

## On-campus network accommodation registration process

(For reference)

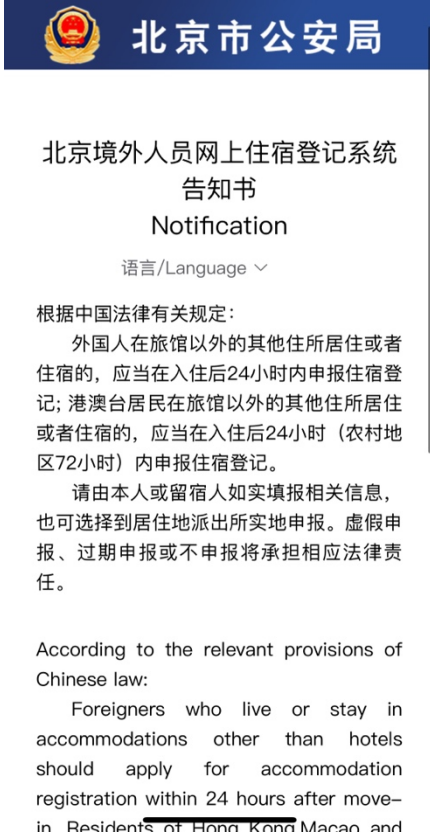
一、Login URL:<https://zwfw.gaj.beijing.gov.cn/zsdj/zsdj-q/#/Announcement>

二、QR code image



### 三、Operating Guide:

**step1:** Scan the code or enter the website address to log in, then click Next.



The screenshot shows the official website of the Beijing Police Bureau. At the top, there is a blue header with the Beijing Police Bureau logo and the text '北京市公安局'. Below the header, the page title is '北京境外人员网上住宿登记系统 告知书' (Notification of the Online Accommodation Registration System for Foreigners in Beijing). Underneath, it says 'Notification' and '语言/Language' with a dropdown arrow. The main content is in Chinese, explaining the registration requirements for foreigners staying in accommodations other than hotels. It states that registration must be completed within 24 hours of arrival (72 hours in rural areas). It also mentions that false registration or non-registration will result in legal responsibility. At the bottom, there is a section in English: 'According to the relevant provisions of Chinese law: Foreigners who live or stay in accommodations other than hotels should apply for accommodation registration within 24 hours after move-in. Residents of Hong Kong, Macao, and Taiwan who live or stay in domiciles other than hotels should apply for accommodation registration within 24 hours (72 hours in rural areas) after move-in.'

According to the relevant provisions of Chinese law:

Foreigners who live or stay in accommodations other than hotels should apply for accommodation registration within 24 hours after move-in. Residents of Hong Kong, Macao and Taiwan who live or stay in domiciles other than hotels should apply for accommodation registration within 24 hours (72 hours in rural areas) after move-in.

Please fill in the relevant information truthfully by yourself or by your host, or you can choose to report to the local police station on the spot. False registration, overdue registration or non-registration will bear corresponding legal responsibility.

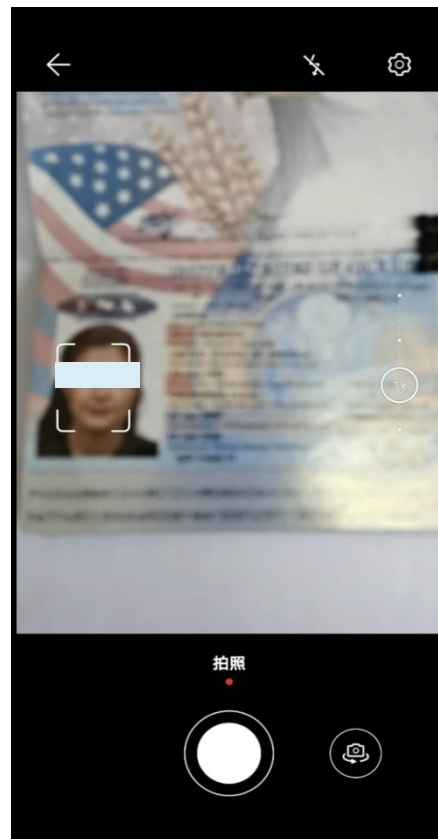
本人已读上述内容，并承诺遵守以上要求。I have read the above and undertake to abide by the above requirements.

下一步 Next step

step2 : Log in using your mobile phone number

The image shows a mobile application interface for logging in with a mobile phone number. At the top, there is a red header with the text "手机号登录" (Login with mobile phone) and "Login withaon mobile phone". Below the header, there are two main input sections. The first section is labeled "\* 手机号 Mobile phone number" and contains a text input field with the placeholder text "Please enter mobile number". A red arrow points to this field. The second section is labeled "\* 验证码 Verification Code" and contains a text input field for the verification code, also with a red arrow pointing to it. Below the verification code field is a button labeled "Get a verification code". At the bottom of the form is a blue button with a red border labeled "注册/登录 Sign-up/Login". The entire form is set against a light gray background. At the very bottom of the screen, there is a standard Android navigation bar with icons for back, home, and recent apps.

# step 3



# Step 4 :

上传成功

本人正面免冠照片 Upload Front-facing bare-headed profile photo

必须使用手机或电脑摄像头现场拍摄，需现场光照充足，清晰。  
Photo must be taken on site with a mobile phone or computer camera, while the at a site shall be proper with sufficient light and clear view.



上一步 Previous step    下一步 Next step



step5 :

上传成功

居住房屋信息材料 Materials for residential Housing information

房屋信息材料指房屋产权证、房屋租赁合同。照片应清晰显示房屋地址信息。  
Materials for hHousing information refer to includes the property's right ownership certificate and/or the property's lease contract of the property. The pPhotos of the property shall should clearly show the its address of the property.

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上一步 Previous step **下一步 Next step**

北京市公安局

居住房屋信息材料 Materials for residential Housing information

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# Example of Residential Housing Information Materials

**国际教育学院**

SCHOOL OF INTERNATIONAL EDUCATION

北京化工大学 | BEIJING UNIVERSITY OF CHEMICAL TECHNOLOGY

北京化工大学  
Beijing University of Chemical Technology

北京市昌平区南口镇南涧路29号  
Beijing University of Chemical Technology, Nanjian Road No. 29,  
Changping District, Beijing. Postcode: 102202.

留学生公寓地址  
International student apartment address

北京化工大学昌平校区留学生公寓  
Beijing University of Chemical Technology Changping Campus  
International Student Apartment

所属派出所：南口派出所  
Nankou police station



北京化工大学 | BEIJING UNIVERSITY OF CHEMICAL TECHNOLOGY  
国际教育学院  
SCHOOL OF INTERNATIONAL EDUCATION

创建

北京化工大学国际教育学院

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# step6 :

### 基本信息 Basic information

 请完整填写标注星号的信息，确认信息无误后点击下一步  
Please complete the information blanks marked with an asterisk, and click next after confirming that the information is correct.

\* 英文姓  
Surname  
AMBRIZ

\* 英文名  
Given name  
MITZI MENDOZA

\* 性别  
Sex  
女/Female

\* 国家/地区  
Country / Region  
美国/USA

\* 出生日期  
Date of birth  
1992-08-18

68% 11:14

\* 居住地区域  
District of Residencetial area  
东城区

\* 派出所  
Police station  
北新桥派出所

社区  
CommunityArea of Residence  
请选择

详细地址  
Detailed address  
请输入详细地址

上一项 下一项 剪贴板 长文本

了 的 长 所长 民警 对面

分词 ABC DEF

GHI JKL MNO

PQRS TUV WXYZ

符号 中英 123 前往

Attention  
Step5 中留学生/外专公寓地  
址+房间号  
Foreign Students  
/Experts Apartment  
Address + Room No

东城区

\* 派出所  
Police station  
北新桥派出所

社区  
CommunityArea of Residence

以上信息是否正确?  
Is the above information correct?

否 No 确定 Yes

\* 留宿人电话号码  
Phone number of the host  
19810208500

前一步 重置 Reset 下一步



提交成功  
Submitted successfully

您已成功提交申请，电子住宿登记表将在审核通过后在“我的记录”中显示。  
You have successfully submitted your application. The accommodation registration e-form will be displayed in 'My records' after it is approved.

请前往“我的记录”查询审核结果  
Please go to 'My records' to see the result of your application