

# 北京航空航天大学

## 国际学生在线注册系统操作指南

### Guide for International Students Online Registration System of Beihang University

#### 第一步：登录

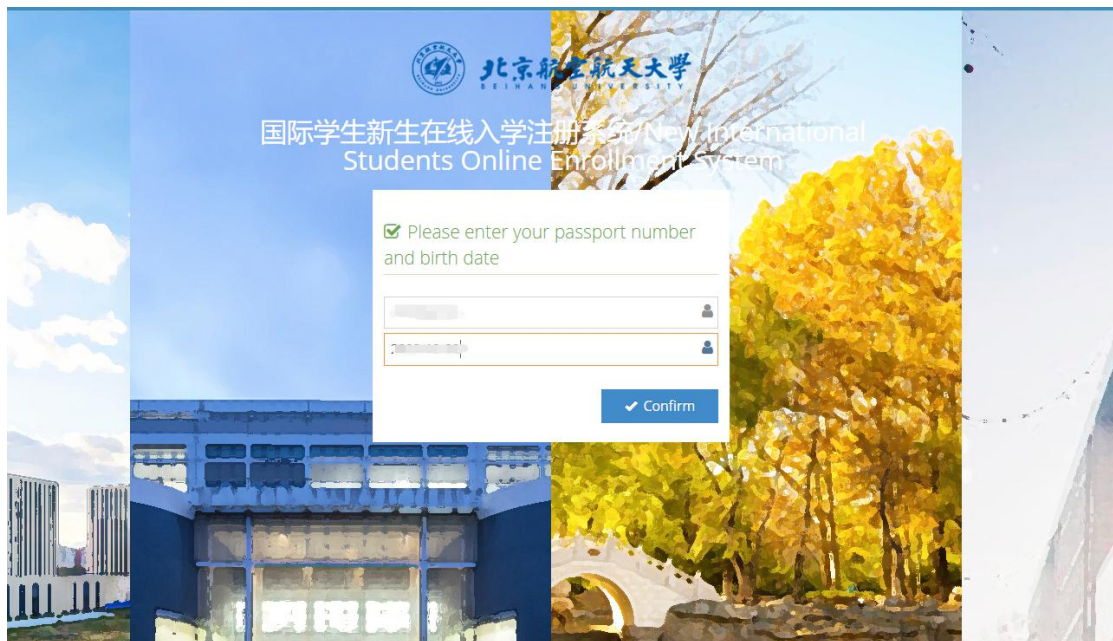
##### Step 1: Login

在浏览器中输入 [https://admission.buaa.edu.cn/check\\_in/profile](https://admission.buaa.edu.cn/check_in/profile)，访问“北京航空航天大学国际学生在线注册系统”（建议使用计算机完成操作）。

Type [https://admission.buaa.edu.cn/check\\_in/profile](https://admission.buaa.edu.cn/check_in/profile) in the browser to visit "International Students Online Registration System of Beihang University ". (It is recommended to complete on the Computer.)

输入您申请时提供的护照号码（区分大小写）和出生日期（格式为 YYYY-MM-DD），点击“Confirm 确认”，登录。

Enter the passport number (case sensitive) and date of birth (in the format YYYY-MM-DD) which you provided on your application, and click Confirm to log in.



#### 第二步：核对更新入学信息

##### Step 2: Complete Your Information

##### 注意事项 Notes:

1、请正确选择您的当前位置，您选择的当前位置不同，会影响您后面上传的文件不同。

Please select carefully as your current location affects the required documentation to submit in the next steps.

The screenshot shows a web form with two main sections. The top section is titled 'Current Location /所在地' and contains a dropdown menu labeled '\*Current Location / 当前位置'. The dropdown is open, showing three options: '中国大陆 / Chinese Mainland' (highlighted in blue), '港澳台 / Chinese Hong Kong, Macao and Taiwan regions', and '国外 / Outside China'. Below this is a search bar with a magnifying glass icon. The bottom section is titled 'Basic /基本信息' and contains two input fields: '\*Student ID / 学号' and '\*Chinese Name / 中文名'. Both fields are currently empty.

2、学号、中文名、国籍、性别、出生日期、学生类别不可修改。Student ID, Chinese Name, Nationality, Gender, Date of Birth and Student Category cannot be modified.

The screenshot shows the 'Basic /基本信息' section of the form. It contains two input fields: '\*Student ID / 学号' and '\*Chinese Name / 中文名'. Both fields are currently empty.

3、标\*项为必填项。 Items marked \* are required to fill in.

### 第三步：上传文件

#### Step 3: Upload Document

1、上传①护照照片页扫描件（如已更新护照，请上传新护照）；②录取通知书电子版；③在华签证页扫描件（③仅针对当前位置选择为“在中国大陆地区”学生）；④最高学历证明扫描件（中/英文版或中/英文公证件）。

Upload ①passport personal information page (If you have updated your passport, please upload the new one), ②the scanned file of Admission Notice, ③current Chinese Visa page (Item ③ is only required for students who select “Chinese Mainland” as the current location), ④the scanned file of the Highest Academic Certificate and Degree (original Chinese/English version or notarized Chinese/English version).


2、上传文件仅接受.jpg、.pdf 格式文件。 Only PDF and JPG format can be accepted.

3、上传文件大小不得超过 1M。 File size shall not exceed 1M.


4、多页文件，请合并为一个 PDF 文件。 Please merge into one PDF file if multiple pages.

**Upload /附件上传**


\* Upload the scanned file of Admission Notice /录取通知书电子版



\* Upload passport personal information page /护照照片页扫描件



\* Upload current Chinese Visa pag /在华签证页扫描件



#### 第四步：上传学费缴纳凭证（对需要缴纳学费的学生）

#### Step 4: Upload Tuition Payment Proof (For students who need to pay tuition fees)

1、首先，点击并认真查看“学费缴纳指南”。

First, click and read “Payment Guide of Tuition Fee” carefully.

缴费学号、缴费姓名信息将用于缴纳学费，建议妥善留存。

Student ID and Passport Name will be used for the payment of tuition fees, it is recommended to properly retain.


2、按照“学费缴纳指南”缴纳完学费后，将学费缴纳凭证（缴费成功页面截屏或者银行汇款凭证扫描件）上传。上传文件仅接受.jpg、.pdf 格式文件，且文件大小不超过 1M。

Upload the screenshot of payment success page or the scanned file of the bank remittance receipt after you pay. Only PDF and JPG format can be accepted. File size shall not exceed 1M.

**Upload payment proof /缴费凭证**

tuition fee amount / 缴费金额: 25000

Click here to see the Tuition Fee Payment Tips: [学费缴纳指南](#) Payment Guide of Tuition Fee

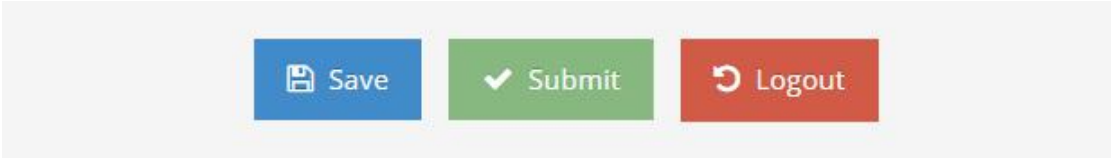


#### 第五步：提交

#### Step 5: Submit

点击“Save”临时保存已填内容，点击“Submit”，正式提交在线入学信息和文件。

Click the button “Save” to save the contents you filled in temporarily, and click the button “Submit” to submit your online registration information.



查看您的审核状态。

You can check the review status of your online registration information.

学员学号 Student No	护照姓名 Passport Name	所在位置 Position	审核内容 Last modified time	操作 Operation
		outside China	基本信息 The basic information	审核通过 Review approved
			附件信息 The file information	审核通过 Review approved