

Online System for Student Application for Leave

User Guide for Undergraduate Students

Note: The online system is applicable for an application for leave within one semester. If you apply for leave for more than one semester please apply it in leave of absence system

Table of Contents

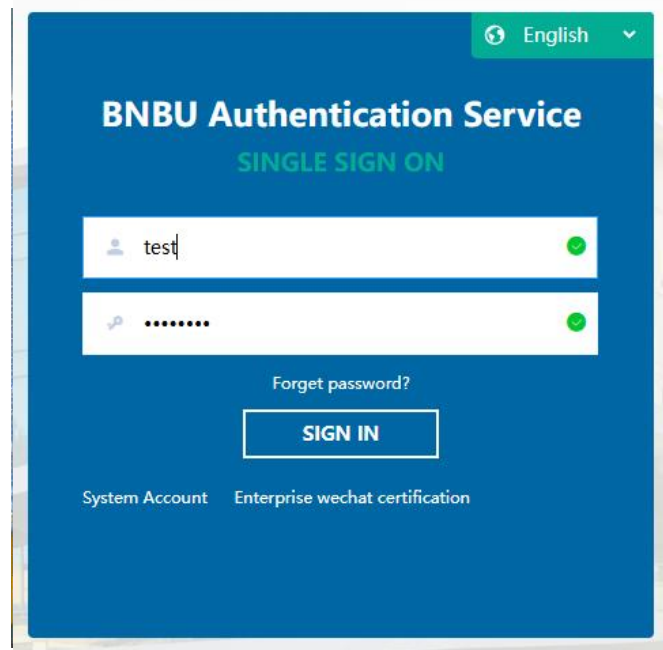
1. How to Submit an Application?	2
2. Processing Time	4
3. Check your Application Status	4
4. Enquiry	5

Last updated on 23 October 2025

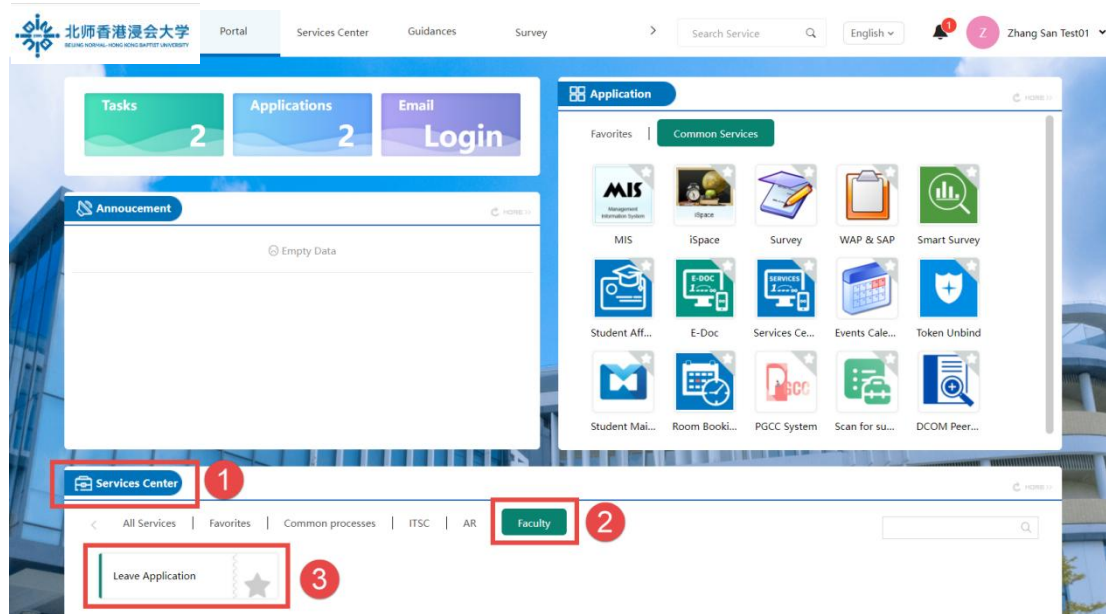
1. How to Submit an Application?

The online system works on **computers**, but not on mobile phone.

Step 1: Login the “BNBU Portal” at <https://portal.bnbu.edu.cn> with your UID and password (recommended browsers: Chrome/Firefox).



Step 2: Click the icon of “Leave Application”



Applicant

Chinese Name

张三-测试学生01

English Name

Zhang San Test Student

Student No.

School/Faculty

Programme

Application Time

Mobile Phone No.

Please enter an 11-digit number *

Family Contact No.

Please enter family number *

Details

Last Begin Date of Leave

Last Begin Time of Leave

Last End Date of Leave

Last End Time of Leave

Begin Dates of Leave

*

Begin Time of Leave

*

End Date of Leave

*

End Time of Leave

*

Total calendar day(s)

0.00

Reason

☐ Health Problem
 ☐ Urgent Family Affairs
 ☐ Taking external exams
 ☐ Internship
 ☐ Interview
 ☐ Others
 *

Reason Details

Please fill in the reason in English

Attachment

Upload Attachment(s)

Maximum 20M *

Name attachments with student number, Example: 1930000001_01, 1930000001_02, 1930000001_03

The corresponding course instructor(s) and teaching assistant(s) (if any) will automatically be notified when an approval is granted.

I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. I understand that a false statement or misrepresentation on this form may result in the rejection of my application and/or disciplinary penalties.

☐ Please tick to indicate your acknowledgement of the provisions. 请勾选已了解申请须知。 *

Step 5: Make sure that you submit your application successfully

Click “**Submit**” to complete and lodge your application.

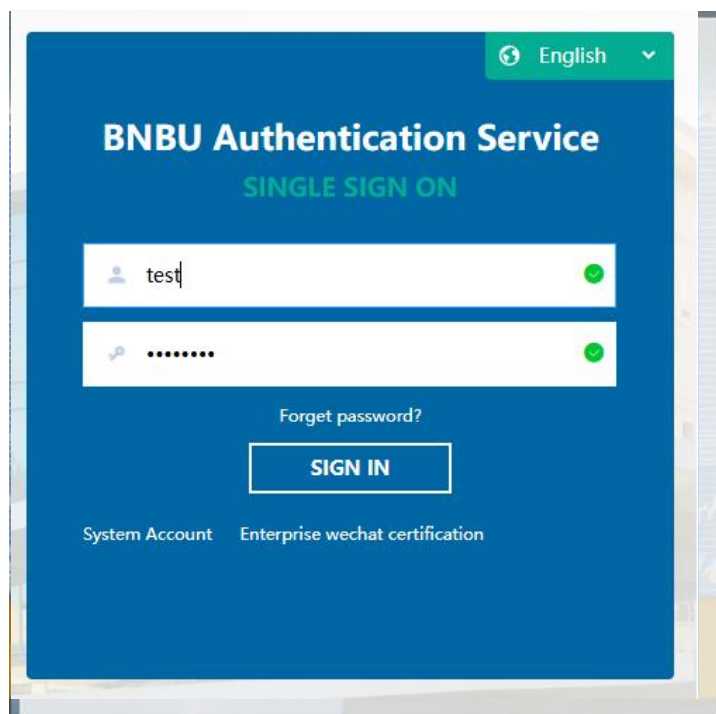
Only **one application** can be submitted per day.

2. Processing Time

- a) After receiving your application, your Home Faculty/Department will process your case within **3 working days**.
- b) Please take note of the processing time and always submit your application well in advance.

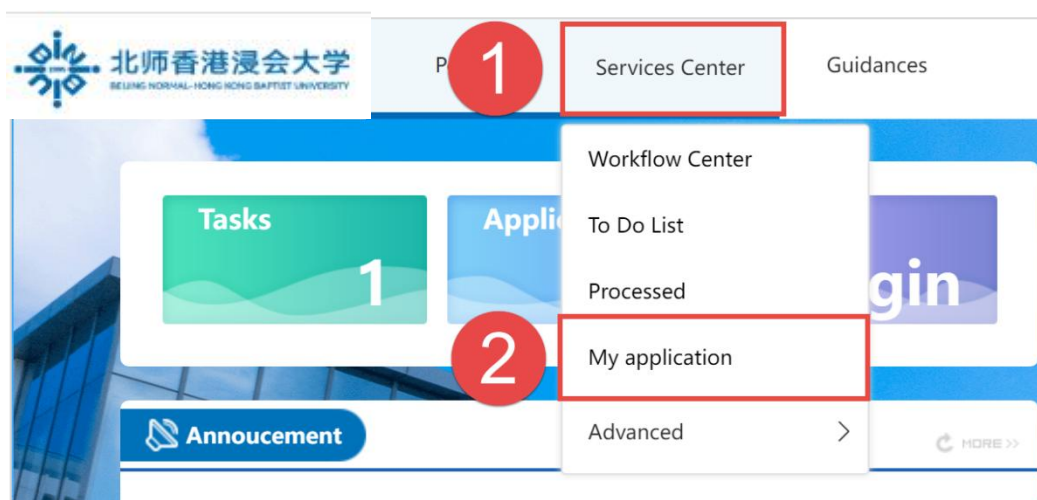
3. Check your Application Status

Login the “BNBU Portal” at <https://portal.uic.edu.cn> with your UID and password (recommended browsers: Chrome/Firefox).



Step 1: Click “Services Center” on the top navigation bar;

Step 2: Click “My application” under the drop-down menu;



4. Enquiry

If you have any questions about your application, please contact your Home Faculty by email or phone.

Faculty of Business and Management (FBM):

Ms. Polaris HUANG (fbm-dacc@uic.edu.cn)/3677106 for ACCT students;
Ms. Eunice CHEN (fbm-dfe@uic.edu.cn)/3620627 for AE, FIN, BUSA, ECON students;
Ms. Li GUAN (fbm-dm@uic.edu.cn)/3620710 for MHR, MKR, EBIS, EPIN, DMM, BA students.

School of Culture and Creativity (SCC):

Ms. Winnie SHEN (winniesqshen@uic.edu.cn)/3677707 for SCC students and JC student with student number ending in 221 or later .

Faculty of Humanities and Social Sciences (FHSS):

Mr. Francis ZHANG (fhss-dlc@uic.edu.cn)/3620190 for ATS & ELLS & FLL student;
Mr. Scott Tan (fhss-dss@uic.edu.cn)/3620137 for GAD, DGS and SOC students;
Ms. Kira Hua (fhss-dcom@uic.edu.cn)/3620366 for CCGC & MCOM & PRA students & JC student with student number ending in 220 or earlier .

Faculty of Science and Technology (FST):

Ms. Ann GUO (fst-dcs@uic.edu.cn)/3620381 for CST, AI and CDS students;
Ms. Sherry MO(fst-dms@uic.edu.cn)/3620132 for AM&FM students;
Ms. Nicky ZHUO(fst-dsds@uic.edu.cn)/3620133 for STAT&DS students;
Ms. Yuri Xiaoming YU(fst-dls@uic.edu.cn)/3620093 for APSY&ENVS&FS students.