



# HOW TO APPLY ALUMNI PASS

## Contact Alumni Relations Team

[alumni@bcis.cn](mailto:alumni@bcis.cn)

With your full name and inform us which graduating class you belong to



## Read the disclaimer

Sign your name and email back to Alumni Relations Team

## Agree Code of Conduct in BCIS

Sign your name and email it back to Alumni Relations Team

## Your portrait photo

Send your portrait photo to Alumni Relations Team (white background, taken within 2 months)



## How long will it take to receive my alumni pass?

Once your materials are all ready, it takes 3 - 5 work days to produce, you will be informed to pick-up the card in person on campus.

## What else I should know?

Renew alumni pass every 3 years;  
Use school facility's during the week;  
Use Alumni Lounge (near ES lobby)