

# 西北工业大学

## 国际学生入学报到

### 常见问题

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!

Frequently asked questions for  
new international students at  
Northwestern Polytechnical University

### 亲爱的国际学生：

欢迎加入西北工业大学大家庭。从今天起，无论来自哪里，都已成为NPUer中的一员。你们即将迎来新的生活，新的未来。

在此，我们为每一位新生准备了《新生报到手册》，方便大家更好的融入新的环境。考虑到大家会在新生活开始的一段时间产生一些疑问，我们同时为大家准备了《入学报到常见问题》，覆盖学生入学后学生生活的各方面内容进行解答。请同学们在认真阅读《新生报到手册》之后，结合此书更深入更详尽的了解情况，提前做好留学工大的各项准备工作。

最后，预祝大家在西北工业大学度过一段充实快乐、积极向上、满载收获的留学旅程！

西北工业大学国际教育学院  
2021年6月

### Dear international students:

Welcome to the large family of Northwestern Polytechnical University. From now on, wherever you come from, you are part of the NPUers. You are about to usher in a new life and a new future.

The ADMISSION GUIDE is provided for all new students, and we hope it will help you to be better integrated into the new environment. Considering that you may have some questions at the beginning of the new life, we have prepared these frequently asked questions, which covers various aspects of your new life in NPU. After reading the ADMISSION GUIDE and frequently asked questions, you will be able to get more detailed information as a new student.

Finally, wish you a happy, progressive and fruitful journey of studying at Northwestern Polytechnical University.

International College of Northwestern Polytechnical University  
June 2021



# 01 | 疫情之下，学习生活

## Under the epidemic situation, study and life

### 引言 Introduction

疫情之下，多数学生处在境外，本章主要针对境外学生设立，本章之后为境内境外共有问题。以下内容会回答返校安排、课程开展、缴纳费用等问题。

Since most students are outside of the country during the epidemic, this chapter is primarily for out-of-country students, and is followed by questions common to both inside and outside of the country. The following sections will answer questions about returning to school, conducting classes, paying fees, etc.



**Q** 境外学生何时能够返校?  
When can students from abroad return to school?

**A** 境外学生暂不返校，如有国家关于留学生返校通知，会第一时间告知学生。  
Overseas students will not return to school for the time being. If there is any notification from the country about the return of international students, students will be informed at first.

01

**Q** 疫情之下课程如何开展?  
How are the courses conducted under the epidemic?

**A** 多数课程以线上线下同步开展，学生可以在线上收看教师课程直播，请务必保证自己的网络顺畅。  
Most courses are conducted simultaneously online and offline. Students can watch the instructor's course live online and make sure that your network connection is smooth.

02

**Q** 境外学生是否一定注射疫苗?  
Is it mandatory for overseas students to be vaccinated?

**A** 考虑到学生的身心健康，有条件的话建议接种疫苗，对疫苗的来源不做要求。  
Considering the physical and mental health of students, vaccination is recommended if available, and there are no requirements for the source of the vaccine.

03

**Q** 境外学生需要缴纳哪些费用?  
What fees do foreign students need to pay?

**A** 境外学生只需要缴纳学费，不需要缴纳保险费用和住宿费用。  
Overseas students only need to pay tuition fees, not insurance or accommodation fees.

04

**Q** 境外学生如出现突发的网络问题影响正常上课怎么办?  
What should overseas students do if sudden network problems affect their normal attention in class?

**A** 请第一时间向授课教师说明情况，同时将特殊情况告知国际教育学院教学管理办公室老师，否则将会影响课程的平时成绩。  
Please explain the situation to the course teachers as soon as possible, and inform the teachers of the Educational Affairs Office of the International College, otherwise it will affect the grade of course results.

05

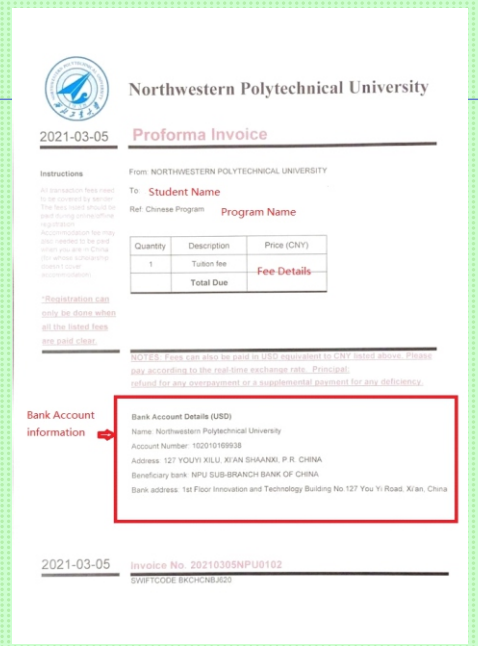


Q

境外学生应该如何缴费?  
How should foreign students pay for their courses?

A

境外学生通过汇款方式缴费，招生办公室会在注册报到前将学费的发票通过邮件发给学生，学生根据发票中的内容和银行信息在开学后一周内将学费缴纳至指定银行账号。  
Overseas students pay by remittance. The Admission Office will send the Proforma Invoice of tuition fee to students one week before the registration. Students need to pay the tuition fee to the designated bank account within one week after the registration according to the contents and bank information of the invoice.



06

Q

为何加钉钉群显示我已经加入，我却看不到钉钉群?  
Why does adding a Dingtalk group show that I have joined, but I can't see the group?

A

首先检查你的钉钉账户，激活你的账户，并且再次尝试用你的手机号码登录。账号无法激活可以换一个运营商的手机号重新注册账号。然后扫描以下QR码。  
Check your account, activate your account and try again to sign in with your mobile number. If your account cannot be activated, you can re-register your account with a different carrier's cell phone number. Then scan the QR code below.



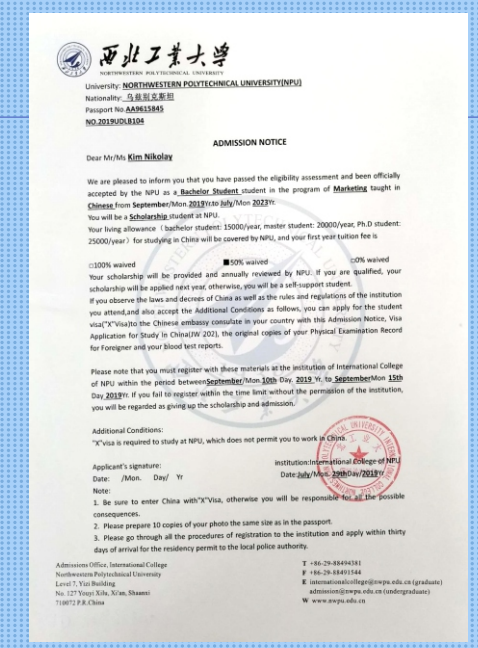
08

Q

怎么知道自己是中文还是英文授课?  
How do I know if I am taught in Chinese or English?

A

录取通知书上会说明学生授课语言。  
The language of instruction will be stated on the admission notice.



07

Q

境外学生还有其他需要关注的吗?  
10. Is there anything else I should pay attention to for foreign students?

A

日常管理请关注教学、管理老师的其他通知，及时更新签证护照信息。  
For daily management, please pay attention to other notices from teaching and management teachers and update your visa and passport information in time.

09



西北工业大学  
NORTHWESTERN POLYTECHNICAL UNIVERSITY

Frequently asked questions for new international students at Northwestern Polytechnical University

# 02.

## 报到前后，那些事儿

### Important Tips Before and After Registration

#### 引言 Introduction



入学报到是新生到校后要做的第一件事，以下内容会回答报到时间、提前住宿、各办公室工作内容等问题。

Registration and Enrollment is the first thing that new students need to do after arriving at university. The following contents will answer the questions of registration, enrollment, accommodation, office duties, etc.



01  
在新生报到之前是否可以提前到校?  
Is it possible to go to university before registration?



一般情况下，不允许学生提前到校。如有特殊情况，可邮件联系招生办公室，招生办公室会根据学生具体情况再做决定。

In general, students are not allowed to arrive earlier than registration day. If there is a special situation, please send emails to admission office, and admission office will make a decision based on the student's specific situation.



02  
在新生报到之前是否可以申请校内学生公寓住宿?  
Can I apply for a dormitory on campus before registration?



原则上不允许。确因特殊情况需要入住学生公寓，需提前邮件联系招生办公室进行申请。

In principle, the answer is no. If there is a special situation, please send an application email to admission office in advance.



03  
学生逾期未报到会怎样?  
What happens if students fail to register by the deadline?



按照《西北工业大学学生手册》，如无特殊原因，在报到截止日期14天后尚未报到者，视为自动退学。确因特殊情况，请提前邮件联系招生办公室说明情况进行请假。

Answer: According to the student handbook of Northwestern Polytechnical University, students failing to register 14 days after the stipulated day will be dropped out automatically. Therefore, please send email to admission office in advance if you have any special problem.



04  
国际教育学院各科室的业务分工和联系方式是什么?  
What is the division of International College?



如下表所示

As is shown in the following table.

部门 Department	业务分工 Division of responsibilities	地址 Address	联系方式 Contact information	工作时间 Working time
学院办公室 College office	缴费、汇款 Payment and remittance	友谊校区毅字楼719室 Room 719, Yizi Building, Youyi Campus	029-88492721 icoffice@nwpu.edu.cn	周一至周五 冬季 (winter schedule) 8:00-12:00 14:00-17:30
招生办公室 Admission office	招生、报到 Registration and Enrollment	友谊校区毅字楼715室 Room 715, Yizi Building, Youyi Campus	029-88494381 硕博招生事务邮箱 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	
教学办公室 Teaching office	课业、学业 Curriculum and Coursework	友谊校区毅字楼719室 Room 719, Yizi Building, Youyi Campus	029-88492721 ijxb@nwpu.edu.cn	夏季 (summer schedule) 8:00-12:00 14:30-18:00
汉语中心 Chinese language center	汉语及中国文化教学 Instruction of Chinese language and culture	友谊校区毅字楼718室 Room 718, Yizi Building, Youyi Campus	029-88492984 icoffice@nwpu.edu.cn	
留学生管理办公室 International student office	签证、住宿、生活、管理 Visa, accommodation, daily life, management	友谊校区毅字楼716室 Room 716, Yizi Building, Youyi Campus  长安校区海天苑3号楼 Room C-201, Building 3, HaitianYuan, Chang'an Campus	029-88495735 iso@nwpu.edu.cn  029-88430910 iso@nwpu.edu.cn	



05  
什么是辅导员？他们的主要工作是什么？  
What is a counsellor? What are their main responsibilities?



大学辅导员，是陪伴学生时间最长的老师。负责日常生活、学习学业、奖助学金、签证延期、课外活动、各类竞赛、创业就业、心理健康等多方面管理。是学生在校期间的指导老师，也是学生的良师益友。

A university counsellor is the teacher who keep the longest company with students. They are responsible for students' daily life, study, scholarship, visa extension, extracurricular activities, competitions, employment, entrepreneurship and mental health, etc. They are both teachers and friends of the students.

Frequently asked questions for new international students at Northwestern Polytechnical University



# 03. | 缴发费用, 舒心生活

## Fees and Daily Life

### 引言 Introduction



入学后, 各类费用的缴纳和发放, 是保证学生尽快适应生活的关键环节。以下内容会回答费用准备、缴纳方式、奖学金发放、奖学金评定等问题。

After arriving at university, the payment of fees and issue of scholarships are the preconditions for you to adapt to your new life as soon as possible. The following contents will provide details about fees, scholarships, etc.



新生报到时需要准备哪些费用?

What fees do new students need to prepare when registering?

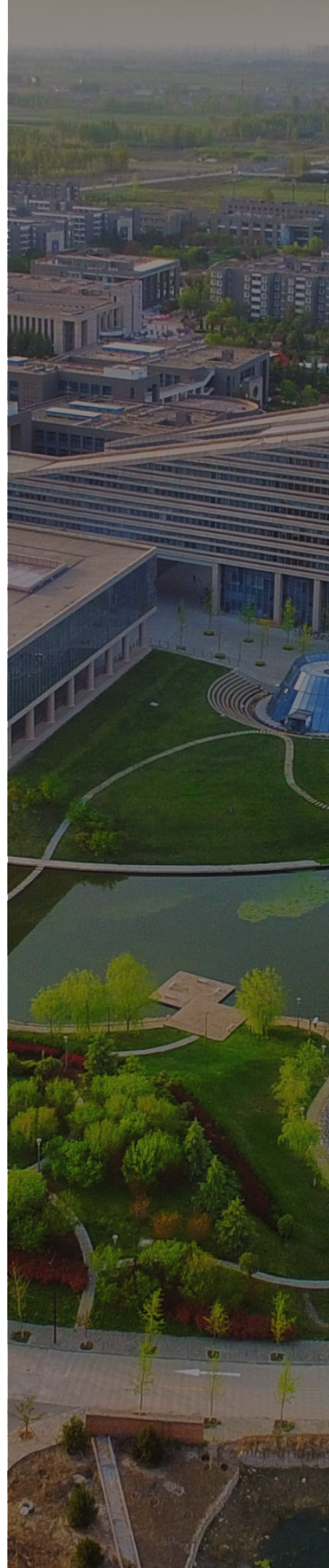
01



如下表所示, 部分内容视获得奖学金情况而定。

As is shown in the following table, some of the content depends on the type of scholarship.

类别 Category	缴纳部门 Payment department	缴纳期限 Payment period	用途备注 Purpose remark
学费、住宿费 Tuition and accommodation fees	学校财务处 Finance Office of NPU	报到一周内 Within a week	入学 Enrollment
保险费 Insurance	联华保险公司 Lianhua Insurance Company	报到一周内 Within a week	入学 Enrollment
住宿押金 Accommodation deposit	公寓楼前台 Reception		住宿 Accommodation
购买床单等 Purchase bedding items	学校超市 School supermarket	入住当天 Day of arrival	住宿 Accommodation
购买水电网络 Purchase water, electricity and network	“一站式服务”大厅 “One-stop service” hall		学习生活 Life and study
签证续签 Visa	西安市出入境管理局 Xi'an Public Security Bureau(PSB)	续签当天 Day of renewing visa	留居中国 Stay in China
体检 Physical examination	陕西省出入境检验检疫局 The Entry-Exit Inspection and Quarantine Bureau of Shaanxi Province	体检当天 Day of physical examination	留居中国 Stay in China
教材费 Cost of teaching materials	自选 (Optional)	/	学习 Study
生活费 Living costs	/	/	生活 Life



学生缴纳的各类费用能否分期支付, 或与奖学金抵扣?

Can all kinds of fees be paid in installments or deducted from scholarships?

02



按照规定, 不可分期支付或抵扣, 需一次性缴纳。确因特殊情况, 可以向辅导员老师咨询, 上报学院讨论作出决定。

According to the regulation, fees cannot be paid in installments or deducted from scholarships. It needs to be paid at a single time. Due to special circumstances, you can consult your counsellor.



未能在集中报到的时候缴纳各种费用, 该怎么补交?

If I fail to pay the fee at the time of registration, how to make a supplementary payment?

03



可凭缴费单前往友谊、长安两校区财务处补交, 友谊校区财务处支持刷卡、现金支付, 长安校区财务处仅限刷卡支付。

You can go to the finance office at Youyi or Chang'an campus with payment receipts to make a supplementary payment. Youyi campus finance office accepts both cash and credit card, while Chang'an campus finance office accepts credit card only.



逾期不缴纳各类费用将会如何?

What if I fail to pay all kinds of fees by the deadline?

04



无特殊原因, 逾期不缴纳各类费用者, 学生签证不予延期, 并予以退学处理。

Students who do not pay all kinds of fees by the deadline without special reasons will not get renewed visa and will be dropped out from NPU.



学生缴纳的“报到押金”什么时候退还?

When will students get the “initial fee” returned?

05



学生入学后, 请及时办理中国工商银行卡, 并反馈招生办公室。待统计汇总结束后, 立即发放(至少需要1个月, 请提前预留足够生活费)。

After the enrollment, please apply for the ICBC debit card in time, and provide your card information to admission office. The deposit will be issued immediately after the end of the statistical summary (which need at least 1 month, please prepare enough living costs in advance).





**奖学金什么时候发放?**  
When will the scholarships be issued?

06



一般情况下，学生奖学金每月发放。由于新生报到入学后需要置办个人银行卡，所以第一次奖学金发放时间会滞后，与后面奖学金一并发放。建议来校新生预留三个月生活费（1500元/月，仅用于吃饭部分，其余请参照缴纳费用准备清单）。

In general, students will get scholarships each month. Since new students need to open new bank accounts after they enroll in school, the scholarship of the first month will be delayed and issued together with the scholarship of the following month. It is recommended that the new students prepare living costs for three months (RMB1500 per month, only for the meal costs, the rest please refer to the payment preparation list).



**是否只有中国工商银行卡才能领取奖学金?**  
Whether only ICBC cards can be used to receive scholarships?

07



我校学生需要绑定中国工商银行卡，只有在西安市工商银行点办理该卡后才能发放奖学金。确因特殊情况无法办理工商银行卡，可向辅导员老师提前说明情况，辅导员老师视情况改为现金发放。

Students of NPU need to bind the ICBC (INDUSTRIAL AND COMMERCIAL BANK OF CHINA) debit card to receive scholarships. Only the ICBC card issued from Xi'an ICBC can be accepted by the school finance office. If you cannot get the ICBC card due to some special reasons, please report to your counsellor in advance. The counsellor may issue the scholarships in cash if necessary.



**什么是“专项奖学金”?**  
What are “special scholarships”?

08



“专项奖学金”与“奖学金”有所不同，是由社会各界支持学校发展设立的奖学金，一年评比一次，一次性颁发全部奖金。含“吴亚军奖学金”、“粤港澳奖学金”、“三秦奖学金”等。对于学习成绩优异，符合申报条件的学生均可积极争取。具体情况由年级辅导员老师通知。

There are some differences between “special scholarships” and “scholarships”. Special scholarships are scholarships set up by some social organization, including “Wu Yajun Scholarship”, “Guangdong, Hong Kong, and Macao Scholarship”, “San Qin Scholarship”, etc. Students who have outstanding performance in academic or social activities can apply for these scholarships. Application requirements in detail are subject to counsellor’s notice.



**入学后，能否有机会申请更高级别的奖学金?**  
After admission, whether students have the opportunity to apply for a higher level scholarship?

09



对于学校各类奖学金，我们采取“年审制”方案。即一学年之后审核学生的学业成绩、科研能力、日常表现、突出贡献等各方面情况。对于已获得奖学金但未达标学生采取降级措施，同时对满足条件的学生可以申请更高级别奖学金。对于中国政府奖学金学生，按照相关规定进行操作。具体情况由年级辅导员老师通知。

Annual review is implemented on all kinds of scholarships. That means, students’ academic performance, scientific research ability, daily performance, outstanding contributions and other performance will be comprehensively evaluated after each academic year. Downgrading decision is taken for students who have scholarships but fail to meet the review requirements. Students can apply for higher-level scholarships if you meet the higher requirements. For CSC students, please follow the relevant regulations of CSC. More information is subject to counsellor’s notice.



**除奖学金外，学校是否还提供其他经济来源?**  
Apart from scholarships, does university provide other financial support?

10



学校每年度会有一些数量的助理助管岗位，有些岗位可以获得一定补助。学生在保证日常学业生活之后，可以向辅导员老师申请。但绝不允许在校外非法打工。

University provides office assistant positions every year, and some positions have subsidies. Students can apply to your counsellor after ensuring that your study can proceed smoothly. However, international students are prohibited from working illegally outside the university.



**来校报到时是否需要携带现金? 是否需要提前换汇?**  
Do I need to bring cash when I come to university? Is it necessary to exchange money in advance?

11



报到入学和开始在校生活的一段时间，现金的使用比较频繁。所以来校时需携带一些现金，种类为人民币。学生可根据需要提前在本国内换汇。

Cash is needed during the period of registration and new semester. Therefore, you need to bring some cash with you when you come to school. Students can exchange money at your own countries in advance according to your needs.



# 04. | 公寓住宿，我爱我家 Living in University Accommodation

## 引言 Introduction



公寓住宿是学生最关注的问题，也是日常管理最核心的部分。以下内容会回答住宿条件、住宿申请、住宿配置、住宿过程中的注意事项等问题。

Accommodation is the most concern of students. The following contents will answer questions about university accommodation conditions, accommodation application, accommodation facilities, and some other important tips.

01

Q

学校公寓房间条件如何?  
How about the room conditions in the university apartments?

A

房间配备基本学生生活设施，通校园网络，含独立卫生间。公寓楼内设有公共厨房、公共洗衣间、公共学习区、自动售货机等。

The apartment is equipped with basic living facilities, network, independent toilet, public kitchen, public laundry room, public study area, vending machine, etc.

Q

在报到之前，学生能不能提前选择学生公寓房间类型（单/双人间）？  
Can students choose the room type (single/twin room) before registration?

A

学生公寓大部分房间为双人间，少量单人间分配给博士研究生入住，其余学生均入住双人间。

Most of the rooms in the university apartments are twin rooms. A small number of single rooms are allocated to PhD students, and the rest of twin rooms are allocated to other students.

02

Q

在报到之前，学生能不能提前选择自己舍友？  
Before registration, can students choose their roommates in advance?

A

学院依据学生报到的先后顺序分配宿舍，同时也会充分考虑学生的国籍、信仰、习惯、特点等方面因素。如果有特殊需求，可向辅导员老师申请，商议解决。

University allocates the dormitory according to the registration order. At the same time, the students' nationality, belief, habit, characteristics and other factors will be fully considered. If there are special needs, you can report to your counsellor.

03

Q

学生是否能够在房间内自行购买安装电视与冰箱？  
Can students buy their own TV and refrigerator in the room?

A

房间内无电视信号，公共厨房内有冰箱，所以不需要携带电视与冰箱进入房间。

There is no TV signal in the room, and there is a refrigerator in the public kitchen, so it is not necessary to bring the TV and refrigerator in the room.

04

Q

学生公寓楼的卫生是否有人定期维护？  
Whether the sanitation of the apartment is regularly cleaned?

A

学生公寓楼内公共区域卫生每日都有工作人员维护，房间内卫生由学生负责维护。

The public areas of the apartments are cleaned daily by staff, and the students are responsible for cleaning their own room.

05

Q

如果出现房间内物品设施损坏，该怎么办？  
What should I do if there is any damage to the facilities in the room?

A

在入住之前，学生要检查房间内所有物品设施是否无损。入住之后，若发生损坏，可以向公寓楼前台报修。因恶意破坏者，需赔偿维修费用。

Before checking in, students should check that whether all facilities in the room are intact. After checking in, if the facilities are damaged, you can report to the reception for repair. Those who cause malicious damages will be required to compensate for the maintenance costs.

06



07

Q

如果想申请调换宿舍，该怎么办？  
What should I do if I want to apply for a change of dormitory?

A

原则上，每位学生每年仅有1次机会可申请调换宿舍，集中申请时间在每年暑假放假前。确因特殊情况需要调换，可向年级辅导员老师提出申请。  
In principle, each student has only one chance to apply for a change of dormitory every year, and the application time is before summer holiday. If you really need to change your dorm due to special circumstances, you can contact your counsellor.

09

Q

能不能带校外同学朋友进入公寓？  
Can students bring off-campus friends into the university accommodation?

A

不能携带校外人员进入公寓。留学生公寓使用人脸识别模式进行出入管理。确因特殊情况，可以向公寓楼前台申请，在公共区域会客。  
No off-campus people are allowed to enter university accommodation. University accommodations manage students by using face recognition patterns. Due to special circumstances, you can apply to the reception to meet guests in the public area.

08

Q

学生是否可以申请校外住宿？  
Can students apply for off-campus accommodations?

A

按照规定，本科入学第一、二年与研究生入学第一年不得在校外住宿。其他年级建议选择学生公寓住宿。确有需求（如携带家属者），可向年级辅导员老师提出申请。  
According to the regulations, the first and second years of undergraduate and the first year of postgraduate are not allowed to live outside. It is also suggested for other students to choose university accommodations. However, if you really need to live outside (e.g. you have family members in China), you can contact your counsellor.

10

Q

学生公寓的水电网费如何缴纳？  
How to pay the water, electricity and network fees?

A

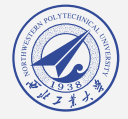
学生房间的水电网费需要个人自行缴纳，可使用校园内“自助服务机”缴纳，也可去“一站式服务”大厅（友谊校区工商银行旁，长安校区启真楼1楼）现场缴纳。  
You need to pay the water, electricity and network fees for your dorm. You can use “self-service machine” or go to “one-stop service” hall (next to ICBC of Youyi campus, or the 1st floor of qizhen building, Chang’an campus) to pay the fees.



友谊校区：  
Youyi campus:



长安校区：  
Chang'an campus:



西北工业大学  
NORTHWESTERN POLYTECHNICAL UNIVERSITY

Frequently asked questions for new international students at Northwestern Polytechnical University



# 05.

## 签证办理，留心留意 Visa Processing

### 引言 Introduction



签证问题关系到本人是否能在中国读书学习，需要高度重视。以下内容会回答入学体检、材料准备、签证续签等问题。

Visa extension is related to whether the students can continue to study in China, which you need to pay great attention to. The following contents will answer questions about physical examination, visa materials preparation, visa extension process, etc.

Q

办理学生签证需要注意什么?

What do you need to pay attention to the visa?

01

A

学生需要提前15天向辅导员老师报备，提供相关材料（如入学手册要求）。注意体检环节必不可少，同时要确保拿到体检报告。等待所有签证文件准备就绪，方可前去进行签证续签。

Students need to report to the counsellor 15 days in advance and provide relevant materials (please refer to the requirements of the ADMISSION GUIDE). It is necessary to pay attention to the physical examination and ensure that the physical examination report is obtained. You can renew your visa as soon as all required documents are ready.

Q

进行体检和签证续签的具体时间和地点是什么?

What is the specific time and place for physical examination and visa extension?

02

A

新生体检时间和办理居留许可时间，由辅导员统一通知。

The time for new students to do physical examination and residence permit will be uniformly informed by counsellor.

体检地点：陕西省西安市含光北路10号陕西出入境检验检疫局大楼

Location of physical examination: Shaanxi Entry-Exit Inspection and Quarantine Bureau, No. 10, Hanguang North Road, Beilin District, Xi'an, Shaanxi Province

办理居留许可地点：陕西省西安市太白南路与科技路交叉口出入境管理局。

Location of residence permit: Exit-Entry Administration of Xi'an Public Security Bureau (PSB), at the intersection of Taibai South Road and Keji Road, Xi'an, Shaanxi Province.

Q

已经参加过体检的是否需要重新体检?

Do those who have already attended a physical examination need to be re-examined?

03

A

首次入境且居留一年以上，需根据入学手册要求准备体检材料。如在自己国家医院做过体检，需携带半年内在自己国家医院做的体检报告附带X光片（不接受CD）。

International students entering China for the first time and staying for more than one year must prepare physical examination materials according to the requirements of the Admission Guide. If you have a physical examination from hospitals in your country, you need to bring the physical examination report with X-ray report (CD is not accepted) done in your own country within half a year.

不是首次入境或居留时间不足一年，只需携带护照及3张2寸白底彩色证件照片。如在中国其他城市检验检疫中心做过体检，且体检报告仍在有效期内（有效期请查看报

告），则无需再进行体检。

Students who are not entering China for the first time or staying in China for less than one year need to bring their passports and three 2-inch colour photos on white background. If you have a physical examination at a quarantine and inspection center in another Chinese city, and the physical examination report is still within the validity period (please check the report validity carefully), you do not need to do the physical examination.

Q

JW201/202 表格的注意事项有什么?

Important tips for JW 201/202 form.

04

A

新生首次签证延期，需向当地出入境管理局提交JW201/202原件，报到注册时由招生办公室提供。以后每次延期，需要提交JW201/202复印件。遗失补办手续较为繁琐，建议学生提前复印留存。

New students must submit the original JW201/202 form to PSB (Public Security Bureau) when your visa is extended for the first time, and you will be provided with the original JW201/202 by admissions office when registering. Each subsequent visa extension will require a copy of JW201/202. Therefore, be sure to keep some copies of your JW201/202.

Q

学生签证一般能够延期多长时间?

How long can student visa be extended?

05

A

根据我校规定，所有学生签证可延期一年，一年之后继续续签。

According to university regulations, all student visas can be extended for one year and renewed again after one year.

Q

持有 X2 签证，如何增加出入境次数?

If student hold an X2 visa, how to increase the number of times of entry and exit?

06

A

X2签证原则只能出入境一次，由于个人原因，需增加出入境次数，应在辅导员处办理相关手续。如遇紧急情况，无法及时办理增加出入境次数的手续，应联系大使馆，提前说明情况，确认返回中国需要提供的材料。

X2 visa can only enter and exit once, in principle. If you need to increase the number of times of entry and exit due to personal reasons, you should report to your counsellor. In case of emergency, if you cannot go through the procedures of increasing the number of times of entry and exit in time, you should contact the embassy of your country to explain the situation in advance and confirm the materials you need to provide when you go back to China.

Q

学生签证过期会出现什么后果?

What are the consequences if my student visa expires?

07

A

学生应在入境后30天内办理居留许可，如逾期未办理导致签证过期，将视为非法居留。出入境管理局将根据情节严重程度，进行处罚。

Students should apply for a residence permit within 30 days after entering China. If your visa is not extended on time, you will be regarded as an illegal resident, and PSB will impose punishment according to regulations.



# 06.

## 精心准备，学途工大

### Prepare Carefully, Study in NPU



#### 引言

#### Introduction

学生需对所报专业、所学内容、所选课程充分了解与准备，才能够尽快适应工大学习生活。以下内容会回答如何网上选课、如何了解专业、如何适应学习生活等问题。

Students need to fully understand and make preparations for their major, studying and curriculum, so as to adapt to the new life at NPU. The following content is about how to select courses online, how to know more about your major and how to adapt to the study life, etc.



Q

学生该如何网上选课?

How should students choose the online course?

A

国际学生可通过学习《国际学生选课指南》了解我校网上选课制度和选课流程。国际教育学院教学管理办公室也将在新生报到后组织国际学生学习如何线上选课。

International students can learn about the online course selection system and course selection process of universities by studying the Course Selection Guide of International Students. The office of educational affairs of International Education will also organize international students to study and choose courses online after freshmen register.

03

Q

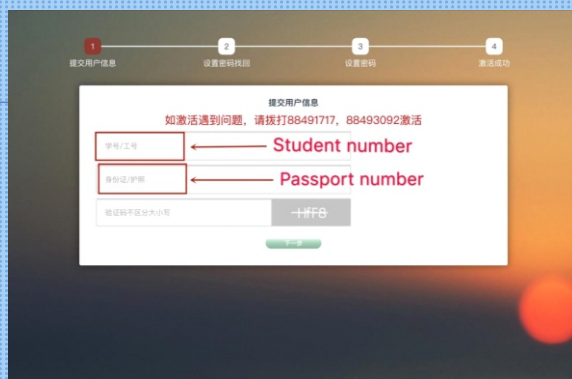
“翱翔门户”怎么登录?

How to log in “Aoxiang portal”?

A

从学校官网页面中点击“翱翔门户”，输入“学号”和“护照号”完成注册即可。因各种原因无法登陆，请向辅导员老师登记，由学校“信息化建设与管理处”统一解决。

Click on “Aoxiang portal” from NPU official website. Use your “student ID number” and “passport number” to complete registration. If you fail to log in, please report to your counsellor.



01

Q

选课过程中出现课程时间冲突怎么办?

What if the selected courses have a time conflict?

A

学生需要调换其中一个课程或等待下一次该课程开课时再选。对有选课限制条件的课程，应满足选课限制条件；对有先修课程要求的课程，须先修读先修课程。选课结果不允许课程冲突。

If your selected courses have a time conflict, you need to change one of them or choose it next time. For some courses with restrictions, you should meet all the restricted requirement first. For some courses with prerequisite courses, prerequisite course must be taken first. The result of course selection must avoid course conflicts.

04

Q

学校如何组织国际学生的教学?

How to organize the Teaching of International Students in Schools?

A

国际学生的教学组织仍将以“线上、线下”融合式教学为主。对因受疫情影响不能来学校学习的国际学生，可线上学习。在校的学生需要去教室学习。

Answer: The teaching organization of international students will still focus on the hybrid teaching of “online and offline”. For international students who are unable to study at schools due to the epidemic, they can study online. Students at school need to study in classrooms.

02

Q

如果选课失败了怎么办?

What if I fail in course selection?

A

教务处会安排时间让学生进行补选课程，仅有一次机会。如果还是失败，可以与任课教师商量，再取得教师同意后，可向教务处申请手动补选课程。

The Academic Affairs Office will arrange another time for you to select course again, but there is only one chance. If you fail again, you can consult the teacher of this course. After getting the teacher’s permission, you can apply to the Academic Affairs Office to select courses manually.

05



Q

怎么退课?  
How to quit a course?

06

A

退课分为一般退课和期中退课。学生只能在这两个阶段退课。一般退课为每门课程开始上课一周内、第二周前，由系统自动设置开始和结束时间。期中退课为一般退课之后、课程教学进度未超过一半之前。如果学生确因所选课程不适合自己修读，可在此阶段提出申请，经任课教师、学院与学生注册中心批准后，可终止该课程修读及考核。有明确说明不允许退课的课程不受理学生的期中退课申请。

Course quit includes general quit and mid-term quit. You can only quit courses at these two periods. For general quit, you need to quit the course within the first week after it starts, which you can operate on the course selection system. For mid-term quit, it is after the general quit period but before the teaching process has proceeded halfway. If you insist that this course is not suitable for your study plan, you may apply for a mid-term course quit. After getting the approval of the course teacher, your academic school and the student registration centre, you can stop learning this course and relevant exams. The mid-term course quit is not accepted by the course with a clear statement of no quit policy.

Q

是否可以调换授课语言 (中文/英文)?  
Can students change the teaching language (Chinese/English)?

07

A

授课语言以学生录取通知书为准，不得调换。确因特殊情况，取得相应语言成绩后，可以向国际教育学院教学办公室老师提出申请，由学院讨论决定。

The teaching language should be subject to the student's admission letter and cannot be changed. If you have some special reasons, after getting the corresponding language results, you can apply to Teaching Office of International College.

Q

是否可以由学历生申请成为语言生?  
Can a degree student transfer to be a Chinese language learning student?

08

A

可以，向辅导员老师申请，由学院招生办公室做出决定，并报备教学办在学籍系统中进行修改。若产生相应费用，需要学生自理。

Yes, you can apply to your counsellor, and admission office will make the decision, and report to the Educational Affairs Office to modify the student's status in the system. Meanwhile, you need to pay the fees if it is needed.

Q

在哪里能购买课本和学习资料?  
Where to buy textbooks and study materials?

09

A

购买课本和学习资料一般有三种方法。第一，可以在学校教材科统一购买；第二，可以自行在网上或者二手市场购买；第三，可以在学校图书馆借阅。按照学生自愿选择原则。

There are three ways to buy textbooks and study materials. Firstly, it can be purchased in the teaching materials branch of the university. Secondly, it can be purchased online or in the second-hand bookstores. Thirdly, it can be borrowed from the university library. You can choose any of the methods mentioned above to obtain learning materials.

Q

在校期间是否能申请其他国家的交流学习项目?  
Can students apply for overseas exchange programs during studying in NPU?

10

A

目前学校的出国交流学习项目仅限中国学生申请，今后会拓展国际学生申请通道。

At present, the overseas exchange programs are for Chinese students only, but it will be opened for international students in the future.

Q

假期期间会有机会实习或者实践吗?  
Will there be opportunities for internships during holidays?

11

A

按照专业课要求，会有实习的教学环节。同时，学校也会组织各类的社会实践活动，希望广大学生积极参加。

According to the course requirements, there will be internships as part of the teaching plan. At the same time, the university will also organize various social practice activities, and all the students are welcomed to participate.



# 07. | 日常生活, 丰富快乐

## Daily Life

### 引言 Introduction



相信每位同学都会经历丰富多彩的工大生活, 让我们一起感受吧。以下内容会回答生活设施、注意事项、校园社团、温馨建议等问题。

We hope that everyone will have a colorful life in NPU. The following content will answer questions about living facilities, important matters, student associations, useful suggestions, etc.



日常如果需要购买物品或者取钱, 应该去哪里?  
If I need to go shopping or withdraw money, where should I go?

01



两个校区内都有大学生超市, 此外校门口都有大型超市可供购物。校外均有各类银行的服务点。地图如下: 必要时可使用手机导航。  
There are supermarkets in old campus and new campus, and there are large supermarkets outside the gate of the university. There are different banks and ATM machines on or off campus. The map is as follows. You can use your phone to navigate if necessary.

友谊校区学生超市:  
Youyi campus supermarket:



可使用手机导航  
You can use your phone to navigate

- 西北工业大学友谊校区商场
- 西北工业大学友谊西路校区大学生超市
- 西北工业大学友谊校区正禾超市



友谊校区校外购物广场 (大唐西市):  
Shopping Plaza (Datang Xishi, near Youyi campus) off campus:



友谊校区内及周边银行分布:  
Banks on and off Youyi campus:



可使用手机导航  
You can use your phone to navigate

- 秦农银行 (劳动南路支行)
- 中国建设银行 (劳动南路支行)
- 中国银行 (劳动南路支行)
- 中国工商银行 (西工大支行)
- 交通银行 (西安友谊西路支行)
- 北京银行 (西安凯瑞大厦社区支行)



长安校区校内及校外超市:  
Supermarkets on and off Chang'an campus:



可使用手机导航  
You can use your phone to navigate

- 西北工业大学长安校区-大学生超市



长安校区校内及周边银行分布:  
Banks on and off Chang'an campus:



可使用手机导航  
You can use your phone to navigate

- 中国工商银行 (西工大长安校区分理处)
- 西北工大长安校区邮政储蓄ATM
- 中国工商银行 (西工大长安校区支行)





校园内是否可以骑乘摩托车?  
Can students ride motorcycles on campus?

02



按照规定，对于在校学生，一律禁摩，摩托车不得进入校内。  
According to the regulations, all students are prohibited from riding motorcycles on campus. Besides, motorcycles are not allowed to enter the campus.



在西工大学习生活，一定要使用中国手机号码吗?  
Must students use Chinese mobile phone number to study and live in NPU?

03



一定，因为日常所有人的联系方式是中国的手机号码，并且中国手机号码可以申请QQ号、微信号等其他网络工作。  
Yes, Chinese mobile phone number must be used, and you need Chinese mobile phone number to use some useful apps like QQ and Wechat.



学生看病就诊的费用怎么办?  
How about the medical costs?

04



建议前往西安市公办医院治疗。请提前与保险公司确认所去医院是否覆盖保险。  
It is recommended for you to go to Xi'an public hospitals. Please confirm with the insurance company in advance and make sure whether your medical costs are covered by insurance.



入学后能参加哪些大学生的活动?  
What kinds of activities can I participate in the university?

05



国际教育学院为学生安排了感知中国、文化桥、文化节等各类主题活动。我们有国际学生联合会 (International Students Association) 社团。此外，在学校内也有各种各样的学生组织和活动，欢迎大家参加。  
International College will arrange various activities for international students, such as "Perceive China", "Cultural Bridge", "Cultural Festival", etc. We also have the International Students Association (ISA). Besides, there are a variety of student organizations and activities in the university. All students are welcomed to participate.



还需要注意什么?  
What else do I need to pay attention to?

06



新的环境，需要大家一起去努力去适应，有问题及时询问。学会遵守中国法律和学校制度，学会与老师学生融洽交流，学会去尊重他人、理解他人。相信你们在西工大的学习生活丰富多彩。  
Concerted efforts are needed for everyone to adapt to the new environment. If you have any questions, please ask in time. Please study and abide by Chinese laws and university regulations, learn to communicate harmoniously with teachers and students, and learn to respect and understand others. We hope you have a happy and colorful life in NPU.

## 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