



华南师范大学
South China Normal University

国际学生管理手册 International Student Handbook

华南师范大学国际交流合作处
Office of International Exchange and Cooperation
South China Normal University
2018 年 8 月
August 2018

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I.外国留学生守则

International Student Codes

1.遵守中国政府的有关政策和法令；

Abide by the pertinent laws and regulations of the Chinese government;

2.遵守学校的规章制度；

Follow the regulations and rules of the university;

3.认真完成学校规定的学习任务；

Study hard and complete assignments conscientiously;

4.尊重学校的教师和工作人员；

Show respect for the faculty members and staff;

5.尊重中国人民的生活习惯；

Show respect for the customs and ways of daily life of the Chinese culture;

6.维护和增进各国同学之间的友谊和团结；

Maintain and promote friendship and unity among peoples from different countries;

7.禁止在中国进行传教活动，未经学校同意，不得在校内散发和张贴宣传品；

Any religious missionary work is strictly prohibited by the Chinese government. Distributing or posting publicity materials on campus without approval from the administrative office of the university is prohibited.

8.凡卖淫、嫖娼、吸毒者，一律开除学籍。

Prostitution, visiting prostitutes and drugs are forbidden. Violation of the aforementioned items is grounds for expulsion from the university.

9.留学生如有违法行为，公安机关将按照中国的有关法律处理，学校也将给予相应的处分。

Violations of Chinese law will be subjected to both criminal judiciary and SCNU's student conduct processes. Violations of university regulations will be subjected to SCNU's student conduct process.

II. 学期安排

Academic Schedule

华南师范大学一年分为春季和秋季两个学期，每学期约 18-20 周，其中最后两周为复习考试时间。每年 9 月初是新学年的开始，也是秋季学期的开始，春季学期一般从 2 月底或 3 月初开始。

学校每年 7 月开始放暑假，约 8 周。寒假是根据中国的春节安排的，由于每年春节的具体日期不同，所以寒假的日期也不确定，通常是春节前 10 天左右开始，春节后 10 天结束，约 4 周时间。

汉语进修生暑假期间还开班，需要另外交费，具体安排请阅国际文化学院的招生简章及有关招收留学生的资料。

1. One academic year consists of two semesters, that is, the spring semester and the fall semester, Each semester usually has 18-20 weeks, of which the last two weeks are for examinations.
2. The fall semester starts at the beginning of September. The spring semester starts at the end of February to early March.
3. The summer vacation lasts from early July to the end of August, lasting about 8 weeks.
4. The winter vacation usually starts from late January to late February, lasting about 4 weeks.
5. There are Chinese language and culture immersion classes for international students during the summer vacation at an additional

fee. For further information, please contact the College of International Culture.

III.外国留学生报到注册须知

Registration

1. 我校新学年约 9 月初开学，新生持《外国留学人员来华签证申请表》和《录取通知书》按期到国际交流合作处或国际文化学院报到。各院系的学生到国际交流合作处报到后，领取“留学生报到通知单”，持通知单到所属院系报到，并根据学院的安排办理报到手续、选课和学习。学习汉语国际教育专业硕士专业、汉语言专业和非学历语言班的自费生直接到国际文化学院报到。

The fall semester starts in early September. Upon arriving at SCNU, newly enrolled students should register at the Office of International Exchange and Cooperation or the College of International Culture within the period designated in the Admission Notice. For registration, the student should submit their Admission Notice, their Visa application form JW202 and passport. After registering at Office of International Exchange and Cooperation, new Degree program students will receive an “International Student Enrollment Notice”. With this notice, students should register and go through necessary formalities at their school or department of study. Self-funded students studying for Master of Teaching Chinese to Speakers of Other Languages, undergraduate program or non-degree program of Chinese Language should register directly at College of International Culture.

2. 新生报到应持 X1 签证（即学生签证）或持 X2 签证（即短期来

华学生签证) 办理入学手续。持 X1 签证的新生应在来华 30 天内到广州市天河区政务服务中心申办公居留许可。超过规定的时间, 将被处以罚款。持 X2 签证的学生必须于签证有效期满一个月前申请签证延期或办理居留许可。此外, 所有留学生到校后 24 小时内需到当地派出所办理登记手续。(具体办理方式和地点请参考““签证和居留许可”栏目<P29>和“居留证件办理手续” 栏目<P44>)

The new students should present their X1 Visa or X2 Visa when registering. Those with an X1 Visa should also apply to **Civil Service Center of Tianhe District, Guangzhou** for residence permit within 30 days of their arrival to China. Failure to do so will be subjected to penalty of a fine. Those with an X2 Visa should apply for Visa extension or residence permit one month before the Visa expires. In addition, all new international students should register at the local police station within 24 hours after their arrival. (Please refer to the “Visa and Residence Permit” section (P29) and the “Visa and Residence Permit Application” section<P44> for detailed information.)

3.留学生报到时, 需到指定医院接受体检, 费用自理。体检不符合中国卫生检疫法规定健康标准者, 应立即离境, 一切费用自理。(体检办理详情请参考“综合服务指南-**办理身体检查**”栏目<P47>)

The new international students should complete a medical examination at the designated hospital upon arrival. There is a fee for this procedure that is the responsibility of the student. Registration will be denied to those whose health condition cannot meet the requirements of China's quarantine laws and regulations. (Please refer to the “Service Guide-Health Examination” section<P47> for detailed information of medical examination)

4.凡在我校学习的留学生，必须自每学期开学之日起一个月内到国际交流合作处留学生管理办公室及所属院系办理报到注册手续，因故不能按时注册者，需提前请假，无故不按时注册者，按自动退学处理，学校按规定注销其学籍，已交学费不退。

International students who fail to register at the International Student Administration Division of the Office of International Exchange and Cooperation and at the corresponding school within one month of the start of the new semester, without any prior written explanation by mail or by fax, will be regarded as giving up the student status. The tuition fees will not be refunded.

IV. 费用事宜

Fees & Finance

1. 学费。

语言生	课程	学习时间	学费(人民币:元/年)
	初级汉语 中级汉语 高级汉语	一个月	3000
		两个月	5500
		三个月	7300
		一学期	8600
		一学年	16300

学位生(含普通进修生和高级进修生)	类型	学位	学费(人民币)
	人文社会学科	学士学位	17000 (艺术类除外)
		硕士学位	19000 (艺术类除外)
		博士学位	25000

	理工科	学士学位	18000
		硕士学位	20000
		博士学位	25000
	艺术类专业（美术和音乐）	学士学位	22000
		硕士学位	23000
	英文授课专业	学士学位	26000
注：华南师范大学保留每年修改收费标准的权利。			

1.Tuition

Tuition Fees for Chinese Language Programs	Course types	Duration	Tuition fee(RMB Yuan per academic year)
	Elementary/ Intermediate/ Advanced	1 month	3000
		2 months	5500
		3 months	7300
		1 semester	8600
		1 year	16300

Tuition Fees for Degree Programs	Program types	Lead to Degrees	Tuition((RMB Yuan per academic year))
	Social Science	Bachelor	17000(Except Fine Arts and Music)
		Master	19000(Except Fine Arts and Music)
		Doctor	25000
	Engineering and Technology	Bachelor	18000
		Master	20000
		Doctor	25000
	Fine Arts and Music	Bachelor	22000
		Master	23000
	Programs taught in English	Bachelor	26000
Notice: Fees are subject to change each year.			

2. 其他有关费用 Other Fees

- (1) 报名申请费: 人民币 420 元。
- (2) 办理居留证等费用(按标准收费, 约 800 元/年)
- (3) 书本费(根据定价收费, 约 400 元/年)
- (4) 保险费:每人每年 600 元 (每人每学期 300 元)

Other Fees:

- (1) Application fees: RMB 420 Yuan

(2) Fees for the Residence Permit (Subject to the fee standard, about RMB 800 Yuan/year)

(3) Fees for books(Subject to the changes of book prices, about RMB 400 Yuan/year)

(4) Insurance fee: RMB 600 Yuan per year (RMB 300 Yuan per semester)

3.交费要求 Fee Payment Requirements

自费生收费办法, 自费生在入学报到后 10 天内交纳学费和相关费用。

Self-funded students must pay tuition and application fees within ten days after registration.

(1) 学习非学历汉语课程、汉语言专业的本科生以及汉语国际教育专业硕士专业的同学请按国际文化学院的要求交纳费用。

Students studying Chinese language programs, Chinese Language undergraduate program or Master Program of Teaching Chinese as Foreign Language program must pay the fees as required by College of International Cultures.

(2) 学习和进修其他专业的同学, 请到中国工商银行办理交费手续后, 把汇款票据交留学生管理科, 同时领取学费收据。交纳学费账号信息如下:

学费缴纳账号: 3602008109000326883

户名: 华南师范大学

开户行: 中国工商银行广州市高新区支行

Students studying other degree programs should submit their fee payment to the following bank account through the Industrial and Commercial Bank of China and take back the payment note to International Student Administration Section for confirmation and a

tuition receipt from the financial department:

Account Number for paying tuition: 3602008109000326883

Account Name: South China Normal University

Account Bank: The Industrial and Commercial Bank of China (Gongshang
Yinhang), Gaoxin Branch, Guangzhou City

保险购买：请登录 <http://www.lxbx.net> 网上交纳保险费。

Please pay for the insurance premium online through the insurance
company's website: <http://www.lxbx.net>

(3) 学习期限超过一学期而不足一学年者，学费和保险费按一年标准交纳。学习期限为一学期或不足一学期者，学费和保险费按一学期标准交纳。

Those who study for less than one semester will pay tuition and insurance fee for the entire semester; those who study for more than one semester but less than a full academic year will pay tuition and insurance fee for the entire academic year.

(4) 留学生应该在学校规定时间内按时足额交纳学费。新生必须报到时一次性付清一年的学费。老生可选择按学期付学费，标准为全年学费的二分之一。不按规定时间交费者不予注册。

International students should pay the tuition fees in the full amount within the specified time. New students should pay the entire academic year's tuition fees at registration. Returning students can pay tuition fees by semester, which is half of the tuition fees of the academic year. Those who fail to pay tuition on time will be denied registration.

(5) 攻读学位的留学生经批准提前毕业，必须按规定的学制年限交纳学费。学位生因个人原因未能按时毕业的，延长学籍期间需交纳学费。

Degree students can graduate in advance after receiving the approval; however, they must still pay tuition fees according to the period of the program. Those who are not able to graduate on schedule due to personal reasons should pay the tuition for the extended study period.

4.退费规定 Regulations for Refund

根据有关规定【粤价 2007186 号】，学生注册交费后未入读的，退还学费、住宿费的 90%；学生经批准转学、中途死亡或因病休学、退学的，所交学费、住宿费按实际在校时间计算清退，即清退标准 = 每学年学费、住宿费标准 ÷ 10 个月 × (10 - 学生实际在校月数)

* 从正式向财务处提交申请当天计算，未满一个月按一个月计算。

* 凡申请退费者，必须交回原始收据，否则不予办理退款手续。

Regulation for refund: The following regulation for refund is based on the official document “Yuejia NO. 2007186” from the local administration of commodity prices. Students who paid tuition and housing fees after registration but withdraw from their program before the start of classes can apply for a 90% refund of their tuition and housing fees. Those who transfer with approval, die, suspend their studies or withdraw due to illness can apply for a refund of tuition and housing fees paid as per the following formula:

Refund = (Annual fees ÷ 10 months) × (10 months - # of months already completed)* The end point of the calculation of the “# of months already completed” will be taken as the month when students submit the

official application for refund to the SCNU financial office. Therefore, even if the student submits the application at the beginning of the month, that month will be included into the months that the student attends school.

*Those who apply for the refund must return the original receipt of the payment. Otherwise, the refund application will be rejected.

5.生活补贴领取 Scholarship and Living Allowance

凡是领取生活费的公费生和交换生，带上护照以及护照复印件到学校石牌校区内的中国建设银行开一个新的账户并按规定时间提交财务办公室。报到后第二个月起，每月的生活补贴将由学校财务处统一转到学生所交建设银行账号。一次性安置费将一起转入学生银行账号。

关于奖学金详情，请浏览下列网站查询：

中国政府奖学金：<http://en.csc.edu.cn/laihua>

孔子学院奖学金：<http://cis.chinese.cn>

交换学生的每月生活补贴标准根据两校协议发放。

Students who are granted living allowance every month should take his or her passport and its copy to the China Construction Bank on Shipai campus to open a new account and submit the account information to the financial office on the 1st floor of International Housing before the deadline in the to-do checklist the student will get when register. The SCNU Finance Office will release money into student's new account every month from the second month after his/her registration. The one-off settlement subsidy will be also transferred to the student's bank account.

*Please refer to the following website for the details of scholarship:

Chinese Government Scholarship: <http://en.csc.edu.cn/laihua>

Confucius Institute Scholarship: <http://cis.chinese.cn>

*The monthly life allowance for exchange students is subject to the

exchange agreement between two institutions.

V. 外国留学生教学管理规定

Class Attendance and Discipline

1.学习年限 Duration of Years for the Study

研究生（包括硕士、博士）在校学习期限为三年，本科生在校学习期限为四年，进修生和研究学者的学习期限一般为半年或一年。

留学生可根据学业情况申请提前毕业或延长毕业。本科生在校学习期限可延长至八年，硕士研究生的学习期限可延长至六年，博士研究生的学习期限可延长至八年，进修生可根据其本人的情况而定。

The duration for graduate programs (both the Master Program and the Doctoral Program) is 3 years and the duration of the undergraduate program is 4 years. The duration of the program for advanced study or research is 6 months or one year.

International students can apply to graduate earlier or later than the fixed number of years. The study period for Undergraduate Programs, Master Programs and Doctoral Programs can be extended up to 8 years, 6years and 8 years respectively. The study period for non-degree programs can be decided based on personal circumstances.

2.课程安排和学分要求 Courses and Credits

留学生入学后原则上和中国学生合班上课，毕业要求与中国学生基本相同，所以留学生入学后应尽快了解所修读项目对学分、课程和培养方案的要求，具体规定请阅读华南师范大学学生手册（本科生手册和研究生手册）。教学管理还可以根据教育部、外交部、公安部第四

十二号令的文件精神执行，留学生在确保质量的前提下，可以适当调整必修课和选修课；政治理论应当作为学习哲学和政治学专业的外国留学生的必修课，其他专业的外国留学生可以申请免修。

本科生、硕士研究生、博士研究生修业期满，完成专业计划规定的各项学习任务，成绩合格者，发给毕业证书；达到了《华南师范大学学位条例》的学生授予相应学位。本科生在学校规定年限内，修完教育教学计划规定内容，未达到毕业要求，准予结业，由学校发给结业证书。研究生按培养方案要求完成教学环节，学位课程全部考试合格，选修课程考查合格，未完成毕业论文或者未通过毕业论文答辩的，准予结业，由学校发给结业证书。普通进修生、高级进修生完成进修计划者，发给进修证书。凡学满一学年以上退学的学生，发给肄业证书，证书上注明学习年限。

Since international students study with Chinese students, they should also be informed of the details regarding required courses and credits, all of which can be found in the “Handbook for Undergraduates” and the Handbook for Graduates”. The teaching management is carried out according to the decree issued by China’s Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security. The required courses and elective courses can be adjusted on condition that the teaching quality is ensured. Political Theory is a required course for international students who major in philosophy and political study.

A “Certificate of Graduation” will be awarded to undergraduate and graduate students who have completed all their required courses, accumulated sufficient credits and have passed all their examinations in due time. A degree will be conferred to those who meet the degree requirements stated in “The Regulations on Academic Degree of South China Normal University”. Undergraduates who have completed all the

prescribed courses in due time but fail to meet the graduation requirements will be given a “Certificate of Completing Study”. Graduates who have completed all the prescribed courses and passed all the course exams and evaluation in due time but fail to finish the dissertation or pass the defense will be given a “Certificate of Completing Study”. Students who withdraw after one academic year of study at SCNU will receive a certificate of study according to their study periods.

3. 学历生学籍身份信息管理

Personal Information Management of the Degree Program Students

为了规范管理留学生的个人基本信息，学历生入学后一个月内填写《华南师范大学外国留学生（学位生）信息表》复核报名时的信息。复核后原则上不得更改，因护照信息被依法变更的同学需要更改时需填写《华南师范大学普通全日制留学生个人信息更改申请表》依次送国际交流合作处、所属院系和教务处/研究生处进行修改登记。受理时间为每学期开学后一个月内，修改申请最后不得晚于毕业前半年，逾期不受理。如未按照以上办法登记而擅自修改信息者，后果自负。

Degree Program Students must complete the “Information Form for SCNU Degree Program Students” form to check and confirm their registered personal information. Once confirmed, the information should not be modified unless passport information has been changed as required by law. When applying to modify the information, students need to submit the “Application Form for Modifying the Personal Information of SCNU International Student” to Office of International Exchange and Cooperation, corresponding school of study, and Teaching Affairs Office/Graduate School for permission and a registration update. Applicants may apply one month after each semester begins, but

applications are not acceptable within six months prior to graduation. Applications will not be accepted beyond the aforementioned time limit. Students who fail to apply and update the registered personal information on time risk their information on their degree not matching with their passport and/or other personal legal documents.

4.请假和考勤 Attendance

(1)外国留学生应勤奋学习，努力完成学习任务。

International students should work hard and complete all the tasks.

(2)外国留学生应自觉遵守学习纪律，按时上课，认真听讲。上课时间不得随便出入教室、吸烟和吃零食。

International students should be self-disciplined, attend classes in accordance with the timetable. It's prohibited to exit and enter the classroom at will during class. Eating and smoking are not allowed in class.

(3)外国留学生因病、因事请假，应事先办理请假手续，凡未经请假或者超假者，一律按旷课论处。因病请假，需要医生证明。学习语言的留学生请假，由学生本人提出申请报告，经国际文化学院负责人批准方为有效。其它专业的留学生请按照中国学生的请假规定执行，并报国际交流合作处留学生办公室备案。

International students should request leave in case of either illness or private affairs. Absences from school without requesting for leave, arriving late to and leaving early from classes without reasons are not permitted. In case of absence from class due to illness, a certain certificate from the doctor must be presented to the teacher. Language students should apply for a leave from the College of International Culture. Degree program students should apply directly to the schools where they study, and report to the Office of International Exchange and Cooperation.

(4)留学生享受我国的节假日及学校的寒暑假。逢留学生本国的重大节日，留学生可以向所属院系申请放假 1-2 天，并报国际交流合作处备案。

International students can enjoy Chinese public holidays, summer and the winter holidays. For public holidays in their home countries, they can apply to the corresponding school for one or two days off and report to the Office of International Exchange and Cooperation after they get approval.

(5)凡未经请假而缺课者，以旷课论处。一学期内旷课、缺课累计达到一定学时者，给予纪律处分，情节严重者，按自动退学处理。学习汉语言以外专业的留学生每学期旷课累计超过 50 节（含 50 节）者，应予退学。在国际文化学院学习的留学生遵照学院考勤制度执行。全英授课专业的留学生按照全英授课专业考勤管理办法执行。

The student who is absent from class without prior approval will be considered as skipping class and will be punished according to the school's regulations. Degree program students (except for the Chinese Language Program) who are absent for over 50 or more class hours will be expelled from SCNU. Students studying at College of International Culture shall abide by the regulation of the college. Students studying the programs taught in English shall abide by the program regulation.

(6)为保证正常的教学秩序，学习期间不得请假旅游。

Taking a leave to go travelling is not permitted.

(7)每学期初，未经请假不按时报到者，按旷课处理。

At the beginning of every semester, those who fail to register on time without asking for a leave beforehand will be considered as skipping class.

(8)留学生在校期间不得私自谋职。但可以参加学校的勤工助学活动。

International students are not permitted to work or take part-time jobs, but they can work as student staff as assigned by SCNU.

(9)留学生校外教研活动；留学生因教学培养的需要赴外地从事调研或搜集资料活动时，参照中国学生的相关规定执行，具体先向院系提出申请，报导师和院系批准，同时报国际交流合作处备案。

Students who need to travel off campus to do research or collect information as per their program requirements, should submit an application to the corresponding school to get the approval from the supervisors and the administration office of the corresponding school, and then report to the Office of International Exchange and Cooperation.

5.休学 Suspension of Schooling

(1) 自费留学生因病、因事一段时间内不能继续在华学习者，学生本人持书面申请或医生证明，到所属院系申请办理休学手续，并经国际交流合作处和教务处同意后，办理签证或居留许可变更手续和离校手续，并发给休学证明。

If a self-funded student cannot continue their studies because of illness or personal reasons, they should apply to their corresponding school for the suspension of schooling with the written application form or the doctor's diagnosis. With the approval of the Office of International Exchange and Cooperation and Teaching Affairs Office, the student should apply for the change of the Visa and Residence Permit, and go through necessary formalities before leaving school. They will then receive a certificate for the suspension of schooling.

(2) 休学期限最长为一年（因服兵役而休学的自费留学生，在本校学习不满两年者不能休学，学满两年后，经本人提供相关证明，国际交流合作处确认后，最长可休学三年）。留学生在校期间休学只限一

次。

The maximum duration for the suspension of studies is one year. Self-funded students who suspend studies because of military service can apply for suspension of studies only under the following conditions: the student must have studied at SCNU for at least two years and they must present a certificate of military recruit. With the approval from the Office of International Exchange and Cooperation, they can suspend their studies for a maximum of three years. The student may only suspend schooling once during the study.

(3) 留学生休学前所获学分，自休学之日起保留一年（因服兵役而休学者可保留三年）。

Completed credits can be held for up to one year after a student suspends their studies (Credits can be held for up to three years for those who suspend schooling because of military service).

(4) 自费生申请休学时所在学期学费一律不退，下学期学费可在复学时延用。

Tuition will not be refunded to students who suspends their studies in the middle of the semester. The remaining tuition for the next one full semester, if which has been paid, will also be held and used when the student returns.

(5) 中国政府奖学金生（非自主招生项目）因病申请休学，须持医院证明和驻华使馆同意函，向国际交流合作处提出申请，由国际交流合作处报国家留学基金委批准。因事不允许休学。奖学金生休学期间，奖学金停发。复学时由学生本人申请，经学校报送国家留学基金委批准后，方可继续享受奖学金。

For Chinese Government Scholarship students(not University Program students) to apply for a suspension of studies due to illness, they

must present a doctor's certificate and the approval from their country's embassy in China to the Office of International Exchange and Cooperation. The Office of International Exchange and Cooperation submits the suspension request to the China Scholarship Council for approval. Application for suspension due to personal affairs will not be approved. The Scholarship will be suspended during the time of the student's suspension of studies. When the student returns to SCNU, they can reactivate the scholarship status by applying to the China Scholarship Council through the Office of International Exchange and Cooperation.

(6) 休学者凭休学证明按规定时间复学。因病休学者, 申请复学时需出示康复证明, 经核实身体健康情况后方可复学。

Students should resume their studies within the designated time. The student need to present the certificate of recovery for verification in order to resume study.

(7) 休学者来华复学前提前 3 个月向国际交流合作处申请办理 X1 签证相关手续。

To return to SCNU after a suspension of studies, students should apply at least three months in advance to the Office of International Exchange and Cooperation for necessary documents to apply for an X1 Visa to enter China.

(8) 延长学籍 Extend Study Period

留学生因故未能按时毕业者, 需填写《华南师范大学普通全日制学生延长学习年限申请书》提交所属院系和教务处/研究生处审批, 同时抄送国际交流合作处备案, 延长学籍期间的签证或居留许可手续凭已经批准的申请书到国际交流合作处申请办理。

Students who are not able to graduate on time should extend their

study period by filling submitting an “Application Form for SCNU Full-time Degree Program Students to Extend Study Period”. This form must also be submitted to the corresponding school and Teaching Affairs Office (for undergraduate)/Graduate School(for postgraduate). A copy of the approved application should be sent to and filed by the Office of International Exchange and Cooperation so that the necessary documents for Visa or Residence Permit renewal can be processed.

6.退学 Program Withdrawal

(1) 留学生因故退学，应向所属院系提出书面申请，经国际交流合作处和教务处/研究生院批准后办理离校手续，并在两周内离校。

Student intending to withdraw from their program of study must submit a written application to the corresponding school, Office of International Exchange and Cooperation, and Teaching Affairs Office (for undergraduate)/Graduate School(for postgraduate). The student should leave SCNU within two weeks after he/she receives approvals and completes all the formalities.

(2) 如有退费问题，按退费的有关规定执行。

Regarding any refund issue, please refer to the above-mentioned refund regulations.

7.离校 Leaving School

(1) 留学生在转学、休学、退学、毕业或结业时，应于两周内离校，离校前须到所属院系和国际交流合作处、教务处/研究生院、图书馆以及公寓办理以下手续：

到留学生管理办公室领取并填写《离校通知单》，按通知单上的顺序依次到相关部门办理离校手续。办理前需提前结清费用，交还应交

回的物品、图书。

Students who are transferring to another university, suspending their studies, withdrawing from their program of study, graduating from SCNU, or facing expulsion must leave SCNU within two weeks of the decision. They are required to complete the necessary formalities with corresponding school, Office of International Exchange and Cooperation, Teaching Affairs Office/Graduate School, Library and Housing Department etc.

Student should obtain a checklist for leaving SCNU from the International Student Administration Office of the Office of International Exchange and Cooperation and complete all the listed items, including paying all remaining costs and returning all items and borrowed books.

(2) 转学的奖学金生应于开学前一星期离校, 9 月份起的生活费在接收院校领取。

Chinese Government Scholarship students who are approved by China Scholarship Council to transfer should leave SCNU by one week before the new semester begins. The living allowance starting from September will be given by the host university.

8. 奖学金生的专业变更、转学和学习期限的延长

Change of Major, Transfer to another University, and the Extension of Study Period

(1) 奖学金生来华后原则上不得变更专业、转学和延长学习期限。未经批准而自行变更专业、转学或延长学习期限者, 将被取消享受奖学金的资格。

Chinese Government Scholarship students cannot change their major, transfer to another university, or extend the study period. Scholarships

will be terminated for those who change their major, transfer to another university, or extend the study period without approval.

(2) 如因特殊原因确需调整学习专业，学生本人须向国际交流合作处提出书面申请。经学校相关部门和留学基金委核准同意后才能转专业。

Those who require a change of major for special reasons must submit a written application to Office of International Exchange and Cooperation and the China Scholarship Council for final approval.

(3) 奖学金生因特殊原因申请转学的，须向国际交流合作处提出申请并提供以下材料：学生本人书面申请；《中国政府奖学金生同意转出函》；《中国政府奖学金生同意转入函》；非自主项目招收的学生需提供本国驻华使馆同意函（以上材料均由转出院校通过“中国政府奖学金来华留学管理信息系统”提交）。最后经留学基金委核准同意后才能转学。

Students requiring a transfer to another university must first apply to the Office of International Exchange and Cooperation and submit the documents including an application statement, the “Approval Letter for the Chinese Government Scholarship Student to Transfer Out” by the current host university and the “Approval Letter for the Chinese Government Scholarship Student to Transfer In” by the receiving university. Non University Program students should also provide the permission letter by the embassy of their home country in China or the Chinese Embassy in their own countries. All the aforementioned documents will be sent by the Office of International Exchange and Cooperation to China Scholarship Council for final approval.

(4) 如因特殊原因需延长奖学金期限继续在华学习的，每年初由本人向本国派遣部门申请并获得新一学年度的奖学金名额后才能继续

在华学习。对于未被纳入新学年奖学金名额的留学生，可通过国际交流合作处提出申请。申请时需提交下述材料：

- ① 《中国政府奖学金生延长奖学金期限申请表》
- ② 在学期间的成绩单
- ③ 导师对学生行为表现的评价意见和延期意见
- ④ 其所在国驻华大使馆关于该生申请延长的同意函（函中须明确说明申请人未被纳入中国政府向该国提供的中国政府奖学金计划名额内，自主招生项目学生除外）

延期申请和上述材料须在 4 月 30 日前的工作日内提交，否则不予受理。申请经学校审核同意后再报留学基金委核准，得到批复后才能延期。博士研究生未完成学业延长只能申请延长一次，时间不超过一学年。

Students who need to extend their study period must first apply to the dispatching authority in their own countries at the beginning of the year for the scholarship for next academic year. Postgraduates miss the time period in the previous step may still apply through the Office of International Exchange and Cooperation by providing the following documents.

- ① “Application Form for Extending the Scholarship Status”
- ② Transcripts for study period at SCNU
- ③ A reference letter from the student’s supervisor about their performance and need for an extension of study period
- ④ The permission letter of extension from the embassy of the student’s country in China. The letter should mention the fact that the applicant is not included in the scholarship quotas provided by the Chinese government. The students admitted through the Chinese University Program is not required to provide this document.

The application and the documents listed above should be submitted to the Office of International Exchange and Cooperation by the last business day in April. After verification, the Office of International Exchange and Cooperation will submit the application and all the documents to China Scholarship Council for final approval. Postgraduates studying the doctoral program may only apply for one extension, which can last up to one year.

(5) 对于未参加奖学金年度评审或评审未通过的学生，奖学金期限不予延长。

Chinese Scholarship students who do not pass or complete their annual review cannot apply for extension of their scholarship status.

9. 中国政府奖学金年度评审

Annual Review of Chinese Government Scholarship Status

(1) 根据中国国家留学基金管理委员会和国家汉办/孔子学院总部的规定，在华学习一年以上享受奖学金的留学生均应接受年度评审。评审内容包括：学习态度、考绩考勤、行为表现、奖惩情况等。

As per the regulations set by the China Scholarship Council and the Hanban/Confucius Institute Headquarters, students who study for over one year in China with Chinese Government Scholarship/Confucius Institute Scholarship should undergo an annual review evaluating their study attitude, class attendance, daily performance, awards and student conduct record, etc.

(2) 凡通过年度评审者，将继续享受下一学年奖学金；凡未通过年度评审者，将被中止或取消享受奖学金的资格，中止的期限为一年。

Those who pass the evaluation will maintain next year's scholarship. Scholarship status will be suspended for one year or permanently for

those who fail in the review, depending on the outcome of the review.

(3) 奖学金被中止的中国政府奖学金生，可在中止期满前当年的 4 月 30 日前，书面申请参加当年的年度评审，如评审合格，经留学基金管理委员会批准后，可以自下一学年起恢复发给奖学金。

For Chinese Scholarship Students, those whose scholarship status has been suspension for one year can apply in written form to attend the annual review in the current year before April 30th. If they pass the review, and are approved by China Scholarship Council, their scholarship status can be reactivated.

(4) 奖学金终止但计划自费继续学习的留学生，可向国际交流合作处提出申请，经审核同意后方可继续学习。

Those whose scholarship has been suspended can apply to the Office of International Exchange and Cooperation for continuing study as self-funded students.

(6) 中国政府奖学金生年度评审时间一般为每年 4 月。孔子学院奖学金的评审时间一般为 5 月末或 6 月初。

The Annual Review of Chinese Government Scholarship status is typically in April. The Annual Review of Confucius Institute Scholarship status is typically in late May or early June.

VI. 证件、证明申办手续

How to Apply for Different Cards and the Certificates

1. 学生证 Student ID Card

留学生注册后可办理华南师范大学学生证。本科生的学生证由学院统一办理。如果遗失，本人到院系本科生教务科申请补办。研究生

的学生证由研究生院发放（国际交流合作处或有关院系代办）。语言生的学生证由国际文化学院办理。

学生证是留学生重要的身份证明，要随身携带，不可转借。如果丢失，一定要及时补办。

All SCNU students should have a student ID card. Student ID cards for undergraduates are issued by their school. The student ID cards for postgraduates are issued by the Graduate School and collected through their school or Office of International Exchange and Cooperation. The student ID card for Language students are issued by the College of International Culture.

Students are advised to bring their student ID card wherever they go during their time in China. Students who lost their student ID cards should report to the student's school and apply for a new one. Student ID cards should not be lent to others.

2. 在学证明 Certificate of Study

学校可以提供中文或英文的在学证明，本科生按照教务处《关于在校生办理中英文成绩单、中英文在读证明等相关材料的操作指引》向教务处申请办理。研究生按照研究生院关于《办理中英文成绩单、英文毕业证明须知》向研究生院申请办理。普通进修生、高级进修生和研究学者向国际交流合作处申请办理，办理时间一般需要 5 个工作日。语言生向国际文化学院申请办理。

SCNU can provide a certificate of study either in Chinese or in English to students. Undergraduate students can follow "The Instruction for Applying for English and Chinese Transcript, Enrollment Certificate and Corresponding Credentials" to apply for the certificate with the Teaching Affairs Office. Postgraduate students can follow "The Instruction for

Applying for English and Chinese Transcript and English Graduate Certificate” to apply to the Graduate School. Visiting students and visiting researchers can apply to the Office of International Exchange and Cooperation. Chinese Language students can apply to the College of International Culture. It typically takes around five business days to issue such documents.

3.成绩单 Transcript of Studies

毕业、结业时学校将提供一份总成绩单，请于学期结束前（放假前）的工作日内分别到所属院系教务科办理。

The university can provide a transcript of studies when the student finishes study. The student needs to apply to the school for it before the semester ends (before vacation).

4.一卡通 E-card

新生确认来我校学习后，学校统一为学生办理一卡通，开学报到时学生凭护照复印件到国际交流合作处或国际文化学院领取一卡通（需提交一卡通工本费）。一卡通可以在学校餐厅用餐，也可以在图书馆借阅图书。一卡通有效期限同学习期限，如遇到过期，请到国际交流合作处或国际文化学院领取“一卡通延期证明”到学校一卡通服务中心办理延期手续。办理充值和挂失等服务直接到一卡通服务中心办理。

SCNU will have the E-card ready to give to students when they register. Students can obtain their E-card from the Office of International Exchange and Cooperation or the College of International Culture. Students must submit copies of their passport and pay administrative fee when obtaining their E-card. Students can use their E-card at the dining

halls and libraries on campus. The E-card is only valid until the end of the student's study period. It must be renewed if one extends the study period. Student can obtain an "E-card Renewal Notification" from the Office of International Exchange and Cooperation or the College of International Culture and submit it to the E-card service center, which is where you can add money or report lost cards.

*开通一卡通的图书馆功能：请持本人护照首页复印件以及一卡通到图书馆的服务台申请。

*To gain the library access function of your E-card: please apply to the service counter of the library with your E-card, your passport and a photocopy of the passport information page.

VII. 签证和居留许可

Visa and Residence Permit

留学生来华必须持普通护照，并持学习（X1 字）签证或短期学习（X2 字）签证（学习期限在半年以下者）入境。签证和居留许涉及比较复杂的手续，请同学们务必仔细阅读并理解下面的内容，以确保学习期间签证和居留许可合法有效。

International students must apply for an X1 Visa with their passport to enter China. Those who will study in China for less than half a year can apply for an X2 Visa. Visa and the Residence Permit applications involve detailed instructions. It is strongly advised that you read through the following very carefully to ensure that your Visa and Residence Permit is valid during your stay at SCNU.

1.外国留学生应持 X1 或 X2 签证报到入学，入境后 30 天内到广州市天河区政务服务中心办理居留许可，自费生居留许可时间由交纳学费时间而定。留学生持居留许可在华居住方属合法。请按照“新办理居留许可”、“续办居留许可”、“X2 签证延期”等有关规定和要求及时办理签证。请查阅综合服务指南栏目的签证相关手续指南详细了解签证和居留许可办理流程。

New students should present their X1 or X2 Visa when they register and should apply to the Civil Service Center of Tianhe District, Guangzhou for a Residence Permit within 30 days after their arrival to China. For self-funded students, the valid period of the Residence Permit will be granted according to the semesters the tuition has been paid for. International students have to remain their legitimate residence status with a valid Residence Permit during studying in China. Please apply for your Visa and/or Residence Permit (new or renewal) on time according to the regulations.

Please refer to the Visa & Residence Permit Application section in the latter Service Guide for detailed information of the application.

2.居留许可内任何一项内容有变化，均需在公安机关规定的期限内，及时办理变更或延期手续。逾期不办者，公安部门按规定处罚。

If there is any change to your Residence Permit, you should update this at the Local Police Station within the designated time limit. Anyone who fails to do so will face penalties.

3.在短期学习签证有效期内，留学生在校学习期间因病、因事回国或去港澳地区及其它国家旅行，学生需要在离开前一个月到所在学院和留学生办公室办理申请手续，经批准后，由本人到广州市天河区

政务服务中心办理重返中国大陆的入境签证。

Within the validity of the short-term study Visa, those who need to go back to their home country or travel to other countries or to China's Hong Kong, Macao, should contact the corresponding school and International Student Administration Office for permission at least one month in advance. They then should go to the Civil Service Center of Tianhe District, Guangzhou to apply for a re-entry Visa.

4.留学生办理居留许可、短期来华学习签证、出入境签证等手续时，需先在学校办理网上预受理手续，再前往广州市天河区政务服务中心办理相关签证。办理签证和居留许可所需材料请参考“居留证件办理手续”栏目<P44>。

When applying for a Residence Permit, Visa for short term study in China, or re-entry Visa, international students should complete the online pre-application first at the International Student Administration Office and then go to the Civil Service Center of Tianhe District, Guangzhou for a Visa application. Please refer to the “Visa and Residence Permit Application” section<P44> for necessary application documents.

5.如因签证或居留许可逾期留华，将会被出入境部门处以严厉的处罚。各种证件不得涂改和损坏，应妥善保管，护照如丢失，需到当地派出所报案，到《广州日报》社广告部挂失，并按规定交付广告费，然后到广州市天河区政务服务中心办理备案手续，费用自理。

Remaining in Chinese mainland with an expired Visa or Residence Permits will result in a severe fine by the Division of the Entry and Exit Administration of Guangzhou Public Security . Alteration of or damages to the Visa or other official certificates are not permitted. Violation of these

rules will result in penalty. Students who lose their passports should inform the public of the loss through Guangzhou Daily and then report to the Civil Service Center of Tianhe District, Guangzhou. All related expenses are the responsibility of the student.

VIII. 留学生公寓管理规定

Rules and Regulations for the International Student Housing(ISH)

为了保持良好的学习和生活环境，保护留学生的人身和财产安全，华南师范大学要求每位住客遵守下列管理规定：

To maintain good orders for study and daily life and to ensure the personal security of international students and their belongings, SCNU expects all the tenants to observe the following regulations:

1. 遵守学校的作息制度。

Follow the timetable of the building.

2.住宿指定的房间，不得私自迁移或强占房间。

International students must reside in their assigned rooms and are not permitted to change rooms or occupy others' rooms without permission of the ISH Management Office.

3.住宿期间应按时交付住宿费，逾期将视为放弃住宿资格处理。

International students must pay rent on time. Delayed payment, will be regarded as giving up tenant status.

4.凡已失去我校学生资格者，在规定的期限内离校，逾期学校不再提供住房，室内遗留物品，学校有权处理。

Tenants who have lost the status as a SCNU student must vacate their

assigned room within the designated time. Anything left in the room after this designated time will be disposed of by the ISH Management Office.

5.不得利用房间从事违反法律和学校校规的活动，单人房只能入住一人，双人房只能入住两人，所住的房间不得私自转让、转租或留宿他人。

Illegal activities are forbidden within the International Student Housing building. Only one person can reside in a single room and only two people can reside in a double room. Tenants are not permitted to sublet the room or let others stay in the room overnight.

6.保持房间内外清洁，维护楼道畅通，不得在窗外悬挂、摆放物品或往窗外投弃物品，不得饲养家禽等宠物。

Keep the room clean and tidy. Furniture in public areas are not to be moved away. Graffiti or sticking things on the wall or the doors are prohibited. Throwing anything out of the window or littering is also not permitted. Corridors and passage ways must not be obstructed.

7.保持房间安静，不得在房间内从事影响他人学习与休息的活动，如跳舞、大声喧哗、高声放音乐等。严禁从事违法违规活动，如酗酒、赌博、吸毒、嫖娼等。

To ensure a quiet environment for students' studying and daily life, the building has zero tolerance for noise. Dancing, speaking loudly and playing loud music are not permitted. Illegal activities such as excessive drinking, gambling, illicit drug usage, keeping a prostitute etc. are strictly forbidden.

8.不得损坏、拆卸、改装公寓楼内设备和线路。损坏或遗失公物要赔偿。

It is not permitted to damage, remove, or modify the furniture and

facilities in your room. Any changes will be regarded as damages that will result in a fine.

9.注意节约用电，遵守用电规定，室内不得使用 1000 瓦以上电器，如电炉、电暖气等，超常用电者应按规定交纳电费。

Reduce your electricity usage. Electric appliances exceeding the power limit of 1000watt, such as electric stove or heater, are not permitted. Anyone who exceeds the electricity quotas will be charged extra fees.

10.遵守防火规定，严防火灾。严禁无故私自拆取配电箱、消防器材等。室内禁止存放易燃易爆物品。酿成火灾者，须赔偿一切损失，严重者将由司法机关追究刑事责任。

Follow all fire-prevention regulations. It's forbidden to remove or modify the switch boxes and other fire control equipment. Flammable and combustible materials may not be stored within the International Student housing building. Violations of this policy resulting in damages and/or accidents will result in a fine or criminal charges.

11.严禁燃放烟花爆竹，违者公安机关将处以 100—500 元人民币的罚款或拘留。

The usage of fireworks are prohibited. Violation of this regulation will result in a fine of RMB 100-500 Yuan or a detention.

12.留学生如从校内搬出校外居住，需事先按规定办理校外住房手续并到派出所办理新的临时住宿登记。否则，学校不予迁出，也不退房费。

International students who wish to live off campus should report to the International Student Administration Office and update the temporary residence registration at the police station. Otherwise, International Student Housing Management Office will not refund the rent or permit the student to check out.

13.留学生如在校外租房，须按有关规定办理校外合法租房手续，并到留学生办公室登记住址。更住新房，应在一周内到留学生办公室重新登记。

International students must follow legal procedures when moving out or changing their address, and should report the new address to the International Student Administration Office within one week.

14.公寓管理人员因工作需要进入房间应给予配合，不得拒绝。更不能私换、私装锁具。

Tenants must cooperate with staff when entrance into the room is requested for routine checks and maintenance. Changing locks on the doors are not permitted.

15.公寓大门关闭时间为：

星期一.....星期四 23：30

星期五.....星期日 24：00

供应热水时间为：专家楼、留学生公寓 24 小时

学生会客时间为：

星期一.....星期四 12：00—22：30

星期五.....星期日及节假日 8：30—22：30

Closing time for the gate of International Student Housing

Monday---Thursday 23:30

Friday--- Sunday 24:00

Hot water supply: the whole day

Visit time:

Monday---Thursday 12:00-22:30

Friday--- Sunday 8:30-22:30

16.以上各项规定必须认真遵守，如有违反，将视情节轻重给予处罚。

For a safe and pleasant stay in International Student Housing, please

follow the above rules and regulations. Violations of may result in penalties .

*各院系的学生申请入住中国学生宿舍，请向国际交流合作处提出申请。

Those who want to be housed in the Chinese students' dormitory can apply to the Office of International Exchange and Cooperation.

IX. 校外住宿

Housing Off-campus

1.留学生确定校外住宿地址后，必须及时向国际交流合作处或国际文化学院提出申请，填写“校外住宿协议”，并提交用校外住址所办理的《临时住宿登记表》。

International students should apply to the Office of International Exchange and Cooperation or the College of International Culture and sign the housing off-campus agreement if they would like to live off-campus, and submit the “Registration Form of Temporary Residence for Visitors” with their off-campus address.

2.住在校外宾馆、校外公寓或其它学校留学生宿舍的同学，请办理《临时住宿登记表》。租住民房的同学，请在入住 24 小时之内与房主一起到辖地派出所办理《临时住宿登记表》。办理登记时，房主需携带户口簿、房产证、出租合同和身份证，留学生本人应携带护照。

Students who live off-campus should fill in the Registration Form of Temporary Residence for Visitors and complete a temporary residence registration at the police station within 24 hours. If renting from a landlord,

you should go with the landlord to the local police station to complete the temporary residence registration. The landlord should bring along the Certificate of Residence, Certificate of Housing, lease contract, and their ID card. The student should also bring their passport.

3. 改变住址或者原有《临时住宿登记表》已到期的同学，请及时办理新的校外住宿证明，并向留学生办公室出示新的住宿证明和联系电话。

If you change your address or your Registration Form of Temporary Residence for Visitors has expired, you should update your information at the police station and report this new address and contact phone number to the International Student Administration Office.

4. 办理《临时住宿登记表》后离开过中国（包括去香港、澳门、台湾）的同学回到原住址后必须重新办理住宿登记。

Those who leave Chinese mainland (including going to Hong Kong, Macao, and/or Taiwan) should renew the Registration Form of Temporary Residence for Visitors each time when they re-enter Chinese mainland.

5. 签证或居留许可变更后，请在 24 小时内持护照到辖地派出所更新《临时住宿登记表》，否则将被处以罚款。

When the Visa or Residence Permit is renewed, the student should report to the local police station to update the Registration Form of Temporary Residence for Visitors within 24 hours, otherwise the student will be subjected to a fine.

6. 在校外住宿的留学生，必须及时向留学生办公室提交《临时住

宿登记表》复印件，否则留学生办公室不予办理报到注册，公安局不予办理任何签证手续。

Students who live off-campus should submit a copy of their Registration Form of Temporary Residence for Visitors to the International Student Administration Office. Otherwise, you will not be able to register for your studies at the International Student Administration Office or apply for a Visa at the Public Security Bureau.

X. 保险和医疗

Insurance and Medical Treatment

1. 保险：我国要求，留学生在校学习期间必须购买覆盖学习期间的“外国来华留学生综合医疗保险”。如学生拒绝购买外国来华留学生综合医疗保险的，将被取消录取资格或被视为自动放弃学籍。

华南师范大学选则的团体保险信息如下：

保险名称：外国来华留学生综合医疗保险

保险公司：中国平安保险（集团）股份公司

保障项目：身故/残疾、意外伤害医疗、住院医疗、门诊医疗。

保险有效期：半年或一年（以具体投保学期为准）

保险费用：800 元/人/年或 400 元/人/半年

*奖学金生统一由有关部门购买以上保险，无需另外购买。奖学金生以外的其他学生请于报到注册日起一周内完成投保。他们可以从国际文化学院或国际交流合作处获得投保指引，并于投保后核实投保信息。

*保单详情请参考保险网站：<http://www.lhgg.net/>或 <http://www.lxbx.net>

Insurance: International students are required by Chinese regulations to purchase the comprehensive medical insurance plan for foreign students in China for their study at SCNU. The insurance policy should

cover the students' entire study period at SCNU. Those who refuse to buy this insurance will be regarded as forfeiting admission status or withdrawing from their program at their own will.

The information of the group insurance plan chosen by SCNU is as follows:

Name of the policy: Comprehensive Medical Insurance Plan of Foreign Students in China.

Name of the insurance policy provider: PING AN INSURANCE (GROUP) COMPANY OF CHINA ,LTD

Coverage of the policy: Group Term Life Insurance, Supplementary Group Insurance for Medical Treatment to Accidental Injury, Group Hospitalization Medical Insurance, Group Major Medical Expenses Insurance

Valid period of the policy: One or half a year (defined by the semesters you pay to cover)

Insurance fee: RMB 800 Yuan per year or RMB 400 Yuan per half a year.

* The cost of the insurance is included in the scholarship coverage for the Chinese Government Scholarship students and Confucius Institute Scholarship students. They just have to complete the registration at the International Student Administration Office. Other students should purchase the insurance within one week of the announced registration date. They can get help from and should confirm their purchase with College of International Culture or International Student Administration Office.

*Please refer to the following website for the policy details:

<http://www.lhgj.net/> or <http://www.lxbx.net>

2.门诊医疗：根据留学生综合医疗保险的条款，被保险人因疾病咨询 4008105119 转 1 进行医疗咨询，需门诊治疗发生的医疗费用，按照当地社会医疗保险部门规定可报销的、必要的、合理的医疗费用超过起付线（标准请查阅网上保险计划说明 <http://www.lhgj.net/>）以上部分按 85%的比例给付门诊医疗保险金，且每次门诊费用日限额 600 元，累积年限额为 2000 元。

*温馨提示：被保险人在本次投保前发生重大疾病或被确诊为慢性病的，保险人不承担给付保险金的责任。

Outpatient Treatment and Reimbursement: As per the Comprehensive Medical Insurance Plan of Foreign Students in China insurance policy, a medical consultant service is provided to students free of charge. The medical agent can be consulted by dialing 4008105119, ext. 1, when treatment is needed. Corresponding outpatient expenses can also be reimbursed.

Policy holders can reimburse 85% of their necessary and reasonable medical expenses that exceed their starting line amount (Please refer to the scheme rules on the website: <http://www.lhgj.net/>) , with a daily maximum of RMB 600 Yuan, up to RMB 2000 Yuan in one year. This reimbursement policy is also subject to local social insurance regulations, in which reimbursable, necessary and reasonable medical expenses are defined.*Please note: Coverage does not include any related expenses incurred by the treatment of critical and/or chronic diseases that were diagnosed prior to purchasing the insurance policy.

3.住院医疗：中国政府奖学金生（含国家汉办奖学金生）和购买来华留学生保险的自费留学生如因病或意外伤害需要住院治疗时，需致电 4008105119 转 1，取得就医指导、就诊网络医院选择建议后进行

就诊并办理住院手续。同时应及时联系国际交流合作处或国际文化学院。被保险人因意外伤害事故或因疾病，经医院诊断必须住院治疗，就其实际支出的合理住院医疗费用，根据保险条款给付住院医疗保险金。镶牙、配眼镜、人工流产、购买营养滋补药品及某些规定不能报销的药物以及违反校纪、法律而造成的伤害事故所支付的一切费用等不属于理赔范围，由学生本人自理。住院伙食费由本人自理。温馨提示：被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。

Inpatient Treatment: In case of illness or an accident, Chinese Government Scholarship students (including Confucius Institute Scholarship students) and self-funded students who have enrolled in the Comprehensive Medical Insurance Plan of Foreign Students in China can contact the medical agent at 4008105119 ext. 1 and follow the instructions for seeking inpatient treatment and choosing hospitals in their service network. Students should also inform the Office of International Student Administration Office or the College of International Culture of their situation. Claims for medical expenses for inpatient treatment will be settled by the insurance company according to the insurance policy purchased. The students themselves pay for all the board expenses. The following items are not covered by the reimbursement policy: dentures, glasses, abortion, nutriments, tonics and some medical supplements, as well as subsequent medical expenses and loss incurred due to violating the law and the regulations.

*Kind reminder: The insurance policy shall not be responsible for any related expenses incurred by the critical diseases and chronicle diseases that were diagnosed before the insurant buy the insurance policy.

XI. 生活与信仰

Life and Belief

留学生须严格遵守中国的法律法规，遵守留学生守则及注意事项。禁止在中国进行传教活动，未经学校同意，不得在校内散发和张贴宣传品。如个人需要进行宗教活动，请在我国法律法规准许的范围内进行。关于我国对宗教活动的管理，请查阅以下网址：

<http://io.scnu.edu.cn>

如不能上网的同学，可在上班时间去国际交流合作处留学生办公室索取相关打印资料。

International students shall strictly abide by the pertinent laws and regulations of the Chinese government, and shall observe SCNU's regulations for international students. Preaching in public places is forbidden. Without the permission of SCNU's administration offices, it's prohibited to distribute and post any material such as leaflets, posters and so on. International students' religious activities shall be subject to the laws and regulations of the Chinese government. To know more about the laws and regulations of religious practice, please consult the following website:

<http://io.scnu.edu.cn>

Printed information is available during the office hours from the International Student Administration Office of the Office of International Exchange and Cooperation, SCNU.

XII. 综合服务指南

Service Guide

1. 安全服务

广州是中国的南大门，你在广州（华南师大）学习，生活是安全的。但还是建议你不要掉以轻心。

首先，要保管好自己的重要物品，比如护照和钱物。平时上街不要把大量的钱物带在身上，只要带着学生证，在华师大校内和广州市都可以证明你的身份。如贵重物品放在房间内，一定要锁好，出门时关好门窗。

出行时要遵守交通规则，注意安全，万一出现问题时请及时报警，同时要向留学生办公室报告，老师们会尽力帮助你的。

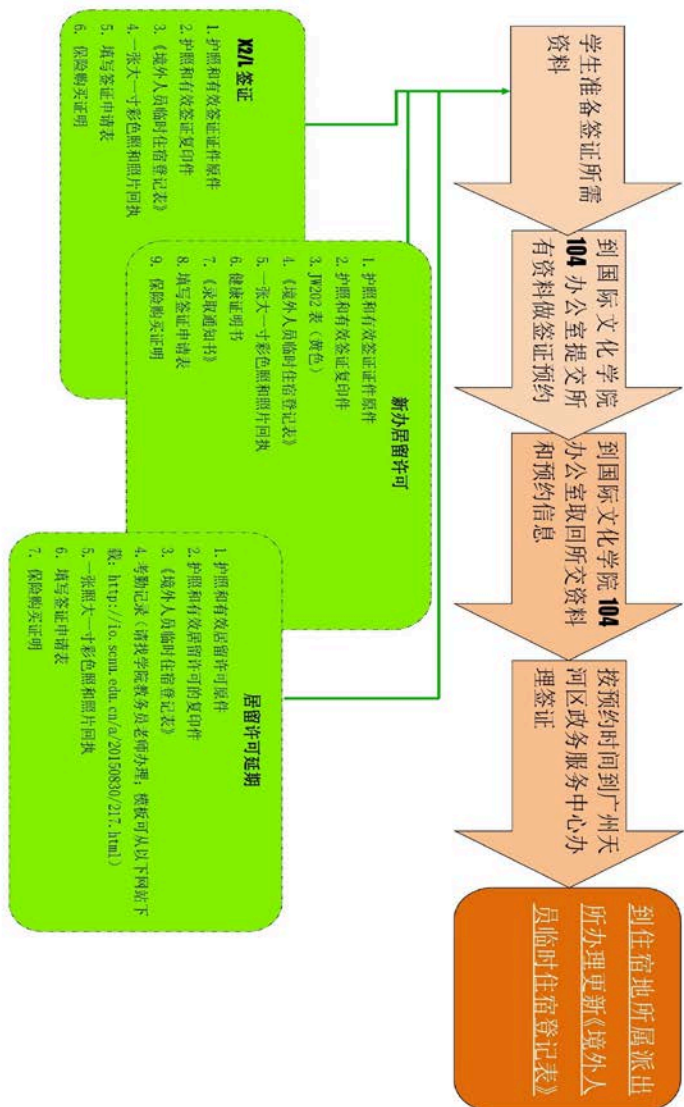
Welcome to SCNU, Guangzhou. Guangzhou is the south portal of Chinese mainland. While the Guangzhou municipal government is dedicated to provide a safe living environment for foreigners, you are still strongly advised to be always be alert and take precautions when going out.

Please keep your passport and belongings in a secure place. Do not carry a large sum of money on your person if it is not necessary. Make sure you have your student ID on your person at all times so that university officials and police can verify your identity. Close your windows and lock your door before leaving your room. You can deposit your valuables at the bank.

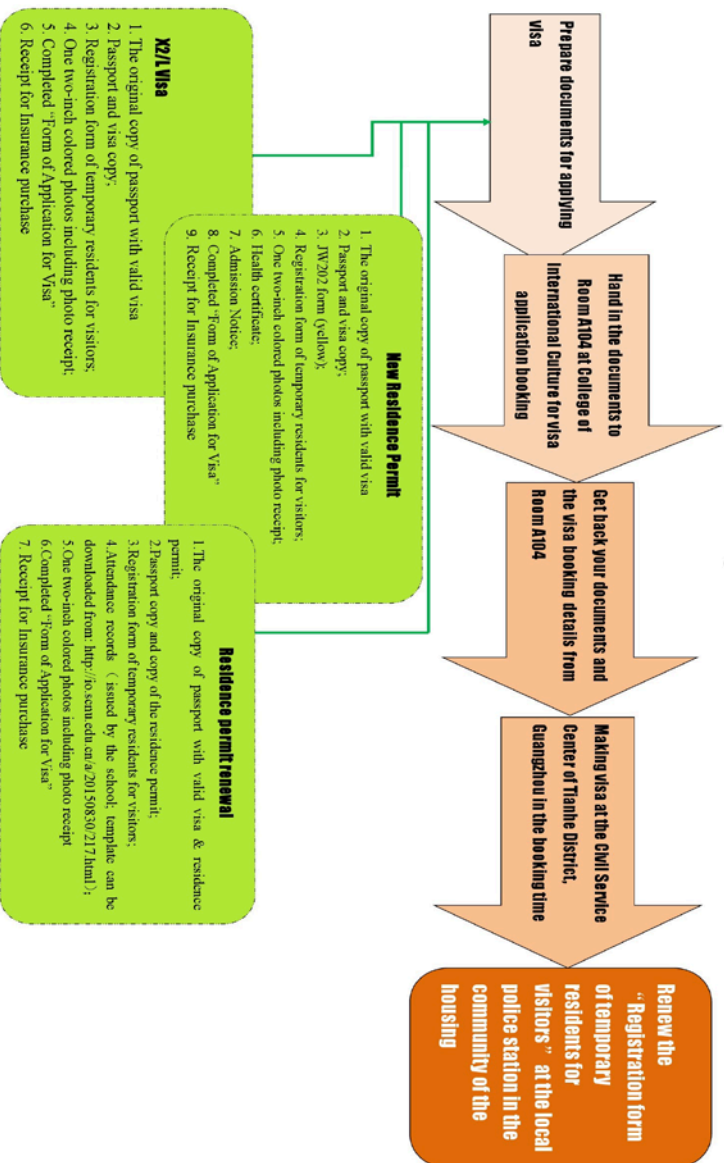
Be aware of traffic when crossing the streets and observe the traffic regulations. Please call the police in case of emergency. You might also turn to the International Student Administration Office for help.

2. 居留证件办理手续 Visa and Residence Permit Application

签证和居留许可申请流程图



Procedure of applying for visa & Residence Permit



*需要续办居留许可和签证的同学请在居留许可和签证有效期结束前两个月申请。由于学院假期停止办公，请在每个假期开始前，到学院办理所需的文件材料。

Those who need to renew Residence Permit or Visa should apply at least two months before the Residence Permit or Visa expires. As your school/department may be closed during vacations, you must apply for the necessary documents from the corresponding school well before the vacation starts.

(1)照相须知 Note for Taking Photos

办理签证/居留许可需要蓝底大一寸光面的照片，并提供有条形码的回执，可以到华南师范大学西门外华师科技大楼 155 号八景摄影冲印店进行拍摄。

2-inch photos of the applicant with a blue background and the receipt with bar-code are required for Visa/Residence Permit application. If you need to take photos for a Visa/Residence Permit application, please go to the photo shop out of the West Gate. Exit out of the West Gate, turn right and the shop will be on about 20 meters ahead.(Address: Bajing Photography Shop, NO.155, Technology Building, West gate of South China Normal University)

电话：020—85213937 Tel: 020-85213937

If you are not able to speak in Chinese to the photographer, you can show the following message to the shop:

请为这位外国人照办理签证/居留许可的照片（蓝底大一寸光面），并提供有条形码的回执。

(2)办理身体检查 Health Examination

- ◆ 每一位新生和需要做签证类型为“居留许可”的学生
- ◆ For new comers and students who need to apply for “Residence Permit”

所需材料 Materials Required

- ①. 护照原件
Original passport;
- ②. 护照复印件
Photocopy of passport photo page;
- ③. 5 张照片（大一寸彩色照片）
Five 2-inch colored photos;
- ④. 费用：约 600 元
Fee: about RMB 600 Yuan.

办理单位：广东国际旅行卫生保健中心

Place: Guangzhou International Travel Health Care Center

地址：广州市天河区龙口西路 207 号

Address: No.207, Longkou West Road, Tianhe District, Guangzhou

联系电话：020-85262033 020-87537322

Tel: 020-85262033 020-87537322

（走路约 30 分钟 About 30 minutes walking）

上班时间：周一至周五 8：30-11：30, 14：00-17：30

Office Hours: Mon. - Fri. 8：30-11：30, 14：00-17：30

注意：只在早上有体检服务。

Note: Health examinations are only available in the morning.



(3) 境外人员临时住宿登记

Registration Form of Temporary Residents for Visitors

所有外国人来到中国 24 小时以内必须到住宿地所属派出所办理临时住宿登记表。当办理了新的签证和居留许可，必须再次到住宿地所属派出所办理更新临时住宿登记表。

◆ All foreigners should go to the local police station within 24 hours of arrival to China for temporary accommodation registration. Once attaining a new Visa or Residence Permit, students must update the Registration Form of Temporary Residents for Visitors as soon as possible.

① 校内居住学生需要准备材料:

- 护照原件、有效签证/居留许可
- 护照复印件，有效签证/居留许可复印件
- 照片 1 张(大一寸彩色照)
- 留学生公寓前台开的住宿证明
- 外国人住宿登记表

Students living on campus need to prepare:

- The original passport with valid Visa/Residence Permit;
- Photocopy of the photo page of passport and of the Visa/Residence Permit page (must be valid).One 2-inch colored photo;
- Accommodation certificate issued by the reception of International Student Housing.
- Accommodation Registration Form for Foreign Nationals

*费用：免费 Free Service

② 登记地址：石牌街境外人员管理服务站(住在石牌校区同学办理地址)

- 地址：天河区天河北路 570 号帝景苑商业中心六楼 612 室
- 联系电话：020-87558146
- 上班时间：周一到周五：8：30—17：30

Place: Shipai Community Management & Service Station (for students lodge at Shipai campus)

- Address: Room 612, 6thF, Dijingyuan Business Center, Tianhe Bei Road NO.570, Tianhe
- Tel: 020-87558146
- Office Hours: Mon -- Fri.8:30-17:30
微信号/Wechat ID: shipaioav

大学城校区(小谷围)派出所 (住在大学城小区同学办理地址)

- 地址：番禺区大学城中心大街南 28
- 联系电话：34723959
- 周一至周五 8:30-11.30,14:30-17:00

U-town Campus(Xiao Gu Wei) Police Station (for students lodge at U-town Campus)

➤ Address: No.28 Zhongxin Road South, University Town,PanYu.

➤ Tel: 34723959

Office Hours: Mon. - Fri. 8:30 -11:30, 14:30-17:00



A: 石牌街境外人员管理服务站 Shipai Community Management & Service Station



A: 大学城校区(小谷围)派出所 U-town Campus (Xiao Gu Wei) Police Station

③自己租房的同学需要与房东一起到派出所办理住宿登记：

- 护照、有效签证/居留许可
- 护照、有效签证/居留许可复印件各一份
- 属于出租屋的，应提交租赁合同和房产证明材料复印件各一份
- 照片(大一寸彩色照)一张

登记地址：住宿地所属派出所

Students who arrange their own housing must go to the police station with their landlord and bring the following:

- Student's original passport with valid Visa/Residence Permit
- Photocopies of both the photo page of passport and valid Visa/Residence Permit page on the passport respectively
- The lease contract and a copy of the Landlords' Certificate of House Property
- One 2-inch colored photo

Place: local police station in your community of residence

(5) 广州市天河区政务服务中心交通指引

Civil Service Center of Tianhe District, Guangzhou

如需办理签证（注）手续，请根据**预约时间**到广州市天河区政务服务中心。**预约过时作废,你需要重新预约签证时间才能提交申请。**

Please go to the Civil Service Center of Tianhe District, Guangzhou to apply for your Visa/Residence Permit in the appointed time. ***If you miss the appointed time, you can't submit your application and you need to make another booking.***

地址： 广州市天河区软件路 13 号； 电话：96110

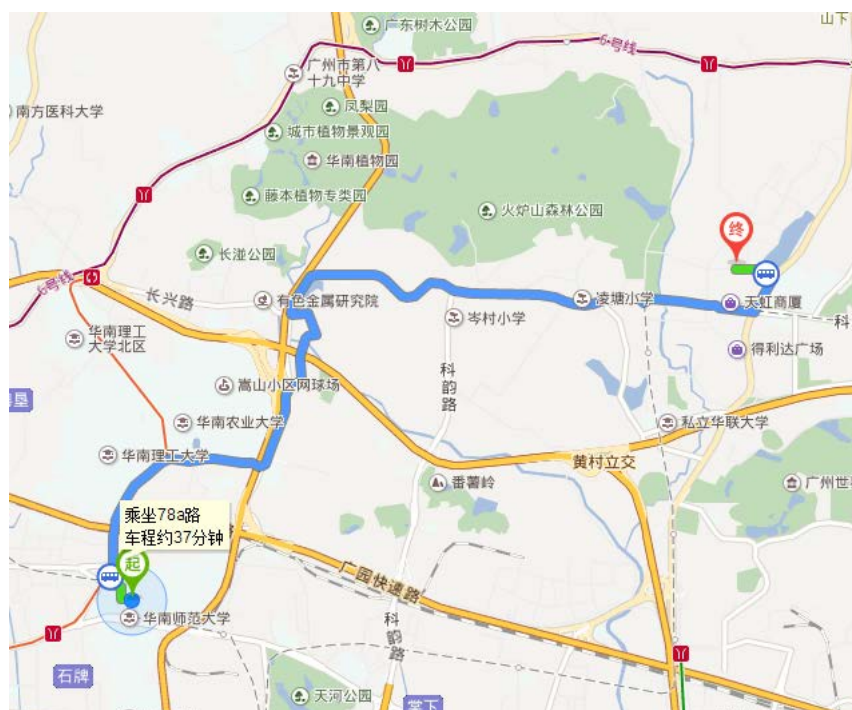
Address: #13 Software Road, Tianhe District, Guangzhou, Tel: 96110

交通指引 Transportation guide

-  BUS 公交  约 1 小时 (About 1 hour)

华师西门——师大后门公交车站——乘坐 78a 路公交——软件路站下车——步行约 330 米至目的地

SCNU West Gate——Shi Da Hou Men bus stop——Take No.78a bus——Get off at the bus stop of Ruan Jian Rd,——Walk about 330 meters to the destination



-  BUS 公交  约 1 小时 (About 1 hour)

华师正门——师大暨大公交车站（东行）——乘坐 B4 路公交——天河软件园管委会下车——步行约 60 米至目的地

SCNU Main Gate——Shi Da Ji Da bus stop (East bound)——Take No.B4 bus——Get off at the bus stop of Tian He Ruan Jian Yuan Guan Li Hui,——Walk about 60 meters to the destination

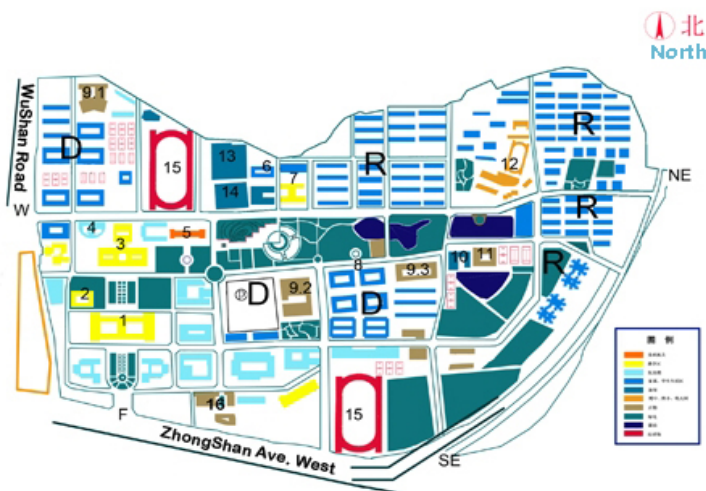


● 🚗 TAXI 的士 ⌚ 约 30 分钟 (About 30 mins) 💰 About RMB 41 Yuan from the Main Gate.

从正门乘坐出租车，约 30 分钟，费用约 41 元

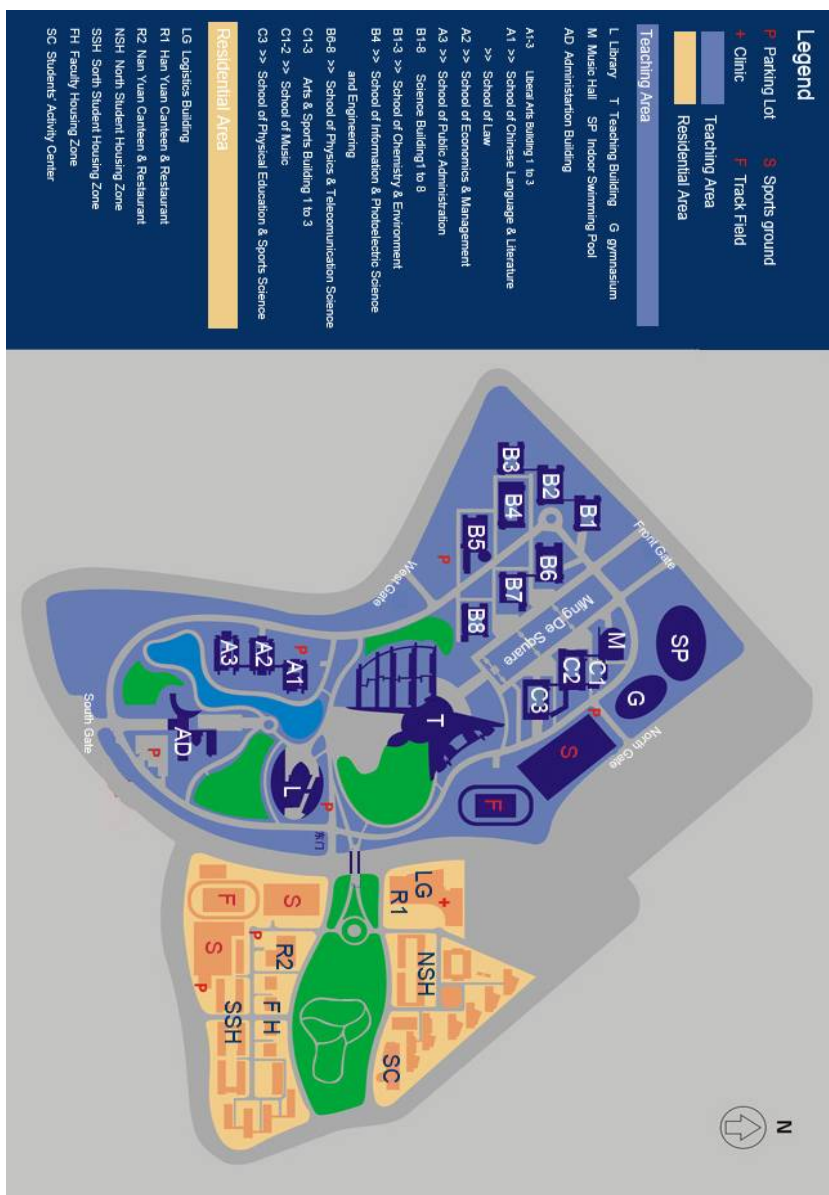
3. 相关校区地图: Maps of Campuses

石牌校区地图 Map of Shipai Campus

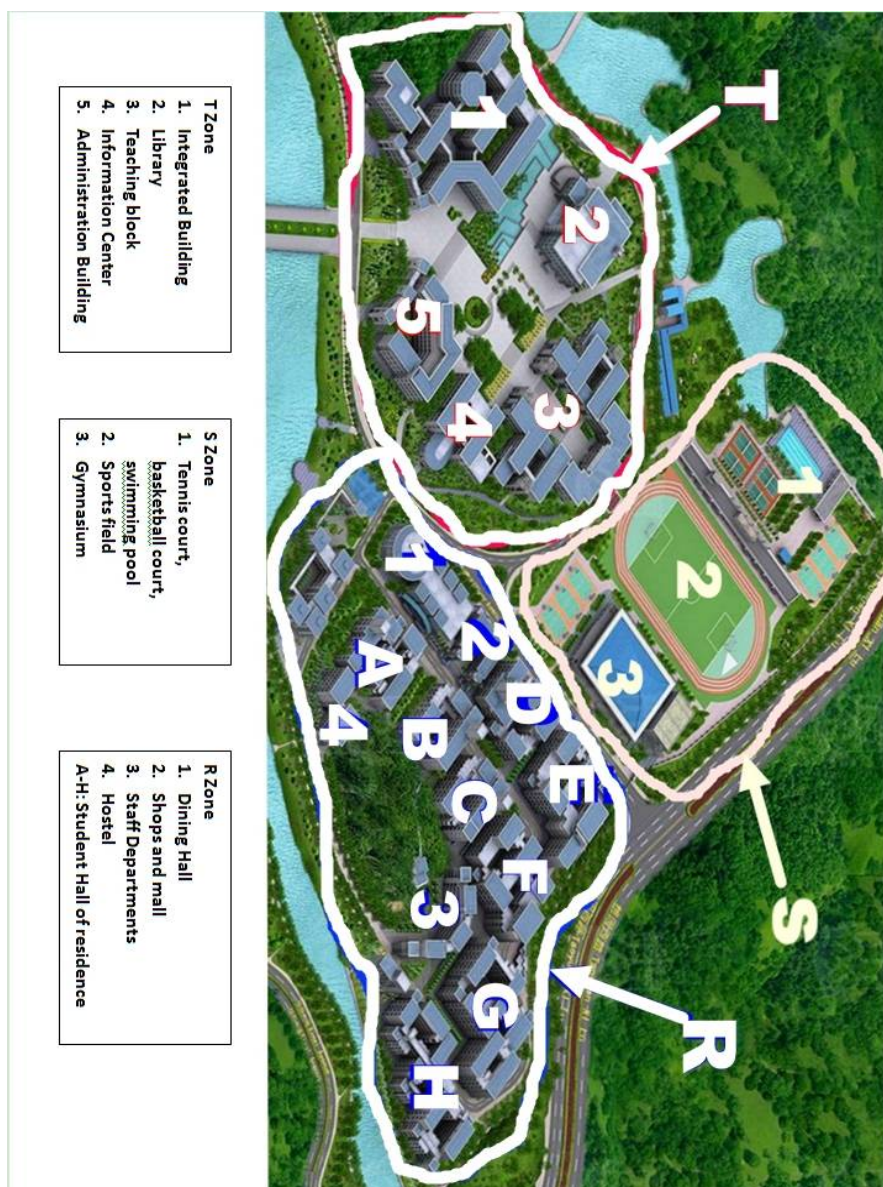


- F: Front Gate NE: Northeast Gate
W: West Gate SE: Southeast Gate(the only gate allow taxi to come into campus)
D: Students Dormitory R: Facult's Resident Zone
1. First Teaching Building
 2. Graduate School
 3. Library (Auditorium at the first floor)
 4. Art Building (School of Foreign Studies is on the 6-8 floors)
 5. Administration Building (Foreign Affairs Office is on the 6th Floor)
 6. Foreign Experts Building
 7. International Students Apartment Building & College of International Cultures
 8. E-card Center, Bank, Post-office and Stores
 9. Dinning Halls 9.1 Yongyuan (雍园) 9.2Taoyuan (陶园) 9.3Qinyuan (沁园)
9.1&9.2 with Chinese Restaurant on 2nd Floor;
9.3 with Western Restaurant on 2nd Floor
 10. Faculty's Club(With Shuttle Bus Stop nearby)
 11. Clinic
 12. Primary School and Kindergarten
 13. Swimming Pool
 14. Gymnasium
 15. Sports Ground
 16. Huashi Dasha Hotel

大学城校区地图 Map of U-town Campus



大学城校区地图 Map of Nanhai Campus



4. 华南师范大学院系的校区分布 Location of Schools/Colleges

大学城校区学院 Schools/Colleges in U-town Campus:

物理与电信工程学院

School of Physics & Telecommunication Engineering

化学与环境学院

School of Chemistry & Environment

文学院

School of Chinese Language & Literature

法学院

School of Law

经济与管理学院

School of Economics & Management

音乐学院

School of Music

公共管理学院

School of Public Administration

体育科学学院

School of Physical Education & Sports Science

信息光电子科技学院

School of Information and Photoelectric Science and Engineering

华南先进光电子研究院

South China Academy of Advanced Optoelectronics

旅游管理学院

School of Tourism Management

石牌校区学院 Schools/Colleges in Shipai Campus:

教育科学学院

School of Educational Science

政治与行政学院

School of Politics & Administration

历史文化学院

School of History & Culture

外国语言文化学院

School of Foreign Studies

数学科学学院

School of Mathematics Science

生命科学学院

School of Life Science

地理科学学院

School of Geography

教育信息技术学院

School of Educational Information Technology

计算机学院

School of Computer Science

美术学院

School of Fine Arts

心理学院

School of Psychology

南海校区学院 Schools/colleges in Nanhai Campus:

国际商学院

International Business College

职业教育学院

College of Vocational and Technical Education

城市文化学院

City and Culture College

软件学院

College of Software

南海学院

Nanhai College

5. 石牌校区和大学城校区间的交通

Transportation via Shipai campus and U-town campus

By bus

Take the line B25 at the BRT Station opposite the main gate and get off at the South China Normal University Stop in University Town.

公共汽车：请在正门对面的 BRT 站台乘坐 B25 线到大学城华南师范大学站下车。

By Taxi

It's about 13 Kilometers distance between two campuses. The ride might cost about RMB 40 Yuan which is subject to change depending on real-time traffic condition and the route selection. Some highway will charge tolls.

出租车

共行驶 13.0 公里，费用约 40 元。注意:信息仅供参考,不可作为支付依据.本费用中不含过路费和过桥费,塞车等因素可能使费用显著增加。

By Metro

Take the Line 3 at the metro station out of West Gate.

You need to make two transfers to reach University town.

Transfer station:

1) Zhu Jiang New Town (珠江新城站): from Line 3 to Line 5

2) Che Bei Nan (车陂南站) : from Line 5 to Line 4:

Get off at University Town North, use Exit A and then take a taxi to South China Normal University (1.5-kilometer distance away)

地铁

请在西门乘坐地铁 3 号线，然后你需要转两次线以到达大学城。

1) 在珠江新城站从 3 号线转 5 号线

2) 在车陂南站从 5 号线转 4 号线

到大学城北站下车从 A 出入口出站。然后乘坐出租车（共行驶 1.5 公里，费用约 9 元）到华师站(大学城)

石牌校区和南海校区间的交通

Transportation via Shipai campus and Nanhai campus

By Metro and Bus

Take the Line 3 at the metro station out of West Gate.

You need to make two transfers to go to Nanhai Campus.

Transfer station and bus stop:

1) Tiyuxi Lu (体育西路站): from Line 3 to Line 1

Get off at the Kengkou station(坑口站). Walk for 300 meters to the Fangcun bus terminal from Exit B of the station.

2) Take the "Fo 275" bus and get off at the SCNU Nanhai campus bus stop.

乘坐地铁和公共汽车

请在西门乘坐地铁 3 号线，然后你需要转两次交通工具到达南海校区。

1) 在体育西路站从 3 号线转 1 号线

在坑口站下车，出 B 出口走约 300 米到达芳村客运站。

2) 乘坐佛 275 路公共汽车到华南师范大学南海校区站下车。

6.下面是常用的电话 Useful Numbers:

匪警/Police: 110

火警/Fire: 119

道路交通事故报警/ Traffic accidents: 122

急救中心/ First aid center: 120

本地电话查号 114

Inquiry for the local telephone numbers: 114

华南师大报警电话 85211100, 85211110

SCNU Campus police call (at this university): 85211100, 85211110

华南师大国际交流合作处留学生管理办公室电话 85210057

International Student Administration Office of Office of International Exchange and Cooperation of SCNU: 85210057

华南师范大学国际文化学院留学生办公室: 85215350

International Student Office at the College of International Culture: 85215350

专家、留学生公寓服务台电话 85210085

Front desk for the Foreign Expert Building and the International Student Housing: 85210085

专家楼、留学生公寓经理办公室电话 85211066

Telephone Number for the Manager of the ISH Management Office:
85211066

专家楼、留学生公寓副经理办公室电话 85210086

Telephone Number for the Deputy Manager of the ISH Management
Office: 85210086

6. 银行服务 Bank Service

在中国，一般地方使用人民币来结算。

如果你带的是本国的外币、外币信用卡（国际通用）或旅行支票，你可以到银行，请一定不要在街边随便换钱，以免遭受经济损失。

学校内有中国建设银行，校园周边有中国工商银行、中国农业银行、中国光大银行、中国商业银行和中国人民银行等，这些银行都可以办理人民币和各种外币的存款、取款业务，开户时请带护照。

The Chinese currency, RMB, is used in China. You can have your traveler checks cashed at or buy Chinese currency with your credit card or banking card at the banks. Do not exchange money with private dealer in case of a fraud.

There is a China Construction Bank branch on campus. On campus, there is Industrial and Commercial Bank of China, Agricultural Bank of China, China Everbright Bank, China Commercial Bank and the People's Bank of China. You can do your banking in Chinese currency or foreign currency at any of these banks. You will need your passport to open an account.

7. 预定火车票和飞机票 Train Tickets and Air Tickets Reservation

校内华师大厦酒店有订飞机票的服务，华师大附近也有许多代售点，如果你要订票，请可询问服务台工作人员相关代售点信息或自行到代售点，在那里可以直接购买火车票和飞机票。

You can book train tickets or air tickets at the local ticketing center. You can find them outside the West Gate and the HUASHI Hotel (only air ticket service available) on campus.

8. 市内交通 City Transportation

华师大周边有许多公交车，在学校正门有 BRT 师大暨大站，西门有师大后门站，出行很方便，乘坐公交车辆时要准备好零钱，一般是 2 元，少部分公交车是 3 元，坐车时要注意安全，乘车时应特别注意保管好所带的证件及财物，以免丢失。也可以到学校西门坐地铁，票价根据路程而定。如果较长时间在广州生活，可以考虑购买广州的交通卡“羊城通”，使用此卡除了比较方便之外还可以打折，在广州很多便利店或者地铁站都能够进行充值操作。

在广州乘坐出租汽车也很方便，出租车一般都昼夜服务。车费按租用行驶里程计算，起步价 10 元，每公里约 2.6 元。出租车前面计费表上有标明，一般以 2.5 公里为起租价。某些高速路段要收取路费。如果车要等人或长途要适当加价，要直接与司机商定。广州的出租车在车顶有“TAXI”的标志灯，车内仪表旁有司机的照片、姓名、电话和单位，下车时请向司机索取发票，万一有问题可以凭发票联系到出租车或它所在的公司。

Traffic is convenient in Guangzhou. You can either take the bus, taxi, or use the subway. Bus fare in the city ranges from RMB 2-3 Yuan depending on the distance travelled. The Metro (subway) is another option, located outside of the West Gate. Please keep your belongings in sight when taking public transportation. If you are going to stay in Guangzhou for

longer period, a YangChengTong e-card is recommended as a paying method for public transportation and groceries at some convenience stores. You can recharge the balance at the Metro stations or some convenience stores.

Taxi service is also available everywhere and anytime in town. Standard charges include a flag-down fare of RMB 10 Yuan and then RMB 2.6 Yuan per kilometer after travelling 2.5 kilometers. Some highways charge toll fee. If you need to keep the taxi waiting or are travelling a longer distance (i.e. between towns), you might be required to pay an extra fee. You can negotiate with the driver to decide the charge. To identify a legally operated Taxi, pay attention to the "TAXI" light on the roof of the taxi, the driver's information such as photo, name, complaint number, and company name, which should be displayed on a rectangle plate beside the milometer. Please ask for receipt in case you need to contact the taxi company for property loss or any other problems.

9. 节假日

Public holidays in China:

1 月 1 日 元旦 放假一天

New Year's Day: January 1 (One day off)

4 月 5 日左右清明节 放假一天

Qingming Day : April 5 (One day off)

5 月 1 日 劳动节 放假一天

International Labour Day: May 1 (One day off)

农历 5 月 5 日(端午节) 放假一天

Dragon Boat Festival: May 5 in Lunar Calendar (One day off)

农历 8 月 15 日(中秋节)放假一天

Mid Autumn Festival: August 15 in Lunar Calendar (One day off)

10 月 1 日 国庆节 放假三天

China's National Day: October 1 (Three days off)

春节放假三天

Chinese Spring Festival: (Three days off)

*上述只是大概的节日时间表，具体的放假时间请留意学院通知

The schedule above is an approximation. Please refer to the updated notifications from your school for the specific holiday's schedule.

XIII.结束语

华南师范大学欢迎你到来这里学习，也欢迎你常来留学生办公室，我们的宗旨是有效沟通，真情服务。

我们衷心祝愿大家在华师大学习期间身体健康、生活愉快、学习进步。

国际交流合作处

2017 年 5 月

Concluding Remarks

Dear International Students:

Welcome to study at South China Normal University (SCNU). Our office is in charge of international student affairs at SCNU, including admission, Visas, and student life. Please feel free to visit us at the International Student Administration Office. We are happy to do what we can to help you. We sincerely hope you will enjoy your study here.

Office of International Exchange and Cooperation

May, 2017