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
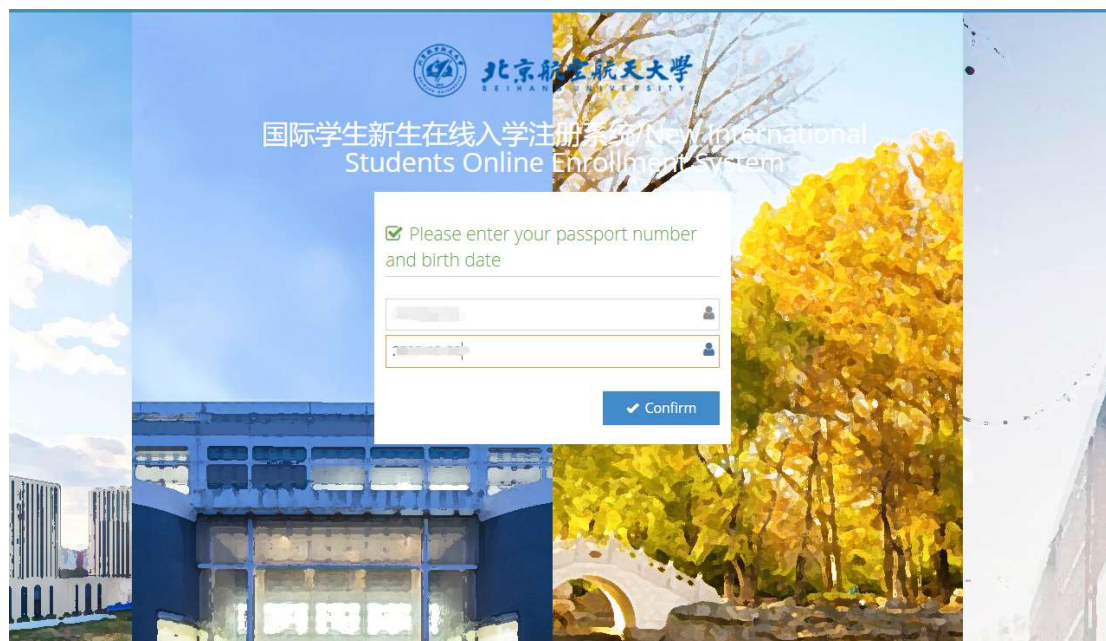# System of Beihang University

第一步：登录
Step 1: Login

在浏览器中输入 https://admission.buaa.edu.cn/check_in/profile，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 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
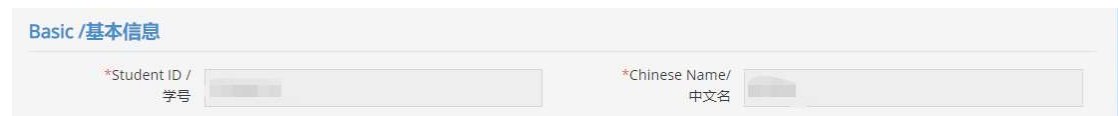**Step 2: Complete Your Information**

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.

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.

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录取通知书电子版、②护照照片页扫描件（如已更新护照，请上传新护照）、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 (If you have updated your passport, please upload the new one), 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.

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.
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.
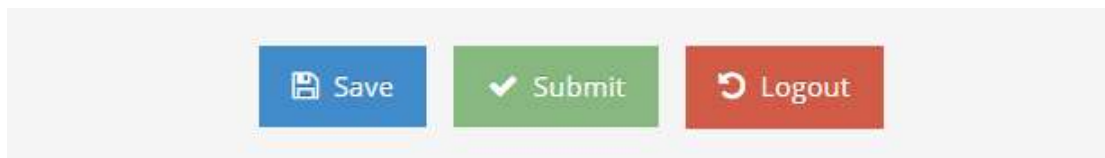

第五步：提交
Step 5: Submit

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	