



# Tips for Student's Identity Card in NBU

## Materials you need to prepare for applying for Student's Identity Card:

- ◆ **One Piece of 2-inch-sized photos with white background**
- ◆ **One blank Student's Identity Card with your photo**
- ◆ **Photocopy of your passport**
- ◆ **Your student number**

## Frequently Asked Questions

Q 1, How to get a blank Student's Identity Card?

A: You can get one from International Student Office.

Note: You have to pay CNY20.00 if you apply for the second one.

Q 2, How can I get my student number.

A: (1) For NBU degree students, you can get your student number from Teaching Affairs Office of International College (10-306)

Contact information: Ms. Elaine

Cell phone: 18312985620; short number: 665620; email: yanyue@nbu.edu.cn

(2) For UC-MBA students, you can get your student number and apply for Student's Identity Card in Joint-Program Office (10-418)

Contact information: Ms. Dai Jing

Cell phone: 13732277943; short number: 687875; email: daijing1@nbu.edu.cn

(3) For non-degree students: you can get your student number from International Student Office of International College (10-304)

Q 3, Where should I submit my application documents for Student's Identity Card

A: (1) NBU degree students and non-degree students should submit your application documents to International Student Office (10-304)

(2) UC-MBA students should submit your application documents to Joint-Program Office of Business School (10-416)

Q 4, When should I submit my application documents for Student's Identity Card?

**A:** You have to submit your application documents within ten days after registration day.

**Note:** NBU just issue Student's Identity Card for students whose studying duration are longer than six months.



# Tips for Campus Card in NBU

## Materials you need to prepare for applying for Campus Card:

- ◆ **One** Piece of electronic photo with **white background**
- ◆ **Photocopy of your passport**
- ◆ **Your student number**
- ◆ **CNY15.00**

## Frequently Asked Questions

Q 1, How to get an electronic photo?

A: You can go to some photo studios near the campus and have Photo-taken Service.

Q 2, How can I get my student number.

A: (1) For NBU degree students, you can get your student number from Teaching Affairs Office of International College (10-306)

Contact information: **Ms. Elaine**

Cell phone: 18312985620; short number: 665620; email: [yanyue@nbu.edu.cn](mailto:yanyue@nbu.edu.cn)

(2) For UC-MBA students, you can get your student number and apply for Student's Identity Card in Joint-Program Office (10-418)

Contact information: **Ms. Dai Jing**

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(3) For non-degree students: you can get your student number from International Student Office of International College (10-304)

Q 3, How to submit my electronic photo?

A: Please **rename** your electronic photo with your full name (Surname+Comma+Space+Given Name) and email your renamed-photo to [residence@nbu.edu.cn](mailto:residence@nbu.edu.cn)

Q 4, When should I submit my application documents for campus card?

A: You have to submit your application documents within ten days after registration day.

**Note:** International Student Office will refuse to accept application documents after 2:00 PM