



#### 欢迎来到广东外语外贸大学,非常荣幸您选择到我校就读!

本须知将帮助您更好地准备本次中国之旅,同时它也将成为您在华期间的生活指南。

此外,我们还会在日后的会面中为您提供更为详尽的信息。

Warm welcome to Guangdong University of Foreign Studies!

We are glad that you have chosen our university and we hope to meet you soon.

Please read this manual while you are preparing to come to China which also serves you as an useful information guidance during your stay in China.

More specific details will be presented at your orientation session.

• 电话 Tel: 0086-20-36207142

• 传真 Fax: 0086-20-36209309

• 电子邮箱 E-mail: studyiniie@gdufs.edu.cn

• 学院官网 IIE Official Website: iie.gdufs.edu.cn

- 网上报名 Online Application Platform: <a href="http://gdufs.17gz.org/">http://gdufs.17gz.org/</a>
- 地址 Add: 中国广东省广州市白云区白云大道北2号广东外语外贸大学七教102

Office 102, No. 7th Academic Building, Guangdong University of Foreign Studies,

No. 2<sup>nd</sup> Baiyun Avenue North, Baiyun District, Guangzhou City, Guangdong Province, PR China

•办公时间:星期一至星期五,

·上午8:30~12:20,下午2:00~5:30

Office Hours: from Monday to Friday,

• 8:30 am-12:20 pm, 2:00 pm-5:30 pm





# 度本介預分學 留学生教育学院工作分工 IIE Office Responsibilities

办公地点 Location	办公室 Offices	主管事务 Responsibilities	联系电话 Contacts	联系人 Contact Person
第七教学楼 102办公室 IIE Office 102, No.7 <sup>th</sup> Academic Building	招生办公室 Admission Office	负责招生、报到、交费、奖学金申请、签证办理等工作 Admission, Registration, Payment, Scholarship application, Visa affairs and etcetera	86-20-36207141, 36207142	吴老师、何老师、 刘老师 Ms. Wu, Mr. He and Mr. Liu
第七教学楼 104办公室		负责选课、课程表、教材、考试等工作 Class selecting, Curriculum and schedule, Teaching Materials and Examinations and etcetera		钟老师 Ms. Zhong
No.7 <sup>th</sup> Academic		负责分班、调班、考勤、HSK、成绩单、结业证书等工作 Class grouping, Class transferring, Checking Attendance, HSK examination, Transcript, Certificate of Completion Courses and etcetera	86-20-36206282	杨老师 Ms. Yang
第七教学楼 103办公室 IIE Office 103, No.7 <sup>th</sup> Academic Building	学生工作办公室 Student Activities Office	负责学生活动、学生证、图书馆卡、保险及赔付、住宿安排、体检、 签证网上预约、二课、课外活动、学生安全等工作 Student Activities, Student ID, Library Card, Dormitory Arrangement, Insurance affairs and claims, Medical Examination, Online Visa Appoitment, Extracurricular Optional Classes, Security affairs and etcetera	86-20-36206067	王老师、蔡老师、 黄老师、谢老师 Mr. Wang, Mr. Cai, Mr. Huang



# 度本外預分學 重要联系方式 Important Contacts Guangdong University of Foreign Studies

_		
	地址 Address	中国 广东省 广州市 白云大道北2号 广东外语外贸大学 第七教学楼 (留学生教育学院) 邮政编码:510420 Institute for International Education, No. 7 <sup>th</sup> Academic Building, Guangdong University of Foreign Studies, No. 2 <sup>nd</sup> Baiyun Avenue North, Baiyun District, Guangzhou City, Guangdong Province, P R China (Post code: 510420)
	_	0086-20-36207141 , 36207142 0086-20-36209309 (Fax)
	电子邮件 E-mail	studyiniie@gdufs.edu.cn
	微信号公众号 Official WeChat Account	GDUFSIIE
	留学生公寓 Dormitories	16栋:0086-20-36641339
	( In-cample	大学报警电话:0086-20-36206999 University Security Services: 0086-20-36206999 校医院急诊电话:0086-20-36206729 On-campus Clinic: 0086-20-36206729
	Off-campus	紧急报警:110 Police: 110 急救:120 Ambulance: 120 火警:119 Fire: 119



# **一般ないない質と学 学历生新生入学日程安排** Registration Arrangements

	日期 Date	时间 Time	地点 Location	事 项 Arrangement	备注 Note
	2020年2月26日 (星期三) February 26, 2020 (Wednesday)	办公时间内 During working hours	七教102办公室 IIE Office 102, No.7 <sup>th</sup> Academic Building	留学生院本科生报到 Registration for 2020 new international students with Institute for International Education	学历生被录取后,应按大学规定的时间和要求 <b>报到、交费、注册、参加开学典礼、新生入学说明会、体检、办理签证</b> 。如因故不能按时报到,必须事先以书面形式征得我校同意,否则将视为自动放弃入学资格。 The new admitted international students of 2020 should register on the dates stipulated, and are required to pay fees on time, attend opening ceremony, and orientation meeting, and apply for visas as scheduled. In case you are prevented from registering before the deadline, you should obtain the approval from our university by submitting a written request in advance, otherwise, your failure to be present for registration will be considered as voluntarily giving up your schooling at our university.
LINE OF STREET SE	2020年2月27日 (星期四) February 27, 2020 (Thursday)	下午 2:30-4:30 2:30-4:30 p.m.	七教212课室 Room 212, No.7 <sup>th</sup> Academic Building	汉语言(商务汉语)入学考试 时间 Entering examination for international students who major in Chinese (Business Chinese) starting from the third year	次语言(商务汉语)本件二年级的子生必须参加。 *如另有安排,以学院通知为准。 International students major in Chinese (Business Chinese) starting from the
	2020年3月2日 (星期一) March 3, 2020 (Monday)	下午2:00 2:00 p.m.	七教106课室 Room 106, No.7 <sup>th</sup> Academic Building	开学典礼及新生说明会 Opening Ceremony for new academic semester and Orientation Meeting	各语种新生说明会安排开学时请见七教一楼大厅通知栏。 Detail arrangement of the Orientation Meeting of different languages will be announced on the bulletin at the lobby, No. 7 <sup>th</sup> Academic Building by the time of the beginning of the new semester.
	2020年2月26日~ 3月10 From February 26 to March 10, 2020	办公时间内 During working hours	七教102及103办公室 IIE Office 102 & Office 103, No.7 <sup>th</sup> Academic Building	办理相关签证手续	具体安排以学院通知为准。详询留学生教育学院102招生办公室。 Detailed arrangements are subject to the notice of the institute. For more information please consult with IIE Office 102.



#### 报名费及学费 **Application Fee & Tuition Fee**

项目 Programs	金额(元) Amount (RMB)	单位 Per
报名费 Application fee	500	次 1 time
汉语言本科 Chinese B.A. programs	20,000	年 year

#### ▲报名费及学费缴费须知:

- 1、交费方式:请在留学生教育学院102办公室使用**银联卡**刷卡或**微信、支付宝**扫码支付,或持**现金及交款单**(102办公室开具)到大学正门**中国银行柜台**支付;
- 2、学费可以按学年或学期支付,报名费一次性收取,不予退还。因不可抗力须退学、休学等,于学期开始前申请可退所交学费的80%,自开学之日起不予退还。如涉及违 法违规行为无法继续学习, 所有费用不予退还。**必须凭交费发票退费, 如发票丢失则无法办理退费手续。**

#### **▲ Notes on Payment of Application Fee and Tuition Fees:**

- Payment Methods: Please pay by the Union Pay bankcard or WeChat Pay, Alipay at IIE Office 102, or pay at the counter in Bank of China located nearby the university main gate of north campus with cash and bank note issued by IIE Office 102.
- Tuition fees can be paid by semester or by academic year. Application fee is charged once and it is non-refundable. Request for quitting or suspension of schooling which is caused by irresistible reason, before semester starts could have 80% of tuition fee refund. In case the request occurs after semester started, or if students cannot continue their study due to the violation of laws and regulations, all paid fees are non-refundable. Fee refund will only be accepted with the payment invoice. Once the payment invoice can not be provided, no any fee refund is available.



▲根据中华人民共和国国家教育部规定,**国际学生无论在本国已购买其他保险与否,来华后必须在中国大陆购买来华人员保险**。国际学生应在来校报 到时购买。保障责任为:身故保险责任、残疾保险责任、意外伤害医疗保险责任和住院医疗保险责任。保险的理赔由103办公室工作人员协助。详细 保险内容请见:http://www.lxbx.net/。

▲ International students are compulsory to buy "Comprehensive Insurance for Foreigners Staying in China" upon their arrival no matter
they have already had other kinds of insurances in their home countries according to provisions of Ministry of Education of the PRC. IIE

Office103 is responsible for assisting students with the claims settlement. For more details please refer to <a href="http://www.lxbx.net/">http://www.lxbx.net/</a>.

费用:800元/年,400元/学期 Fee: RMB800/year, RMB400/semester

购买地点:**留学生教育学院103办公室** Place for purchasing:IIE Office 103

支付方式:微**信或支付宝支付** Payment method: WeChat Pay or Alipay



北校区校内住宿 Accommodations on North Campus	16 栋 Dormitory No. 16 <sup>th</sup> Building (宿舍管理模式 Dormitory management)	干训楼 Ganxun Hostel Building (酒店管理模式 Hotel management)
房型及价格 Type of Room & Fees	双人间 Double Room: RMB 4800/bed/Semester (4 months) 四人间 Four-people Room: RMB 2400/bed/Semester (4 months)	双人间 Double Room: RMB 6000/bed/Semester (4 months)
洗衣机 Washing Machine	$\checkmark$	
电 视 Television	×	
电梯 Elevator	×	
公共厨房 Public Kitchen	$\checkmark$	×
Wi-Fi	$\sqrt{}$	
水电以及热水 Water & Electricity (Including hot water)		
床上用品 Bedding	×	×

#### ▲住宿缴费须知 Note on Payment of North Campus Accommodation

- 1、交费方式:到16栋一楼前台使用**银联卡**刷卡或**微信、支付宝**支付,或持**现金及交款单**到大学正门中国银行柜台支付,并凭发票到留学生教育学院103办公室办理《外国人临时住宿登记表》。\*住宿费一经支付,不予退还。
- 2、留学生公寓。请务必详细阅读并遵守我校的《留学生公寓管理条例》,按《收费标准》支付各项费用,同时签署《承诺书》。请注意防火、防盗,离开房间时关好门窗。请妥善保管好个人用品和财物。
- 3、宿舍预订:请联系103办公室黄老师 (Juan),电话: 0086-20-362-6067,E-mail: <u>201820061@oamail.gdufs.edu.cn</u>。\***宿舍床位有限,先订先得。**
- 1. Payment Methods: Please pay by the UNIONPAY bankcard or WeChat Pay, Alipay at the receptionist of Dormitory No. 16<sup>th</sup> Building, or pay at the counter in Bank of China located nearby the university main gate of north campus with cash and bank, and apply for the Registration Form of Temporary Residence for Visitors at IIE Office 103 with payment invoice.\*Accommodation fee is not refundable once being paid.
- 2. International students must abide by related dormitory rules and regulations and pay fees due in line with the Fee Standard, and must sign Letter of Security Commitment as well. Beware of fire and theft. Keep doors and windows closed before going out. Please take good care of your personal belongings.
- 3. Room Reservation: Please contact with Mr. Huang (Juan) by phone 0086-20-36207141 or by E-mail: 201820061@oamail.gdufs.edu.cn . \*Limit dormitory room, first reserve first get.



## 办理《外国人临时住宿登记表》 Registration Form of Temporary Residence for Visitors

- 1. 根据我国法律,外国人必须于抵达广州24小时内办理住宿登记表,否则将被处于最高2000元的罚款。
- 2. 北校区住校生,可凭住宿费收据在留学生教育学院103室填表后到校内警务室办理。南校区住校生由南校助理协助在大学城小谷围派出所办理。校外住宿者,需自行到当地派出所办理。**所需文件:护照原件、护照和签证(含最后入境章)复印件各1份、照片1张。**
- 3. 更新住宿登记表:**每次更新签证后,国际学生必须再次办理住宿登记表。**北校区住校生及校外住宿者办理办法不变,南校区住校生自行到大学城小谷围派出所办理。 如有任何变动,请注意查看留学生教育学院相关通知。
- 1. In accordance with Chinese Law all foreigners must register themselves at police station within 24 hours after entering China, or they will be fine up to RMB2000.
- 2. International students living on north campus should fill in the form at IIE Office 103 then make registration with required documents at on-campus police office; students living on south campus should make registration at Xiaoguwei Police Station located in Guangzhou Higher Education Mega Center by the help of IIE student assistant; those who living off campus shall register at police stations which their apartments administrated by. Documents **Required: passport original, one passport copy, one visa copy (latest entry stamp should be included), one photo**.
- 3. International students must make new registration at police station again within 24 hours after obtaining new visas. The way of processing new registration form for students living on north campus and off campus stay the same while those who living on south campus should make registration at Xiaoguwei Police Office by themselves. For any possible change please note to check IIE announcement.



# 度本介语介質大學 校内外温馨指引 GUANGDONG UNIVERSITY OF FOREIGN STUDIES Guidance for On/Off-Campus Living W



#### 校外住宿指引 Guidance for Off-Campus Housing

- ●金榜B公寓 Jinbang B Apartment
- ●云尚国际公寓 Sky Deluxe Loft Apartment
- ●保利山庄酒店 Poly Hotel
- 自如APP Ziroom App
- ●房屋中介 Real Estate Agency

### 校内生活指引 **Guidance for On-Campus Living**

- ●第一、二、三饭堂;清雅苑餐厅 Cateen No.1 & 2 & 3; Canteen Qingyayuan
- ●咖啡厅:云栈、云山优座、憩云轩 Coffee Shops: Global Lounge, Yunshan Café, Qiyunxuan Café
- ●巨鹿超市 & 兴安超市 Granddeer Supermarket & **Sunshine Supermarket**
- ●学生服务大厅 Student Service Center

## 校外就餐指引 Guidance for Off-Campus Male

- ●云尚生活广场 Sky Deluxe Loft Plaza
- ●笑溢居西餐厅餐厅 Arabic Food Halal Restaurant
- 弘善素菜馆 Hongshan Vegetarian Restaurant
- ●美团app,饿了么app,大众点评app等 Takeaway Food Service App such as Meituan, Ele.Ma, Dazhong Dianpin...

## 大学周边商场 Guidance for Nearby Shopping Malls

- ●安华汇 Anhuahui Mall
- ●沃尔玛,白云汇 WalMart, Baiyunhui Mall
- ●凯德广场-五号停机坪-万达广场 CapitaLand Mall, G5 Shopping Mall, Wanda Plaza
- ●麦德龙,百信广场 METRO, Paso Plaza
- ●广州体育馆 Guangzhou Gymnasium



## 後本外預外學 校园卡及学生证 Campus Card and Student ID

- 1、校园卡:学历生必须办理。校园卡用于大学食堂就餐、留学生公寓使用热水、大学超市购物、图书馆借阅,接收校园无线网络等。充值可到大学二教一卡通中心,或绑定 微信充值。请于开 学后到留学生教育学院102办公室吴老师处领取。未交照片的,凭102办公室开具的介绍信自行到二教一卡通中心办理。首次办卡免费,补办须交15元。
- 2、学生证:请交一张1寸彩色照片至留学生教育学院103办公室黄老师 (Juan) 处办理,开学3周后可领取。
- 1. Campus card: It is necessary for all degree students, which is for having meals in canteens on-campus, using hot water in dormitory, shopping in supermarkets on-campus, entering library and applying university Wi-Fi and etcetera. It can be obtained from Ms. Wu at IIE Office 102 after semester starts and can be recharged at Card Center located on the first floor, No. 2 Academic Building, or bind WeChat account for recharging. Those who have not submitted photo in advance please go get a recommendation letter from IIE Office 102 to obtain campus card directly from the Card Center. Campus card is free of charge for the first time and RMB15 will be charged for applying for a new card.
- 2. Student ID: Please submit an 1-inch colored photo to Mr. Huang (Juan) at IIE Office 103 and it would be ready within 3 weeks after semester starts.



## 医疗提醒 Note on Medical Care

- 1、请随身携带一些您在国内熟悉的日常用药。小病如感冒、拉肚子,可自费前往校园内卫生所或附近公立医院就医。
- 2、如患重大疾病或发生意外,请第一时间联系留学生教育学院103办公室,我们会协助您办理相关就医和保险索赔手续。
- 1. Please bring all necessary medicines you normally use from your home country; If you were not feeling well such as have a cold, have diarrhea and etcetera, you may go to the clinic on- campus or public hospitals nearby at your own expense.
- 2. In case of a serious illness or accident, please contact with IIE Office 103 immediately and we will help through the required formalities related to medical treatment and insurance claims.



## 签证事务 Visas

在广州办理签证一般需要**2周**时间,请务必**在现持签证过期前、提前至少15天**到留学生教育院102招生办公室办理签证事务。请务必按照出入境规定的时间取回您的护照,并仔细确认签证有效期。请到留学生教育院102招生办公室更新签证信息,并办理新的住宿登记表。
\*如因个人原因导致签证过期,所有后果自负。

Due to the fact that visa application/extension in Guangzhou takes about **2 weeks** to process, international students must go through visa procedure at IIE Office 102 **at least 15 days before the expiration of current visa**. Do remember to get your passport back on time as Immigration Office required and note to check the validity of your visa. Please register your new visa information at IIE Office 102 and renew your police registration form as well.

\*International students should take full responsibility for all consequences occurred of visa expiration caused by their own problems.

- 1、JW202表为学习类签证邀请函,办理时间大约需要45-60个工作日。如需JW202表原件,请与留学生教育学院102办公室联系;
- 2、X2签证是短期学生签证,有效期为3~6个月;办理不需要JW202表,也不需要体检报告;签证一旦过期,不能在广州直接办理延期;一般为0次入境;
- 3、 居留许可是可多次入境的长期学生签证,办理需要JW202表和体检报告;可在广州办理签证延期。
- 1. JW202 form means student visa invitation and it takes about 45 to 60 workdays to get ready. If the original JW202 form is needed please contact with IIE Office 102.
- 2. X2 visa means short-term student visa which will generally be valid for 3-6 months; neither the JW202 form nor the medical examination report is required, and it cannot be extended directly in Guangzhou once expiring. Generally the X2 visa would be zero entry.
- 3. Residence Permit means long-term multiple-entries student visa; both the JW202 form and the medical examination report are needed and it can be extended directly in Guangzhou before expiring.



## 签证指引 Visa Guideline



#### VISA GUIDELINE FOR INTERNATIONAL STUDENTS



#### Before Arrival

Apply for an X visa at Embassy or Consulate General of P.R. China in your country

Types of X visa	Reference	2
<b>X1</b> ₽	For those who will study in China for more than 6 months₽	3
<b>X2</b> ₽	For those who will study in China for less than 6 monthse	34

#### How to apply for an X visa₽

Original Admission Notice

& JW202/ JW201 form

✓

Other documents needed by Embassy (Consulate) of P.R. China

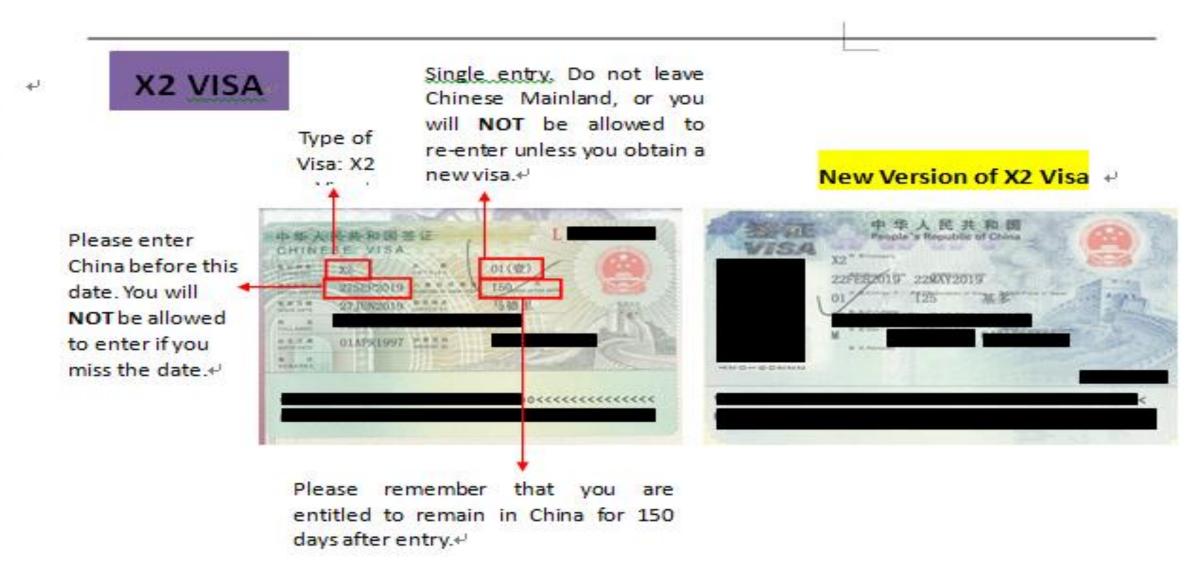


#### X VISA

#### To Clearly Understand the Visa-



ATTENTION: You must submit required application documents within 30 days from the date of entry, converting the X1 Visa to Residence Permit. A delay of even one day is not allowed. ←







# 度本外语外質大學 签证办理签证流程 Procedure for Visa Application

第一步 Step 1

缴清所有费用并准备好所需签证材料 ( 学生本人职责 )

Pay off all requested fees and get all required documents prepared (Student's responsibility)

第二步 Step 2

带齐所需签证材料到留学生教育学院 102办公室办理《签证证明》 (102办公室职责)

Take all required documents to IIE Office 102 to get *Visa Certificate* (Office 102's responsibility)

第五步 Step 5

▲按回执上注明的取证时间取回护照,并到 102办公室登记新签证的信息及重新办理 《住宿登记表》

( 非常重要 , 学生本人职责 )

▲ Students must get back their passports in accordance with the stipulated date on the Visa Application Acceptance Receipt, report new visa Information to IIE Office 102 and renew the Registration Form of Temporary Residence

(Very important, student's responsibility)

第四步 Step 4

网上预约成功后带齐所有办签所需材料 前往白云区分局递签,领取办签回执并 交签证费

( 学生本人职责 )

After the Online Visa Appointment is successfully done, please submit all documents to the Guangzhou Immigration Office Baiyun District Branch, obtain the Visa Application Acceptance Receipt and pay visa fees (Student's responsibility)

第三步 Step 3

带齐所需签证材料到留学生教育及 《签证证明》到103办公室办理签 证网上预约(103办公室职责) Take all required documents including the Visa certificate to IIE Office 103 for Online Visa **Appointment** (Office 103's responsibility)



## 度本外預分學 签证所需文件 Required Documents for Visa

申请居留许可(学习签证)所需文件	Documents Required for Residence Permit
①签证证明(102办公室出具)	①Visa Certificate (Issued by IIE Office 102)
②住宿登记表	②Police Registration Form
③体检报告	3 Physical Examination Report
④JW202表(学习签证邀请函)	(4) JW202 Form (Student Visa Invitation)
⑤录取通知书	⑤Admission Notice
⑥护照原件	6 Original Passport
⑦1张签证照片及照片回执	7 A Blue-background Visa Photo and the Photo Receipt
⑧网上签证预约(103办公室办理)	®Online Visa Application (By IIE Office 103)

- 1、**已有学习居留许可且年满18岁的国际学生**不需要体检报告以及JW202;
- 1. Physical Examination Report and JW202 form is not required for those who are above 18-years' old and currently holding Residence Permit.
- 2、持学习居留许可的转校生,须提供原学校出具的**转学证明(出勤率必须80%以上)及成绩单(全部考试及格)原件**或提供**原在华毕业院校所出具的相关毕业证、学位证及成绩单原件。**
- 2. Those who are currently holding Residence Permit and apply for transferring to our university must submit the original transfer letter with attendance rate no less than 80% and the latest examination transcript with all subjects passed, or any relevant original graduation diploma, degree certification and transcript from previous university.



# 度本介语介質大學 签证所需文件 Required Documents for Visa

申请X2签证所需文件	Documents Required for X2 Visa
①签证证明(102办公室出具)	① Visa Certificate (Issued by IIE Office 102)
②住宿登记表	② Police Registration Form
③护照原件	3 Original Passport
④1张签证照片及照片回执	A Blue-background Visa Photo and the Photo Receipt
⑤录取通知书	(5) Admission Notice
⑥网上签证预约(103办公室办理)	60 Online Visa Application (By IIE Office 103)

- ·未满18岁周岁的国际学生申请X2签证,须提供父母双方护照复印件及公证后的出生证明。
- •Those that are under 18-years' old are required to provide parents' passport copies and notarized birth certificate with Chinese translation to apply for the X2 visa.



## 广州市自云分局出入境 Guangzhou Immigration Office, Baiyun District Branch

地址:广州市白云大道北331号

(从大学北门步行约15分钟可到)

Add.: No. 331<sup>st</sup> Baiyun Avenue North, Baiyun District, Guangzhou (15-minutes walk away from

(15-minutes walk away from university north gate)

工作时间:周一至周五 上午8:30-12:00, 下午14:00-17:30 Office hours: 8:30-12:00 am, 2:00-5:30 pm (Monday-Friday)





广东外语外贸大学示意图

