Peking University
Zhongguan Xin Yuan (ZGXY) Arrival Instructions

- Admission and visa documents are issued based on the official program dates, not according to students' personal travel plans. Your paperwork might not be available until shortly before the start of the program.
- Make travel arrangements to arrive at PKU prior the Official UCEAP Start Date. Students who arrive late are subject to dismissal from the program. For details, refer to the program calendar posted on your Pre-Departure Checklist (PDC).
- It is strongly recommended that you arrive during regular business hours to have housing check-in easier.

Flight Itinerary Form: Once you have purchased your airline ticket, complete the online Flight Itinerary Form on your PDC. If there are any changes to your travel plans, it is important to contact UCEAP immediately.

Airport and Immigration: If you are traveling on an international flight, you will arrive at Beijing Capital International Airport and have to pass through Chinese Immigration. The Immigration Officer will inspect your passport, visa, and the disembarkation/embarkation card distributed onboard your flight (be sure to complete the form before your arrive at Immigration). The Immigration Officer will stamp your passport to document your arrival and determine your duration of stay.

After completing the Immigration process, you will proceed to baggage claim. With your luggage, head through Customs and exit the doors into the arrival hall.

Immediately on the other side of the glass doors there will be many people, either waiting to meet someone at the airport, or hoping to sell you a cab ride. Keep walking. You will eventually get a cab, but not from them.

Money Exchange: In the arrival hall (after baggage claim and customs), there are foreign exchange booths. UCEAP recommends that you exchange at least US$700 into RMB. You will need enough to cover your transportation and housing deposit. After arrival at your accommodations or during orientation, you can be directed to the nearest banks for further financial needs.

Transportation: Depending on your mode of transportation, you will up to RMB 150 to travel from the airport to PKU. Remember to use the meter and get the receipt when using a cab.

Transportation Option #1 – PKU Shuttle:
This year, PKU buses are available for students arriving on August 30 and 31. The buses are scheduled to depart from Terminal 3 at 10am, 2pm, and 6pm. Look for PKU student volunteers holding a PKU sign at the International Arrivals Gate in Terminal 3.
Transportation Option #2 - Direct Cab Ride: After you change money, walk back toward the International Arrival gate. Turn right to go outside. You will find an official taxi line, with a person in uniform who will hail a cab for you. Do not choose a taxi from outside this line, even if the driver offers you a bargain (they are unlicensed cabs). The cabs in the official line are licensed. Load your luggage and tell the driver you want to go to Peking University East Gate (Bei3jing1 Da4xue2 Dong1 Men2). Show the driver the map of PKU that EAP Beijing Study Center made so he can see how to find the PKU Global Village (Zhong1guan1 Xin1yuan2) dorms outside the campus walls (center of the map). You will pay for the cab in RMB (they do not take US $); you do not have to tip.

Transportation Option #3 - Airport Bus then Cab Ride: After you exchange money, look for signs directing you to the Airport Bus/Shuttle Bus. The bus runs approximately every 20 minutes from 7 am to midnight. Travel time is about 90 minutes, depending on traffic. A one way ticket will cost 16 RMB. Take Route 5 to the 中关村站 (Zhong1 Guan1 Cun1 Zhan4) stop. Exit the bus terminal and look for an official taxi. Load your luggage and tell the driver you want to go to Peking University East Gate (Bei3jing1 Da4xue2 Dong1 Men2). Show the driver the map of PKU that EAP Beijing Study Center made so he can see how to find the PKU Global Village (Zhong1guan1 Xin1yuan2) dorms outside the campus walls (center of the map). You will pay for the cab in RMB (they do not take US $); you do not have to tip.

Transportation Option #4 - Subway: After you exchange money, look for signs directing you to the Airport Express Train Station. The train runs approximately every 10 minutes from 6:20am to 10:50pm. Travel time is about 20 minutes, A one way ticket will cost 25 RMB. Take the Airport Express Line to 三元桥 (Sanyuanqiao) subway station which is the first stop. Change to Line 10 heading to 海淀黄庄 (Haidian Huangzhuang) station, then change to Line 4, heading north to the 北京大学东门 (East Gate of Peking University) station, the second stop. Take Exit C and then turn left toward the traffic light, and you’ll find the Fangzheng (Founders) Office Building on your left, and Peking University East Gate in front of you. Walk south, past the front of the Fangzheng Office Building and the pedestrian walkway to the first gateway.

Housing: After arrival at your PKU dorm, you will go to the front counter of the dorm and tell the desk clerk that you are from UC (加州大学 jia1 zhou1 da4 xue2). They should have your name on a list.

You are required to pay a cash deposit of one month’s rent (about RMB 4,000) upon check in. You will be expected to submit the full payment for your room within the first week of arrival. Payment can be made in RMB cash or by credit card (MasterCard, Visa).

UCEAP Contact: After checking into your room, notify the study center of your arrival.

Ms. Molly Zou, Programme Administrator
Apt. 101, door 2, Building 9, Zhongguanxinyuan
Peking University, Beijing, China 100871
Tel/Fax: (86) 10-6275-2489 (PKU);
Email: jzou@sc.eap.ucop.edu

The Emergency UCEAP cell phone number:
(86) 188-1055-6027

Orientations: All UCEAP students are required to attend the orientation programs at PKU. Orientations will be conducted by PKU's International Office and the UCEAP Study Center. More details will be sent via email before your departure.
PKU ZGXY Cab Directions:

北京市海淀区中关村北大街北京大学中关新园4号楼

(出四环北向行驶中关村北大街，可以在右手方向见到方正集团大厦，在方正集团大厦前面的过街天桥下右转进入中关新园，第2幢楼标示4号楼就是)

Behind Founder Group Building, in Zhongguan Xin Yuan Building 4, Zhongguancun North Street, Haidian District, Beijing
The driver should take the West Fourth Ring North Road to the Zhongguancun Da Jie 中关村北大街 exit (#46). The street Zhongguancun Da Jie is about a kilometer straight ahead from exit 46 (going parallel to the Fourth Ring), with an intersection marked by four overhead pedestrian walkways over all the streets. Turn right and go north. Just BEFORE the SECOND overhead pedestrian walkway, you will see the Founders Group building (方正集团大厦).

The entrance of Zhongguan Xinyuan 中关新园 is a small gateway below the giant outdoor screen on top of the 10-storey Founders Group Building. After making a right turn into the gateway, you'll find Building 4 (Student Dormitory) about 100 meters ahead on your right:

This is the entrance in Building 4 for Foreign Student dormitory check-in, which is done in the lobby. Building 5 houses a restaurant on ground floor (limited hours) and second floor cafe (08:00-24:00) None of these buildings show up on online maps, because they are new.

Building 9, with the UC EAP office and a hotel and apartments, is at the end of this road, on the left. The UCEAP office is in Room 101, Unit 2 of Building 9 (9号楼2单元101室). It is the first doorway down the stairs as you go down the driveway into the courtyard below. Inside the doorway, beside the door on your left, enter “0101’ on the keypad at the door. We will buzz you in. Just walk up one flight or take the elevator to the EAP office.

There is a coffee shop/café on the ground floor, the “1898 Café” which has free WiFi, a PC and printer, good coffee, pizza, sandwiches, and simple meals. There are also small stores located at the other end of ZGXY No. 4 building (not the front desk end) where you can purchase daily necessities.

Updated: August 17, 2017