



中国政府奖学金生手册

Handbook for CSC Scholarship Students
Chang'an University



长安大学
CHANG'AN UNIVERSITY

国际教育学院
International Education School

2018
XI'AN · CHINA



亲爱的同学：

欢迎你来到长安大学！

祝你在长安大学学习、生活愉快，度过一段美好而难忘的时光！

Dear Students,

Welcome to Chang'an University!

Wish you have a good and unforgettable time at Chang'an University!



小贴士：

一、如何到达长安大学？

1. **长安大学校本部**位于陕西省西安市南二环中段。同学们可以从机场乘坐出租车、机场巴士到达。

从西安咸阳国际机场乘坐出租车到长安大学校本部费用约150元人民币。

2. **长安大学渭水校区**位于陕西省西安市朱宏路北段。

从西安咸阳国际机场乘坐出租车到长安大学渭水校区费用约50元人民币。

二、全额奖学金学生第一个月的生活费将在9月末发放，请各位同学准备好在此之前的生活费，用于证照办理、教材费、住宿押金、床上用品等开支。感谢您的理解！

三、入住留学生公寓需缴纳住宿押金1000元人民币，请提前备好现金。

Tips:

1. How to get to Chang'an University?

1.1 **Chang'an Universtiy (Main Campus)** is located Nan Er Huan Zhong Duan, Yanta Disdriect, Xi'an, Shaanxi Province. You can take taxi from airport to get there and it may costs 150RMB.

1.2 **Chang'an University Weishui Campus** is located in North Zhu Hong Road, Xi'an, Shaanxi Province. You can also take taxi from airport to get there, which costs 50RMB.

2. The first month's (September) living stipend for full scholarship students will be paid at the end of September, please bring money for the first month's expense in China, including the official document fee, textbook fee, accommodation deposit, bedclothes and so on. Thanks for your understanding!

3. You need to pay a deposit of 1000 yuan for the student apartment. When check in the apartment, please prepare cash in advance.



目 录

CONTENTS

○ 报到须知	01
○ 关于签证	02
○ 关于生活费发放	03
○ 奖学金生的学籍变动	04
○ 奖学金年度评审	05
○ 奖学金生住宿	06
○ 奖学金生医疗和保险	07
○ Registration Notice	08
○ Visa	09
○ Scholarship Allowance	10
○ Enrollment	11
○ The Annual Evaluation of Scholarship Student	13
○ Accommodation of Scholarship Students	15
○ Medical and Health Insurance	16

本手册分为中、英两种文字版本，如两种版本之间有差异，请以中文版本为准。该手册最终解释权归长安大学国际教育学院。

This handbook has both Chinese and English versions. If there is any inconsistency or conflict between the versions, the literature in the former shall prevail. The International Education School reserves the right to the interpretation of content of the handbook.



●●●●●●●● 报到须知 ●●●●●●●●

一、报到注册

本科生：请于9月10日前前往长安大学渭水校区报到。

详细地点：陕西省西安市朱宏路北段长安大学渭水校区18号楼

其他学生（硕士、博士、进修生）：请于9月12日前前往长安大学校本部报到。

详细地点：陕西省西安市南二环中段长安大学国际教育学院

二、学生信息录入

信息登记关系到奖学金的发放，请一定不要错过。

录入时间：2018年8月31日之前。

录入方式：登录网址：<http://admission.chd.edu.cn/member/login.do>，注册用户

并按照规定填入相关信息。

注意事项：

1. 学生信息若已经录入系统，不用再重新录入。

2. 请携带本人护照到长安大学校本部校区交通银行办理奖学金银行卡（具体位置参见校园地图）。

3. 银行卡办理完成后，请携带银行卡、银行凭条至国际教育学院218办公室登记银行卡信息、指纹录入和确认。渭水校区留学生可前往渭水校区18号公寓国际教育学院办公室登记银行卡信息、指纹录入和确认。



••••• 关于签证 •••••

学校会为申请居留许可的学生提供《长安大学留学生办理在华居留许可函》。学生可以在西安市入境管理局申请居留许可。

请同学们密切关注自己的签证有效期，避免因签证过期为在华停留造成不必要的麻烦。

自2013年9月1日起，新实施的《中华人民共和国出境入境管理法》关于学生签证申请有较大的调整。如有签证方面的事务咨询，可以联系西安市出入境管理局。

签证办理详情请参见《长安大学留学生新生入学指南》。



••••• 关于生活费发放 •••••

(一) 生活费

1. 生活费标准

本科生：2500元人民币/月

硕士研究生和普通进修生：3000元人民币/月

博士研究生和高级进修生：3500元人民币/月

需接受预科教育或汉语补习的奖学金生：2500元人民币/月

2. 生活费发放时间

每月10日前发放（9月除外）。其他月份如因特殊原因延迟发放，将通过电子邮件等方式通知奖学金生。

奖学金生活费自奖学金生入学之日起按月发放。新生当月15日（含15日）之前注册的，发放全月奖学金生活费；15日以后注册的，发放半个月奖学金生活费。

全额奖学金学生第一个月的生活费将在9月末发放，请各位同学准备好在此之前的生活费，用于证照办理、教材、公寓押金、床上用品等开支。感谢您的理解！

3. 毕业生的奖学金生活费发至学校确定的毕业日以后的半个月。

4. 对休学、退学或结业回国者，奖学金生活费停发。

5. 学校规定的假期内奖学金生活费照发；如奖学金生假期内因离校休假而未能按时领取奖学金生活费，返校后可以补发。

6. 奖学金生未请假而不按时到校注册，或因非健康个人原因离校时间超过15天者，停发奖学金生活费。

7. 奖学金生根据学校教学安排离华参加交流、调研、会议或者教学实习等活动，其离华期间的生活费照发。

8. 奖学金发放实行指纹确认制度，奖学金生应于每月1-8日分别在各校区办公室进行当月奖学金发放指纹确认。

9. 奖学金生申请校外住宿者，可申领住宿补贴，具体规定参见《中国政府奖学金留学生申请校外住宿及申领住宿费发放流程》。

10. 奖学金生怀孕，应立即办理休学，若未及时报告学校办理休学手续者，学校将从发现当月起强制其休学回国并停发奖学金生活费。

注意事项：

1. 奖学金生如回国撰写论文、收集资料或实习须办理请假手续，必须告知导师，待导师同意后方可至国际教育学院履行请假手续。

2. 如果你在校学习的过程中变更了银行卡号或相关的信息，请及时到国际教育学院告知负责老师并更新。

3. 奖学金生若怀孕应立即申请休学回国待产，来华留学生保险不涵盖因怀孕、流产、堕胎等产生的医疗费用。



••••• 奖学金生的学籍变动 •••••

（一）休学与复学

1. 休学

（1）根据中国政府奖学金要求，原则上不同意中国政府奖学金生因事休学。如学生确有极特殊原因需休学，学校将及时把相关情况报国家留学基金委来华事务部。

（2）奖学金生因病申请休学，需持医院证明和驻华使馆的同意函，学校审批后及时将相关情况报国家留学基金委来华事务部。

（3）休学申请经国家留学基金委批准后，学校为申请休学的学生办理缩短居留许可申请手续和离校手续。

（4）因病休学的期限最长为一学年。

（5）因病休学期间，奖学金生活费停发，奖学金资格予以保留。

2. 复学

因病休学的中国政府奖学金生申请复学时，应出示复学申请和康复证明，以保证其具备完成学业的健康条件。如学校经研究同意学生复学，应为学生办理复学通知书和JW201表，以便学生凭以上文件办理来华学习签证。学生回校后，学校应及时书面通知国家留学基金委，并从报到日起，按月发放其奖学金生活费，其奖学金期限将自动顺延，顺延期限不超过其休学期。

（二）申请变更专业

一般不接受奖学金生变更专业的申请。如有特殊原因提出申请，首先要经学生所在院系和转入院系的同意，然后由学生所在国驻中国大使馆或派遣机构向国家留学基金管理委员会来华部申请，经基金委同意后方可转专业。

（三）延长奖学金期限

原则上不允许在华中国政府奖学金生延长奖学金期限。如学生确因特殊原因需延长奖学金期限继续在华学习，且经学校审批后同意其延长奖学金期限继续在华学习，学校将在学生的《中国政府奖学金生延长奖学金期限申请表》上出具意见并盖章，提醒学生尽早向本国留学生派遣部门提交申请，争取被本国留学生派遣部门纳入新学年度的奖学金计划名额内。

对于在规定期限内未完成学业的博士研究生，且该生未被本国留学生派遣部门纳入新生年度的奖学金计划名额内，学生可向学校提出申请，学校审批后在学生的《中国政府奖学金生延长奖学金申请表》上填写意见，于每年4月30日前将同意延长奖学金期限的博士研究生名单及有关申请材料报送国家留学基金委，由国家留学基金委批准后，学校方可为学生办理延长奖学金手续，奖学金延长时间不超过一学年。

所有奖学金生的学籍变动规定，以国家留学基金委员会发布的《中国政府奖学金来华留学生管理工作手册》中的相关规定为准。



••••• 奖学金年度评审 •••••

中国政府奖学金学生必须于每年4月中旬参加学校组织的奖学金评审大会，领取并如实填写《中国政府奖学金年度评审表》，在指定日期内交至所在院系。具体时间请留意国际教育学院通知。因故无法参加的奖学金生应提前向国际教育学院请假。无故缺席评审大会者视为放弃年度评审，将取消下年度奖学金资格。

（一）评审对象：

1. 享受各类中国政府奖学金的外国留学生；
2. 奖学金期限超过一年度的外国留学生；
3. 奖学金期满后申请延长奖学金期限的外国留学生

（二）评审的具体内容及标准

1. 年度评审内容

- （1）学习成绩，包括本学年第一学期的各科考试、考核成绩和第二学期的学习基本情况；
- （2）学习态度和出勤情况；
- （3）行为表现及奖惩情况；
- （4）留学生公寓住宿表现情况。

2. 评审标准

（1）有下列情况之一者，中止其享受政府奖学金资格一年：

- 1) 因上学年考核成绩不及格而留级或者降级；
- 2) 所修课程连续两年未达到规定学分；
- 3) 受到留校察看及以上处分。

（2）有下列情况之一者，取消其享受政府奖学金的资格：

- 1) 受到勒令退学或者开除学籍处分；
- 2) 在校学习期间累计两次未通过年度评审；
- 3) 无正当理由不参加年度评审。

（三）评审程序

参照《中国政府奖学金年度评审规定》实施评审要求，长安大学中国政府奖学金年度评审领导小组会根据院系的评审意见进行初评，再将初评结果上报国家留学基金委，最后等待基金委的批复并公布结果。国际教育学院将于7月底公布初审结果。



（四）中止奖学金

中止奖学金者如继续以自费方式留校学习，须从接到评审决定之日起向国际教育学院提出书面申请，由国际教育学院通知学生所在院系。

中止奖学金后留校学习者，可于中止期满后申请恢复奖学金。申请者须向国际教育学院提出书面申请，由国际教育学院会同有关院、系、所申报并审核，审核通过后，由国际教育学院报中国国家留学基金委。

（五）取消中国政府奖学金资格

被取消中国政府奖学金资格者不能申请自费在校学习。

详细信息请参看基金委网站：www.csc.edu.cn

••••• 奖学金生住宿 •••••

全额奖学金学生，以及享受免住宿待遇的学生无需在网上预定房间，我们会为你在公寓预留房间。从录取通知书标示的报到日期前两天起，你就可以到长安大学留学生公寓办理入住手续并入住公寓了。

奖学金生在办理入住手续时，需缴纳一定金额的押金，床上用品可自行携带或购买。因个人原因在校外住宿的奖学金可根据规定办理校外住宿申请。申请校外住宿者，可申领住宿补贴，具体规定参见《中国政府奖学金留学生申请校外住宿及申领住宿费发放流程》。奖学金生配偶、子女不允许入住留学生公寓。奖学金生宿舍不得转借给他人使用，一经发现立即取消免费住宿待遇。

奖学金生在休学期间，不能居住在留学生公寓，须办理临时退房手续。在办理复学手续获得批准后方可再次入住。

注意事项：入住留学生公寓需缴纳住宿押金1000元人民币，请提前备好现金。



..... 奖学金生医疗和保险

(一) 最新保险简介更新内容, 请及时登录留学保险www.lxbx.net 网站查阅。

(二) 奖学金生不需要自行购买“来华留学生综合保险”。

中国政府奖学金学生由国家留学基金管理委员会来华部统一为学生们购买。

(三) 理赔程序

奖学金生如发生意外在医院接受治疗, 请保留相关所有医药费单据。国际教育学院将帮助学生联系保险公司申请理赔。

若因突发疾病或意外事故需就诊, 请直接电话致4008105119转1键, 由救援医生进行健康问诊、就医指导及理赔注意事项说明。如经过问诊且门诊治疗后医生确诊需进一步住院治疗的可向救援公司申请住院垫付, 救援公司与医院沟通确认后决定是否启动住院垫付程序。凡未经救援公司医生问诊备案且未经门诊诊治而直接入院治疗的(包括病情未达到住院程度却要求门诊医生同意住院治疗的), 救援公司不负责住院费用垫付。对于未经上述程序申请, 个人自行垫支医疗费用的, 将无法获得理赔。

重大事故可通过以下联系方式报案。

理赔咨询、报案电话: 4008105119转1键

凡是未经400电话报案或者未按照要求规范程序执行的, 将无法获得理赔。

(四) 指定公立医院名单

西安市内公立医院均可就医, 长安大学附近医院如下:

陕西省人民医院: 陕西省西安市碑林区友谊西路256号

西京医院: 陕西省西安市长乐西路15号

陕西省西安市急救中心: 陕西省西安市解放路24号

西安交通大学第一医院: 陕西省西安市雁塔西路277号

西安交通大学第二医院: 陕西省西安市西五路157号

陕西省西安市中心医院: 陕西省西安市西五路161号

陕西省西安高新医院: 陕西省西安市高新开发区团结南路16号

西安市红会医院: 西安市南稍门友谊东路555号

长安医院: 西安经济技术开发区文景路17号

中国人民解放军第三二三医院: 西安市建设西路6号

注意事项:

1. 因怀孕而产生的费用, 不能使用保险。

2. 因无证无照驾驶机动车发生交通事故而产生的费用, 不能使用保险。

3. 因饮酒后导致的交通事故、身体疾病等产生的费用, 不能使用保险。



••••• Registration Notice •••••

1.1 Registration

Undergraduate: Please register in **Chang'an University Weishui Campus** before September 10th. Detailed address: No. 18 Apartment, Wei Shui campus, Chang'an University, north of Zhu Honglu, Xi'an, Shaanxi.

Other students (Master, Ph.D., advanced student): Please register in **Chang'an University (Main Campus)** before September 12th. Detailed address: Chang'an University International Education College, middle section of South Second Ring Road, Xi'an, Shaanxi

1.2 The update of student information

Please don't miss the registration of information related to the transfer of scholarship allowance.

Update: before August 31, 2018

Input method: login URL: <http://admission.chd.edu.cn/member/login.do>, register the user and fill in the relevant information as required

Remarks:

1. If the student information has been entered into the system, it is no longer necessary to reenter it.

2. Please bring your passport to the Bank of Communication located to Chang'an University main campus to apply for Bank card used for scholarship allowance (for the Bank location, see the campus map).

3. After the completion of bank card application, please bring the bank card and bank receipt to the International Education School office 218 to register bank card information, fingerprint collection and confirmation. The international students of Weishui campus can go to Weishui Campus, International Education School office in the No. 18 Apartment to register bank card information, fingerprint collection and confirmation.



••••• Visa •••••

During the application of residence permit, the school will provide students *Residence Permit Application Letter for CAU International Students* . The students may apply for a residence permit at Exit-Entry Administration Division of Xi'an Public Security Bureau.

Students should be careful about their visa validity in order to avoid the unnecessary trouble of visa to stay in China.

Since 1 September, 2013, the new implementation of the *Exit And Entry Administration Law of People's Republic Of China* on the student visa application has a serious adjustment.

If you have any question or seek for advice related to visa, you can contact Exit-Entry Administration Division of Xi'an Public Security Bureau.

For more details about visa, please check *Guidebook for Freshmen 2018 of Chang'an University*.



••••• Scholarship Allowance •••••

2.1 Living allowance Standard

Undergraduate: 2,500RMB/month

Masters and General Advanced student: 3,000RMB/month

Ph.D. and senior scholars: 3,500 RMB/month

Non-degree program student: 2,500RMB/month

Students who have extra contacts regarding the living allowance will receive it according to the relevant regulations

2.2 Payment

Students will receive their living allowance before 10th of each month(except September), If there is a delay due to special reason for other months, students will be informed via email, etc.

The payment will commence from the date of registration, and will be paid monthly. New students who register before 15th(inclusive) of registration month, they will get full monthly scholarship living allowance; but those who register after 15th , will get a half of living allowance.

For full scholarship students, the living allowance of the first month will be paid at the end of September, please prepare the first month living cost for the official documents and other expenses use, including the textbook fee, accommodation deposit, bedclothes, etc. Thanks for your understanding!

2.3 Graduates' can get their another half month living allowance only if the graduation day is after 15th of the graduation month.

2.4 In the case of suspension, dropout or going back home after graduation, the scholarship living stipend will be stopped immediately.

2.5 During holidays, living allowance will be received as usual. Scholarship students who do not get the monthly living allowance during holidays can get it upon return on campus.

2.6 Scholarship students who don't register on time, miss classes for non-health reasons, or leave school more than 15 days for personal reasons, stop receiving scholarship living allowance.

2.7 According to the school teaching arrangement, scholarship students go out of China to participate in exchanges, survey and research, conferences or teaching practices and other activities, their living allowance during departure from China will be received.

2.8 The scholarship will be issued with a fingerprint confirmation system, and the scholarship students need to confirm their fingerprints at their campus office from 1st to 8th of every month.

2.9 Scholarship students who apply for off-campus housing, can apply for accommodation subsidies. Specific provisions refer to the *Application Procedures for CAU CSC Students*



Living Off-Campus and Accommodation allowance .

2.10 Scholarship students who get pregnant should apply suspension of schooling immediately. If the school is not reported on time, the school will force her to suspend her studies and return home and stop the scholarship living allowance.

Remarks:

1. Scholarship students who return to their country to write research papers, collect data or internship, need to follow the application for leave permit procedures; they must inform their supervisor, after the approval of supervisor, go to International Education School to complete the leave permit procedures.

2. In case you change the bank card number or bank related information during study process, please promptly go to the International Education School to inform the teacher in charge for the update.

3. Scholarship students who get pregnant should apply suspension of schooling immediately. The insurance does not cover medical expenses arising from pregnancy, abortion, abortion, etc.

••••• Enrollment •••••

3.1 Suspension and Resume Studies

3.1.1 Suspension of Studies

(1) According to the Chinese government scholarship requirements and principles, it is not allowed that the Chinese government scholarship students suspend their studies. If the students do have a special reason to suspend, the school will report it to the related situation of China Scholarship Council on time.

(2) Scholarship students who apply for studies' suspension due to sickness reason, need to hold the hospital proof and the confirmation letter from their embassy in China, after the approval of this situation, the university needs to report it to the China Scholarship Council.

(3) After the application is approved by CSC, the school will apply for suspending the residence permit and school leave procedures for the suspending students.

(4) The longest period of suspending studies for sickness reasons is one year.

(5) During suspension of studies for sickness reasons, the scholarship living stipend stops to be released and being reserved

3.1.2 Resume Studies

When Chinese Government Scholarship students is applying for study resume after the suspend of studies due to sickness reasons , they should show the application of studies resume and health proof in order to ensure that they have the health conditions to complete their academic study. If the school agrees to the student to resume studies after



investigation, they should apply for study resume admission and JW201 form for students, so that students can apply for Visa for studying in China with those documents. After the students returning to school, the school should immediately inform China Scholarship Council in writing. The monthly living stipend payment starts from the date of registration and the scholarship duration will be automatically extended, but the extension period does not exceed its suspension period.

3.2 Application to Change Major

Generally, the application of the professional/major change for the scholarship students is not accepted. If there is a special reason pushing you to apply, the students need to pass through their current department and also have the agreement proof of transferred department, and then the China Embassy of their country send the application to China Scholarship Council agency. After approved by the council, the professional/major can be changed.

3.3 Extending Studies

In principle, Chinese Government scholarship council does not allow scholarship students to extend scholarship duration. If the students have special reasons to extend the scholarship duration for continue studying in China, after the approval of the school, the school will send to “China Government Scholarship Council the application form of extending scholarship duration” accompanied by the sealed reasons of the extending student. The school needs to remind students to submit their applications to their international student departments as soon as possible in order to be included in the scholarship plan for the next year.

For doctoral students who have not completed their studies within the prescribed time limit and is not included in the list of new scholarship student enrolled by their departments, they can apply the scholarship to their school. After the approval, school needs to express its opinion on the “application form of extending scholarship duration to Chinese Government Scholarship”. The list of doctoral students who have been agreed to extend the scholarship duration announced and the related application materials should be sent to the China Scholarship Council before April 30 each year. After approved by China Scholarship Council, the school can proceed the extending scholarship procedures for the student. The scholarship duration is extended for no more than one academic year.

The rules of changing of the study status to all scholarship students are issued by Scholarship council in the “Handbook of Chinese government scholarship students’ management in China”.



••••• The Annual Evaluation of Scholarship Student •••••

Chinese Government Scholarship Students must attend the scholarship evaluation conference organized by the school in mid-April every year. Students need to get and fill the "China Government Scholarship Annual Evaluation Form" and submit it to the Department within specified date. Please pay attention to the International Education School notice about Evaluation's specific date. Scholarship students who are unable to attend for some reasons should ask for leave permit to the International Student Affairs Office in advance. Anyone who is absent in scholarship evaluation conference without any reason, the next year scholarship qualification will be canceled.

4.1 Evaluation target:

1. International students who enjoy Chinese government scholarship
2. International students who have more than one year scholarship
3. International students who have applied for extending scholarship duration after the expiration of the first scholarship duration.

4.2 Specific contents and Criteria of Evaluation

4.2.1 The Annual Evaluation contents

(1) Academic performance: including results of school examinations of the first semester, and the general learning situation of second semester.

(2) Learning attitude and attendance

(3) The behaviors, rewards and punishment situation

(4) The behaviors of international students in their dormitory.

4.2.2 Criteria for evaluation

(1) One of the following circumstances leads to the suspension of government scholarship for one year:

1) Fail in school examinations and repeat or demote

2) The courses do not meet the required credit for two consecutive years

3) Be kept in school under surveillance or other punishments above it

(2) A student can be ineligible from the Government Scholarship in the future if one of the following situations happens:



- 1) Being ordered to quit school or expel from school
- 2) Fail to pass the Annual Evaluation for two years during the study period
- 3) Being absent in the Annual Evaluation without reasonable reasons

4.3 Evaluation process

The implementation of evaluation requirements refer to the “Annual Evaluation Rules of China Government Scholarship”. Chinese Government Scholarship Annual Evaluation team of Chang'an University will consider the suggestions given by departments in the first evaluation, and then the results of the first evaluation will be reported to the China Scholarship Council. After the approval of the council, the final results can be published. The International Education School will publish the provision results in the end of July.

4.4 Scholarship Suspension

The students, whose scholarships are suspended, want to continue studies, they must study on their own expenses. They should submit a written application to the International Education School since the date of receiving decision of scholarship suspension, and International Education School will inform related departments.

After the expiration of scholarship suspension, the student can apply for a scholarship resumption. The applicants are required to submit a written application to the International Education School and International Education School will inform other related schools and departments. After the verification and accepting the application, the International Education School will report it to China Scholarship Council.

4.5 Deprived Scholarship

Those who have been canceled from the Chinese Government Scholarship cannot apply for studying on their own expenses at the same school.

For more information, please visit the website: www.csc.edu.cn



••••• Accommodation of Scholarship Students •••••

Full scholarship students, as well as the students who enjoy free accommodation do not have to book rooms online. We will reserve the room for you in the Apartment. You can also go to Chang'an University International Student Apartment and stay for two days before the date of arrival written on the Admission Notice.

Scholarship students are required to pay a deposit at the check-in process, and they can choose to buy the bedclothes or take their own. Due to the personal reasons, Scholarship students who want to live outside of the campus may apply for off-campus accommodation in accordance with the regulations. Scholarship students who apply for off-campus housing, can apply for accommodation subsidies. Specific provisions refer to the “Application Procedures for CAU CSC Students Living Off-Campus and Accommodation Allowance”. The Scholarship students’ spouse or children are not allowed to stay in the student apartment. Scholarship students are not allowed to lend their rooms to others for any use, once found, their accommodation will be immediately cancelled.

Scholarship students cannot stay in the international student apartment during suspension of their studies, they need to check out of the room. After resuming study procedures, they can stay in apartment again.

Remark:

You need to pay a deposit of 1000 yuan for the student apartment. Please prepare cash in advance.



••••• Medical and Health Insurance •••••

6.1 For the latest update of insurance profile, please log on: www.lxbx.net

6.2 Chinese government scholarship students do not need to buy their own “International Student Insurance”. China scholarship council will buy it for everyone.

6.3 Claiming procedures

If scholarship students need to take medical treatment, all related medical bills from hospital should be kept. The International Education School will help students contact insurance companies to apply for claims.

Remarks: Due to sudden sickness or accident that needs to be treated, please give a direct call to 4008105119 and press 1 key, health consultation, medical guidance and the explanation of your claims will be done by the rescue doctor. Based on the results of consultation and outpatient treatment, the doctor will decide whether you need further hospitalization, which can be applied to the rescue company for the advanced hospital. The rescue company and the hospital will confirm whether it is necessary to start hospitalization procedures or not. When you are not consulted by the rescue company doctor and even does not give direct diagnosis (including the condition you does not meet the hospitalization requirements but you ask the outpatient doctor to agree to hospitalization), the rescue company is not responsible for hospitalization. The application does not go through the procedures mentioned above, the individual medical cost will not be able to get claim.

Serious accident can be reported through the following contact:

For claim advice and reporting: 4008105119 press 1key

Those who have not reported on phone 400 or does not follow the requirements of the standard procedures, will not be able to get claim.



6.4 List of designated public hospital

The list of appointed hospitals for scholarship students' Medical and insurance is the following:

Shaanxi Province People's Hospital: No.256, West Youyi Rd., Beilin Distrit, Xi'an, Shaanxi Province

Xijing Hospital: No. 15, West Changle Rd., Xi'an, Shaanxi Province

Xi'an Emergency Medical Center: No. 24, Jiefang Rd., Xi'an, Shaanxi Province

The First Affiliated Hospital of Xi'an Jiaotong University: No.277, West Yanta Rd., Xi'an, Shaanxi Province

The Second Affiliated Hospital of Xi'an Jiaotong University: No.157, Xiwu Rd., Xi'an, Shaanxi Province

Xi'an Central Hospital: No.161, Xiwu Rd., Xi'an, Shaanxi Province

Xi'an Gaoxin Hospital: No.16, South Tuanjie Rd.,Hi tech Zone, Xi'an, Shaanxi Province

Xi'an Honghui Hospital: No.555, East Youyi Rd.(near Nanshao Gate), Xi'an, Shaanxi Province

Chang'an Hospital: No.17, Wenjing Rd., Xi'an Economic & Technological Development Zone, Xi'an, Shaanxi Province

The No.323 Hospital of Chinese People's Liberation Army: No.6, West Jianshe Rd., Xi'an, Shaanxi Province

Remarks:

1. The insurance can not be used because of the cost of pregnancy.
2. The insurance can not be used because of the traffic accident caused by driving without license.
3. The insurance can not be used because of traffic accidents or physical diseases caused by drinking.

生活区

鸿翔园学生公寓

Hong Xiang Yuan Student Apartments

- 1 No. 1 Student Apartment 1号学生公寓
- 2 No. 2 Student Apartment 2号学生公寓
- 3 No. 3 Student Apartment 3号学生公寓

修远教学区

Xiu Yuan Teaching Area

生活区

鸿翔园学生公寓

- 1 No. 1 Xiu Yuan Teaching Building 修远教学楼1区
- 2 No. 2 Xiu Yuan Teaching Building 修远教学楼2区
- 3 No. 3 Xiu Yuan Teaching Building 修远教学楼3区
- 4 No. 4 Xiu Yuan Teaching Building 修远教学楼4区

逸夫图文信息中心

Yi Fu Library and Information Center

朝晖园学生公寓

Zhao Hui Student Apartments

- 7 No. 7 Student Apartment 7号学生公寓
- 8 No. 8 Student Apartment 8号学生公寓
- 9 No. 9 Student Apartment 9号学生公寓
- 10 No. 10 Student Apartment 10号学生公寓

生活区

生活区

- 1 Shu Hui Yuan Dining Hall 树圃园餐厅
- 2 Chang'an Culture and Art Center 长安文化艺术中心
- 3 Public Bathroom and Hot Water Room 学生浴室及开水房
- 4 Tian Xing Jian Dining Hall 天行健餐厅
- 5 No. 11 Student Apartment 11号学生公寓
- 6 No. 12 Student Apartment 12号学生公寓
- 7 No. 13 Student Apartment 13号学生公寓
- 8 No. 14 Student Apartment 14号学生公寓
- 9 No. 15 Student Apartment 15号学生公寓
- 10 No. 16 Student Apartment 16号学生公寓

运动场

运动场

- 1 Zhao Hui Stadium 朝晖体育场
- 2 Badminton and Dutch Ground 羽毛球、荷兰球
- 3 Table Tennis Ground 乒乓球台
- 4 Basketball Ground 篮球场
- 5 Tennis Ground 网球场
- 6 Climbing Wall 攀岩墙
- 7 攀岩墙

鸿远教学区

Hong Yuan Teaching Area

- 1 No. 1 Hong Yuan Teaching Building 鸿远教学楼1区
- 2 No. 2 Hong Yuan Teaching Building 鸿远教学楼2区
- 3 Playground 操场
- 4 Basketball Ground 篮球场

明远教学区

Ming Yuan Teaching Area

- 1 A Ming Yuan Teaching Building 明远教学楼A区
- 2 B Ming Yuan Teaching Building 明远教学楼B区
- 3 C Ming Yuan Teaching Building 明远教学楼C区
- 4 D Ming Yuan Teaching Building 明远教学楼D区
- 5 E Ming Yuan Teaching Building 明远教学楼E区
- 6 Ming Yuan Lake 明远湖
- 7 Xiu Yuan Lake 修远湖

办公区

办公区

- 1 Bei Chen Administrative Building 北陈行政楼
- 2 Conference Center 会议中心

实验区

实验区

- 1 Hydraulic Laboratory 水力实验室
- 2 Simulated Rain Fall Hall 人工模拟降雨大厅
- 3 Engineering Training Center and Transportation Laboratory 现代工程训练中心、交通类专业综合实验室
- 4 No. 1 Laboratory Building 专业实验1号楼
- 5 In-Situ Laboratory 水与环境原位实验室

生活区

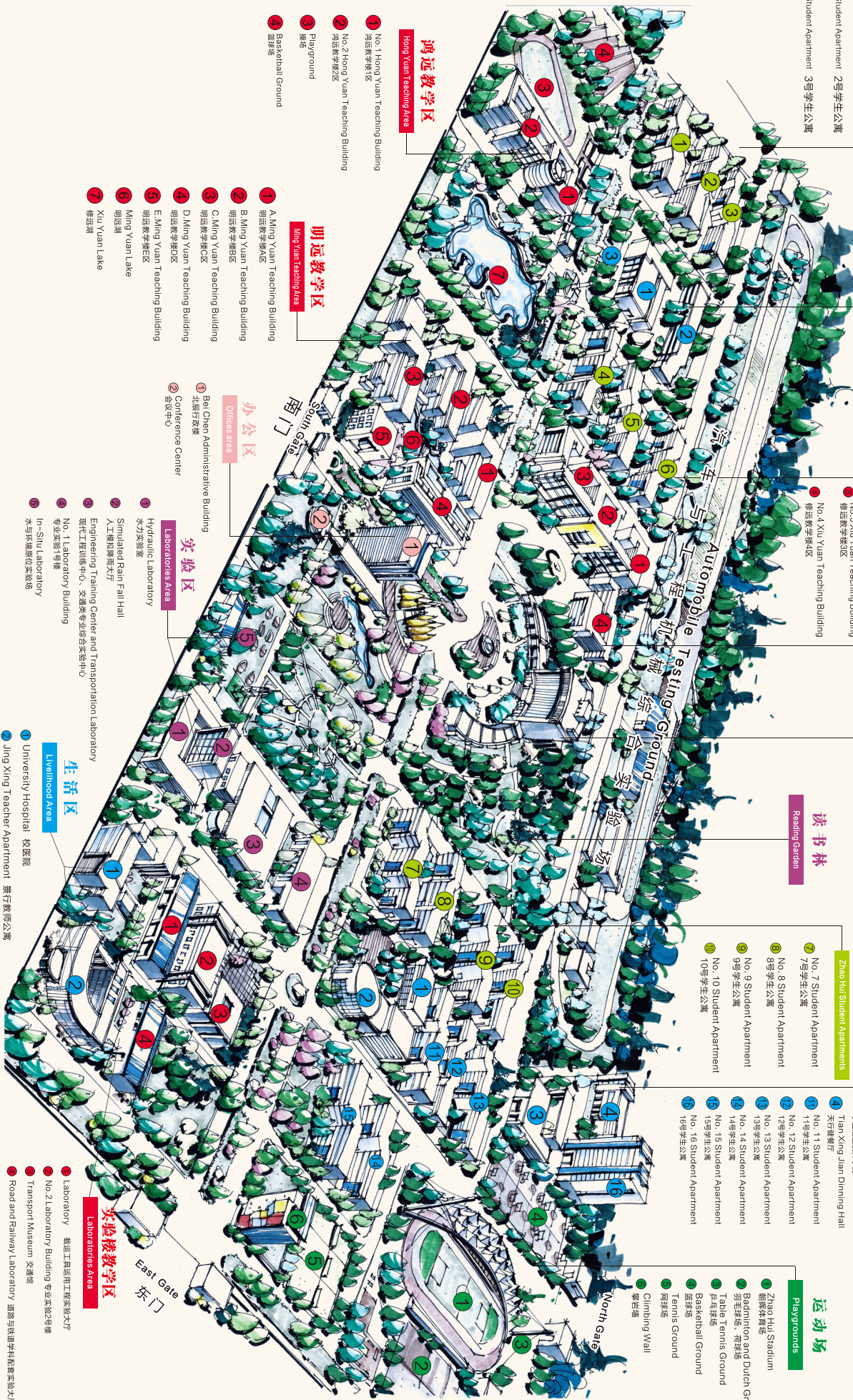
生活区

- 1 University Hospital 校医院
- 2 Jing Xing Teacher Apartment 景行教师公寓

实验楼教学区

实验楼教学区

- 1 Laboratory 建造工具运用工程实验大厅
- 2 No. 2 Laboratory Building 专业实验2号楼
- 3 Transport Museum 交通馆
- 4 Road and Railway Laboratory 道路与铁路学科实验室大厅





No. 2 Teaching Building
School of Architecture
第二教学楼
建筑学院

Teaching Multipurpose Building
教学综合楼

No. 3 Teaching Building
School of Continuing Education
第五教学楼
继续教育学院

Student Dining Hall
学生食堂

Butler Room
管家房

- Student Apartments
- ① 学生公寓1号楼 No. 1 Student Apartment
 - ② 学生公寓2号楼 No. 2 Student Apartment
 - ③ 学生公寓3号楼 No. 3 Student Apartment
 - ④ 学生公寓4号楼 No. 4 Student Apartment
 - ⑤ 学生公寓5号楼 No. 5 Student Apartment
 - ⑥ 学生公寓6号楼 No. 6 Student Apartment
 - ⑦ 学生公寓7号楼 No. 7 Student Apartment

综合楼
Multipurpose Building

建工学院
School of Civil Engineering
材料学院
School of Material Science and Engineering

科技开发综合楼
Science and Technology Development Composite Building

校本部西院
West Campus

学
路
(西门)

校本部东院
East Campus

办公楼
Office Building

No. 4 Teaching Building
第四教学楼
雁鸣楼
(东门)

No. 5 Teaching Building
第五教学楼

第一教学楼
No. 1 Teaching Building

Sport Ground
运动场

Testing Hall of Geophysical Instrument Simulation
地质灾变物理模拟实训大厅

No. 4 Student Apartment
学生4号公寓楼

No. 3 Student Apartment
学生3号公寓楼

图书馆
Library

Roman Square
罗马柱广场

No. 2 Student Apartment
学生2号公寓楼

雁鸣回音厅
Yan Bo Dining Hall
(Student Communication Center)

长大地学科技大厦
Changde University Science and Technology Building

第一教学楼
No. 1 Teaching Building
建工学院

No. 8 Student Apartment
学生8号公寓楼

学生公寓9号楼
No. 9 Student Apartment

学生公寓6号楼
No. 6 Student Apartment

学生公寓5号楼
No. 5 Student Apartment

第二教学楼
No. 2 Teaching Building
勘测学院

张伯声先生雕像
Mr. Zhang Bosheng Statue
(School Founder's Memorial Statue)





长安大学国际教育学院

International Education School, Chang'an University

地址：陕西省西安市南二环中段

Add : Nan Er Huan Zhong Duan, Xi'an 710064, Shaanxi, P.R.China

电话 (Tel) : 招生办公室 (Admissions Office) 029-82334270

留学生工作办公室 (International Student Affairs Office) 029-82334733

传真 (Fax) : 029-82334167

网址 (Web) : www.ies.chd.edu.cn