**教学楼/Teaching Building**

全校有六幢教学楼：求是楼西侧（灰楼，含800人大教室）、公共教学一楼（即多媒体教学楼）、公共教学二楼、公共教学三楼、公共教学五楼和明德楼。开放时间分别是：求是楼及教学2楼7：00—22：00,教学3楼7：00—22：30，教学1楼 7：00—23：00，明德楼公共教室（包括明德楼主楼、明德商学楼、明德法学楼、明德国际楼、明德新闻楼）7：00—23：00。

There are currently six teaching buildings on the campus: the west wing of the Qiushi Building (the Grey Building,; opening hours: 7：00—22：00), the First Teaching Building ( the Multimedia Teaching Building; opening hours: 7：00—23：00), the Second Teaching Building (opening hours: 7：00—22：00), the Third Teaching Building(opening hours: 7：00—22：30), the Fifth Teaching Building (for preparatory students and language students), and the Mingde Building (including the Main Building, the Business Building, the Law Building, the International Building, and the Journalism Building; opening hours: 7：00—23：00).

每幢教学楼内均有自动热水器、开水桶。同学可在无教师授课、无活动需要（如例会等）的教室择空座位自习。

Each teaching building is equipped with automatic hot water machine. The students can choose free seats in available classrooms (with no classes or activities) for self-study.

另：图书馆设有四个自习室，分别位于东馆三层301室，311室和四层401室，411室，共760个座位，供广大师生使用。

Besides, there are four self-study rooms in the library: 301, 311, 401, and 411 at the East Library, with 760 seats.

**图书馆/Library**

中国人民大学图书馆是国家教育部16个文科文献信息中心之一，现拥有东西馆两座楼宇。设有15个阅览室和一个经济学分馆，馆内藏书总量近300万册，藏书涵盖人文、社会科学主要学科门类，尤以经济学、法学、哲学、历史学等方面的文献收藏较为丰富。另拥有解放区根据地出版物3，000余种，线装古籍40余万册（其中善本2，400多种、3万余册），为国内其它大学图书馆所少有。还藏有英、日、俄、法、徳等文种的外文书刊30余万册。

中国人民大学校园卡是读者进入本馆以及在馆内借阅文献和进行学习活动的凭证。读者进入图书馆应随身携带有关证件，按其规定使用；凭证通过门禁机并自觉接受工作人员的指引。在借阅图书或使用图书馆的过程中如有问题，可以随时向图书馆的工作人员请求帮助。

RUC campus card is credential for entering the library, borrowing reading and studying. Students should use the campus card to pass through the access and accept the staff’s guide. You can feel free to ask the library staff for help when met with problems in borrowing books or using other services of the library.

在图书馆借书，一般只能借4周，期满后需要办理续借手续，可以到图书馆柜台续借，也可以通过图书馆的网站（http://www.lib.ruc.edu.cn）续借。如果过期不还，图书馆将视情节轻重给予相应的处罚。

Students can borrow books f for 4 weeks, and apply for a renewal at the library counter, or through the library's website (http://www.lib.ruc.edu. cn). For overdue, punishment would be given accordingly by the library, depending on severity.

**如何借阅图书：**

1）开学后由院系统一办理校园卡。

2）读者凭校园卡入馆，进入阅览室只能带笔记本，书写笔。入馆前可到自助存包处存包，并请自带小锁。图书馆借阅处实行借阅合一。除字典、年鉴、百科全书等工具书外，均可出借，亦可在室内阅览。库本、学位论文等阅览室的图书，只可在室内阅览，不外借。

3）本科生最多可一次借书五册，每本书可续借一次，续期4周，实行逾期按天罚款制度。若丢失图书，按原价的1—2倍赔偿。还书处位于二层西侧,办理开架图书的还书、借书证挂失、补证、退证等手续（外文图书在外文阅览室归还）。

**Borrowing procedure：**

1) Campus card is provided by schools and departments at the beginning of each semester.

2) The reader can enter the library with the campus card. Only notebook and pen can be brought into the reading rooms. Before entering student can deposit bag at the deposit cabinets with own lock. Books in Kuben Room or dissertations can only be read in the library.

3) Undergraduate students can borrow a maximum of five books a time; each book can be renewed for another 4 weeks. Stundents would have to pay for overdue by the days. For loss of books, Students would have to pay 1-2 times of the original price. The returning desk is located on the west side of the second floor, for services of returning the open-shelf books, reporting the loss of library card, replenishing or returning the card, etc. (foreign language books should be returned in the Foreign Language Reading Room).

**图书目录及查阅方法简介：**

图书馆常见的目录体系有分类目录、书名目录和著者目录。如果想尽快找到想要借阅的书籍的书号，可借助计算机进行查询，也可进行目录查询。

通过图书馆联机查询系统（Online Public Access Catalog简称OPAC）可以查询书刊的馆藏信息。

**Library Catalog and Searching Methods：**

The library’s common catalog system comprises classification catalog, title catalog, and author catalog.

Through the library‘s Online Public Access Catalog (OPAC), you can search for information of books.

**餐饮/ Dining**

校内有多处学生食堂和餐厅，部分餐厅只接受校园卡支付餐费。

There are many canteens and students’ cafeteria, some cafeteria only accept the campus card for the payment.

东区食堂：校园东部，公共教学一楼东侧

East canteen: in the east of the campus, on the east of the First Teaching Building

中区食堂：校园中部，科研楼北侧

Central canteen: at the center of the campus, on the north of Keyan Building

西区食堂：校园西部，品园1楼北侧

West canteen: in the west of the campus, on the north of Pinyuan Building 1

北区食堂：校园西北部，知行学生公寓区

North canteen: in the northwest of the campus, in Zhixing students’ apartment area

南区食堂（集天小吃）：校园南部，公共教学三楼南侧

South canteen (Jitian restaurant): in the south of the campus, on the south of the ThirdTeaching Building

留学生餐厅（城隍庙小吃）：校园南部，留学生楼东侧

International Student Dining Room (Chenghuangmiao restaurant): in the south of the campus, on the east of the International Students’ Building

其它餐厅、水吧：

other cafeterias and bars：

东区风味全日餐厅：老体育馆南侧

East All-day Dining restaurant: on the south of the old gym

知味苑：中区食堂一层西侧

Zhiweiyuan cafeteria: on the west of the first floor of the Central canteen

水穿石咖啡屋：中区食堂东侧

Water Stone Café: on the east of the Central canteen

明德泊星地咖啡屋：明德商学楼B1层

Paradiso coffee: on the B1 floor of the Mingde Business Building

韩国料理：留学生楼内

Korean cuisine: in the International Students’ Building

京港连线茶餐厅：西区食堂北侧

Beijing-Hongkong Tea Restaurant: on the north of the West canteen

**医疗/Medical Services**

1、外国留学生如遇身体不适可凭学生证到学校医院就诊。

2、享受奖学金和免医疗费的留学生，在学校医院就诊时享受与中国学生相同的待遇。如有特殊病症需要医生到宿舍出诊时，由学生本人支付出诊费。

如需要到校外就医，须在学校医院办理转院手续，并到指定医院，如海淀医院、北京大学第三附属医院就诊，方可按规定报销医药费用。学生住院期间的伙食费及超出规定的床位费自理。

特别提醒：看牙、治疗脱发、配戴眼镜、购买滋补品等产生的费用由学生自付。

3、自费留学生的医疗费用全部自理。

4、中国人民大学要求所有留学生都要有医疗保险，留学生就诊时，要特别注意自医疗保险的范围和使用方法。就诊前，应当与投保的保险公司联系，详细询问所投医疗保险在北京的使用方法和注意事项，严格按照保险合同的有关条款执行，如门诊费是否报销等，避免一些不必要的麻烦。

北京市急救中心电话：120 或 999

Beijing Emergency Center Phone Number:120 or 999

学校周边部分医院简介：

Introduction to some hospitals in the surroundings of the campus：

**中国人民大学校医院**

工作时间：

周一至周五8：00——11：30，14：00——17：00（周三下午不门诊）

周六、周日全天及每天其它时间均可到急诊室就医。

转校外医院就诊必须有学校医院大夫开具的转诊单，急诊转诊时也最好先到学校医院急诊室开好转诊单；遇紧急情况可到学校附近的海淀医院就医，但发票上必须加盖急诊章，医药费方可报销。

地址：中国人民大学校内

电话：6251-1470

**Campus Hospital**

Opening Hours

Monday to Friday: 8：00——11：30，14：00——17：00(no outpatient services on Wednesday afternoon)

Saturday & Sunday: whole day (emergency room -- also for other hours on weekdays)

Referral to other hospitals requires the referral sheet by doctors in the campus hospital. For referral of emergency calls, you’d better have the referral sheet from the campus hospital. In emergent cases, you can go to the Haidian Hospital near the university. Only receipts with emergency seal can be used to apply for reimbursement.

Address: on the campus of Renmin University of China

Telephone: 6251-1470

**北京大学第三医院**

北京大学第三医院（简称北医三院）是集医疗、教学、科研和预防保健为一体的现代化综合性三级甲等医院。医院设有29个临床科室、11个医技科室、5个研究所、1个中心实验室。。

地址：海淀区花园北路49号

电话：6201-7691

**Peking University Third Hospital**

Peking University Third Hospital (PUTH) is a modern comprehensive tertiary-level hospital that involves medical treatment, teaching, research and preventive health care as a whole. The hospital has 29 clinical departments, 11 medical departments, 5 research institutes, and 1 central laboratory.

Address: No. 49, North Huayuan Road, Haidian District

Tel: 6201-7691

**海淀医院**

北京市海淀医院是一所融医疗、科研、教学、防保于一体的现代化综合性二级甲等医院。医院门诊科研楼12层+地下2层，医院住院楼10层，拥有病床700张， 30个临床医技专业科室、十三个住院病区及CCU、ICU监护急诊抢救系统，一个中心实验室。

地址：北京市海淀区中关村大街29号（出东门左转，人大出版社北面）

电话：8261-9999

**Haidian Hospital**

Haidian Hospital is a modern comprehensive second-level hospital that involves medical treatment, teaching, research and preventive health care as a whole. It has 700 beds, 30 clinical departments, 13 inpatient wards, CCU/ICU monitoring emergency rescue system, and a central laboratory.

Address: No. 29, Zhongguancun Street, Haidian District (turn left at the East gate, on the north of Renmin University Press)

Tel: 8261-9999

在校外医院就医的政府奖学金学生和免医疗费用学生，可以先自行垫付医疗费用，然后凭学校医院的转诊证明和医院的医疗费用单据，到校医院财务室报销所垫付的费用。

**保险/ Insurence**

根据北京市教育委员会的规定，留学生在校学习期间须购买至少包括意外伤害、住院医疗和高额医疗保险在内的留学生综合保险。享受公费医疗的政府奖学金生，中国政府会按照有关规定为其购买保险；其余学生需自费购买保险。

According to the regulations of the Beijing Education Commission, international students are required to purchase a comprehensive insurance during their studies at school, covering at least Accidental injuries, Hospitalization, and High-quota medical care,. Recipients of the Chinese Government Scholarship will have their health plan prepared/ purchased by the government; other students must purchase their own insurance.

留学生可以在来华前购买医疗保险，也可以在报到注册时购买平安养老保险股份有限公司保额最高为51万元人民币的医疗保险，保险费用半年300元人民币、全年600元人民币。购买保险时，应向保险公司详细询问如何在中国使用医疗保险，以及指定医疗机构的联系方法。

Students can purchase their health plan before or after their arrival in China. The maximum amount of medical insurance is 510,000 yuan, and the insurance cost is 400 yuan/half a year, or 600 yuan/year. Please consult the insurance company the details about policies of medical insurance in Chinese, and the contact informaion of designated medical institutions.

留学生应向学校提交有关保险公司或公证单位出具的证明，证明其在校学习期间享受至少包括意外伤害、住院医疗和高额医疗保险等三种保险服务。对于没有医疗保险的留学生，学校将不予办理注册手续。

All students who purchased their insurance are required to submit a copy of their health plan and a Medical Insurance Certificate Form to the university. Those who don’t have medical insurance are not allowed to register.

**保险理赔指南/A Guide to Insurance Claim**

一、理赔程序

1、 保险事故发生后、理赔的规范程序：

向平安养老保险股份有限公司北京分公司或北京环球救援公司报案；

2、 理赔咨询电话：

平安养老北京分公司客户服务咨询及理赔报案电话：010-59731688；010-59731677；010-66217668（兼传真机）

以上电话工作时间：星期一至星期五，上午8：30至12：00、下午13：30至17：30

北京环球救援公司24小时理赔及救援咨询电话：400-6506119；010-64079595

一． Procedure for settlement of claims:

1. Normative procedure for settlement of claims after the occurrence of insured incidents:

Submit your claim to Beijing Branch of Ping An Annuity Insurance Company,Ltd. Or to Beijing Global Medical Rescue Co.,Ltd.

2. Hotlines for consultation:

Hotlines for customer service consultation & submission of claims of Beijing Branch of Ping An Annuity Insurance Company,Ltd. : 010-59731688; 010-59731677; 010-66217668 (also as a fax No.)

Working time of the hotlines above:Monday to Friday 8:30am-12:00pm 13:30pm-17:30pm

24 hours hotlines for settlement of claims & consultation for rescue of Beijing Global Medical Rescue Co.,Ltd.:400-6506119, 010-64079595

二、理赔应备文件：

1. 团体一年定期寿险

A． 被保险人护照复印件

B． 被保险人伤残时需提供伤残鉴定证明（由司法或劳动部门出具）

C． 被保险人死亡需提供死亡证明

D． 如发生交通事故，需出具公安交通部门的事故证明

E． 被保险人死亡时提供受益人身份证明复印件

F． 死亡赔付需提供受益人亲手签字认可的保险分配方案的文件

G． 被保险人投保凭证复印件

二． Documents to be presented for settlement of claims:

1. Group term life insurance of one year

A. Copy of passport of the insured

B. Disability assay certificate in case the insured is disabled (provided by judicial or labor department)

C. Death certificate of the insured

D. Proof of accident provided by the communications department of the police in case an traffic accident occurs

E. Copy of the beneficiary’s identity proof in case the insured is dead

F. Insurance distribution scheme signed and ratified by the beneficiary in death compensation

G. Copy of the insurance certificate of the insured

2. 团体意外伤害附加医疗

A. 被保险人护照复印件

B. 意外事故经过及证明（若是交通事故则需出具公安交通部门事故证明）

C. 医院诊断证明、病历本以及门诊收据、药费处方、超声波、CT、X光片、核磁等辅助检查报告单

D. 被保险人投保凭证复印件

2. Annexed medical treatment to group accidental injury

A. Copy of passport of the insured

B. Process of the accident and its proof(A proof of accident provided by the communications department of the police has to be presented in case a traffic accident occurs)

C. Diagnoses certificate and the medical records and medical examination receipt, diagnoses with medical charge,assist examination record of ultrasonic,CT,X-ray, nuclear and magnetic etc.

D. Copy of the insurance certificate of the insure

3. 团体住院医疗

A． 被保险人护照复印件

B． 意外事故经过及证明

C． 医院诊断证明以及住院收据住院明细文件原件

D． 被保险人投保凭证复印件

3. Group medical treatment in hospital

A. Copy of passport of the insured

B. Process of the accident and its proof

C. Original copy of diagnoses certificate and receipt and detailed documents for hospitalization

D. Copy of the insurance certificate of the insured

4. 每次赔案文件中须附上被保险人或学校制定的银行账号，并本人签字及学校盖章

4. Account number of the insured and the school in designated bank and the signature or school’s seal is to be annexed to each of the claim setting documents.

注意事项：

1. 若一次保险事故分别在两家（含）以上医院就诊，须出具相应医院诊断证明书、病历本等相关文件

2. 就诊医院仅限于中华人民共和国大陆境内公立医院

3. 保险公司理赔完成后将加盖本公司公章的医药费分割单同赔款一同寄至申请人，以报销余下部分医药费

4. 护工费申请要求：

（1） 被保险人个人申请所需材料：医院出具的护工费收据

（2） 被保险人所在单位申请所需材料：医院出具的护工费收据或单位开具的证明和护工本人的签字并加盖申请单位公章

5. 材料寄送地址：

北京市西城区金融街23号

平安大厦九层中介部来华项目组

接收人：杜新平、宋庆峰、岳望

Notes:

1. Where in one insured incident,the insured has to be treated in two or more hospitals, diagnoses certificate from those aforesaid hospitals and the medical records and other documents in respect thereof shall be presented

2. The hospitals for treatment shall be limited to the public hospitals within the territory or mainland of P.R.C.

3. After the insurance company settles a claim,dividable medical charge bill sealed by the insurance company and the indemnity will be sent to the applicant so as to compensate the remaining medical charge

4. Application of Nursing Fee:

(1) Materials the insured is required to submit:Receipt of nursing fee issued by the hospital

(2) Materials required from the applicant’s working unit:Receipt of nursing fee issued by the hospital or letter of identification with nurse’s signature and official seal of the unit of applicant

5. Materials sent to:

Project Group for Foreign

Floor 9 of Ping An Building

Financial Street No.23,Xicheng District,Beijing City

Recipients:Du Xinping,Song Qingfeng,Yue Wang

**体育锻炼**

**活动场馆介绍**

**（1）旧体育馆健身项目：**

羽毛球 周一至周五没有体育课的时段 15元/小时/场

周六、日及节假日 8：00—22：00 20元/小时/场

乒乓球 周一至周五 8：00—22：00 5元/小时/场

周六、日及节假日 8：00—22：00 10元/小时/场

篮球 周一至周五 8：00—22：00 200元/小时/场

周六、日及节假日 8：00—22：00 300元/小时/场

**·Sports**

**Introduction of sporting places**

**（1） The Old Gym：**

Badminton Mon. to Fri. (no-class periods) 15 yuan/hour/play

Sat., Sun. and Holidays (8：00—22：00) 20 yuan/hour/play

Table tennis Mon. to Fri. (8：00—22：00) 5 yuan/hour/play

Sat., Sun. and Holidays (8：00—22：00) 10 yuan/hour/play

Basketball Mon. to Fri. (8：00—22：00) 200 yuan/hour/play

Sat., Sun. and Holidays (8：00—22：00) 300 yuan/hour/play

**注**：以上场地无课时均可借用，需前提三天预订。集体使用需先与校体育部联系，获得许可证后方可使用；团体包场可有优惠；遵守各场所管理，以免影响学校正常体育教学。

电话：体育部62512969

**Note:** The above sites can be borrowed when no classes are taken, and for a three-day reservation. For group use, you must first contact the sports department of the school to obtain permission. There is preferential for block booking. Please comply with the managing rules, so as not to affect the regular physical education.

Tel: 62512969

（2）游泳馆

开放时间：

周一至周五 12：00----22：00

周六、日及节假日 10：00----22：00

（2） The Natatorium

Opening hours:

Mon. to Fri. 12：00----22：00

Sat., Sun. and Holidays 10：00----22：00

收费标准：

12：00----16：30 本校学生（教工）6（10）元/1.5小时

16：30----22：00 本校学生（教工）8（10）元/1.5小时

Fees ：

12：00----16：30 For students (faculty) of the university: 6 (10) yuan/1.5 hours

16：30----22：00 For students (faculty) of the university: 8 (10) yuan/1.5 hours

周六、日及节假日

10：00----11：30 本校学生（教工）6（10）元/1.5小时

11：30----16：30 本校学生（教工）8（15）元/1.5小时

16：30----22：00 本校学生（教工）8（15）元/1.5小时

Sat., Sun. and Holidays

10：00----11：30 For students (faculty) of the university: 6 (10) yuan/1.5 hours

11：30----16：30 For students (faculty) of the university: 8(15) yuan/1.5 hours

16：30----22：00 For students (faculty) of the university: 8(15) yuan/1.5 hours

包卡价格

季卡（20次，限本人使用） 学生（教工）120（180）元

年卡（50次，不限本人使用，不限时） 880元

买票或办理包卡时，请出示本人学生证等相关证件。

Prices for cards

Seasonal cards (20 times, only for the buyer):

120 (180)yuan for students (faculty);

Yearly cards (50 times, no limits of the user and time): 880yuan

Please show your identifications when buying tickets or cards.

**金融服务**

**国际主要信用卡组织在北京地区的紧急服务电话**

 　　Visa： 8610-800-744-0027

 　　万事达：8610-800-711-7309

 　　美国运通：8610-65052639

 　　JCB：8610-85185220

人民大学校内的文化大厦内有中国银行，汇贤大厦内有中国工商银行，东门外有招商银行和中信银行，西门外有中国建设银行和中国农业银行等都可办理外汇换汇业务。在银行开户或换汇，需要出示护照等有效证件。具体问题，可以向银行咨询。

There are several banks on campus and near RUC where you can conduct foreign exchange transition. In the Culture Building, there is Bank of China, in the Huixian Building, there is Industrial and Commercial Bank of China, out of the East Gate, there are China Merchants Bank and China Citic Bank; out of the West Gate, there are China Construction Bank and Agriculture Bank. To swap money or open a bank account, you need to show your passport and other certifications. Please consult the Bank if you have any other detailed questions.

 **中国银行**客户服务电话：95566

网址：http://www.boc.cn

 **中国工商银行**客户服务电话：95588

网址：http://www.icbc.com.cn

 **招商银行**客户服务电话：95555

网址：[http://www.cmbchina.com](http://www.cmbchina.com/)

 **中国建设银行**客户服务电话：95533

网址：http://www.ccb.com

 **中国农业银行**客户服务电话：95599

网址：[http://www.abchina.com](http://www.abchina.com/)

**ATM**

可凭银行卡和密码在标有所持信用卡所属卡组织标识的ATM机上提取现金，但只能提取人民币。

**购物/Shopping**

校内有东区超市、西区超市、物美便利店、汇贤超市可以提供各种日常用品、食品、饮料等。另外，部分宿舍楼一层也设有小卖部。

There are East Supermarket, West Supermarket, Wumei Shopping Store, and on the campus, which supply a variety of daily necessities, food, drink, etc. Some dormitory building are attached with small shops on the first floor.

开放时间：（周六、日不休息）

东区物美超市：24小时营业

北区物美超市：7：30—22：30

西区超市： 7：00—23：00

汇贤商店： 8：00—20：00

宏途书店： 9：00—21：00

人大出版社读者服务部（世纪馆西侧）：9：00--18：00

大学生生活服务区（知行三、四、五楼地下）：8：00——22：00

Opening hours (Mon. to Sun.)

Wumei Supermarket (East): 24 hours

Wumei Supermarket (North): 7：30—22：30

West Supermarket: 7：00—23：00

Huixian Supemarket: 8：00—20：00

Hongtu Bookstore: 9：00—21：00

Reader Service Department of Renmin University Press (in the west side of the Century Gym): 9：00--18：00

Student Service Center (underground of Zhixing Building 3, 4 & 5): 8：00——22：00

此外，学校周围购物便捷。东门外有：当代商城、双安商场、家乐福超市、超市发、华宇购物中心、中关村购物广场和新中关等购物场所。西门外有：城乡仓储超市、中关村图书大厦、第三极书店等。

The shopping environment is quite convenient in the surroundings of the campus. Outside the East gate are: Modern Plaza, Shuang’an Department Store, Carrefour, Chaoshifa Supermarket, Huayu Shopping Center, Zhongguancun Plaza Shopping Mall, and New Zhongguan Shopping Center, etc.; outside the West gate are: Chenxiang Warehouse Supermarket, Zhongguancun Bookstore, and Disanji Bookstore, etc.

**通讯**

 **邮政**

邮局位于学校东北角，办理国内汇款、取款，国内外邮寄信件、包裹、印刷品、特快专递（有订送月饼、鲜花服务）以及其它邮政储蓄业务，可以办理异地存取款、长途电话业务。

营业时间：周一至周日9：00—17：00

电话: 6251-0603

在校内留学生公寓住宿的同学，如有重要邮件寄达，留学生服务中心会负责通知领取挂号信、包裹单和汇款单，留学生凭有效证件（护照或学生证）先到留学生楼前台领取通知单，然后再到指定的邮局领取邮件。

You have a package sent to RUC, the international student service center will inform you to pick up your registered mail or bill of parcels and remittance bill. Please first pick up the requisition with your effective certificates(passport or student card),and then go to the authorized post office for you parcel.

 **电话**

留学生楼内各房间有两部电话：

1、201卡电话：购买201电话卡后方能使用，可拨打市内、国内和国际电话。

2、留学生楼内部电话：可作为楼内通话，或接听市内、国内和国际电话。

留学生楼电话系统的总机号码：（010）6251-5733

外来电话拨通总机，在听到汉语语音提示“请拨分机号”后直接拨分机号，即可接通房间电话。留学生楼内互通电话，只需直接拨分机号。

各房间分机号码：

|  |  |
| --- | --- |
| 留学生楼 | 分机号 |
| 留学生1号楼2-9层 | 80+房间号 |
| 留学生1号楼10-12层 | 8+房间号 |
| 留学生2号楼 | 参见《留学生公寓电话本》 |
| 留学生3号楼 | 8+房间号 |
| 留学生1楼服务台 | 80213 |
| 留学生2楼服务台 | 89999 |

使用手机时要注意，在图书馆、教室和其它一些公共场合，应将手机置于静音或振动状态，以免干扰他人。

 **网络**

留学生宿舍的每个房间都有互联网的接口，上网非常方便。留学生也可以到学生活动中心网络学习工作室或公共教学一楼电子阅览室上网。请留学生经常浏览查阅中国人民大学学校网站（http://www.ruc.edu.cn）和留学生办公室网站（）公布最新的通知公告。

学校留学生公寓的网络设置是自动的，即只要正确安装网卡后，在Internet协议（TCP/IP）属性中选择“自动获得IP地址”和“自动获得DNS服务器地址”，然后就可以浏览网站了。

另外，校园内开通了无线网络服务，主要教学区域都有信号覆盖。

**安全**

北京的治安情况良好，在北京生活，要妥善保管好自己的护照和贵重物品，平时不要把护照和大量的现金带在身上。只要携带学生证，在人民大学校内和北京市内都是可以证明身份的。贵重物品放在房间内，一定要锁好，出门前也一定要关闭水电开关，关好门窗。

出行时要自觉遵守交通规则，注意交通安全。

万一出现人身伤害事故，一定要及时报警，同时要向留学生办公室报告，学校可提供必要的帮助。

报警电话：

 匪警：110

 火警：119

 交通事故：122

 医疗急救：112 或 999



以上电话你可以在任何一部电话上免费拨打，如IC卡电话、投币电话等，你都可以直接拨打紧急电话而不必插卡或投币。

校内报警电话62515911。

**紧急事件处理**

 **防范甲型H1N1流感**

留学生每天自测体温，注意个人健康状况。如出现发烧症状，及时到定点医院（北医三院）就诊，经医院确认需要隔离观察的同学，必须马上电话通知学院（班主任、教务秘书或者班长）和留学生办公室。住在校外的留学生回住所隔离，校内住宿的留学生到东风七楼入住隔离。  
要经常开窗通风，保持室内空气新鲜；要经常使用肥皂和清水洗手，注意个人卫生。避免去人多拥挤通风差的地方。加强体育锻炼，增强肌体抗病能力。身体抵抗力差的同学建议注射流感疫苗。  
如果发现自己接触过的人群有H1NI确诊病例，要主动居家医学观察7天，做好自我健康情况监察，并将每天体温监测的结果告知留学生办公室和所在学院。  
假期期间尽量不去疫情影响严重地区旅游，增强自我防护的能力和意识。

 **保险索赔**

具体内容参见《保险理赔指南》（链接到保险理赔指南那）