



北京航空航天大学  
BEIHANG UNIVERSITY

# Service Manual of the International Centre

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## Contact Persons of the International Centre

In the following section, you will find all people involved in this international centre.

<b>Director of the International Centre</b>		
LI Deyu	(+86) 10 8231 8051	deyuli@buaa.edu.cn

<b>Supporting Departments of the International Centre</b>		
International School	(+86) 10 8231 6488	fso@buaa.edu.cn
International Division	(+86) 10 8231 3196	international@buaa.edu.cn

<b>Area of the Accommodation Support</b>		
YANG Rui	(+86) 10 8231 7685	<a href="mailto:ruiyang@buaa.edu.cn">ruiyang@buaa.edu.cn</a>
QU Yue	(+86) 10 8231 3662	<a href="mailto:quyue2015@buaa.edu.cn">quyue2015@buaa.edu.cn</a>

<b>Area of the Visa, Residential Support &amp; Internship Support</b>		
GU Wei	(+86) 10 8233 9165	guwei@buaa.edu.cn

<b>Area of the Insurance &amp; Course Selection Support</b>		
GAO Xia	(+86) 10 8231 6488	<a href="mailto:fso@buaa.edu.cn">fso@buaa.edu.cn</a>

<b>Area of Chinese Language Training</b>		
Patricia XIONG	(+86) 10 8231 7686	<a href="mailto:xpatricia@163.com">xpatricia@163.com</a>

<b>Area of the Scholarship Support</b>		
SU Li	(+86) 10 8233 9326	<a href="mailto:suli@buaa.edu.cn">suli@buaa.edu.cn</a>
QIU Zhichao	(+86) 10 8231 3196	<a href="mailto:qiuzhichao@buaa.edu.cn">qiuzhichao@buaa.edu.cn</a>

## Other Contact Persons of the University

In the following section, you will find all people who you will need to contact depending on the requested information of the service.

<b>Area of the Enrolment Support</b>		
SU Li (Degree Students)	(+86) 10 8233 9326	<a href="mailto:suli@buaa.edu.cn">suli@buaa.edu.cn</a>
NIU Miaozi (Exchange Students)	(+86) 10 8231 5478	<a href="mailto:niumz@buaa.edu.cn">niumz@buaa.edu.cn</a>
QIU Zhichao (Exchange Students)	(+86) 10 8231 3196	<a href="mailto:qiuzhichao@buaa.edu.cn">qiuzhichao@buaa.edu.cn</a>

<b>Area of the Financial Support</b>		
SU Li	(+86) 10 8233 9326	<a href="mailto:suli@buaa.edu.cn">suli@buaa.edu.cn</a>

## List of Services of the International Centre

In the following section, you will find all services that the International Centre offers.

Area	Service	Contact Person
City Information	General Overview	Mr. QIU Zhichao, (+86) 10 8231 3196, <a href="mailto:qiuzhichao@buaa.edu.cn">qiuzhichao@buaa.edu.cn</a>
	Transportation Information	
	Bank Branches Nearby	
	List of Cultural Activities	
Visa & Residential Permit	To provide guidance, assistance and consultation service	Mr. GU Wei, (+86) 10 8233 9165, <a href="mailto:guwei@buaa.edu.cn">guwei@buaa.edu.cn</a>
Accommodation	Accommodation for Exchange/Degree Students – Da Yun Cun/International Student Apartment	Ms. YANG Rui, (+86) 10 8231 7685, <a href="mailto:ruiyang@buaa.edu.cn">ruiyang@buaa.edu.cn</a>
	Accommodation for Visiting Scholars – International Scholar Apartment	Ms. QU Yue, (+86) 10 8231 3662, <a href="mailto:Quyue2015@buaa.edu.cn">Quyue2015@buaa.edu.cn</a>
Insurance	Assist with the insurance purchase	Ms. GAO Xia, (+86) 10 8231 6488, <a href="mailto:fso@buaa.edu.cn">fso@buaa.edu.cn</a>
Course Selection	Provide Course Syllabus & Assist with Course Registration	Ms. GAO Xia, (+86) 10 8231 6488, <a href="mailto:fso@buaa.edu.cn">fso@buaa.edu.cn</a>
Chinese Language Training	Provide Chinese Language Course	Ms. XIONG, (+86) 10 8231 7686, <a href="mailto:xpatricia@163.com">xpatricia@163.com</a>
Internship	Assist with Formalities of Conducting Internship in China	Mr. GU Wei, (+86) 10 8233 9165, <a href="mailto:guwei@buaa.edu.cn">guwei@buaa.edu.cn</a>
Scholarship	Provide Information Relevant to Scholarship	Mr. SU Li, (+86) 10 8233 9326, <a href="mailto:suli@buaa.edu.cn">suli@buaa.edu.cn</a> Mr. QIU Zhichao, (+86) 10 8231 3196, <a href="mailto:qiuzhichao@buaa.edu.cn">qiuzhichao@buaa.edu.cn</a>
Buddy Program	To help the International Exchange Students to Connect with Chinese Students	Mr. QIU Zhichao, (+86) 10 8231 3196, <a href="mailto:qiuzhichao@buaa.edu.cn">qiuzhichao@buaa.edu.cn</a>

## List of Contacts for Other Services

In the following section, you will find other services that the University offers.

Area	Service	Contact Person
Enrolment	Enrolment Support	Exchange Students & International Scholars: <a href="http://global.buaa.edu.cn/Our_Team/Our_Staff.htm">http://global.buaa.edu.cn/Our_Team/Our_Staff.htm</a> Degree Students: <a href="http://is.buaa.edu.cn/index.php/Inschool/info.html">http://is.buaa.edu.cn/index.php/Inschool/info.html</a>
Insurance Policy	Governmental Requirement for Insurance Policy	<a href="http://is.buaa.edu.cn/index.php/Life/info/id/63.html">http://is.buaa.edu.cn/index.php/Life/info/id/63.html</a>
Living in Beijing	Tourist Attraction, Transportation	<a href="http://english.visitbeijing.com.cn/">http://english.visitbeijing.com.cn/</a> <a href="http://en.bcia.com.cn/">http://en.bcia.com.cn/</a>

## List of Resources in the International Centre

In the following section, you will find the resources that you will find in the International Centre.

Resource	Description of the Resources
Computer	Internet
Printer	Printing
General Information of Beihang University	Beihang Brochure
Academic Programs	List of Academic Programs at Beihang
Summer Schools	List of Summer Schools held at Beihang
Student Advisory	Regional Student Advisory available for students from different regions <a href="http://global.buaa.edu.cn/Our_Team/Our_Staff.htm">http://global.buaa.edu.cn/Our_Team/Our_Staff.htm</a>