1. 申报学生在北京大学门户网站（http://portal.pku.edu.cn/infoPortal/）登录后，提交网上申请，填写完整信息并打印此表；  
   Reporting students should log in to the Peking University Campus website (<http://portal.pku.edu.cn/infoPortal>), submit the application online and after filling in the information, the student should print it out;  
   2） 填写余下的个人信息（其中出访事由、经费来源亦为必填项；欲申请研究生学术交流基金的同学请在往返旅费来源处填选 “北京大学支付”）并签字。  
   Fill in the rest of your personal particulars (Among those would be the reason for foreign visitation and mandatory field would be the source of funding; graduate students who have applied for the Academic Exchange Fund please indicate in the Round Trip Travel field “Payment by Peking University” and sign your name.  
   3） 导师意见栏：请导师签署意见并签字，**后面请附深圳所在学院/中心领导签字**；  
   Advisor Opinion Column: Please ask the advisor to write down remarks and at the back**, obtain the signature of the head in Shenzhen’s college/center；**  
   4） 本单位教务员备案：带上邀请函、接收函原件或相关往来邮件打印件到教务处H104A室林老师处备案；  
   For the unit’s administration staff to put on record: bring along the Invitation letter, the original copy of the acceptance letter or any related printed email correspondence to the Office of Academic Affairs and submit to Teacher Lin in Room H104A；  
   5） 所在单位意见：请到H404室院长秘书办公室，由燕老师交两位院长签字（请于周二，周四上午办理）。签字后至H208室武老师处盖院章，至H102B室安老师处盖党总支章；  
   As advised by the unit: Please go to Dean Secretary’s Office in Room H404 and Teacher Yan will sign the letter on behalf of the two deans (Please visit on Tuesday  and Thursday  morning. After obtaining the signature, go to Room H208 to acquire a stamp from Teacher Wu and then go to Room H102B to find Teacher An and get the Party’s Branch stamp;  
   6） 完成上述签字盖章后，复印两份（出访申请表及邀请函、接收函原件或相关往来邮件打印件），一份交H103室陈老师处，一份交深圳所在学院/中心教务老师处。  
   After getting all the above mentioned stamps, photocopy two copies (Foreign Visitation Application Form and invitation letter, original copy of acceptance letter and any related printed email correspondence), one copy should be submitted to Teacher Chen in Room H103 and the other should be submitted to the Shenzhen’s College/Centre Teacher Administration Office;  
   7） 原件本人持有，继续完成校本部的手续。校本部手续包括研究生院(新太阳学生活动中心105室)和国际合作部（南阁104），请务必在出境前一周在本部完成该手续。

The original copy should be kept by the student to continue applying for the main campus procedures. You need to finish the procedures at least ONE WEEK before the exchange period in the main Campus at the Graduate School (New Sun Student Activity Center Room 419) and Office of International Relations (Address: Nange 104).