

# Registration Guideline for New Students

Office No.: J-1504 (信息技术中心 5 楼)

Office Hours: 8:00—11:30am; 2:30—5:00pm (National Holidays are excepted)

Contact: Ms. Xiao Ping

Tel: 0717-6394999

## ※Step 1: Documents Checking

- 1.1 Passport
- 1.2 The Original Document of Admission Notice with your signature.
- 1.3 Printed Online Application Form of CTGU with your signature.
- 1.4 Originals of all the Application Documents.
- 1.5 The Original Document of *FEE SPECIFICATION AND INSTRUCTION* with your signature.

## ※Step 2: Pay the Fees

If all the above documents are presented and have no problem, the admission teacher will issue a **Fee Payment Letter** to you. Then you bring the letter to the Financial Department (行政楼 2 楼 209) to pay all the required fees and ask for the **Invoice**.

*Attention:*

- 2.1 Cash of RMB and Chinese Bank Card are accepted by Financial Department. If you already transferred the fees to the university account before arrival, please present the remittance slip to the admission teacher.
- 2.2 If you have US Dollars in hand, please go to the nearest **Bank of China** (中国银行) to exchange RMB first.
- 2.3 You shall **complete the payment in total amount** as requested or you will not be registered or allowed to check in the university dormitory. You shall bear full responsibilities for the consequences of not registering on time.

## ※Step 3: Payment Confirmation

Please show the Invoice to the admission teacher, then go to the next door- Students' Affairs Office (J-1502) to complete the rest formalities.