

Overseas Student Portal User Manual



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1. Login

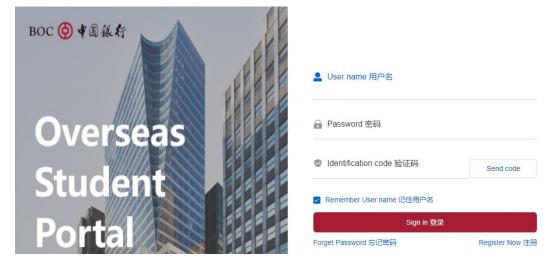
[Function introduction]

Overseas Student Portal users can log in and use functions of Overseas Student Portal by entering user name and password.

[Operating instructions]

- Login
 - Enter the login page. Please enter the email address that used in registered as your user name, and enter password correctly.
 - 2) Receiving identification code. Click "Send Code" and a verification code will be sent to the designed email. You can also check "Remember User username" for faster login in the future.
 - 3) Click "Sign in". If the user name, password, and verification code are correctly entered,

users will log into the portal successfully.



Picture 1-1 Login page

2. Register

[Function introduction]

New users can register Overseas Student Portal account by themselves.

COperating instructions

- Register
 - 1) New users can register the portal by clicking **"Register Now"** on the login page.

BOC · 中国银行	
	▲ User name 用户名
Overseas	合 Password 密码
Student	⊘ Identification code 验证码 Send code
	✓ Remember User name 记住用户名 Sign in 登录
Porugi	Forget Password 忘记密码 Register Now 注册

Picture 2-1 Registration

2) Users need to enter all the required information, including Last name, First name, Date of birth, etc.,

and set a password based on the password rule. Users must read and agree to the relevant

disclosures first, and then click the box next to "I agree" to proceed to registration.

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Register 注册				
* Last nam	ne 姓			
* First nam	ne 名			
* Date of Birth	生日 首选择日期			
* Mother's Maiden Name 母亲	姓氏			
* Password	\$FIL			
i domoid	Password Help~			
	+=` (){ :;'>/<\.? • No more than 2 identio (111, aaa, 123, abc, III) • The password entered	haracters: ~1@#\$%^&* al or sequential characters		
* Confirm password 猜认密码				
* Email address 邮箱				
	Your email address will be your user nar By providing your email address, you ac BOC related to your application. We will use your email to save and notify	nowledge you can receive and view	email communications from	
You must have the ability to By clicking the 1 argree hox set forth in the E-sign Diace Important information also Bank of China U.S.A. To help the government flight into the state of the state of the state of the categories of the state of the state of the dentity you.	online, we must consent to receive receive and retain electronic commu- below, you consent to receive inform osure and Consent Agreement for ut procedures for opening a new d ut procedures for opening a new d the funding of terrorism and money and record information that identifies ur bank. We will ask you for your nar	vications and disclosures. ation electronically and agree to this online service. ccount or creating a new cust laundering activities, Federal lav each person who opens an acco te, date of birth and other inform	the terms and conditions omer relationship with v requires all financial unt or creates a new lation that will allow us to	
certifications after your acco after it is opened, based on	duct ongoing customer due diligence unt relationship is established. Your our review of the information and do	account may be subject to certai umentation you submit to us.	n restrictions or be closed	
protecting your person infor	to open account with Bank of China mation and privacy. By clicking "I agr erms and Conditions, Privacy Poli-	e" box,you also agree to our us	e of information and	
□ 1 agree				
	Cancel 再改用	Submit 提交		

Picture 2-2 Registration-input information

 After clicking "Submit", a verification code will be sent to the designed email. Enter verification code correctly and click the "Submit".

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Register注册 · Metters Mask	Identification Code × Varier Code will explore in 10 mins × Fyper code will explore in 10 mins × Based of Eq.2 • budnet EQ.2 • budnet EQ.2 • • Password Edgiv • • </th
	No more than 2 destical or sequestial characters (111, aa), 123, abc. III) The password entered twice must be consistent The password cannot be the same as the user ID

Picture 2-3 Registration- verification code

4) A window will popped up to inform that your registration is successful. Click "Sign in" jump to login

page.	
BOC 🖗 ¥圆銀行	
Register 注册 - *Mothers Mass *Passent 10月	Registration was successful (1986)
	Password Help ~ - At head 6 characters - At head 2 of the following: - 1 state (case sensitive) - 1 state (case sensitive) - 1 of these special characters - 4(gitSN/v6*_=+**)(git)_=<<,? - No more than 2 identical or sequential characters (*11, aaa, 122, abc, fit) - The password entered twice must be consident - The password entered twice must be user (D
* Confirm password 勒以世知 * Email address 都福	
	By providing your email address, you acknowledge you can receive and view email communications

Picture 2-4 Registration- register successful

3. Forget Password

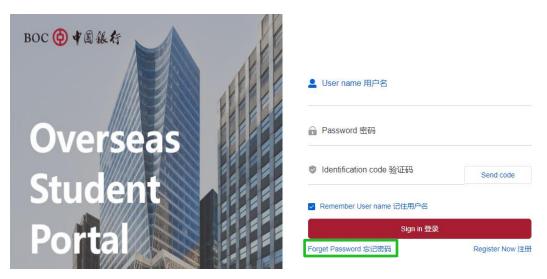
[Function introduction]

If user forgets the password, this function can be utilized to reset the password.

COperating instructions

Forget password

1) Enter the login page and click the **"Forget password"** to verify the identity.



Picture 3-1 Forget password

2) Users need to input correct personal information, including Last name, First name, Date of birth, etc.

to verify the identity in order to proceed to the next step.

BOC \ominus 中國銀行		
Forget Password 志记意码		
* Last name ½		
* First name &		
* Date of Birth 生日	間选择日期	
* Email address 能稱		
	Cancel 和27月	Next 下──∌

Picture 3-2 Forget password -verify identity

3) Verification process will be triggered and enter the verification code that sent to the designated email.

orget Password 忘记密码			×
	* Last nam	Identification Code	^
		Your code will expire in 10 mins	
	* First nam	If your code has expired, please request a new identification code	
	" Date of Birth -	Submit 提交	1
	" Email address 胡椒	houjiangnan@cloudcore.cz	
		Cancel ROH Next	F-#

Picture 3-3 Forget password-verification code.

4) User can reset password according to the password rule and submit.

BOC Ġ 中国銀行		
Forget Password 志记密码	* Rest passed 重用完成	
	Passwardf Holp → • Al least 2 of the toloway: • Al least 2 of the toloway: • 1 letter (case sensitive) • 1 structure • 1 of these sopcial characters: +00454v4*_++*(00012×k1, 7 • No more than 2 identical or sequential characters (111, aas, 123, abc, III) • The passion of clarence be the same as the user (D)	
	* Contrer password 敬认坚强 Previous step 上一步 Submit 雅文	

Picture 3-4 Forgot password-reset new password

5) Once the password has been successfully reset, user can log in with the new password.

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Forget Password উট্টেউট্ট	every Constant Control be the same as the user ID every Control Control Control be the same as the user ID every Control
*Confirm password No	活行 Previous step 上一歩 Submit 経史

Picture 3-5 Forget password-Reset password successful

4. Application form

[Function introduction]

User can fill out the application form by inputting detailed information.

[Operating instructions]

- Application form
 - $1)\ \ \, \mbox{Upon successfully logging in, users will be on the Application Form page.}$

oc 侍 🕈 🗟 銀 行	Aţ	plication form 申请表	Documents 文件	(Communication center 交流中心	Application status 申请进度	
ত Domestic branch information চাইনেরান্ড	Student info 学生信号		● Purpose of account 账户目的	Expected Use		ی Submit Application الاختانی	
DOMESTIC BRANCH INFORMATION 见证行信	息						
Select domestic branch 选择见证行							
* Province 省/直辖市/白治区		* City 市			■ District 区		
北京市		北京市			东城区		
* Branch 支行							
中国银行北京市分行营业部财富管理中心							
Address 地址							
北京市东城区朝阳门内大街2号凯恒大厦一层							
	A						
Phone number 电话号码							
010-85122127/2128/1491							

Picture 4-1 Application form- witness branch information.

2) Users can select a witness branch from the branch list that are location-convenient to do the witness service. Then click "Confirm" to the next page. Please note that the branch info cannot be edit once users confirm the selected branch.

30C 🔴 #圆銀行	Application 申请表			Communication center 交流中心	Application status 申请 <u>进</u> 度
Domesic branch information Statistics	Student information 学生伝恩	Tips Once the branch is selected, if cannot be cha 請示:一旦选定见证行,则无法更改。 Cancel 取消 Confirm	ecte	e Use of Account	Submit Application
DOMESTIC BRANCH INFORMATION 见证行信息					
Select domestic branch 选择见证行					
* Province 省/直结市/自治区	* City	市		* District 🗵	
1030H	~ 303	(rhs		State:	
* Branch 支行					
中国银行北京市分行营业部财富管理中心					
Address 批批					
北京市东城区朝阳门的大街2号筑地大厦一层					
Phone number 电话导码					
010-85122127/2128/1491					

Picture 4-2 Application form -Witness branch confirmation

3) Users need to enter the student's information correctly and complete all the required fields in

the "Student information" page, and click "Next page".

DC Ġ ♥圆銀行	Application form 申请表	Documents 文件	Communication center 交流中心	Application status 申请进度
Domestic branch information		urpose of account	Expected Use of Account	Submit Application
见证行信息	学生信息	账户目的	孤期账户用途	提文中语
TUDENT INFORMATION 学生信息				
First Name 名	* Last Name 姓		* Title	
			MISS	
Date of Birth 出生日期	* Occupation 职业		* Estimated Arrival Da	e 预计到达美国日期
03/20/2000	OVERSEAS STUDENTS		·· 05/21/2021	
Mother's Maiden Name 母亲姓氏	* Mail to 邮寄至			
BAI	CHINESE BRANCH			
DA	CHINESE BRONGT			
ontact Information 联系方式				
			· Facil Address @ Zd	o dax
ome Phone 家庭电话	* Cell Phone 移动电话		* Email Address 电子的	
09311111111	13000008888		3482816798@QQ.CO	N
)Information 身份证信息				
Passport Number 护照号码	* Issue Country/region 签发冒	国家/地区	* Issue Date 签发日期	
EA1234567	P. R. CHINA		· · · · · · · · · · · · · · · · · · ·	
Expiration Date 到期日				
02/28/2025				
Secondary ID 次要证件	* ID Number 证件号码		* Expiration Date 到期	В
I-20	V N1234567890		05/25/2025	
Secondary ID 次要证件	* ID Number 证件号码		* Expiration Date 到期	⊟ I Save 保存
			02/01/2025	
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ome Information: (P.O. Box not acceptable) 家族 Iome Address IIII DOWGWE EAST RD, APT 201 Iome Address Province 置録市市街田油区 GANSU Iome Address Province 置録市市街田油区 GANSU Iome Address Country/region 国家/地区 P.R. CHINA S. School Information (P.O. Box not acceptable IS School Name 学校定称: GOOD UNIVERSITY ISCHOOL Address 学校危険止 III DAUE RD ISCHOOL Address 学校危険止 IIII DAUE RD ISCHOOL Address 学校危険止 IIII DAUE RD ISCHOOL Address 学校危険止 IIII DAUE RD ISCHOOL Address 学校危険止 IIII DAUE RD ISCHOOL Address 美国 ISCHOOL Address 美国	空信息(不接受信箱地址) ・ Home Address City 市 LAI2700	ŝ	* Home Address Zip C 730000 * School Address State NY act us as soon as they become av	#
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Picture 4-3 Application form-student information

4) Users need to enter the account purpose correctly and complete all the required fields in the

"Purpose of account" page, and click "Next page".

30C 侍 🕈 🗟 🎎 🎗	亍	Application form 申请表	Documents 文件		Communication center 交流中心	Application status 申请进度
Domestic branch		Student Information 学生由是	Purpose of account ≋⊨≏⊒a		し Use of Account 問題の形式	© Submit Application IE2+##
PURPOSE OF ACCOUNT 账户目的						
* Please select the purpose of account 请远禄开户日	的,至少远一项					
 Saving 储蓄 Daily Expense 日常裁用 	 Tuition 学费 Z Remittance 汇款 to 	TO from FROM	Other, Please specify 演主規算他开户目的	请输入开户目的		
Please input Other purpose 遵喻入其他开户目的		書稿入江新地址				
* Source of Income 収入承担						
请选择						
* Financial Supporter Name 资助人姓名		* Financial Supporter C	Decupation 资助人职业		* Financial Supporter Job Title	奥助人职务
清输入资助人姓	清输入资助人名	清编入资助人职业			请输入资助人职务	
Financial Supporter Annual Income 资助人印收入		* Relationship with App	licant 与申请人关系		 Financial Supporter Date of Bi 	imh 资助人出生日期
请告释		 ・ 			(IMWDD////Y	
Additional Financial Supporter Inform	nation 其他资助人 🔵 OFF					
Financial Supporter Name 资助人姓名		Financial Supporter Oc	cupation 资助人职业		Financial Supporter Job Title 🕅	助人职务
滑车入资助人姓	清输入资助人名	清晰入资助人职业			请输入资助人职务	
Financial Supporter Annual Income 资助人争收入		Relationship with Appli	cant 与申请人关系		Financial Supporter Date of Birt	m 资助人出生日期
清击场		~ 満西県			III MWDD/////	
		Previous	step 노 카 Next page 下 3	٤.		🗈 Save @

Picture 4-4 Application form-purpose of account

5) No account usage checked by default in the "Expected account usage" page. Users can check the aimed usage based on their purposes and input the relevant information. Click

"Submit" to the next step.

BOC 侍 中国銀行	Application form 申请表	Documents 文件	Communication center 交通中心	Application status 申请进度
Domestic brank information	Student Information	Purpose of account	Expected Use of Account setting-real	Submit Application Scott
EXPECTED USE OF ACCOUNT 预期账户用途				
The expected purpose and status of the account can be filled in according to the ac	tual situation. 账户的预期用途和状态可根据实际情况填写,			
Cash Transactions 职业贸易				
No. of Cash Deposit 存入现金(笔数/年)	Cash Deposit Amount 存入用	(全全额(美元)年)		
清秘入存入现金易放	请输入存入现金全额			
No. of Cash Withdrawal 职业现金(得数/年)	Cash Withdrawal Amount 單	出现会全额(美元年)		
请他入职出现金唱数	请输入职出司会会领			
Remittance II #2				
No. of Outward Remittance 汇出(笔数年)	Outward Remittance Amount	- Photo - Amerikan dan	Outward Remittance Purpose [그라크]	
No. of Converte Remittance (上位(专家中中)	The ALT HAR	()」広王朝(東ルマー)	The ACHIER	0
* No. of Inward Remittance 汇入(電数)年)	* Inward Remittance Amount	汇入金額(猶元年)	" Inward Remittance Purpose 汇入員	8
0	60000		TUITION AND LIVING SUPPORT	
C Others其他				
Please specify the followingto可遭遇可加下				
(美元年)				
DEBIT CARD	5000			
* Please select Expected initial deposit wire transfer amount 遭违连招聘初始亡入界款额				
请选择组织初始工入存款加				
19 年 first new itsnor is less than 10,000 UB dollars, a postage and service free of 50 UB dollars will be charged 首称に対応すり万英企。 会社の回転等に認定者が以及会				
Tip: Please check the application materials carefully. Once submitted, it cannot be modified. 建示:通行说过至申请付约内容,一旦直交元王师政				
	Previous st	+0 ±−∌ Subr	能聽克	🗈 Save 😥

Picture 4-5 Application form-expected use of account

6) Please note that Cash deposit transactions can only be made at branches. And the expenses plus the expected average monthly balance cannot exceed the amount of deposit. Then click "Submit". 🚨 Sign out

30C 🔴 #圆銀行	Application form 申请表	Documents 文件	Communication center 交流中心	Application status 申请进度
Domestic branch information S 成合性的 EXPECTED USE OF ACCOUNT 预明我们中田途 The expected purpose and status of the account can be filled in ac	tudent inform exceed the 学生温馨 again. 您的支出金额	Reminder es plus your expected average monthly balance carnot amount of your deposit. Please complete this section மற்றத்தைகாலும் பர்தில் கிருத்தைகள் குற்ற	ed Use of Account	(G) Submit Application storeg
m Cash Transactions 现金交易				
* No. of Cash Deposit 存入现金(笔数/年)	* Cash Deposit An	nount 存入现金金额(美元/年)		
1	1000			
Cash deposit transactions can only be made at branches. 我比你入风可在风雨步漫。				
* No. of Cash Withdrawal 取出现金(辅数/年)	* Cash Withdrawa	il Amount 取出现金金额(美元/年)		
5	10000			
Remittance 汇款				
		ance Amount 汇出全额(美元/年)	* Outward Remittance Purpo	
* No. of Outward Remittance 汇出(笔数/年)				

Picture 4-6 Expected use of account - Reminder

7) Users must read and agree to the relevant terms and disclosures first to proceed the application request. Click "Submit".

BOC 💮 中国銀行	Application form 申请表	Documents 文件	Communication center 交流中心	Application status 申请进度
Currentle: branch information 定日時日 EXPECTED USE OF ACCOUNT 预用限户中能会 The expected purpose and status of the account can be filed in according Cash Transactions 配合元制 * Yes of Cash Depend 行入配合(图499) 2 Cash Register TATA配合(图499) 2 Cash Register Lot in the inter in terms of transition	「「「「「」」」 「「」」」 「」」 「」」 「」」」」 「」」 「」」」 「」」」 「」」」 「」」 「」」」 「」」」 「」」」 「」」」 「」」」 「」」」 「」」」 「」」 「」」」 「」」 「」」」 「」」」 「」」」 「」」」 「」」」 「」」」 「」 「	receipt of and an opportunity to review copies of the Bank's: spre- ning agreement and disclosures applicable to the account, the Bank's service charges and rate sheet. Secourse and agreement. ice applicable to this account and agree to be bound by	when Upp of Account Relatively	nahrif Applaaten Bonik
*No. of Cash Withdrawal 乾江紀金(施設/年)		novert 取(出现全全额(美元/平)		
2	2000			
Remittance Hat				
No. of Outward Remittance 汇均(施数/年)	Outward Remittance.	Arnount IC四出版(美元)年)	Outward Remittance Purpose I	Dis Bito

Picture 4-7 Application form- terms and disclosure

8) Application code will be generated and relevant documents and materials including "application form", "W8", and "checklist of witness service materials" will be displayed accordingly in the submission page for users to download and print. Then users can download and print out these forms, then bring to the witness branch that selected before.

Account Submit Application 授改申请
thin one week.
uni one week.

Picture 4-8 Application form-submission

9) Users can click the "Return" button to go back to the previous page.

5. Documents

[Function introduction]

Users can download documents after the application form was successfully submitted.

COperating instructions

- Document
 - Users can click "Document" to the documents downloaded page upon the application form was successfully submitted.
 - 2) If users click "Document" before they submitted application form, there will be a pop-up reminder to show that "You may only access this function after your application have been submitted". And the page will jump to the application form page after clicking "Confirm".



Picture 5-1 Document-reminder.

3) Users can download "Application form", "W8" and "Witness service material checklist" after they successfully submitted the application form. The documents that have not been downloaded will be marked as "unread" status.

BC	DC \ominus 中国銀行	Application form 申请表	Documents 文件	Communication center 交流中心	Application status 申请进度	
Do	ocumnets 文件					
FI	ile文件(PDF)	Status状态		Download下载		
A	pplication 申请表	unread 未读		4		
W	Vitness service material cheklist 见证服务材料检查清单	unread 未读		Ł		
W	V8 form W8要赔	new file 新文件		ىك		

Picture 5-2 Document- download (application form submitted)

4) Users can download "Welcome letter", "FAQ", "customer guide", "customer notice", "fee schedule", and "address update form" after the overseas student account was successfully opened.

BOC 🙆 4 🗟 張 行	Application form 申请表	Documents 文件	Communication center 交流中心	Application status 申请进度
Documnets 文件				
File文件(PDF)	Status状态		Download下戦	
			Lowmoad Max	
Application 申请表	unread 未读			
Witness service material cheklist 见证服务材料检查清单	unread 未读		Ŧ	
W8 form W8表格	new file 新文件		Ŀ	
File文件(PDF)		Download下载		
Welcome letter		4		
美好前程常见问题		J.		
"美好前程" 客户指南		ý.		
春户须知及用卡条款		4		
收费表		÷		
地址更新表		Ł		

Picture 5-3 Document- download (account opened)

🚨 Sign out

🚢 Sign out

6. Communication Center

[Function introduction]

Users can communicate with customer service representatives of the bank via this channel.

COperating instructions

- Communication Center
 - 1) Users can communicate with customer service representatives of the bank by entering **Communication Center**.

Communication center 交流中心				
		04/19/2021 10:35em Unreed #12 Hello	Name 姓名	PUSHUAI GAO
	United #its	04/19/2021 10.35em 效7 我有个问题切遗故	Branch name 分行名称	相约分行
			Application code 申请码	BNK2103180024
Avail & Chrysol 20		Send 2018		

Picture 6-1 Communication Center

- User can type the relevant questions regarding the overseas account and click "Send" to send out the message.
- 3) Please note that there will be a reminder to inform customers that Communication center is temporally unavailable before they got approval during the review process.

BOC 侍 ¥ 🏽 銀 行	Application form 申请表	Documents 文件		unication center 交流中心	Application st 申请进度
Communication center 交流中心					
		y access the function after your application Na been advited. Select-Traite_CIRANIESTER_		Name Ball Branch name 191986 Appliation code exiliai	
19642019-000			Send 202		

Picture 6-2 Communication center-reminder

7. Application status

[Function introduction]

Users can check their application status accordingly and be guided to do the next step.

COperating instructions

- Application status
 - 1) Users can click "Application Status" to check and track the application status.

lication status 申请	进度								
Lubmit plication 技術通	しpicad Document 上版文件	enter Review KDW	Approval 1992;	是 Account Copered 脱 ^{pp} 开立	Debit Card Insued 制度已代	Package Mailed Out 邮票投料码	Redgient Checkiss 別gred 商作語位	Account Account 政产取话	Done Ret



2) Additional tips will be provided accordingly for users to proceed to the next step.



Picture 7-2 Application status-checking