

北京航空航天大学

国际学生新生在线入学注册系统操作指南

Guide for New International Students Online Enrollment System of Beihang University

系统开放时间:

本科生新生: 2020年9月7日~12日

研究生新生: 2020年9月10日~17日

Open Date:

New Undergraduate: Sept. 7 ~ Sept. 12, 2020

New Postgraduate: Sept. 10 ~ Sept. 17, 2020

第一步: 登录

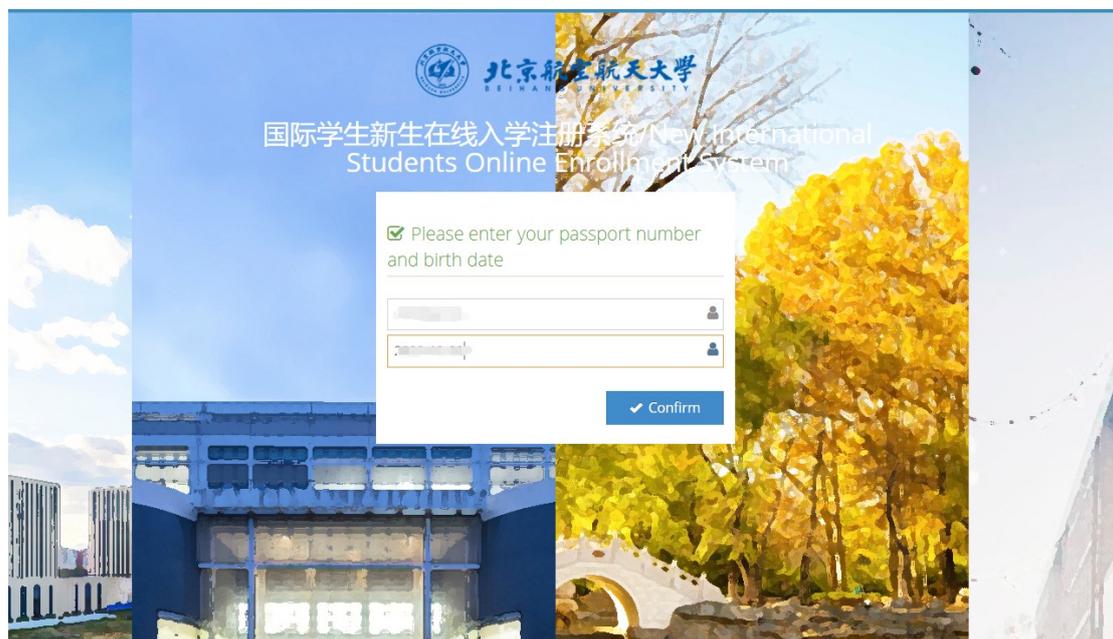
Step 1: Login

在浏览器中输入 <https://admission.buaa.edu.cn/reg/login>, 访问“北京航空航天大学国际学生新生在线入学注册系统”(建议使用计算机完成操作)。

Type <https://admission.buaa.edu.cn/reg/login> in the browser to visit "New International Students Online Enrollment 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 Online Enrollment 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.



2、学号、中文名、国籍、性别、出生日期、学生类别不可修改。其中，学号、中文名信息将用于后续缴纳学费，建议妥善留存。

Student ID, Chinese Name, Nationality, Gender, Date of Birth and Student Category cannot be modified. Among them, student ID and Chinese Name will be used for the payment of tuition fees in the following steps, it is recommended to properly retain.



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

第三步：上传文件

Step 3: Upload Enrollment Document

1、上传①录取通知书电子版、②护照照片页扫描件、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）。

Upload ①the scanned file of Admission Notice, ②passport personal information page, ③current Chinese Visa page (Item ③ is only required for students who select “Chinese Mainland” as the current location).

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.

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

Step 4: Upload Tuition Payment Proof

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.

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

[点击此处，查看学费缴费提示](#) Click here to see the Tuition Fee Payment Tips: [学费缴纳指南](#) Payment Guide of Tuition Fee

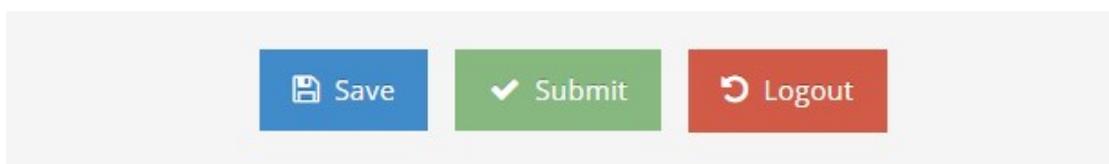


第五步：提交

Step 5: Submit Your Online Enrollment Information

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 enrollment information.



查看您的审核状态。

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

学员学号/Student ID	护照姓名/Passport Name	审核状态/Status	最后修改时间/ Latest Modification Time	缴费金额/Tuition Amount Required	操作/Operation
		等待审核中			基本信息/Enrollment information >>> 支付凭证/Tuition Payment Proof >>> 等待审核中/Waiting for audit 请上传/Upload