材料 Required materials	领取的材料 Received materials
1. 护照原件 Original passport	1. 学生证 Student ID
2. 录取通知书原件 Original admission notice	
3. JW201/202 黄联原件 Original JW201 / 202 yellow page	2. 校车乘车条 Shuttle bus ticket
4. 一张2寸白底彩色照片 A 2-inch color photo (White Background)	
5. (如有) 体检报告 (半年内带X光片) (If you have) Medical Examination Report (within 6 months with X-ray film)	

领取学生证 STEP 3

上交2寸照片, 现场制作学生证
Provide the 2-inch photo and make student ID on site

费用清单 Payment list

需要缴纳的费用	Fees need to be paid
学费(自费生) <ul style="list-style-type: none"> ·本科生 中文授课20000人民币/学年 英文授课22000人民币/学年 ·硕士研究生 30000人民币/学年 ·博士研究生 38000人民币/学年 ·预科项目 25000元/学年 ·汉语项目 7500元/学期 15000元/学年 	Tuition Fee (Self-Funded Student) <ul style="list-style-type: none"> ·Undergraduates (Chinese Medium): RMB 20000 / Year ·Undergraduates (English Medium): RMB 22000 / Year ·Master student: RMB 30000 / Year ·PhD Student: RMB 38000 / Year ·Foundation Program: RMB 25000 / Year ·Chinese Program: RMB 7500 / Semester RMB 15000 / Year

其他支出 Other expenses	线下学生 Offline students	线上学生 Online students
签证延期费 Visa Extension Fee	400人民币/次 400 RMB each time	无 None
体检费用 Physical Exam Fee	大约400人民币 Around 400 RMB	无 None
住宿费 Accommodation Fee (Self-Funded Student)	600人民币/月或1000人民币/月 (按学年缴纳) 600 RMB / Month or 1000 RMB / Month (paid by academic year)	无 None
住宿押金 Deposit for dormitory	友谊校区住宿押金600人民币 Deposit for dormitory in Youyi Campus: 600 RMB 长安校区住宿押金1000人民币 Deposit for Accommodation in Chang'an Campus: 1000 RMB	无 None
医疗保险 Medical Insurance	800人民币/年 800 RMB / Year	无 None
生活费 Living Expense	1500人民币/月 1500 RMB / Month	无 None
被褥费 Bedding cost	380人民币/套 (床单自带) 380 RMB each set (Please prepare the sheet by yourself)	无 None
校园卡 Student Card	100人民币 100 RMB	无 None
网费 Internet payment	100人民币 100RMB	无 None

学校费用缴纳方式

Payment methods

现金缴费 Paid by cash

银行卡缴费 Paid by bank card

无现金的学生可在两周内办理银行卡后缴纳学费，且只接受标有银联标志的银行卡进行缴费。

students who have no cash can finish the payment within two weeks after opening the bank card, but only the bank cards with the UnionPay are accepted for payment.



分配宿舍

第四步

STEP 4

国际教育学院将预先根据学生信息分配宿舍。学生领取宿舍安排单前往所在校区留学生公寓办理入住，学生办理入住需缴纳押金。（住宿押金1000人民币）。

NPU International College will allocate dormitories according to student information in advance. Students receive the dormitory arrangement form and go to the international student apartment of the campus to check in. The deposit is required to pay when students do the check in (Deposit for Accommodation: RMB 1000).



缴费

第五步

STEP 5

(CSC奖学金及校长卓越奖学金除外
except for the CSC Scholarship students and NPU President Scholarship students)

-学生带着护照，录取通知书，学生证去财务处报学号(提前分配)缴纳学费，住宿费。

-Students should pay tuition fee and accommodation fee at University Finance Office with passport, admission letter and student ID.

学院报到

School Enrollment



学院报到

第七步

STEP 7

在注册完成后新生需在一周内尽快去其所在学院报到；

After the registration in International College, students should go to their school for enrollment within a week ASAP.

联系学院外事秘书确认选课要求；

Please contact the School Foreign Secretary to confirm course selection requirements;

硕博学生与外事秘书确认导师联系方式，主动与导师联系告知已到校，并与导师确认选课要求。

Postgraduates need to confirm the supervisors' contact with their academic school's foreign affairs secretary. They also need to inform their supervisor they have arrived and confirm the course-selection requirement with the supervisor.

暂无法到校的学生届时会加入各学院的外事秘书联系群，并参加线上选课指导。

For the students who cannot get to the university at that time will join the academic schools' contact group and get course-selecting instruction online by then.



校车乘坐

第六步

STEP 6

在长安校区住宿的学生在友谊校区完成入学事宜后，在留学生管理办公室领取乘车条或使用录取通知书，在校车乘车点乘坐校车。

After the registration and enrollment at Youyi Campus, students who live at the Chang'an campus need to pick up the bus ticket at the International Student Administration Office or use the admission notice to take the bus.

费用：单程每次5元

Cost: 5 RMB / one-way trip

支付方式：刷校园卡

Payment method: Swipe the student card

缴费注意事项 Payment notice:

- 缴费需有学生本人亲自办理，不能委托他人代办。
- 学历生缴费只能按一学年的费用进行缴费(费用包括学费和住宿费)；
非学历生缴费可按一学期的费用进行缴费(费用包括学费和住宿费)。
- 所有费用必须在规定时间缴纳完成，无故未能按时缴纳学费的学生，不能正常入学；无故未能按时缴纳住宿费的学生，需缴纳滞纳金。
- 缴费完成后，学生需上交缴费单复印件

- The payment must be finished by yourself.
- The payment for degree students can only be paid by year (academic year). The fees include tuition and accommodation fees.

The payment for non-degree students can be paid by semester. The fees include tuition and accommodation fees.

- All fees must be paid within the stipulated time. Students who fail to pay tuition on time without any report cannot be normally enrolled. Students who fail to pay accommodation fee on time without any report must pay the late fee.
- After finishing the payment, students need to submit the copy of the payment slip.



重点：线下学生缴费后将发票与其他材料一起提交至留学生管理办公室（友谊校区毅字楼716室），发票上应备注学号。线上学生缴费后将银行转账记录发送到钉钉群中，备注名字学号，告知辅导员。

Important note: Offline students please submit the receipt with other materials to the International Student Administration Office (716 Yizi Building, Youyi Campus). The student number should be noted on the receipt.

Online students please submit your transfer record of tuition in Dingtalk group chat with your name and student ID, telling your conseller as well.

学生保险办理 Students Insurance

- 所有学生均需购买在华保险。
All international students must purchase insurance.
- 所有学生均需网上自行购买。（购买方式如右图）
All international students need to purchase insurance by themselves online. (insurance purchase instruction is showed on the right page) .
- 保险费：800人民币/年 Insurance Fee: RMB 800/Year
- 奖学金包含保险费的奖学金生，自行投保后，将由学校后续将保险费打入奖学金账户上。

For scholarship students whose scholarship covers insurance, after they purchased insurance online, the university will pay the RMB800 insurance fee back to the students' scholarship bank account later.

- 保险费为800人民币一年，联华保险专注留学生保险，国际学生应从联华保险购买保险产品。

The insurance fee required is RMB 800 per year. Lianhua Insurance Company is specialized in international students' insurance, hereby students need to purchase insurance service in this company.

以下信息及右侧图片为您展示联华保险办理流程：
The information below and the pictures on the right page will show you the instruction of purchasing insurance online.

-登录网站www.lxbx.net或扫描有图二维码。，点击“留学生查询缴费平台”图标，并以报名时的护照号登陆；

-Log in to the www.lxbx.net Lianhua Insurance Website or scan the QR code on the right page., click the "Student check payment" icon, and log in with the passport number for registration;

-填写所有信息并且核实Fill in and verify all information;

-选择拟投保保期和费用：一年800元；

Choose the planned insurance period and cost: 800 RMB / Year;

-按网上提示进入在线支付（微信或支付宝）流程并支付；

Follow the online prompts to enter the online payment (WeChat or Alipay) process and finish the payment;

-缴清保险费用后，下载并打印电子发票

After finishing the insurance fee payment, please download and print the digital receipt.



境内留学生在华保险每个人必须购买。

Insurance is mandatory for every international student in China.

境外留学生在华保险等来中国后购买。

International students who are abroad and cannot come to China before admission can purchase insurance after arriving in China.

备注：与其他材料一起提交至留学生管理办公室（友谊校区毅字楼716室），发票上应备注学号。

Note: Please submit the receipt with other materials to the International Student Administration Office (716 Yizi Building, Youyi Campus). The student number should be noted on the receipt.



Online payment Instruction.

网上支付看这里
轻松缴费我帮你



手机端
Mobile terminal

Step. 1

扫描二维码
Scan the QR Code



Step.2

输入护照号和验证码
Passport number
and verification code



Step.3

点击购买
Click to purchase

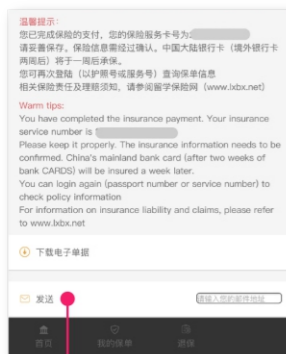


Step.4

选择保费
Selection premium



Step.5



邮箱留存凭证
Send certificate

我已阅读并确认好保险条款的内容

阅读勾选条款
By checking this box,
I acknowledge all the conditions

下一步
Clicking to continue

保险期间为2021-01-01到2021-06-30, 是否购买?

确认保险期限
Confirm the insurance period
to purchase

上网套餐缴费 Payment for Internet Plan Package



服务支持热线
Customer Service

400-810-5119



03 住宿介绍

Accommodation introduction



- 宿舍位置: 西北工业大学友谊校区 留学生公寓 T27舍
Location: T27 Building for International Students in Youyi Campus
双人间价格: 600元/月
Twin Room Price: 600 RMB / Month



- 宿舍位置: 西北工业大学友谊校区 留学生公寓 T3舍
Location: T3 Building for International Students in Youyi Campus
单人间价格: 900元/月
Single Room Price: 900 RMB / Month



- 宿舍位置: 西北工业大学长安校区海天苑留学生公寓
Location: Haitian Building for International Students in Chang'an Campus
单人间价格: 900元/月 双人间价格: 600元/月
Single Room Price: 900 RMB / Month
Twin Room Price: 600 RMB / Month



住宿规定 Dormitory regulation

校内住宿 living in campus

- **工作时间内到达** (周一至周五, 8:00–12:00, 14:00–17:30) :

请直接前往毅字楼715留学生招生办公室办理入学手续。

- **非工作时间到达** (周末及法定节假日) :

住宿 (安排在学校临时住宿/自己解决住宿)

需要学校临时住宿(只能住一晚)的学生需要提前发邮件向招生办公室提交申请, 学生需携带护照原件, 录取通知书原件办理临时入住。

- **During the work time:** (from Monday to Friday, 8:00–12:00, 14:00–17:30)

Please directly go to the Admission Office 715 in Yizi Building to register.

- **During the time off work** (Weekend and legal holidays): accommodation (temporary stay for one night in school / find the hotel by yourself):

Temporary stay for one night is arranged by the office teacher and every student is required to inform about this need to the office teacher by email. Use your Admission Notice and your passport to check in.



校外住宿 living out of campus

- (1)居住在长安校区的外国留学生: 学生须携带护照及入住单自行前往东大派出所办理临时住宿登记或关注“西安出入境”微信公众号自行登记。

- (2)校外住宿的外国留学生: 学生须携带护照及合同于24小时内前往辖区派出所做临时住宿登记或关注“西安出入境”微信公众号自行登记。

备注: 大一新生不允许校外住宿

note: Freshman are not allowed to live out of campus

- (1)Students living in Chang'an Campus: bring your passport and check-in-form to Dongda police station for temporary accommodation registration OR follow the WeChat official account 'xianchurujing' to register by yourself.

- (2)Students living off-campus: bring your passport and the contract of renting to the police station for temporary accommodation registration OR follow the WeChat official account 'xianchurujing' to register by yourself.

临时住宿登记:

外国留学生抵达中国后24小时内需完成临时住宿登记:

Temporary accommodation registration:

Students need to complete temporary accommodation registration within 24 hours after arriving in China.



-首次入境需要网上登记;

-Entry into China for the first time requires online registration.

-签证、护照号、住址有变更时请再次登录“西安出入境”微信公众号及时更新信息。否则, 罚款500元/天。

-If your information of visa, passport number or address has been changed, please login in to the WeChat official account 'xianchurujing' again to update your new information. Otherwise, 500 RMB (per day) will be fined.

小贴士: 如何通过“西安出入境”微信公众号办理临时住宿?

Tips: How to register the temporary accommodation through the WeChat official account: xianchurujing?



微信也能办理临住



只有校外住宿的留学生以及初次办理后后续信息变更需重新登记时才能通过微信办理。办理后需要将最终的临时登记表下载打印, 在办理签证前去所属辖区的派出所将临时登记表盖章, 办理签证时使用。

Only students who live off campus and who already registered before but need to re-register due to information change can register the temporary accommodation registration on the WeChat official account 'xianchurujing'. After registration, the registration form needs to be downloaded, printed and sent to the belonged police station to be stamped on. Please do take this stamped temporary accommodation form when going to PSB to extend one's visa.

第一步 Step1

请在微信中搜索xianchurujing并关注

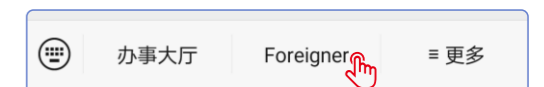
Search for "xianchurujing" in your WeChat and follow it.



第二步 Step2

点击下方的“Foreigner”

Click "Foreigner" below



第三步 Step3

同意获得权限 Consent to access

第四步 Step4

进行填写登记

Fill in the Foreigner Online Residence Registration





签证体检

Visa physical examination

签证延期流程 The procedure of Visa extension

1.完成体检：新生在办理签证延期前完成体检

Completion of medical examination: New students should complete medical examination before visa extension

体检时间/Medical examination time:

根据学生到校时间，由辅导员统一通知体检时间

the counselor will notify the medical examination time according to the time when the student arrives

体检所需材料/Materials for medical examination

-首次入境且学习一年及以上:

First entry and study for more than one year (free of charge):

- 需携带JW201（或202表）、录取通知书
Please take the JW201 (or 202) and admission notice
- 护照以及护照签证页的复印件Copy of passport and passport visa page
- 三张2寸白底彩色证件照片Three 2-inch color ID photos (white background)
- 在自己国家医院做的半年内的体检报告附X光片（不接受CD）；

X-ray film (without CD) will be attached to the medical examination report done within six months at the national hospital;

-非首次入境或是居留时间不足一年:

Not the first entry or residence time less than one year (medical examination fee 400 RMB):

- 需携带护照Passport required
- 三张2寸白底彩色证件照片Three 2-inch color ID photos (white background)

体检地址/Address:

陕西省出入境检验检疫局（西安市碑林区含光北路10号）

Shaanxi Entry-Exit Inspection and Quarantine Bureau (No. 10 Hanguang North Road, Beilin District, Xi'an)



交通工具/Transportation:

1.长安校区-陕西省出入境检验检疫局

Chang'an Campus - Shaanxi Entry-Exit Inspection and Quarantine Bureau

·选择1：校车-公交车

Optional 1: School Shuttle Bus - City Bus

先乘坐校车（5元）或734路公交车（2元）至友谊校区,再换乘24路公交车至陕西省出入境检验检疫局

Firstly, students need to take the school shuttle bus (5 RMB) or take the bus NO. 734 (2 RMB) to Youyi Campus. Then transfer the bus NO. 24 to Shaanxi Entry-Exit Inspection and Quarantine Bureau

·选择2：乘坐出租车

Optional 2: Taxi (around 90 RMB)

2.友谊校区-陕西省出入境检验检疫局

Chang'an Campus - Shaanxi Entry-Exit Inspection and Quarantine Bureau

·选择1：公交车

Optional 1: City Bus

乘坐24路公交车至陕西省出入境检验检疫局

Please take the bus NO. 24 to Shaanxi Entry-Exit Inspection and Quarantine Bureau

·选择2：乘坐出租车

Optional 2: Taxi (around 11 RMB)



根据辅导员通知，自行预约或由统一预约前往检验检疫中心进行体检；

According to the notification from counselor, students can make an appointment by themselves or go to the quarantine and inspection center for a physical examination by unified appointment;

体检结束后，学生需根据检疫局所发体检材料受理凭证上的时间，自行前往体检中心取结果，受理时间一般为一周以内；

After the physical examination, students need to go to the physical examination center to collect the results according to the time on the acceptance certificate issued by the Quarantine Bureau. The acceptance time is generally within a week;

领取到体检结果之后，需同其他报名材料一起上交至国际教育学院，完成报到手续（参照Part 5）

After receiving the physical examination result, you need to submit to the International College with other registration materials to complete the registration procedure (refer to Part 5)

2. 完成签证延期:

根据国际教育学院通知, 到ISO办理签证材料之后, 携带材料自行前往
出入境办理签证延期。

Completion of visa extension: According to the notification of the International College, please go to International Student Office (ISO) to get the relevant documents and then bring all the documents including the materials below to the Public Security Bureau (PSB) for visa extension.

所需材料/Required Documents

1. 1张护照首页复印件 / One copy of the first page of the passport
2. 1张最新签证页复印件 (应含中国海关入境章) / One copy of the latest visa page (should include the Chinese customs entry stamp)
3. 1张JW201/202表黄联原件 / One original JW201 / 202 form yellow page
3. 1份体检报告单原件 / One original physical examination report
4. 1份临时住宿登记表 / One temporary accommodation registration form
5. 3张2寸彩色照片 (白底) / Three 2-inch color photos (white background)
6. 1份学费缴费收据复印件 / One copy of tuition payment receipt

此外, 还需提交留管办提供的签证申请表、延期公函、奖学金生免学费说明等材料
In addition, it is necessary to submit the visa application form, extension of official letter, tuition exemption explanation and other materials provided by ISO (International Student Administration Office)

地址/Address:

出入境管理局 (陕西省西安市太白南路与科技路交叉口)

Exit-Entry Administration (the intersection of Taibai South Road and Keji Road, Xi'an)

交通工具/Transportation:

1. 长安校区-陕西省出入境管理局

Chang'an Campus - Shaanxi Exit-Entry Administration

● 选择1: 校车-公交车

Optional 1: School Shuttle Bus - City Bus

先乘坐校车 (5元) 或734路公交车 (2元) 至友谊校区,再换乘24路公交车至陕西省出入境管理局

Firstly, students need to take the school shuttle bus (5 RMB) or take the bus NO. 734 (2 RMB) to Youyi Campus. Then transfer the bus NO. 24 to Shaanxi Exit-Entry Administration

● 选择2: 乘坐出租车

Optional 2: Taxi (around 90 RMB)

2. 友谊校区-陕西省出入境管理局

Chang'an Campus - Shaanxi Exit-Entry Administration

● 选择1: 公交车

Optional 1: City Bus

乘坐311、205、900路公交车至陕西省出入境管理局

Please take the bus NO. 311、205、900 to Shaanxi Exit-Entry Administration

● 选择2: 乘坐出租车

Optional 2: Taxi (around 11 RMB)



05

材料提交

Admission Materials Submission

新生需在入学两周内上交入学材料

Students must submit the admission materials within two weeks after registration and enrollment

收集地点: 留学生管理办公室:

Collection location: ISO

(International Student Administration Office)

· 友谊校区 Youyi Campus:

毅字楼7楼716室

Room 716, 7th Floor, Yizi Building

· 长安校区 Changan Campus:

海天苑C座 201室

Room 201, Block C, Haitianyuan



线下学生需扫描材料并发送到指定邮箱:

Note: Offline students need to scan the materials and send to the designated mailbox:

- 上交纸质材料前, 所有学生需将各种材料的原件进行电子扫描自己进行备份:

Before submitting the paper materials, all students need to scan the original of materials mentioned above as the digital documents for their own backup.

- 同时将扫描好的各项文件发至邮箱 iso@nwpu.edu.cn 要求每个扫描件以文件内容命名, 邮件的主题格式是: 学号+姓名。

Meanwhile offline students need to email the scanned documents to iso@nwpu.edu.cn. It is required that each scanned document needs to be named as the content of the document. The subject format is "student ID number + name".

线下入学材料提交明细: 交给你的辅导员

Offline students admission materials submission: pass to your counsellor

提交材料明细 Submission details

1. 四张2寸白底彩色照片 (建议准备8张)
At least four 2-inch color identification photos (We suggest that students take at least eight identification photos)
2. 两张护照首页复印件
Two copies of the first page of your passport
3. 两张最新签证页复印件 (含中国海关章)
Two copies of the latest visa page (including the Stamp of China Customs Entry)
4. 两张录取通知书复印件
Two copies of your offer letter
JW201/202表黄联原件以及两份复印件 (注意: 重要材料, 建议学生自行复印留底)
The original and two copies of JW201/202 Form (We suggest that students print several copies of these important materials)
5. 体检报告单原件第一联
The first page of your original medical examination report
6. 一份临时住宿登记表 (电子版)
The registration form of temporary dormitory (Filled the electronic registration form of temporary dormitory and printed it out)
7. 一份银行开户单信息复印件
The copy of your bank account opening receipt in China
8. 一份保险费缴费单复印件
The copy of your insurance payment receipt
9. 一份学费缴费收据复印件 (如果你是自费生或半奖学金生需要提供)
The copy of your tuition fee payment receipt if you are self-funded students and half-scholarship students.
10. 一份住宿费收据复印件
The copy of your dormitory payment receipt

线上入学材料提交明细: 交给你的辅导员

Online students admission materials submission: pass to your counsellor

提交材料明细 Submission details

1. 一张电子版2寸白底彩色照片
A digital copy of 2-inch color photo (white background)
2. 一张护照首页扫描件
A digital copy of the first page of your passport
3. 一张录取通知书扫描件
A digital copy of your offer letter
4. 一份学费缴费收据扫描件 (如果你是自费生或者半奖学金生需要提交)
A digital copy of your tuition fee payment receipt if you are self-funded students and half-scholarship students.

激活翱翔门户账号

Activate your Aoxiang account:

1 Step 1
步骤 1: 登陆网站:
<https://uis.nwpu.edu.cn/cas/login> 并且点击“账户激活”
Log in to the website:
<https://uis.nwpu.edu.cn/cas/login> and click "Account Activation"

2 Step 2
步骤 2: 按照步骤完成激活
 Follow the steps to complete the activation

西北工业大学 统一身份认证

使用用户名和密码登录

请输入用户名

请输入密码

登录

使用其他方式登录

忘记密码? 找回密码?

账号激活

Student number
Passport number

通过翱翔门户完成选课

Complete the course selection through the Aoxiang Portal

(1) 本科生选课流程

Course selection procedure for undergraduates:

Step 1
 步骤1: 登录你的翱翔门户账号:
 Log in to your Aoxiang Portal account:
<https://uis.nwpu.edu.cn/cas/login>

Step 2
 步骤2: 点击“教务系统”
 Click "Teaching System"

Step 3
 步骤3: 点击下方的“我的学业”
 Click "My Study" below.

Step 6
 步骤6: 返回“我的学业”并点击“选课退课”选项选择相应的课程
 Return to "My Studies" and click the "Course Selection and Withdraw" option to select the corresponding courses.

Step 5
 步骤5: 根据学期所推荐课程决定每学期选定的课程
 Decide which courses you would like to select for each semester based on the Semester Courses Recommendation

开课学期	建议修读学期
春, 秋	第一学年秋季
春, 秋	第三或四学年秋
春, 秋	第一学年春季
春, 秋	第二学年秋季
春, 秋	第三学年秋季

Step 4
 步骤4: 查看“培养方案”
 Check the "cultivation plan"

我的学业

您的当前位置: 首页 > 我的学业 > 培养方案

培养计划

培养方案内容 | **培养方案** | 替代课程

(2) 硕博生选课流程:

Course selection procedure for postgraduates:

Step 1

步骤1: 登录你的翱翔门户账号:

<https://uis.nwpu.edu.cn/cas/login>

Log in to your Aoxiang Portal account:

<https://uis.nwpu.edu.cn/cas/login>



Step 2

步骤2: 选择“研究生教育”

Select "Graduate Education"



Step 3

步骤3: 选择“培养计划提交”

Select "Cultivation Plan Submission"



选课前请联系学院教学秘书与导师，在征得教学秘书与导师同意后，再在系统提交。

first please contact the school teaching secretary and your supervisor for course selection. You need to obtain the consent of them before submitting in the portal.



新生训练营

Freshman training camp

所有国际本科新生入学后需参加新生训练营 时间: 8/30-9/10

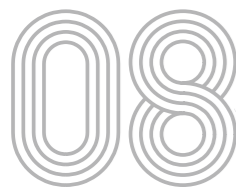
All international freshmen are required to participate in international student orientation.
Date: 8/30-9/10

为增进2021级国际学生对中国特色文化、法律法规的了解与掌握，进一步学习西北工业大学校情校史与校规校纪，帮助国际学生熟悉在中国学习生活的方方面面，尽快适应和融入在西北工业大学留学的学习生活，同时增强国际学生对学校乃至对中国的归属感，拓宽学生国际视野，培养学生的合作意识、团队意识与自我管理意识，西北工业大学国际教育学院组织2021级国际学生举办为期十天的“新生训练营”，在疫情限制下通过线上线下结合形式向国际学生全面展示丰富多彩的校园生活，同时开展系列入学教育活动。

To understand Chinese history, laws and regulations for the international students, to learn about the history and discipline of Northwestern Polytechnical University, to familiarize with all aspects of study and life in China, and to enhance international students' sense of belonging to the university and China, to broaden students' international perspective, International College of Northwestern Polytechnical University organized a ten-day orientation for international students of 2021 batch to show enriched and colorful campus life through a combination of online and offline meeting and activities under the restriction of the epidemic.

下面是新生训练营的日程安排: here is the schedule of orientation:

日期	事项
8月30日	主持人开场、与辅导员初识、经验分享、破冰游戏; 讲解入学50问 opening, first acquaintance with counselor, experience sharing, ice break, games; explanation of Frequently Asked Questions
8月31日	选课指导; 选课答疑 Course selection guidance; course selection Q&A
9月1日	疫情始末与中国精神; 初步介绍中国和西安; The Spirit of China; A Preliminary Introduction to China and Xi'an
9月2日	西工大风物与人文精神、参观校园并直播; The culture and humanistic spirit of NPU, broadcast of campus tour
9月3日	心理健康教育; 观看电影《心灵奇旅》 Mental Health Education; Watching the movie 《Soul》
9月6日	法律法规讲解; Explanation of laws and regulations.
9月7日	学唱第一首中国歌 Learn to sing the first Chinese song
9月8日	社团宣讲、社会实践分享、学科竞赛讲解、就业情况分析 Club promotion, social practice sharing, academic competition explanation, employment situation analysis
9月9日	生涯规划工作坊: 画出十年后的自己; 一封给西北工业大学的信; Career planning: drawing yourself after ten years; a letter to NPU.
9月10日	宿舍介绍、跨时空的中国菜; 公布优秀营员等称号, 颁发证书 Introduction to the dormitory, Chinese cuisine; announcement of outstanding campers and other titles, award of certificates



生活贴士

Life tips

机场及火车站交通提示

乘坐飞机 (咸阳国际机场)

- **选择1: 出租车**
 - 从咸阳国际机场到西北工业大学友谊校区 (西安市碑林区友谊西路127号)
 - 距离: 约36公里
 - 打车费用: 约100元人民币
- **选择2: 机场大巴-公交车:**
 - 从咸阳机场到西北工业大学友谊校区, 乘坐机场大巴至西稍门
 - 费用: 25元人民币
 - 之后换乘市内公交车 (24路, 201路, 503路) 到西工大站
 - 费用: 2元人民币
- **选择3: 机场大巴-出租车:**
 - 从咸阳机场到西北工业大学友谊校区, 乘坐机场大巴至西稍门
 - 费用: 25元人民币
 - 之后乘坐出租车到西北工业大学西门或南门
 - 费用: 约8-10元人民币

Tips for Transportation from Railway Station or Airport

Arrival by airplane (Xianyang International Airport)

- **Option 1: Taxi**
 - From Xianyang International Airport to Northwestern Polytechnical University (NO. 127, Youyi Xilu, Xi'an, Shaanxi, P.R.China)
 - Distance: Around 36 Kilometer
 - Fare: Around RMB 100
- **Option 2: Shuttle Bus – City Bus**
 - Firstly, take the shuttle bus from Xianyang International Airport to Xishao Men
 - Fare: RMB 25
 - Then transfer to the City Bus (Bus NO. 24/ Bus NO. 202/ Bus NO. 503) to NPU (The Stop is XiGongDa)
 - Fare: RMB 2
- **Option 3: Shuttle Bus – Taxi**
 - Firstly, take shuttle bus from Xianyang International Airport to Xishao Men
 - Fare: RMB 25
 - Then transfer to the taxi to the west gate or south gate of NPU
 - Fare: around RMB 8-10

乘坐高铁 (西安北站)

- **出租车**
 - 从西安北站到西北工业大学
 - 距离: 16.5公里
 - 打车费用: 约41元人民币

Arrival by Railway (Xi'an North Railway Station)

- **Taxi**
 - From Xi'an North Railway Station to NPU
 - Distance: 16.5 Kilometer
 - Fare: around RMB 41

乘坐火车 (西安站)

- **出租车**
 - 从西安站到西北工业大学
 - 距离: 9.1公里
 - 打车费用: 约22元人民币

Arrival by Train (Xi'an Railway Station)

- **Taxi**
 - From Xi'an Railway Station to NPU
 - Distance: 9.1 Kilometer
 - Fare: around RMB 22



办理银行卡 Open the bank card

所需材料: 护照、中国电话号码

Required documents: passport, Chinese phone number

地点: 学校内中国工商银行 (ICBC)

友谊校区地址: 西工大友谊校区内求实路与三航路交叉口, 一卡通中心旁边

长安校区地址: 东大路西工大新校区内, 家属小区门口

Location: Industrial and Commercial Bank of China (ICBC) in campus

Address in Youyi Campus: At the intersection of Qiushi Road and Sanhang Road, next to the Card Center

Address in Chang'an campus: Dongda road, at the gate of the community



注 Notes

1. 银行卡办理完成后, 学生需保存银行开户单并上交
After finishing the bank card, students need to submit the bank account opening receipt to 716 Yizi Building (Youyi Campus).
2. 针对需要用银行卡缴费的学生, 银行卡办理完成之后, 需:
After finishing the bank card, students who need to finish the payment by bank card, they should:
 - 缴纳学费与住宿费 Pay tuition and accommodation fees
 - 缴纳保险费 Pay insurance
3. 银行卡办理建议自行前往。
It is highly suggested that students should go to the bank and open the card by yourself.

办理中国电话号码 Apply for a Chinese phone number

所需材料: 护照, 录取通知书复印件

Required documents: passport, copy of admission notice

地点

中国电信: 西安市雁塔区高新路56号 (在西工大西门公交站 (过马路) 乘坐322路, 车程约7分钟)

中国移动: 西安市碑林区友谊东路81号 (在西工大公交站 (过马路) 乘坐700路公交车, 车程约13分钟)

中国联通: 西安市碑林区友谊西路127号-2号 (西工大南门外)

Locations:

China Telecom: No. 56, Gaoxin Road, Yanta District, Xi'an (Take bus NO. 322 at Xigongda Ximen Bus Station (cross the road), about 7 minutes by bus)

China Mobile: No. 81, Youyi East Road, Beilin District, Xi'an (Take the bus NO. 700 at the Xigongda Bus Station (crossing the road), about 13 minutes by bus)

China Unicom: No. 127-2, Youyi West Road, Beilin District, Xi'an (outside the South Gate of NPU)

办理校园一卡通 How to apply for the student card

所需材料: 护照、学生证 Required materials: passport, student ID

地点

学校一卡通中心

地址: 西工大友谊校区内求实路与三航路交叉口, 中国工商银行ICBC旁边

Locations:

One Card Center

Address: next to ICBC, at the intersection of Qiushi Road and Sanhang Road, Youyi Campus, NPU.

校车乘坐 School Buses taking

在长安校区住宿的学生在友谊校区完成入学事宜后, 在留学生管理办公室领取乘车条或使用录取通知书, 在校车乘车点乘坐校车。

费用: 单程每次5元

支付方式: 刷校园卡

Take the school bus: After the registration and enrollment at Youyi Campus, students who live at the Chang'an campus need to pick up the bus ticket at the International Student Administration Office or use the admission notice to take the bus.

Cost: 5 RMB / one-way trip

Payment method: Swipe the student card



如何获取乘车时间?
How to get the boarding time?



手机端
Mobile terminal



Step 1

步骤1:
关注微信公众号“小瓜工大助手”, 点击“小瓜神力”
Follow the WeChat public account "npuxiaogua" and click "小瓜神力"



Step 3

步骤3:
获取实时的两校区校车时刻表
Obtain real-time bus schedule for the two campuses



Step 2

步骤2:
点击“校车助手”
Click "校车助手"

联系方式 Contact information

西北工业大学国际教育学院 招生办公室联系方式

Contact Information of NPU International College Admission Office

电话/Phone number:
+86-029-88494381

邮箱 Email:
硕博招生事务邮箱
Admission Email for Postgraduate:
internationalcollege@nwpu.edu.cn
本科招生事务邮箱
Admission Email for Undergraduate:
admission@nwpu.edu.cn
非学历招生事务邮箱
Admission Email for non-degree program:
ex.ifp@nwpu.edu.cn

西北工业大学国际教育学院 留学生管理办公室联系方式

Contact Information of NPU International College ISO (International Student Administration Office)

电话 Phone number:
+86-029-88495735

邮箱 Email:
iso@nwpu.edu.cn

各学院外事秘书联系方式

Contact Information of School Foreign Secretary

学院 School	外事秘书 Foreign Secretary	办公电话 Tel(+86-029-)	邮箱 Email
航空学院 School of Aeronautics	郑水平 Shuiping ZHENG	88493671	zheng2014@nwpu.edu.cn
航天学院 School of Astronautics	淡宁宁 Ningning DAN	88460892	dnn12345@nwpu.edu.cn
航海学院 School of Marine Science and Technology	邵婷 Ting SHAO	88494920	st@nwpu.edu.cn
材料学院 School of Materials Science and Engineering	孙苏婷 Suting SUN	88460899	yuan4inter@nwpu.edu.cn
机电学院 School of Mechanical Engineering	孙可 Ke SUN	88494382	sunke@nwpu.edu.cn
力学与土木建筑学院 School of Mechanics, Civil Engineering and Architecture	向郑一 Zhengyi XIANG	88431008	echoxiang@nwpu.edu.cn
动力与能源学院 School of Power and Energy	宋曦 Xi SONG	88431003	xisong@nwpu.edu.cn
电子信息学院 School of Electronics and Information	马丹 Dan MA	88431211	madan@nwpu.edu.cn
自动化学院 School of Automation	周芳会 Fanghui ZHOU	88431397	zhoufh6zidonghua@163.com
计算机学院 School of Computer Science and Technology	岳媛 (本) Yuan YUE (Undergraduate) 邵心歌 (硕博) Xin'ge SHAO (Postgraduate)	88431521	yue_emily@nwpu.edu.cn (Undergraduate) sxg@nwpu.edu.cn (Postgraduate)
数学与统计学院 School of Mathematics and Statistic	赵倩 Qian ZHAO	88431696	zhaopian@nwpu.edu.cn
物理科学与技术学院 School of Physical Science and Technology	刘毓璟 Yujing LIU	88431658	liuyj@nwpu.edu.cn
化学工程与工艺 School of Chemistry and Chemical Engineering	孙阁 Ge SUN	88431656	ges135@nwpu.edu.cn
管理学院 School of Management	滕迪 Di TENG	88431800	teng.di@nwpu.edu.cn
公共政策与管理学院 School of Public Policy and Administration	曹光源 Guangyuan CAO	88431900	caoguangyuan@nwpu.edu.cn
软件学院 School of Software	阎倩雯 Qianwen YAN	88431588	yanqianwen@nwpu.edu.cn
生命学院 School of Life Sciences	陈欢 Huan CHEN	88460333	chenhuan@nwpu.edu.cn
外国语学院 School of Foreign Studies	郭正琪 Zhengqi GUO	88430916	guozhengqi@nwpu.edu.cn
民航学院 School of Civil Aviation	张倩 Qian ZHANG	88460932	Fangui.zeng@nwpu.edu.cn
柔性电子研究院 Institute of Flexible Electronics	张倩文 Qianwen ZHANG	88460889	iamqwzhang@nwpu.edu.cn

求助&查询电话 Emergency contact

-报警电话号码

Police: 110

-火警电话

Fire Reporting: 119

-急救电话

Medical Emergency: 120

-号码查询服务

Local Enquiry Directory: 114

-天气预报电话

Weather Forecast: 121

-中国移动

China Mobile: 10086

-中国联通

China Unicom: 10010

-中国电信

China Telecom: 10000



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