

## “留学助手” APP 注册申请

("Study abroad assistant" registration application)

- 1、打开“留学助手 APP” 并点击注册选项。(如图 1) ( Open "Study Abroad Assistant and click register.)



图 1

2. 进入注册页面后，点击注册申请按钮。（如图 2）（After enter into the register system, please click the register and applying button.）



4G 64% 2:14

< 注册 >

基本信息 注册申请

中文姓名:

护照姓: LI

护照名: XINYUE 点击编辑文字

性别: 女

出生日期: 2020-12-15

国籍: 阿尔及利亚

护照

图 2

3. 同意申请须知，并点击下一步（如图 3）（Agree to the application instructions and click next.）请下载保存并规范填写《禁毒承诺书》、《关于禁止非法驾驶机动车及非机动车的规定知晓书》、《学业诚信承诺书》、《注册登记表》，后续需要上传以上四个文件清晰的截图。Please download the following four documents and fill in the content, including *Anti-drug commitment letter, Confirmation letter on regulations prohibiting illegal driving of motor vehicles and non-motor vehicles, Academic integrity commitment letter and BIT International Students Registration form*. Those documents shall be uploaded after filling / signing.

[< 查看申请](#) 注册申请 (1/13) 

### 申请须知

请认真阅读申请须知：

1. 请点击链接下载承诺书和注册表，下载完成后，请按要求填写、签名，并拍照保存，以便于后续注册申请步骤的填写

(1) 承诺书下载：

[禁毒承诺书](#)

[关于禁止非法驾驶机动车及非机动车的规定知晓书](#)

[学业诚信承诺书](#)

(2) 注册登记表下载：

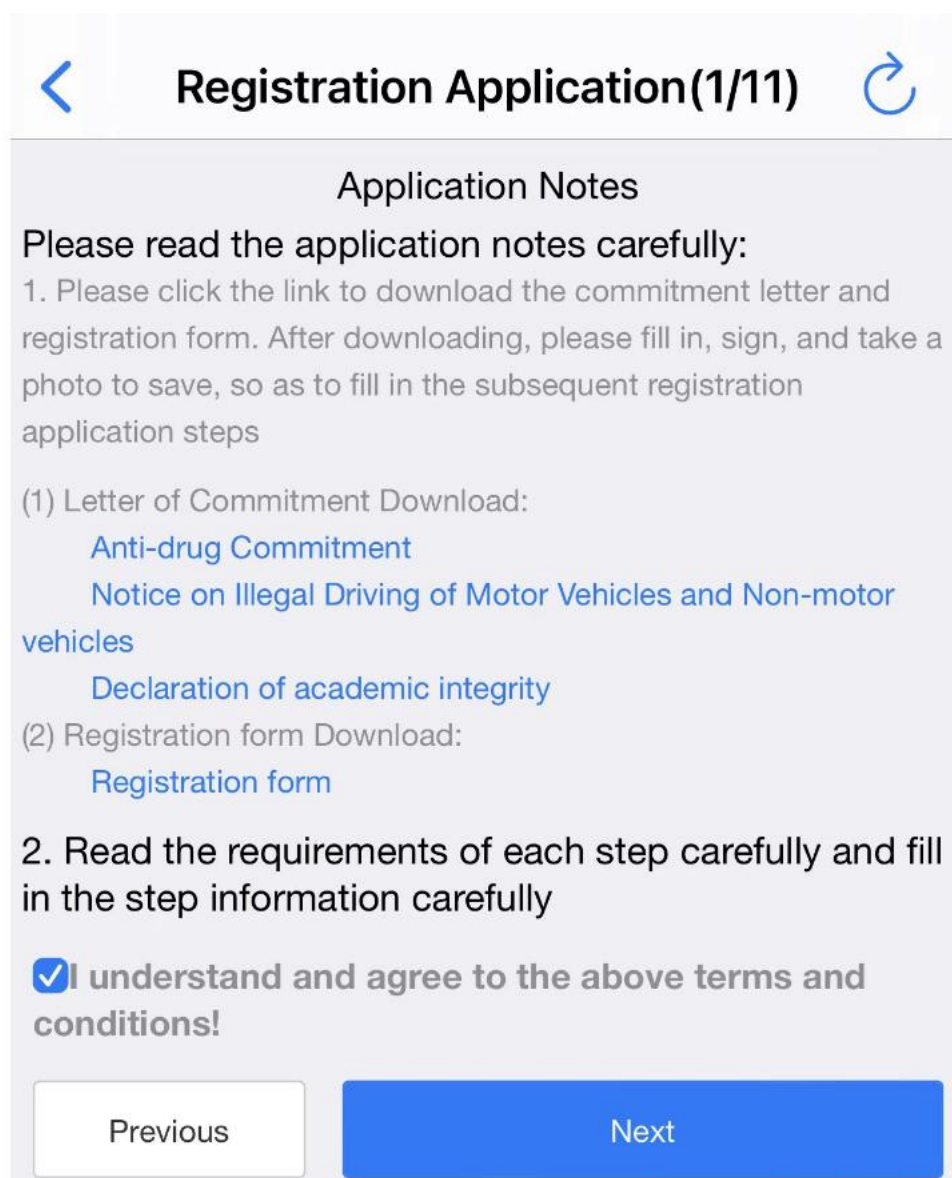
[注册登记表](#)

2. 请仔细阅读每个步骤的填写要求，认真填写步骤信息

☒ 我已知晓并同意以上条款说明！

上一步

下一步

The image shows a web interface for a registration application. At the top, there is a header bar with a back arrow on the left, the title "Registration Application(1/11)" in the center, and a refresh icon on the right. Below the header, the main content area has a light gray background. It starts with the heading "Application Notes". Under this heading, there is a bold instruction: "Please read the application notes carefully:". This is followed by a numbered list. Item 1 says: "1. Please click the link to download the commitment letter and registration form. After downloading, please fill in, sign, and take a photo to save, so as to fill in the subsequent registration application steps". Below this, there are two sub-items. Item (1) is "Letter of Commitment Download:", followed by three blue hyperlinks: "Anti-drug Commitment", "Notice on Illegal Driving of Motor Vehicles and Non-motor vehicles", and "Declaration of academic integrity". Item (2) is "Registration form Download:", followed by one blue hyperlink: "Registration form". Item 2 of the main list says: "2. Read the requirements of each step carefully and fill in the step information carefully". Below the list, there is a checkbox with a blue checkmark inside, followed by the text "I understand and agree to the above terms and conditions!". At the bottom of the form, there are two buttons: a white button with a gray border labeled "Previous" and a solid blue button labeled "Next".

< Registration Application(1/11) ↻

### Application Notes

**Please read the application notes carefully:**

1. Please click the link to download the commitment letter and registration form. After downloading, please fill in, sign, and take a photo to save, so as to fill in the subsequent registration application steps

(1) Letter of Commitment Download:

- [Anti-drug Commitment](#)
- [Notice on Illegal Driving of Motor Vehicles and Non-motor vehicles](#)
- [Declaration of academic integrity](#)

(2) Registration form Download:

- [Registration form](#)

2. Read the requirements of each step carefully and fill in the step information carefully

☒ I understand and agree to the above terms and conditions!

Previous Next

图 3

4. 如学生在境内, 请选择“是, 我已在华”选项; 如学生在境外, 请选择“否, 我在境外”, 并点击下一步。(如图 4) ( If the student is in China, please select the "Yes, I' m already in China" option and click next.If the student is outside China, please select "No, I' m outside China" option and click next)

14:55

查看申请 注册申请 (2/13)

是否已入境

☒ 是，我已在华

☐ 否，我在境外

上一步 下一步

Detailed description: This is a mobile application registration screen. At the top, the status bar shows the time 14:55, signal strength, Wi-Fi, and battery. The navigation bar has a back arrow, the text '查看申请' (View Application), and '注册申请 (2/13)' (Registration Application (2/13)). The main content area has a title '是否已入境' (Have you entered the country?). Below it are two radio button options: '是，我已在华' (Yes, I am in China) which is selected, and '否，我在境外' (No, I am outside China). At the bottom are two buttons: '上一步' (Previous Step) and '下一步' (Next Step).

图 4

如选择“否，我在境外”，请填写计划入境日期。

If student selects “No, I’ m outside China” , please enter the date of flight to China.

10:27

查看申请 注册申请 (2/10)

是否已入境

☐ 是，我已在华

☒ 否，我在境外

\*计划入境日期:

2023-07-31

上一步 下一步

Detailed description: This is a mobile application registration screen. At the top, the status bar shows the time 10:27, signal strength, Wi-Fi, and battery. The navigation bar has a back arrow, the text '查看申请' (View Application), and '注册申请 (2/10)' (Registration Application (2/10)). The main content area has a title '是否已入境' (Have you entered the country?). Below it are two radio button options: '是，我已在华' (Yes, I am in China) and '否，我在境外' (No, I am outside China) which is selected. Below the options is a label '\*计划入境日期:' (Planned entry date:). Under this label is a text input field containing '2023-07-31', which is highlighted with a red border. At the bottom are two buttons: '上一步' (Previous Step) and '下一步' (Next Step).

图 5

## 5. 上传学费附件说明。(如图 6) (Upload tuition attachment description.)

学生可选择拍照和相册两种上传方式。如果已经有学费附件, 请选择相册; 如果你已经有学费附件, 请选择拍照。(Students can choose two upload modes: "photo taking" and "photo album". If students already have tuition attachment, please select "photo album"; if students do not have tuition attachment, please choose "Photo taking" to take photos.

学生如获得奖学金, 请上传白色图。

For students with Scholarship, please upload a blank page.

支付学费的学生请上传在线支付截图或汇款凭证截图到学费上传证明里。

如: 截图支付学费凭证办法:

For students to pay tuition, please upload the screenshot of online payment or bank remittance statement.

Here are steps for online payment.

(1) 登录 <http://apply.isc.bit.edu.cn/> Click the link and log in

北京理工大学 国际学生在线服务系统  
International Student Service System

User Name: zhlian  
Last Sign In Time: 2021-08-09 18:00:43  
Unread Message: 12 Show Message List  
Change Profile Picture Change Password

Application No.: 20181000025  
Student No.: Passport No.: 13U87848  
Passport Name: JIANG YAN Chinese Name: 姜艳  
Gender: Female Birth Date: 1999-01-01 Nationality: Republic of Korea  
Apply Type: Undergraduate Student  
Study Duration: 2020-09-07--2024-07-15  
Department&Major: School of Management and Economics International Economics and Trade

Add Bind Study Information Bound Study Informations(1)

ONLINE APPLICATION DORMITORY RESERVATIONS AIRPORT PICKUP **ONLINE PAYMENT** QUERY RESULTS ATTENDANCE RESULTS APPLICATION NOTES SCHOOL MAP

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(2) 进入在线支付后截屏 Click “Online Payment” and complete following steps. Screenshot the final page after payment.



	项目名称	金额	收费期限	支付方式	支付时间
1	学费Tuition	0.01	2020-2021学年第二学期	网付	2021-01-05 15:40:27
2	学费Tuition	0.01	2020-2021学年第一学期	网付	2021-01-05 15:37:48

(3) 上传截图到以下学费付费证明里。

Upload the Screenshot of Online Payment to the Tuition Payment Proof page.



注册申请(3/9)

学费付费证明

学费收据上传页附件中文说明

学费收据上传页附件上传中文标题

拍照

相册

删除

上一步

下一步

图 6



6. 购买保险，所有学生提前购买学校指定的保险后填写保险开始和截止日期，并上传医疗保险收据。(如图 7) (All students are required to buy medical insurance. After purchase, please fill in the insurance start and end date, and upload the insurance receipt.) 保险购买方式请参考附件 4 说明。 Please see attachment 4 for how to buy medical insurance online.

← 查看申请
注册申请 (4/13)
↻

### 医疗保险收据

购买保险，填写保险开始和截止日期，并上传医疗保险收据。

\* 保险开始日期：

2022-08-25

\* 保险截止日期：

2023-08-24

购买保险附件上传中文标题

一、被保险人信息 The Insured Information

姓名 Name: [redacted]

证件号码 ID Number: [redacted]

出生日期 Date of Birth: 15/08/2001

性别 Gender: 男

国籍 Nationality: 中国

学号 Student No.: [redacted]

所在学校 School: 北京理工大学

电话 Mobile No.: 13910000004

邮箱 Email: [redacted].com

二、保险期间 Insurance Period: from 2023-04-15 00:00:00 to 2023-10-14 24:00:00

三、保险方案 Insurance Plan: 留学生800元方案 (2023)

保障项目 Insurance Coverage	保险金额 Insurance Amount
身故+残疾保险责任 Liability for Death + Disability	RMB 100,000.00
意外伤害医疗保险责任 Medical Treatment for Accidental Injury	RMB 20,000.00
门诊医疗保障责任 Outpatient and Emergency Medical Insurance	RMB 800.00
住院医疗保障责任 Hospitalization and Medical Insurance	RMB 400.00

四、已缴保费 Premiums Paid: 肆佰元零整 (RMB 400.00)

五、保险人审核结果 Insurer audit result: 待保险人审核

六、特别提示 Notice

1. 凡18-60周岁，身体健康，能正常参加学校学习或工作的非中国籍学生均须参加。国际学生自入学起须参加本保险。

2. 国际学生www.bjtu.net查看了保险条款并签署了知情同意书。

3. 如有疑问及投诉电话：400-810-5110

拍照

相册

删除

图 7

7. 确认护照信息及上传护照首页。(如图 8) (Confirm the passport information and upload the first page of the passport.)



4G

42%

4:25

<

注册申请(6/14)

>

上传护照信息

\*护照号码:

E1234567

\*护照到期日期:

2021-02-28

上传新护照首页

上传新护照首页



拍照

相册

删除

上一步

下一步

**图 8**

8. 填写签证号码及到期日期, 并上传照片。(如图 9) (Fill in the visa number and expiration date, and upload photos.)

4G 41% 4:26

<

注册申请(7/14)

↻

上传签证页

\*签证号码:

\*签证到期日期:

选择日期

上传签证页

上传签证页说明

拍照

相册

删除

上一步

下一步

图 9

9. 已在华学生填写最近一次入境日期及入境口岸, 并上传入境章页的照片。(如图 10) (For students in China, please fill in the latest date and port of entry, and upload the photo of the entry stamp page.)


The screenshot shows a mobile application interface for a registration process. At the top, there is a teal status bar with 4G signal, a battery icon at 41%, and the time 4:26. Below this is a navigation bar with a back arrow, the text '注册申请(8/14)', and a refresh icon. The main content area is titled '上传入境章页' (Upload Entry Stamp Page). It contains two required fields: '\*入境日期:' (Entry Date) with a '选择日期' (Select Date) button, and '\*入境口岸:' (Entry Port) with an empty text input field. Below these fields are links for '上传入境章页' and '上传入境章页说明'. A large grey square with a white upward arrow indicates where to upload a photo. To the right of this square are three buttons: '拍照' (Take Photo), '相册' (Album), and '删除' (Delete). At the bottom, there are two buttons: '上一步' (Previous Step) and '下一步' (Next Step).

图 10

10. 已在华学生上传临时住宿登记表。（如图 11）（For students in China, please upload temporary accommodation registration form.）

注释：如住校内宿舍请上传白色截图。

Note: Please upload a blank page if you choose to stay in dormitory on campus.



The screenshot shows a mobile application interface for uploading a document. At the top, there is a teal status bar with 4G signal, battery at 40%, and time 4:27. Below this is a navigation bar with a back arrow, the text '注册申请(9/14)', and a refresh icon. The main title is '临时住宿登记表'. Below the title, there are two lines of text: '临时住宿登记表附件上传中文标题' and '临时住宿登记表中文说明'. The central part of the screen features a large grey square with a white circular arrow icon. To the right of this square are three buttons: '拍照' (Take Photo), '相册' (Album), and '删除' (Delete). At the bottom, there are two buttons: '上一步' (Previous Step) and '下一步' (Next Step).

图 11

11. 请填写准确的本人邮件, 手机号、微信等信息。 (如图 12) (Confirm the contact information including email, phone number and wechat ID.)

10:22

< 查看申请

注册申请 (9/13)

\*联系Email:

123456@126.com

\*在华联系电话/手机:

16793688990

\*地址

北京市海淀区XXX

\*邮编

100081

Facebook Account

xx

WeChat

xx

LinkedIn Account

Twitter Account

QQ

123468

DingTalk

Skype

图 12



13. 请下载 3 个承诺书, 手签字后上传清晰完整的 3 个承诺书截图。(如图 14)

(Please download 3 commitment letters and sign before upload their clear screenshot.)

4G  
15

58% 2:34

<

注册申请(8/9)

↻

承诺书

承诺书中文说明

承诺书附件上传中文标题

\*附件1

拍照

相册

删除

附件2

拍照

相册

删除

附件3

拍照

相册

删除

图 14



## 示例 Example:

[查看申请](#)
[注册申请 \(9/10\)](#)

### 承诺书

3个承诺书签字后需上传，上传文件要清晰。

3个承诺书附件上传

#### \*附件1

##### 禁毒承诺书

《中华人民共和国治安管理处罚法》明文规定：吸食、注射毒品是违法行为！《中华人民共和国刑法》对从事走私、贩卖、运输、制造毒品以及与上述行为有关的破坏国家禁毒活动的行为追究刑事责任。目前在中国被列为毒品的有鸦片、吗啡、海洛因、大麻、可卡因、冰毒、麻古、摇头丸、K粉、三唑仑等125种麻醉药品和132种精神药品。**学生一旦出现涉毒行为，学校将给予其开除学籍处分，并立即办理停学签证，待公安机关对其处罚之后，限期3天离境。**

本人已阅读上述内容并保证在北京理工大学学习期间自觉接受禁毒宣传教育，遵守中国法律法规，做到不吸毒、不贩毒、不制毒、要珍惜生命、远离毒品，同时积极检举揭发违法犯罪行为。

##### Anti-drug Commitment

According to the Law of the People's Republic of China on Public Security Administration Punishment, smoking and injection of drugs is illegal. The Criminal Law of the People's Republic of China shall prosecute criminals who are in acts of smuggling, trafficking, transportation, manufacture of narcotic drugs and any other related activities that sabotage the national anti-drug campaigns. Currently, 123 kinds of narcotic drugs and 132 kinds of psychotropic drugs are illegal drugs in China, including opium, morphine, heroin, marijuana, cocaine, methamphetamine (ice), MaGu, MDMA (ecstasy), Ketamine, triazolam, etc. **Students who violate Chinese laws and regulations will be expelled from school and will be cancelled visa at once. After receiving penalty decision from Chinese Public Security, the student involved shall leave China within 3 days.**

I hereby declare that during my study at Beijing Institute of Technology, I will consciously learn the anti-drug knowledge and abide by related Chinese laws and regulations. I will be drug-free and must not sell or make illegal drugs. Meanwhile, I am willing to report anyone who violates the laws and regulations to the school and police.

Cherish life and stay away from drugs.

学生类别 Student Type: **本科生** 学号 Student ID: **182021\*\*\*\***

签名 Signature:  日期 Date: **2021-mm-dd**

拍照

相册

删除

[查看申请](#)
[注册申请 \(9/10\)](#)

### 附件2

#### 关于禁止非法驾驶机动车及非机动车的规定知晓书

根据《中华人民共和国道路交通安全法》《北京市实施〈中华人民共和国道路交通安全法〉办法》及北京理工大学相关规定，外国人在中国驾驶机动车辆（汽车、摩托车），须依法在中国取得机动车辆驾驶证。驾驶人必须取得国际驾驶证的，须提交国际驾照，并随身携带国际驾照翻译件。（国际驾照未出）

**特别注意，根据新制定的《电动自行车安全技术规范》相关规定，电动自行车应符合以下要求。**

1. 最高车速应不大于24km/h；
2. 整车质量（含电池）不大于40kg；
3. 电机功率应不大于400W；
4. 蓄电池标称电压应不大于48V；
5. 电机额定功率应不大于400W；
6. 必须是在《北京市电动自行车产品目录》内的电动自行车，符合技术标准的电动车才能申请上牌。

驾驶人必须在取得国际驾驶证或符合以上规定之外的电动自行车属于非法驾驶，交警部门将予以处罚。未按规定将严重影响外籍学生在京学习和生活。

北京理工大学作为一所国际化大学，为外籍学生提供便利，同时为保障校园安全，特此提醒外籍学生，在北京市内驾驶机动车辆时，请务必遵守中国法律法规，做到文明驾驶，安全出行。

以上通知，本人已阅读并知晓，保证不违反以上规定。

#### Notice on Illegal Driving of Motor Vehicles and Non-motor vehicles

According to the Law of the PRC on Road Traffic Safety, the Implementation Rules of Law of the PRC on Road Traffic Safety in Beijing and the related rules in the regulations on traffic safety on BJTU campus, foreigners are not allowed to drive motor vehicles and mopeds in China without a driving license issued by the Chinese authorities (International driver's license is invalid). You should drive the same type of vehicle listed on your Chinese driver's license and take it with you when driving.

Attention: according to the Safety Technical Code for Electric Bicycles, all electric bicycles should be compliance with the requirements below:

1. equipped with bicycle pedal;
2. equipped with electric driving system or power-assisted system;
3. the speed limit of the electric bicycles is 24km/h. When the power-assisted system works, the electric motor should be turned off once the speed is beyond the limit;
4. the total weight of a fully equipped electric bicycle should be no more than 55kg;
5. the standard voltage of the bicycle battery should be no more than 48V;
6. the rated continuous power output of the electric motor should be no more than 400W;
7. the electric bicycle has to be in the list of Beijing Electric Bicycle Product Catalogue. Electric bicycle can apply for license plate after fulfilling the technical standard. Otherwise, it is forbidden to drive on road or even enter campus.

According to Beijing Non-motor Vehicle Management Law, Article 3: Only registered electric bicycles with license plate can be driven on road by the driver with license. Article 15: Those who apply for registration of electric bicycle should bring bicycles to the Beijing Traffic Management Bureau within 15 days after purchase, and submit required documents on site.

Riding with any motor vehicle or electric bicycle which does not comply with the regulation above is illegal and you will be fined by Beijing Traffic Management Bureau, which will adversely affect your study and visit to Beijing.

Driving vehicles illegally is punishable. For the safety of your own and others, please bear in mind this notice and act accordingly.

I have read and agreed with the above content.

Student ID: **182021\*\*\*\*** Signature: 

Date: **2021-mm-dd**

拍照

相册

删除

[查看申请](#)
[注册申请 \(9/10\)](#)

### 附件3

#### 学业诚信承诺书

姓名	张三
学号	182021****
国籍	中国
专业	软件工程

#### 学生承诺

作为一名北京理工大学本科留学生，本人向学校郑重承诺：

在北京理工大学学习期间，本人严格履行学业诚信义务，按时上课，独立完成作业，不旷课、不迟到。在各类考试中，严格遵守考场纪律，接受监考人员监督，自觉抵制一切违纪、舞弊行为。严格规范学术行为，自觉抵制一切学术不端和学术失范行为，包括抄袭作业文章、剽窃学术成果、捏造实验结果、篡改研究成果等。

在校学习期间，本人出现任何违反学术诚信的行为，将自愿接受学校根据相关纪律处分规定做出的纪律处分决定，并积极配合执行。

拍照

相册

删除

图 15

14. 请确保填写信息属实，手写签名后点击确认按钮后提交申请。（如图 16）

（提交后将不能返回修改。）（Please make sure the information is true .

Please use your handwriting signature and click the confirm button to submit the application. (you cannot return to modify after submitting.)



图 16