

签证办理指南 Residence Permit Application Guidance

1. 签证办理步骤 Steps for residence permit application

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| 第一步 Step 1 | 准备办理签证所需材料(见 留学生居留许可申请材料清单) Prepare and collect the required material for visa application(see Checklist for residence permit application) |
| 第二步 Step 2 | 前往国际文化学院 A101 办公室做预约 Make an appointment in A101 Office in SIC |
| 第三步 Step 3 | 根据 预约时间 ， 按时 前往 指定的 出入境中心办理签证。 Go to the pointed immigration office according to the appointment time to apply for residence permit. 出入境中心地址 Address of Immigration: <ol style="list-style-type: none">1. 天河区政务服务中心: 天河区软件路 13 号 2 楼 Tianhe Visa Application Center: 2nd Floor, No.13, Ruanjian Road, Tianhe District2. 广州市公安局外国人出入境接待大厅: 越秀区解放南路 155 号 No.155 Entry and Exit reception Hall for foreigners of Guangzhou Public Security Bureau: Jiefangnan Road, Yuexiu District |
| 第四步 Step 4 | 根据出入境通知，按指定时间，前往出入境取回护照 Take back the passport from immigration office according to the notice |
| 第五步 Step 5 | 持护照前往派出所更新签证信息，获取新的境外人员住宿登记表 Register in the police station with passport and obtain new Accommodation Registration Form |
| 第六步 Step 6 | 将境外人员临时住宿登记表复印件交到国际文化学院学生事务办公室 A103 Submit the copy of registration form to Student Affairs Office A103 |

3. 需要准备的材料/Documents to be prepared

留学生签证申请材料清单 (Checklist for residence permit application)

| 材料名称documents | 首次申请居留许可签证/apply residence permit for the first time | 办理地点/address | 居留许可延期/residence permit extention | | | |
|---|--|--|-----------------------------------|---|-------------------------|-------------------------------|
| | | | 本校学生 SCNU student | 办理地点/address | 外校学生/ other students | 办理地点/address |
| 护照复印件/passport copy | √ | | √ | | √ | |
| 签证复印件/visa copy | √ | | √ | | √ | |
| 录取通知书原件/ original admission notice | √ | A101办公室 Room A101 | √ | | √ | A101办公室 Room A101 |
| JW202表/jw202 form | √ | A101办公室 Room A101 | | | | |
| 体检报告 medical check-up report or receipt copy | √ | 广州国际旅行卫生保健 中心/ Guangzhou International Travel Healthcare Cente | | | | |
| 住宿登记表/residence form | √ | | √ | 辖区派出所 local police station | √ | 辖区派出所 local police station |
| 缴费单/tuition fee receipt | √ | A101办公室 Room A101 | √ | | √ | |
| 保险证明/ insurance certificate | √ | A103办公室 Room A103 | √ | A103办公室 Room A103 | √ | A103办公室 Room A103 |
| 考勤证明原件/ original attendance certificate | | | √ | A103办公室/Room A103 | √ | 在读学校 current school |
| 成绩单原件/ original examination report | | | √ | A207办公室/Room A207 语言生/本科生: 丘老师 language and undergraduate stuent: Miss Qiu 研究生: 陈老师 /graduate student: Miss chen | √ | 在读学校 current school |
| 转学证明/学习结束证明原 件 original transfer letter/certificate of completion | | | | | √ | 在读学校 current school |

重要材料准备/How to prepare important materials

4. **数字相片采集回执/Receipt of Visa Photograph for Foreigners in Guangdong Province**

可以在广州的任一相馆拍照后，取得广东省外国人签证数字相关采集回执。You can get it by taking photos in any photo studio in Guangzhou.

数字相片采集回执 页码, 1/1

(广东·广州) **广东省外国人签证数字相片采集回执**
Receipt of China Visa Photograph for Foreigners in Guangdong Province

您的相片符合《公安部出入境证件相片照相指引》的相关技术要求，并已入库管理
(This notice confirms that the quality of your visa photo has met the requirement of the Entry & Exit Administration Department of Public Security of Guangdong Province, and it has been submitted to the Digital Photo Quality Inspection Center.)。相片图像号为 (Receipt number): Y21090711562008, 请持此回执及你的护照证件前往居住地出入境管理部门办理证件 (本回执及数字相片1年内有效)
(Please present this receipt and your passport at the local department of the Entry & Exit Administration when applying the visa. Please note that your visa photograph and the receipt are valid for one year.)。

重要提示:
请确认回执上的相片是否您本人? (Please confirm that whether the subject in the above photo is yourself.)

相片采集点信息
采集单位:
广州市超越摄影冲印有限公司
联系电话:
83876747
采集时间:
2021-09-07 10:03:06

本人签名 (Your signature): _____

5. **住宿登记表/Accommodation Registration Form**

1. 住校内: 持**护照**、**录取通知书**及留学生公寓出具的**住宿证明**前往**石牌派出所**登记后, 将获得境外人员临时住宿登记表。

On-Campus: If you live in campus, go to register in **Shipai police station** with **the certification** issued by the reception (1st floor at International Students Apartment) and **passport copy, admission notice.**

2. 住校外 (必须是广州市内): 请携带**护照**、**录取通知书**、**租赁合同**与**房东**共同前往**当地派出所**登记。

Out of Campus: If you live out of campus (must be in Guangzhou city), go to register in **local police station** with passport, admission notice, renting contract and your landlord present.

3. **体检报告/Physical Examination Report issued by Guangzhou International Travel Health Care Center**

具体信息请参考留学生体检流程 For details, please read Procedures for Physical Examination.

★ **温馨提示:** 特殊情况下, 可以先使用[体检预约回执](#)申请签证. [Medical checkup registration receipt](#) may to apply visa under special circumstance.

留学生体检流程 Procedures for Physical Examination

一、预约/Make an online appointment

请关注广州国际旅行卫生保健中心微信公众号(账号名称: GZITHC), 进行体检预约。

Please follow the official account of Guangzhou International Travel Healthcare Center (account: GZITHC) to make an online appointment for physical examination.

二、在预约时间携带以下资料去广东国际旅行卫生保健中心体检

Do the physical examination on the appointment time with following documents:

1. 五张照片(规格: 40*32mm) /Five personal photos (40*32mm full face)
2. 护照原件、护照首页和最新签证页复印件/Passport, one copy of passport page and the latest visa page.
3. 原居住国进行的《外国人体格检查记录》, 6个月内的海外健康检查报告, 请携带所有文件原件, 包括胸片、化验结果(如有)

Health examination record in your home country (if available). If you have an overseas health check report issued within 6 months, please bring all the original documents including Chest X-ray film and laboratory result.

1. 录取通知书和 JW202/201 表原件、复印件/ An original and copy of Admission Letter and JW202 /201 Form.

备注/Remark: 学习期限在一年以上的学生体检免费, 其他学生交费 483 元。The health examination is free if your study period is over one year, otherwise you have to pay 483 yuan.

三、体检时间 Physical examination

体检时间: 星期一至星期五, 上午 8:00 至 12:00 (挂号时间 8:00 至 11:00)

Physical examination: 8:00am-12:00am (Registration time is 8:00 am-11:00 am), Monday-Friday.

四、体检地址: 天河北路龙口西 207 号广东国际旅行卫生保健中心

Address: Guangzhou International Travel Healthcare Center, No 207, Longkouxi, Tianhebei Road ,Guangzhou.

电话 Tel: 020-85262033

五、体检注意事项 Notice of Physical examination

1. 请至少保持空腹 8 小时/Please keep the stomach empty for at least 8 hours. (Except for the water).
2. 不建议在体检前 2-3 天内饮酒/It is not recommended to drink alcohol within 2-3 days before physical examination.
3. 发烧期间不建议体检/Physical examination is not recommended during the fever.
4. 如果您目前正在服药, 应告知医生并继续服药/If you are currently taking medication, you should notify the doctor and continue taking the medicine.
5. 您的身份在体检时将被多次验证, 请随身携带护照原件或其他旅行证件/Your identity will be verified a few times during the examination, original passport or other travel certificate should be taken along.
6. 申请人如有病史, 请告知医生, 以减少不便/Applicant who had any medical history should notify the doctor in order to reduce subsequent inconvenience.
7. 您可以在体检后四个工作日内拿到健康证明/You can get your health certificate within 4 working days after the physical examination.
8. 请您留下有效的联系电话/手机号码, 以备不时之需/You have to leave a valid contact telephone number /mobile phone number in case of emergency situations.
9. 所需的体检项目包括:
 - 一般检查: 身高、体重、血压、体温、内科、耳鼻喉科、超声检查(肝、胆、脾、肾)、心电图、胸片;
 - 实验室检查: 血常规、血型、尿检、HIV、TPPA(梅毒)、乙型肝炎表面抗原、抗 HIV、抗 HCV、ALT 等。

The required physical examination includes:

General examination: Height, Weight, Blood pressure, Body temperature, Internal medicine, EENT, ultrasound test (liver, gallbladder, spleen and kidneys), EKG, Chest X-Ray.

Lab tests: Blood Routine, Blood type, Urinalysis, HIV, TPPA (for syphilis), Hepatitis B surface antigen, Anti-HIV, Anti-HCV, ALT etc.

银行开户指南 Open Bank Account

| 手续 Procedures | 地点 Location | 材料 Materials Needed |
|----------------------------------|---|--|
| 填写开户表格 Fill the application form | ICBC on the right of university main gate | 护照、录取通知书、签证、本人广州手机号码和临时住宿登记表 Original and copy of passport, admission notice, residence |

| | | |
|----------------------------------|-------------------------------------|--|
| | | permit,guangzhou mobile Number,and temporary residence in local police station |
| 填写开户表格 Fill the application form | CCB opposite to school on campus | 护照、录取通知书、签证、本人广州手机号码和临时住宿登记表 Original and copy of passport,admission notice,visa,guangzhou mobile Number,and temporary residence in local police station |

你好，我要开户。
Ni Hao, Wo Yao Kai Hu.
Hello, I want to open an account