



北京外国语大学  
BEIJING FOREIGN STUDIES UNIVERSITY

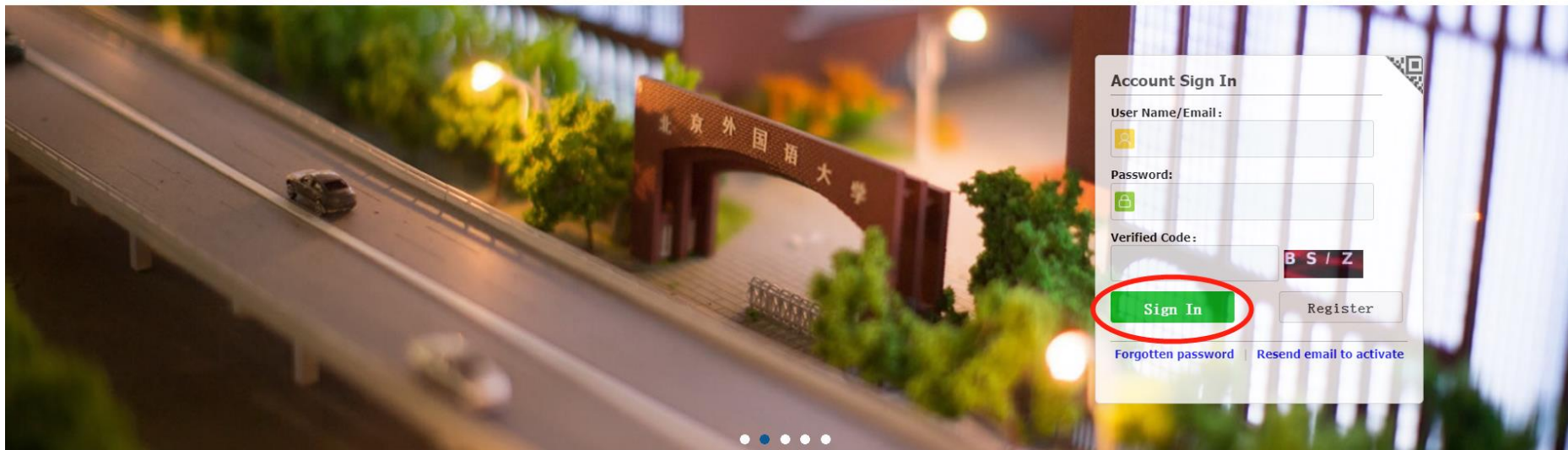
# **Reservation instructions for accommodation in BFSU International Student Service System**

***[study.bfsu.edu.cn](http://study.bfsu.edu.cn)***

# 1. Sing in BFSU International Student Service System

- Enter the website: <http://study.bfsu.edu.cn>;
- The page is as the picture below. Please click the button at the upper right corner for language shift (Chinese/English);
- Fill in the user name, password and verified code. Click on “Sign in”.

*Note: If you haven't registered before or forget the user name, please refer to "How to register a new account of BFSU International Student Service System" to register a new account and bind your study information.*



## 2. Bind study information

- Enter your personal page and click “Add Bind Study Information”

**北京外国语大学** BEIJING FOREIGN STUDIES UNIVERSITY

**International Student Service System**

中文 English

**User Profile:**

- User Name: [Redacted]
- E-mail: [Redacted]
- Last Sign In Time: [Redacted]

**Study Information:**

- Application No.: [Redacted]
- Passport No.: [Redacted]
- Chinese Name: [Redacted]
- Birth Date: [Redacted]
- Apply Type: [Redacted]
- Duration of Study: [Redacted]
- Department&Major: [Redacted]
- Scholarship Duration: [Redacted]
- Student No.: [Redacted]
- Passport Name: [Redacted]
- Gender: [Redacted]
- Nationality: [Redacted]
- CSC/CIS No.: [Redacted]
- Registration status: [Redacted]

[Add Bind Study Information](#) Bound Study Informations(1)

**Navigation Bar:**

- Online Application
- Dormitory Reservations
- Airport Pickup
- Query Results
- Attendance Results
- Leaving Procedures
- Application Notes
- School Map

- Please fill in all information as shown in the picture below;
- click “submit” and complete the binding process.

The screenshot displays the 'International Student Service System' interface for Beijing Foreign Studies University. The header includes the university logo, the name '北京外国语大学 BEIJING FOREIGN STUDIES UNIVERSITY', and the system title 'International Student Service System'. Navigation options for '中文' and 'English' are present, along with a user profile icon and a notification bell.

The main content area shows a user profile with a circular profile picture and the following fields:  
User Name: [redacted]  
E-mail: [redacted]  
Last Sign In Time: [redacted]

To the right, a list of application details is shown:  
Application No.: [redacted]  
Passport No.: [redacted]  
Chinese Name: [redacted]  
Birth Date: [redacted]  
Apply Type: [redacted]  
Duration of Study: [redacted]

Further right, additional identification numbers are listed:  
Student No.: [redacted]  
Passport Name: [redacted]  
Gender: [redacted]  
Nationality: [redacted]  
CSC/CIS No.: [redacted]

An 'Add Bind Study Information' modal window is open in the foreground, containing the following fields:  
\*Nationality: Please choose (dropdown menu)  
\*Birth Date: [calendar icon]  
\*Application No. (radio button selected) [input field]  
Student No.: (radio button unselected) [input field]

At the bottom of the modal are 'Submit' and 'Close' buttons. In the background, a sidebar contains an 'Online Application' icon and a 'Do' label.

### 3. Dormitory Reservations

- Click “Dormitory Reservations”, enter the page of introductions.

**International Student Service System**

中文 English

User Name: [Redacted]  
E-mail: [Redacted]  
Last Sign In Time: [Redacted]

Application No.: [Redacted] Student No.: [Redacted]  
Passport No.: [Redacted] Passport Name: [Redacted]  
Chinese Name: [Redacted] Gender: [Redacted]  
Birth Date: [Redacted] Nationality: [Redacted]  
Apply Type: [Redacted] CSC/CIS No.: [Redacted]  
Duration of Study: [Redacted]  
Department&Major: [Redacted]  
Scholarship Duration: [Redacted] Registration status: [Redacted]

[Add Bind Study Information](#) [Bound Study Informations\(1\)](#)

Online Application **Dormitory Reservations** Airport Pickup Query Results Attendance Results Leaving Procedures Application Notes School Map

- Click “Reserving room”, enter the page of apartment list.



The screenshot shows the website interface for the International Student Service System. The top navigation bar includes the university logo, the title 'International Student Service System', and language options for '中文' and 'English'. Below this, a secondary navigation bar contains 'Home', 'Introductions', 'Reserving Room' (highlighted with a red circle), and 'Query'. The main content area is titled '网上订房说明' (Online Room Booking Notice) and contains the following text:

各位留学生同学：  
大家好！新学期即将来临，北京外国语大学留学生公寓将开放部分房源供我校留学生进行网上预订。具体说明如下：

**一、基本信息**

**1.面向对象：**已被我校录取的留学生以及已经在读尚无住宿安排的留学生（全额奖学金生，免住宿费的校际交流学生及部分特殊项目的学生已预留宿舍，无需进行网上预订；暑假期间未办理退房，选择保留房间的学生无需进行网上预订）。如不确定是否已有住宿安排，可来邮件联系确认（邮箱：[hexianfeng@bfsu.edu.cn](mailto:hexianfeng@bfsu.edu.cn)）。

**2.公寓相关介绍：**北京外国语大学留学生公寓位于北京外国语大学校内，具体介绍请参考网站链接：  
<https://lb.bfsu.edu.cn/info/1048/2086.htm>。

**3.预订指南：**请参照“北京外国语大学国际学生在线服务系统住宿预订指南”（见附件）申请预订住宿，房间数量有限，先到先得，额满为止。如果您未在“北京外国语大学在线服务系统”注册账户，请参考“如何在北京外国语大学国际学生在线服务系统注册新账号”（见附件）进行注册并绑定您的学习信息。

**4.预订时间（均为北京时间）：**2023年8月15日（星期二）上午9:00至2023年8月20日（星期日）9:00，额满为止。

**二、预订流程**

1.在线浏览房型、房价以及剩余房间数量等相关信息。  
2.根据个人情况以及房型数量信息，选中所需房型后，在预订系统开放时间内提交预订申请。  
3.提交预订申请后等待工作人员审核处理，当系统中显示“状态：已确认”，表明已预订成功。  
4.预订成功后无需支付订金。  
5.预订成功后需在报到时间（2023年8月30日—9月1日）到校办理入住手续，逾期不办理入住，预订的宿舍将不予保留。因客观原因无法按时办理入住手续者，须提前向留学生办公室说明情况并提供支持性材料。

**三、相关要求**

1.入住时须在前台办理住宿登记手续。

- Choose the apartment you want to reserve;
- Click on “Apply” to reserve room directly. If you want to check details of the room, please Click on “View” for introductions to the room and pictures of the apartment.

The screenshot shows the 'Reserving Room' page of the International Student Service System. The table lists various apartment options with their respective rates, remaining availability, and reservation periods. The 'View' link for the first row is highlighted with a red circle and a red arrow.

Apartment Name	Rates	Remaining	Start Time	End Time	Operation
Single Rooms for International Students in Guojiao Building on East Campus (Private bathroom)	¥90.0		2023-07-21 00:00:00	2023-08-01 22:59:59	<a href="#">View</a> <a href="#">Apply</a>
Double Rooms for International Students in Guojiao Building on East Campus (Private bathroom)	¥70.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Double Rooms for International Students in Guojiao Building on East Campus (Public bathrooms)	¥40.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Double Rooms for International Students in Building 6 on West Campus	¥40.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Double Rooms for International Students in White Building on West Campus (Public bathrooms)	¥40.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in White Building on West Campus (Public bathrooms)	¥60.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in White Building on West Campus (Private bathroom)	¥70.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in Guonei Building 5 on West Campus (Private bathroom)	¥90.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in Guonei Building 5 on West Campus (Private bathroom)	¥100.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in Guonei Building 6 on West Campus (Private bathroom)	¥90.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>
Single Rooms for International Students in Guonei Building 6 on West Campus (Private bathroom)	¥100.0		2023-07-21 00:00:00	2023-08-01 23:59:59	<a href="#">View</a> <a href="#">Apply</a>

- Check introductions to the room and pictures of the apartment;
- Click on “Apply” to reserve room.

The screenshot displays the 'International Student Service System' interface. The top navigation bar includes the university logo (Beijing Foreign Studies University), the system name, and language options (中文, English). The main menu highlights 'Reserving Room'. The 'Details' section contains a table with the following information:

Apartment Name	Single Rooms for International Students in Guojiao Building on East Campus (Private bathroom)
Price	¥90.0
Remaining	<input type="checkbox"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Living Start Date	2023-08-30
Living End Date	2024-01-05

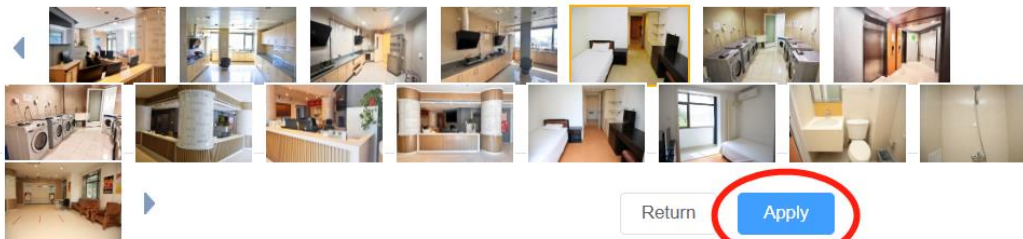
The 'Introductions' section provides the following text:

介绍：此房间按学期交费价格为90元/床/天，按短期交费价格为140元/床/天。  
 房间物品配置：单人床（含床上用品）、床头柜、写字台、绣凳、电视机、电视柜、衣柜、网线接口（需到信息中心自费开通网络方可使用）、空调、独立卫生间、独立浴室24小时热水（免费），宿舍用电（免费额度60度/月，超出部分按0.5元/度收取）

Semester payment rate: 90 RMB/bed/day  
 Short-term payment rate: 140 RMB/bed/day

Single bed with bedding, bedside table, desk, stool, TV, TV cabinet, wardrobe, cable interface (requires self-paid network activation at the Information Technology Centre), air conditioning, private bathroom, 24-hour hot water in the private shower (free), electricity usage for dormitory (free up to 60 kWh/month, additional usage charged at 0.5 RMB per kWh)





Return



- Please fill in all information as in the picture below, make sure all the information is correct;
- Click on “submit”, submit your application.

The screenshot displays the 'International Student Service System' interface. At the top, there is a navigation bar with the university logo and name in Chinese and English, and language selection options for '中文' and 'English'. Below the navigation bar, there are tabs for 'Home', 'Introductions', 'Reserving Room', and 'Query'. The 'Reserving Room' tab is active.

Booking ID	Apartment Name	Rates	Remaining	Start Time	End Time
5426774277	Single Rooms for International Students in Guojiao Building on East Campus (Private bathroom)	¥90.0	228	2023-07-21 00:00:00	2023-08-01 23:59:59

Below the table, there is a form with the following fields:

- \*Email :
- \* PhoneNo :
- \*Living Start Date : 2023-08-30
- \*Living End Date : 2024-01-05
- Your remarks :

At the bottom of the form, there are two buttons: 'submit' (circled in red) and 'Return'.

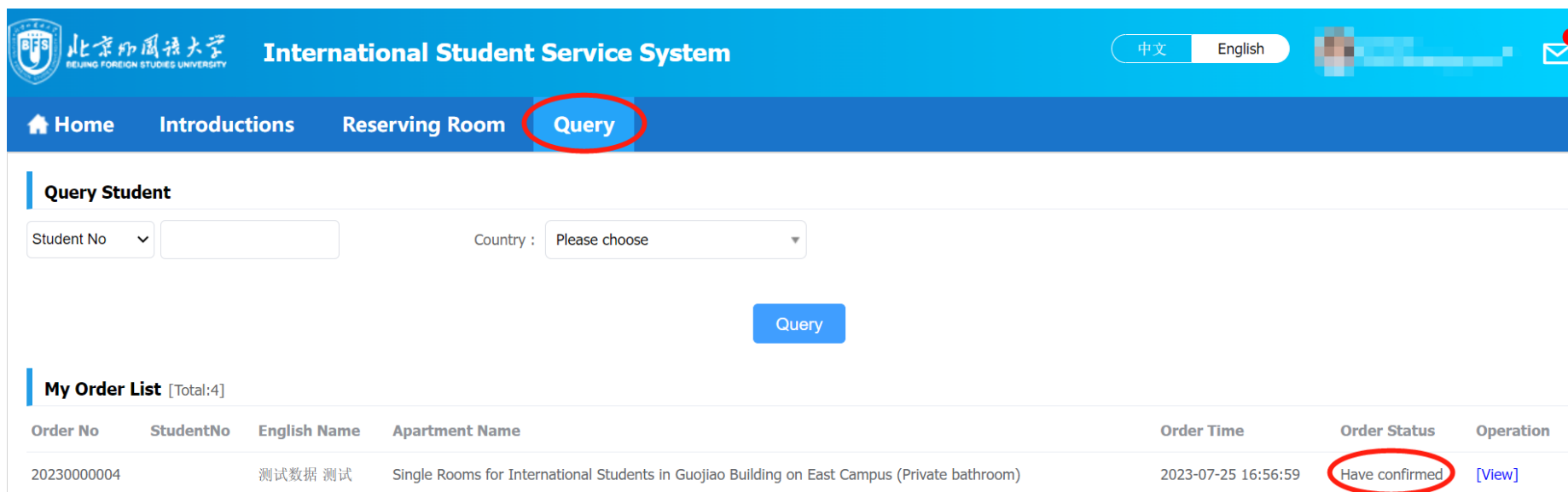
- After submission, you will see the page as below, which means your application has been submitted successfully;
- You need to wait for the review and processing by the relevant staff.

The screenshot shows the 'International Student Service System' interface. At the top, there is a navigation bar with 'Home', 'Introductions', 'Reserving Room', and 'Query'. A message box states: 'Thank you for submitting your on-line room reservation form! We will arrange the room according to your requirement.' Below this, the order details are listed: Order No: 20230000007, Order Status: Have applied (with a 'Cancel' button), Order Time: 2023-07-26 11:23:40, Living Start Date: 2023-08-30, Living End Date: 2024-01-05, English Name: 测试数据 测试, Name: 测试手机客户端, StudentNo, PassportNo, PhoneNo, and Email (all redacted). A table at the bottom shows the booking details:

Booking ID	Apartment Name	Rates	Remaining	Start Time	End Time
5426774277	Single Rooms for International Students in Guojiao Building on East Campus (Private bathroom)	¥ 90.0	227	2023-07-21 00:00:00	2023-08-01 21:59:59

## 4. Reservation Query

- You can check the order status on the "International Student Service System" within 3 working days after submitting the reservation application;
- Click on “Query” to check the order status;
- When the system displays "Status: Confirmed", it means your reservation for accommodation is completed.



The screenshot displays the 'International Student Service System' interface. The top navigation bar includes 'Home', 'Introductions', 'Reserving Room', and 'Query' (highlighted with a red circle). Below the navigation bar, there is a 'Query Student' section with input fields for 'Student No' and 'Country' (set to 'Please choose'), and a 'Query' button. The 'My Order List' section shows a table with one order entry. The 'Order Status' column for this entry is 'Have confirmed', which is also highlighted with a red circle.

Order No	StudentNo	English Name	Apartment Name	Order Time	Order Status	Operation
20230000004		测试数据 测试	Single Rooms for International Students in Guojiao Building on East Campus (Private bathroom)	2023-07-25 16:56:59	Have confirmed	[View]