

KIAA POSTDOCTORAL HANDBOOK

Compiled by Lili Liu, Amended by Shuyan Liu

2015 version

Dear all,

Welcome to join in the Kavli Institute for Astronomy and Astrophysics at Peking University (KIAA)!

We made this handbook to help you get an overview of your work and life here.

We wish you have a happy and successful time at KIAA!

Context

Chapter 1 Apply for "Z" Visa (work visa) form and Work Permit

Chapter 2 Signing Contracts

Chapter 3 Apply for Visa

Chapter 4 Report Duty Day

Chapter 5 After You Report Duty

Chapter 6 Apply for Foreign Expert Certificate and Residency Permit

Chapter 7 Research Fund

Chapter 8 Mid-term Evaluation

Chapter 9 Leave Position and Final Evaluation

Appendix Report Duty Day Stops

Chapter 1 Apply for "Z" Visa (work visa) Form and Work Permit

1. The "Z" visa application always takes about one month and a half. For example, if you plan to start work on Oct 1, the application process and information collection are supposed to begin from the beginning of August.

2. Information and documents collection

Seven items of information should be provided:

- 1) the place where you will receive your "Z" visa form and work permit
- 2) the place where you will apply for your visa
- 3) your digital picture
(about 150-200 KB, 640×480 pixels)
- 4) scanned copy of the first page of your passport
- 5) fill in the blanks in the personal information on the form
Foreign Experts Working Permit Application Record
which is attached.
- 6) fill in the blanks in the personal information on the form
Application Form for Postdoc Admission which is attached.

As for this form, you are only supposed to fill in **Pages 1-6**.

Pages 7-10 is the recommendation letter section. Since KIAA has already obtained your recommendation letters during the recruitment process, the administrative staff will take care of these pages.

- 7) scanned copy of your Ph. D. certificate
It is your highest academic qualification, which proves you have been issued a Ph.D.

You will be asked to scan and send KIAA administrative staffs these five items by email in three to four days.

3. Medical examination (a document to apply for your residency permit in China)

A. Take body check abroad

You may take it at a medical institution approved by the Chinese Embassy. The Chinese Embassy/consulate in your country has a list of approved medical institutions and the form in Chinese and English.

Afterwards, take all originals of the medical examination reports to China, especially make sure take your X-Ray, electrocardiogram and blood test reports with you. Then you could submit all your test reports to Beijing International Travel Healthcare Centre Hai Dian Clinic when you arrive in China and request the local clinic to issue a China's body check certificate to you.

- 1) Clinic to go: Beijing International Travel Healthcare Centre Hai Dian Clinic.
- 2) Distance: in northwest of Peking University (40 minutes, take a taxi)
- 3) Opening hours: Mon.-Fri. 8:30-11:00

4) Materials to take:

- passport
- two two-inch pictures

5) Fee:

- Body check:RMB 650 (for employee)
RMB 400 (for student)
- Express delivery:RMB20
- Order a taxi ahead for round trip:RMB150

6) Get the report: after four working days

Tip:

- 1) On the morning of your body check, neither eat food nor drink water.
- 2) The process of body check costs about one hour and a half.

Chapter 2 Signing Contracts

Agreements for postdocs:

Employment Contract of Full-time Postdoctoral at Peking University (2013 version)
(Chinese version & English version)

1. Print out one copy each, sign them up. Then scan them and email the scanned signed contracts back to the staff..
2. In your Agreement the working aims in the two-year term include:
 - completion of high-quality postdoctoral research reports
 - **two first-author SCI papers / one first-author SCI paper which has great impact**
 - giving three talks
 - service responsibilities and tasks assigned by Peking University and KIAA
4. Please ensure to sign your name and date on all Chinese and English agreements.
(The places you need to sign in Chinese version contracts are in red, so that it is easy for you to find the signature places.)

Reminder: Please send the four documents back to the KIAA administrative staff via email when you finish them. Only after submitting all agreements, further application for work permit and visa form can be done. It takes 15-20 working days to get the issued visa form and work permit from the government to KIAA.

Chapter 3 Apply for Visa

1. When you receive the posted visa form and work permit from KIAA, you can fix a date to go to the embassy and apply for the visa. Then book your flight and notify KIAA administrative staff of your arrival date and whether you need to book a guest room at KIAA before you report duty.

Tip: Generally speaking, KIAA administrative staff will help you book a guest room at KIAA when you arrive in Beijing. You could stay at the guest room until you obtain your own postdoc apartment at the global village.

2. Post your luggage to KIAA before your departure if you have more than two.

KIAA address:

The Kavli Institute for Astronomy and Astrophysics, Peking University

Yi He Yuan Lu 5, Hai Dian Qu

Beijing, P. R. China

Postal code: 100871

Contact: Ms. Jie Yao

Tel: +86 (010) 6275 6692

Fax: +86 (010) 6276 7900

Email: yaojie@pku.edu.cn

3. Taxi fee from Beijing Capital Airport to KIAA is about 120 yuan.

Don't forget to ask for one taxi ticket when you get off the taxi.

We wish you have a good trip! ^ _ ^

Chapter 4 Report Duty Day

1. On the day of reporting duty, **eight documents needed to prepare** are:

- 1) PKU postdoc reporting duty letter issued by PKU
- 2) Research financial support letter prepared by your supervisor
- 3) Employment Contract of Full-time Postdoctoral at Peking University
- 4) PKU faculty and staff information form filled by yourself
- 5) the check for charging your Internet account (pay by your PKU postdoc fund)
- 6) Pay by your own:
 - Deposit for your department:(for the Global village)RMB2300 in cash
(for the Chang Chun Yuan)RMB2020 in cash
 - Deposit for water, gas and electricity:RMB 50~100 for each
 - Prepay for your meal cards:RMB 50~100(personal money)
- 7) passport

KIAA staff could help you to prepare (Item 1-6). You need prepare (Item 7-8).

Tip:

- 1) Apartments at the global village vary from 45m² to 51 m².
 - Four rooms in total: one bedroom, one living room, a bathroom and a kitchen.
 - You will draw lots to obtain your apartment on your report duty day.
- 2) The furniture in the apartment include: a king bed, a big bookshelf, a table, three chairs, two clothes cabinets, TV cable and internet cable, twin-burner gas cooker and a kitchen ventilator. Air-conditioner, 24- hour hot water for bath
- 3) The rent for postdoc apartment is RMB1500~1700/month depending on the different size.

2. On the day of reporting duty, **four places you will go to**:

- 1) the Office of Postdoc Affairs (near the lake)
 - to submit the documents Item1-4
- 2) the campus ID card centre (No.1 Natural Science Building Rm1158S)
 - to obtain to campus ID card (campus card)
- 3) Computer centre (on the second floor of No.1 Natural Science Building)
 - to open your internet account.

Hand in your internet check.

The username is your faculty ID number which is on your campus card. The original password is your 8-digital birth date, ie. 19860226. You could change your password by yourself after you log in your PKU internet account. These user name and password could be used to login your internet account, your PKU mailbox and your personal information page to check salary and research fund balance. Please check the attached .ppt how to open a PKU mailbox.

4) the Global village (outside of the east gate of PKU)

to pay for: deposit for your department:RMB2300 in cash

deposit for water, gas and electricity:RMB 50~100 for each

Or the Chang Chun Yuan(outside of the west gate of PKU)

to pay for: deposit for your department:RMB2020 in cash

deposit for electricity:RMB 50~100 for each

Water will be paid after you use it for a month.

These four steps take about two-three hours. The attached map will show you where the stops are.

Chapter 5 After you report duty

1. Check salary online: <http://portal.pku.edu.cn/infoPortal/>

username: your faculty ID number

password: your birthday for example: 19870312

Please see the attached instruction.

Your salary will arrive before the 10th of each month.

2. Apply for a PKU mail box

Once you get your internet account, you could open your own PKU mailbox.

Please check the attached file.

3. Apply for a ICBC bank card

You are supposed to apply for a ICBC bank card as your PKU salary card.

The application and waiting in line always costs one hour and half.

Be patient.

This could be done **in two weeks** after your starting position. Not urgent.

Make a copy of your ICBC card, campus card, bank contract, passport on the same piece of paper, and sign on it. Then submit it to the PKU Financial Office. Since then, your salary will be on this ICBC card automatically every month.

4. Apply for a Medical prepaid card

You could apply for this card a month later after your starting position. Not urgent.

In KIAA, we have a student volunteer team to accompany international teachers to go to Hospital. The Medical prepaid card is used to pay the checking and medicine fee at campus hospital.

Chapter 6 Apply for Foreign expert certificate and Residency permit

You must apply for and obtain your Foreign expert certificate and Residency permit within the first month of your arrival.

Foreign expert certificate is an official document to prove your identification working in China as an expert.

1. Apply for Foreign expert certificate (It takes five working days.)

Documents needed to submit to the Office of International Relations, PKU are:

- 1) printed online application form (KIAA staff will do)
- 2) copy of your work permit
- 3) copy of your passport
- 4) copy of your visa
- 5) one two-inch photo

2. Apply for Residency permit (It takes five working days.)

A. Documents requested by the Beijing Municipal Public Security Bureau:

- 1) "*Foreign Experts Certificate*" and the copy of the first, second and renewal pages;
- 2) "Visa or Residence Permit Application Form" stamped by the Office of International Affairs at PKU, with a two-inch color photos, pale blue or white background on;
- 3) Passport and the copy of the first page;
- 4) Registration form of temporary residence issued by the local police station in Beijing and the copy;
- 5) Physical check report
- 6) The copy of working permit
- 7) The copy of Invitation Letter of Duly Authorized Unit
- 8) Residence permit and the copy.

Chapter 7 Research Fund

1. Fund:

1) Start-up fund

Every postdoc has about 50,000 yuan from PKU as the start-up fund. According to the relevant stipulations of PKU and KIAA, you could spend this fund on equipments, lab materials, publications, conference and business trips. But you can't spend this fund on labor costs, either for students or for others.

For the institute postdoctoral fellows, they may have some start-up fund from the institute. The expenditure of this fund should also obey PKU and KIAA's regulations.

2) China Postdoc Scientific Research Fund

- General program

Open time: Twice a year. One is in Spring and the other is in the fall.

Eligibility: all the postdocs who have not obtained this fund before.

Fund level: 1st level 80,000 yuan

2nd level 50,000yuan

Tip:

Some expenditure policies: you could spend this fund on equipments, lab materials, publications, conference and business trips. As for the labor cost, you could pay for your collaborators (who do not have salary income, eg. students) and temporary employees. The total amount that can be spent on labour cost must not exceed 30% of the entire grant. Papers accepted for publication that have been sponsored by the Postdoc Scientific Research Fund must acknowledge that the project was funded by "the China Postdoctoral Science Foundation".

- Special fund program

Open time: once a year, in Spring

Eligibility: the postdocs who have worked at KIAA over four months,

Or crucial member working in the "863" 973" projects

Or awarded by national level unit/ provincial level unit

Or other excellent research performance

Fund level: 150,000yuan

Tip:

The unit, postdoc≤15, only could recommend one candidate for this program.

The expenditure of this fund should obey the regulations of Postdoc Scientific Fund and PKU relevant regulations.

For more updated information, please see the emails from KIAA's science secretary before application.

3. Business travel

1) short term visit (≤one week)

a. Submit your request to the Director **at least one month before** the planned departure date.

Documents including:

- the application form,
- the invitation letter which with signature, purpose of the visit, visiting dates and the financial support statement (travel and accommodation expenses) etc.

- b. Signed by the Director,
- c. Signed by the dean of School of Physics,
- d. Signed and sealed by the director of the postdoc Offices
- e. Approved by the Office of Intentional Cooperation

After obtaining the approval of these four parts, you could leave for your trip.

2) long-term absence(1-2 weeks or longer)

- the application form,
- the invitation letter which with signature, purpose of the visit, visiting dates and the financial support statement (travel and accommodation expenses) etc.
- a written request to the Director (email is OK) justifying why such the visit is essential to your research (plus an outline of activities planned for the visit, accompanied by supporting documents if any and the financial support related to the visit. Provide the award (offer) letter specifying the terms of the award/offer if any.)

Tips:

PKU Postdoc Business Trip Regulations (from *PKU Faculty Handbook*(P115))

- 1) Each business trip in the appointment period should \leq three months.
- 2) If the business trip \geq one month, the second month postdoc salary will be cut 800 yuan until the postdoc formally come back to work.
- 3) If the postdoc takes the business trip without the approval of the Head of his/her affiliation the relevant bureaus and the director of the postdoc Offices, the trip days will be considered as absence. PKU will stop paying the salary and won't reimburse any cost of his/her trip..
- 4) If the postdoc return to work three months later than the proposed date, he/she will be fired automatically.

Chapter 8 Mid-term evaluation

According to the *Scientific Research Agreement of Postdoctoral Fellow* **before the 15th of the 12th month** starting postdoc position, postdoc should be taken into the Mid-term evaluation.

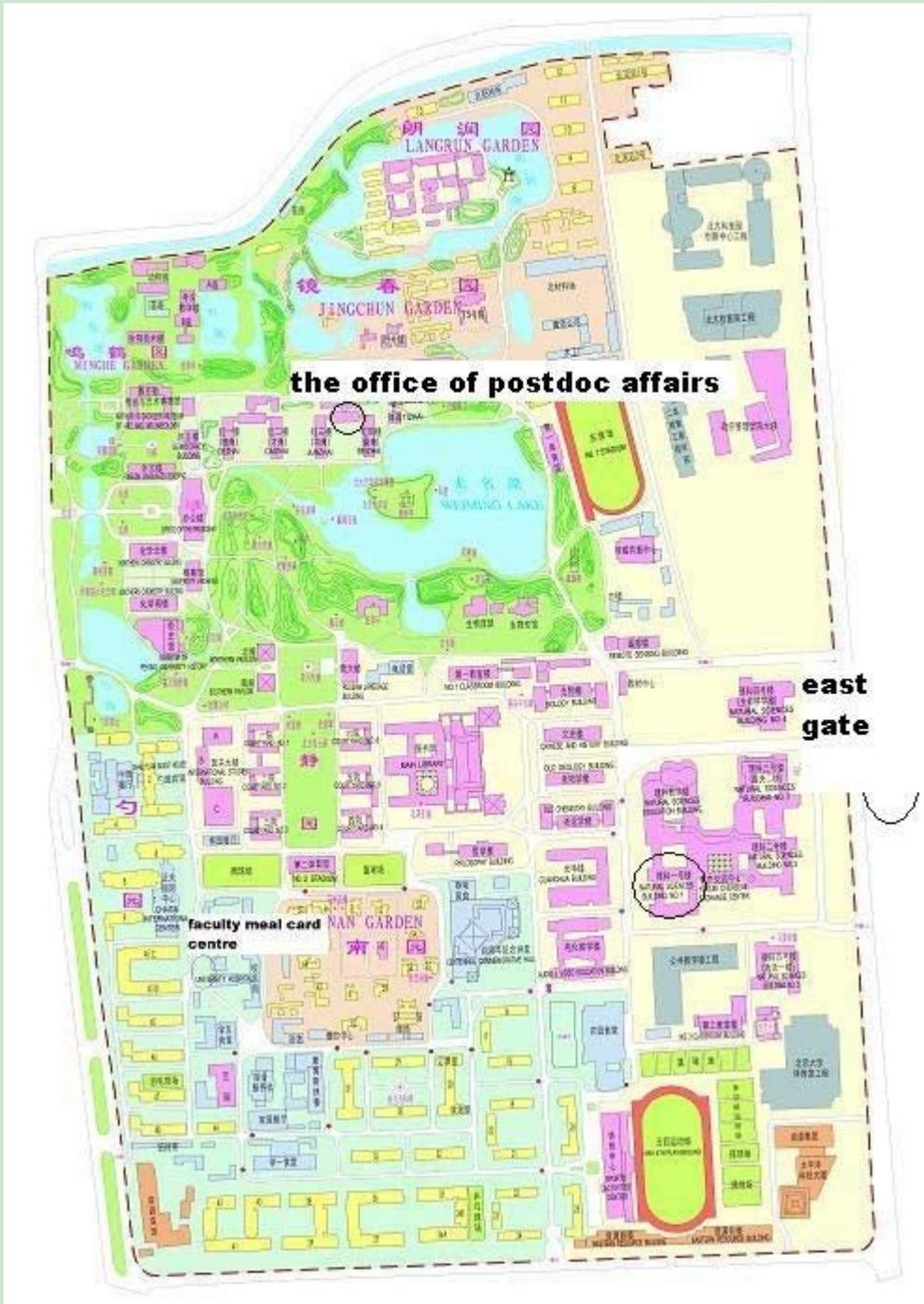
The result of the evaluation tightly relates to your next year's salary. If your evaluation won't be held on time, your salary will be cut 800 yuan from the 13th month of your appointment. So organize your evaluation early. We suggest you start to organize your mid-term evaluation before the 15th of the 11th month after starting position. You could ask details from the administrative staffs.

Chapter 9 Leave position and Final evaluation

According to the *Scientific Research Agreement of Postdoctoral Fellow* **before the 10th of the 23th month** starting postdoc position, postdoc should be taken into the Final Evaluation.

The review board should consist at least five reviewers. At least one of the five is not from PKU. So prepare your proposal and other documents at least **three months** prior your contract expiration.

Appendix Report duty day stops



Instructions to check you salary

1 ,Please click www.pku.edu.cn ,choose Portal



2, log in



The screenshot shows the Peking University Portal website. The browser tab is titled "北京大学校内信息门户". The navigation bar includes "您好, 请登录" (highlighted with a blue circle), "北大主页", "网络服务", "北大邮箱", "图书馆", and "新闻网". The main banner features the Peking University logo and the text "北京大学校内信息门户" and "Portal of Peking University". Below the banner, there are two columns of news items:

学校公告	更多	学校动态
2015年11月5日校领导接待日安排通知	10-28	“北大学子天津行”第二期活动成功举办
关于开展2015年度党风廉政建设责任制贯彻落实情况暨“三...	10-28	俞敏洪回母校招聘毕业生, 启动北大20...
关于印发《北京大学教职工处分暂行规定》的通知	10-23	学生服务总队举办第七届“薪火相传北...
2015北京大学“大学堂”顶尖学者讲学计划: 莱斯利·兰伯特	10-23	未名BBS 15周年进站图片展亮相 为首...
关于开展无偿献血活动的通知	10-23	北京大学召开安全管理业务工作会议

- 3, input your ID No. and Password.
The initial password is your birthday,like 19880213.



The image shows a user login interface for Fudan University. On the left is a decorative image of a traditional Chinese building with the characters '复旦大学' (Fudan University) in calligraphy. The main area is a grey box containing the following elements:

- FA 用户登录**: The title of the login page, with 'FA' in a red square logo and '用户登录' in black text.
- Campus card NO.**: A text input field with a light green background. To its right is a red link labeled **账号说明** (Account Information).
- Password**: A text input field with a light green background. To its right is a red link labeled **忘记密码?** (Forgot Password?).
- 记住我的账号**: A checkbox with the text '记住我的账号' (Remember my account).
- 登录**: A red button with white text for logging in.

4,click Personal information

The screenshot shows the Peking University Portal of Peking University. The top navigation bar includes links for '刘树岩 [退出]', '修改密码', '我在北大', '首页', '北大主页', '网络服务', '北大邮箱', '图书馆', and '新闻'. Below this, there are English translations: 'change password', 'Internet services', 'PKU mailbox', and 'Library'. The main header features the Peking University logo and the text '北京大学校内信息门户' and 'Portal of Peking University'. A secondary navigation bar contains '个人信息', '业务办理', '公共查询', and '专题服务'. The '个人信息' menu is expanded, showing '校园卡余额(元)', '网络账号余额(元)', and 'PKU邮箱未读邮件'. The '校园卡余额(元)' item shows a balance of 22.92 [支付宝充值]. The '网络账号余额(元)' item shows 0 [网上缴费]. The 'PKU邮箱未读邮件' item shows NoAccount[查看]. Below this, there are sections for '近期课表信息' (with the note '本学期没有上课信息') and '图书借阅信息'.

刘树岩 [退出] 修改密码 我在北大 首页 北大主页 网络服务 北大邮箱 图书馆 新闻

change password Internet services PKU mailbox Library

北京大学校内信息门户
Portal of Peking University

个人信息 业务办理 公共查询 专题服务

消息

校园卡余额(元)	22.92 [支付宝充值]
网络账号余额(元)	0 [网上缴费]
PKU邮箱未读邮件	NoAccount[查看]

近期课表信息
本学期没有上课信息

图书借阅信息

5,click financial info--personal income



The screenshot shows a university portal interface. At the top, there are navigation tabs: 个人信息 (Personal Information), 业务办理 (Business Processing), 公共查询 (Public Query), and 专题服务 (Special Services). Below these, a sidebar menu on the left contains: 基本信息 (Basic Information), 教学信息 (Teaching Information), 财务信息 (Financial Information), and 个人日历 (Personal Calendar). The '财务信息' (Financial Information) menu item is circled in red, with a red arrow pointing to it and the text 'financial information' written below. The '个人收入' (Personal Income) sub-menu item is also circled in red, with a red arrow pointing to it and the text 'personal income' written above. The main content area displays a table of financial data:

个人收入	22.92 [支付宝充值]
个税统计	0 [网上缴费]
各类经费	NoAccount[查看]

Below the table, there is a section for 'PKU邮箱未读邮件' (PKU Email Unread Mail) and '近期课表信息' (Recent Class Schedule Information). At the bottom, it states '本学期没有上课信息' (No class information for this semester).

6,select the months you want to chek,and search.

select the months you want to check

search

说明：双击显示该笔发放的详细项目，更多

发放年月	批次	一月	七月		发放方式	发放小计	校发工资
合计		二月	八月	2011	2016	0.00	0.00
		三月	九月	2012	2017		
		四月	十月	2013	2018		
		五月	十一月	2014	2019		
		六月	十二月	2015	2020		

Yes

确定 取消

cancel

7,details of your salary

个人收入

201510 至 201510 查询 说明：双击显示该笔发放的详细项目，更多的财务信息服务，请访问<http://cw.pku.edu.cn>。

发放年月	批次号	发放项目	发放单位	发放方式	发放小计	校发工资	校发奖金、津贴、补贴等	校发其他	其他发放	代扣小计	个税	住房公积金	保险	其他	实发金额
合计 date		program			0.00	0.00 salary	0.00 rewards, allowance etc.	0.00 others	0.00	0.00	0.00	0.00	0.00 pension	0.00	0.00

public housing fund

tax

others

amount

8,log out



Instructions for registering a @PKU mailbox

Due to the unstable server of KIAA, we suggest you to register a NEW mailbox with the address @pku.edu.cn

It's very easy, here are some instructions,

Open the link: <https://its.pku.edu.cn>

You will get this page. Just do the same as when you try to connect the web as usual.

Input your user ID and password then sign in.

The screenshot shows the Peking University IT Service website. The header includes the university logo and the text "北京大学 网络服务 IT Service@Peking University". A navigation bar contains links for "首页", "上网指南", "网络安全", "常用设置", "使用规范", "常见问题", "网络服务", "网络导航", "下载专区", "用户管理", and "联系我们".

The main content area is titled "校园网公告" (Campus Network Announcements) and lists several notices with their dates:

- > 校园网出口路由器维护通知 2010.02.01
- > 校园网IPv6出口路由器维护通知 2010.01.28
- > 北京大学邮件系统维护升级通知 2010.01.25
- > 蓝旗营家属区网络升级改造施工通知 2009.12.28
- > 教职工校园网账号升级通知 2009.12.24
- > 新生可免费使用北大邮箱 2009.09.08
- > 更多...

On the right side, there is a "欢迎使用校园网 Sign in to PKU" section. It contains a login form with the following fields:

- 账号 User ID: 请输入校园网账号 (This field is circled in red in the image)
- 密码 Password: 密码
- Help: 使用证书 Based PKI
- 上网范围 IP Range:
 - 免费地址 CERNET Free IP
 - 收费地址 Global IP
- Buttons: 上网登录 Sign In, 邮件登录 Sign In
- E-mail: 4G 容量

Set up the account first,
You can set up your
main email name and
other names of the
box(as long as the
names are not used)

Settings, Click

我的网络

- 邮箱
 - 邮箱(点击进入)
- IP网关
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码

网络连接成功
Connect successfully

用户名: 天文所访问学者12
当前地址: 162.105.156.130
包月状态: 90元不限时包月
访问范围: 收费地址、免费地址
欠费断网: 是
当前连接: 1个
当前时间: 2010/04/21 14:20:53
账户余额: 1065.0 元

我的网络

- 邮箱
 - 邮箱(点击进入)
- IP网关
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码
 - 修改二次密码
 - 修改连网权限
 - 网费标准
- 反映网络问题
 - 反映问题
 - 查看给我的回复
 - 查看别人的问题

邮件设置

账号:	gtwsv12
姓名:	天文所访问学者12
邮件服务器:	mail.pku.edu.cn
主邮件地址:	<input type="text"/> @pku.edu.cn (必需) 收发邮件的主要地址
邮件别名1:	<input type="text"/> @pku.edu.cn (可选) 可接收邮件的其他地址
邮件别名2:	<input type="text"/> @pku.edu.cn (可选) 可接收邮件的其他地址
邮件转发:	<input type="text"/> (可选) 将邮件转发到这个地址

Save → 保存

email (required)

Forward to Address(optional)

After setting accounts, enter the mailbox, then page below will appear. First, update to an advanced version (the default version is standard), just click “Advanced Version” in the up right corner.

北京大學 网络服务 IT Service@Peking University 网上缴费

首页 我的网络 上网指南 网络安全 常用设置 使用规范 常见问题 网络服务 网络导航 下载专区 联系我们

2010年4月21日星期三 天文所访问学者12 pub 来自校内162.105.156.130 退出 Logout 退出并断网

我的网络

- 邮箱 (Enter mailbox)
- IP网天
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码
 - 修改二次密码

网络连接成功
Connect successfully

用户名:	天文所访问学者12
当前地址:	162.105.156.130
包月状态:	90元不限时包月
访问范围:	收费地址、免费地址
欠费断网:	是
当前连接:	1个
当前时间:	2010/04/21 14:20:53
账户余额:	1065.0 元

北京大學 PEKING UNIVERSITY

查找: 于 电子邮件 搜索

高级版本

您使用的是标准版本 关闭

天文所访问学者12 0 B / 4 GB

邮件 地址簿 日程管理 网络硬盘 设置 写信

刷新 写信 删除 移至... 移动 操作项 执行 垃圾邮件 查看: 按邮件 执行 0 of 0

发件人 主题 大小 收到日期

未找到任何结果。

刷新 写信 删除 移至... 移动 操作项 执行 垃圾邮件 查看: 按邮件 执行 0 of 0

Second, change the display language. Click the "Options"

The screenshot shows the email interface for '天文所访问学者12' (Visiting Scholar of the Institute of Space and Astronautics, Peking University). The top navigation bar includes '电子邮箱' (Email), '搜索' (Search), and '高级' (Advanced). The '选项' (Options) menu is highlighted with a red circle and an arrow pointing to it from the text above. Below the navigation bar, the '选项' (Options) menu is expanded, showing '保存' (Save) and '取消' (Cancel) buttons, with '保存' also circled in red and an arrow pointing to it from the text 'Save after settings'. The main content area displays the '登录选项' (Login Options) section, where the '语言' (Language) dropdown is set to '中文(中国)' (Chinese (China)), with an arrow pointing to it from the text 'Language'. Below this, the '搜索项' (Search Options) section shows '搜索设定值' (Search Settings) with checkboxes for '搜索时包括垃圾邮件夹' (Include the Junkmail) and '搜索时包括已删除文件夹' (Include the Deleted), both of which are unchecked. The '搜索语言' (Search Language) section has a checkbox for '在搜索导航条中显示高级搜索语言' (Show advanced search language in search navigation bar), which is also unchecked. The '其它' (Other) section at the bottom has a '设定值' (Setting) checkbox for '显示复选框以便快速选择列表中的项目(需要刷新)' (Show checkboxes to quickly select items in the list (requires refresh)), which is checked.

标准版本 帮助 退出

电子邮箱 搜索 高级

天文所访问学者12

文件夹

收件箱 聊天 已发送邮件 草稿箱 垃圾邮件 已删除

新建 收信 备份 删除 回复 全部回复 转发 垃圾邮件 查看

发件人 主题 文件夹 大小 收到日期

天文所访问学者12

选项 保存 取消

Save after settings

登录选项

登录时使用: 高级 (Ajax) 标准版本

主题: 湖水蓝

Language → 语言: 中文(中国)

默认时区: GMT +08:00 北京/重庆/香港/乌鲁木齐

搜索项

搜索设定值: 搜索时包括垃圾邮件夹 Include the Junkmail 搜索时包括已删除文件夹 Include the Deleted

搜索语言: 在搜索导航条中显示高级搜索语言

其它

设定值: 显示复选框以便快速选择列表中的项目(需要刷新)

Don't forget to save all your settings, the button is in the up left corner.

After this step, this PKU mailbox is under your command!

Next time, you can log in the box directly! Good luck~~

登录选项

登录时使用：
 高级 (Ajax)
 标准版本

主题：
Language 语言：
默认时区：

- 中文
- 中文 (中国)
- 中文 (香港)

搜索项

搜索设定值：

搜索语言：

其它

设定值：

- English
- Nederlands

ice@Peking University

网上缴费

设置 使用规范 常见问题 网络服务 网络导航 下载专区 用户管理 联系我们

公告

2010.02.01
2010.01.28
2010.01.25
2009.12.28
2009.12.24
2009.09.08



欢迎使用校园网
Sign in to PKU

账号 User ID

密码 Password

Help 使用证书 Based PKI

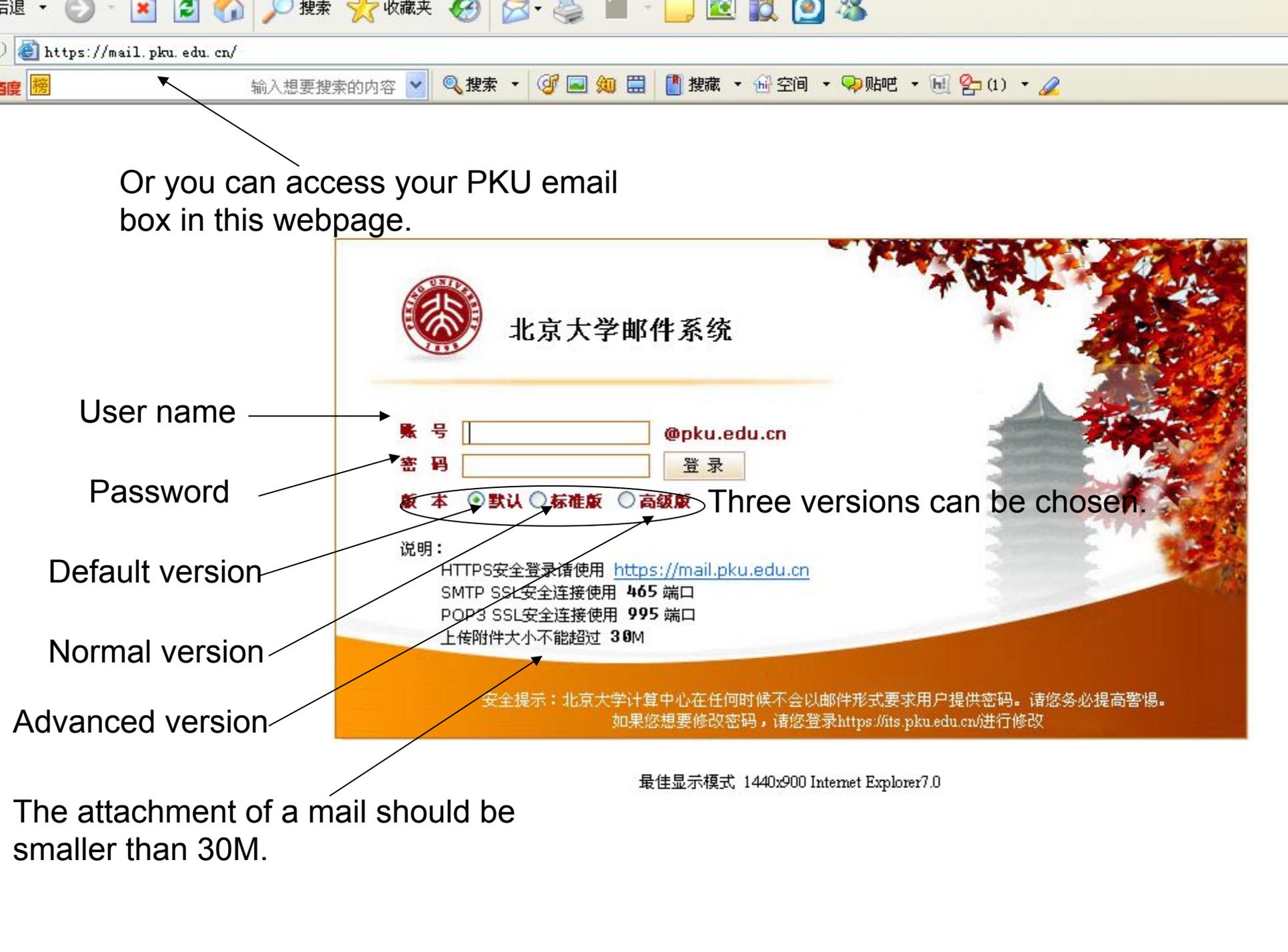
上网范围 IP Range:

免费地址 CERNET Free IP

收费地址 Global IP

上网登录 Sign In

E-mail: 4G 容量 **邮件登录 Sign In**



https://mail.pku.edu.cn/

输入想要搜索的内容

搜索 收藏 空间 贴吧 (1)

Or you can access your PKU email box in this webpage.



北京大学邮件系统

User name

账号 @pku.edu.cn

Password

密码

版本 默认 标准版 高级版

Three versions can be chosen.

Default version

说明：
HTTPS安全登录请使用 <https://mail.pku.edu.cn>
SMTP SSL安全连接使用 465 端口
POP3 SSL安全连接使用 995 端口
上传附件大小不能超过 30M

Normal version

Advanced version

安全提示：北京大学计算中心在任何时候不会以邮件形式要求用户提供密码。请您务必提高警惕。
如果您想要修改密码，请您登录<https://its.pku.edu.cn/>进行修改

最佳显示模式 1440x900 Internet Explorer7.0

The attachment of a mail should be smaller than 30M.