**Guidelines of Online Registration for International Students**

**in 2020 Fall Semester**

Dear all:
In order to ensure your smooth registration and participation in 2020 fall semester of UIBE, please be sure to register online according to the following requirements.

**1. Click online registration link:**

<http://202.204.172.146/check_in/profile> to start online registration.
**Account:** The E-mail address you used for online application. (If you are a current student and cannot remember your email address when you applied online, please contact your coordinator for inquiries)
**Password:** Application serial number. (If you are a freshman, you will receive an email with your application serial number. If you are a current student, please contact your coordinator for inquiries)

**2.Online registration process:**Step 1: Choose your current location;
Step 2: Fill in the information, the items marked with stars are mandatory;
Step 3: Upload files
**Note:**1. Information slip of account bank: it is not a must to upload, if you have it, then it is OK for you to upload;
2. Port of entry, accommodation registration, visa information: if you are in mainland China, it is mandatory to upload them; if you are not in mainland China, you don’t have to upload;
3. Formal graduation certificate: if you have only uploaded the pre-graduation certificate when applying, please upload the formal one; if you have uploaded the official graduation certificate when applying, you can ignore this item;

Step 4: Click Submit.

If you have uploaded all the transfer slips (including registration fee, tuition deposit, and remaining tuition fees), your online registration process ends here. Thanks for your cooperation!

If you have a transfer slip that has not been uploaded, please upload the transfer slip according to the following prompts:
Transfer bill upload URL:<http://202.204.172.146/>
Account: The email address you used when applying online. (If you are a current student and cannot remember your email address when you registered online, please contact your coordinator for inquiries )
Password: Application serial number. (If you are a new student, you will receive an email with your application number. If you are a current student, please contact the class teacher for inquiries). (Because the system has been replaced, the password you previously set has expired.)
Click "My Application"-"Upload Tuition Transfer Slip", fill in the information according to the prompts and upload the transfer slip.

After filling in and uploading, your online registration process is over, thank you for your cooperation!