

## 留学生管理手册

## International Student Handbook Xihua University

2019年7月制

July 2019



#### 目录

A.校长致辞 / President's Welcome Message	2
B.留学生管理规定 / Regulations For International Students	3
总则/General principles	3
西华大学留学生缴费相关规定	
Regulations on Payment for International Students, XHU	4
报到流程 / Registration Process	6
西华大学留学生住宿管理规定	
Regulation on Dormitory and Accommodation for International Students, XHU	8
西华大学留学生签证相关管理规定	
Regulation on Visa Related Affairs for International Students, XHU	10
C.出发前的重要准备 / Prepare to Travel	13
D.从机场到学校/ From Airport to University	14
E.付费及保险 / Payment and Insurance	16
F.签证事宜 / Visa Affairs	16
G.生活相关 / Life in XHU and Chengdu	18

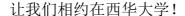


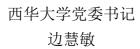
## A. 书记致辞 / Education Chancellor's Welcome Message

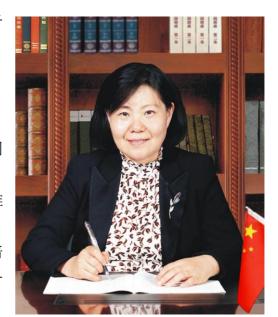
西华大学是四川省属重点综合性大学,办学始于1960年,由原四川工业学院和原成都师范高等专科学校于2003年4月16日合并组建。2008年9月四川经济管理学院并入西华大学。

学校位于中国历史文化名城成都,现有校本部、 彭州校区、成都市人南校区三个校区。校本部毗邻国 家高新技术开发区西区,西依望丛帝乡、扬雄故里, 岷江水自都江堰而下从学校蜿蜒流过,校园环境优雅 大气。

立足于这座精彩的城市,西华大学在若干年中培养了数千名来自世界各国的留学生。今天我们将以一贯的热情以及高水平的教学和服务欢迎每一位留学生,让你们在这里的学习和生活充满美好回忆。







Xihua University is a provincial key comprehensive university in Sichuan, whose history can be traced back to 1960. Xihua was established from a merger of the former Sichuan Institute of Science and Technology and the former Chengdu Normal College on April 16, 2003, and then, the university is expanded by another merger with Sichuan Economic Management Institute in September, 2008.

Situated in Chengdu, a famous historical and cultural city, Xihua consists of three campuses -main campus, Pengzhou campus and Rennan campus. The environment of the main campus is beautiful and impressive as it stands close to the National Hi-tech Zone (West), west to the hometown of the legendary Emperor Wang and Emperor Cong as well as the ancient philosopher, Yang Xiong. What is more, a branch of Minjiang River, coming from Dujiangyan, is winding through the campus charmingly.

Standing on this great city, we are proud to have seen thousands of international students graduated from XHU. Today we are welcoming every international student with our hospitality as well as high-standard teaching and service as always, making sure your stay here will be full of wonderful memories.

Let's meet in XHU!

Prof. Bian Huimin, Education Chancellor Xihua University



## B. 留学生管理规定 / Regulations For International Students

#### 总则/General principles

- 一、 本文件中的一些缩略语: / Some abbreviations in this document:
- 1. OICE,XHU: 指西华大学,国际合作与交流处,主要负责西华大学国际学生的录取以及签证、居留许可申请、延期等相关事宜; / OICE, XHU: refers to Office of International Cooperation and Exchange, which is in charge of Admission and Visa (Residency Permit) affairs of international students.

SIE, XHU: 指西华大学,国际教育学院,主要负责西华大学留学生教育教学,住宿及日常管理。;/SIE, XHU: refers to School of International Education, Xihua University, which is in charge of the accommodation, curriculum design and daily management of international students.

- 2. 学生: 指来华学习的留学生; / Student(s): refers to international student(s) studying in China (XHU).
- 3. 签证: (除非特殊说明时)指中华人民共和国签证、停留许可及居留许可; / Visa: (unless particularly indicated) refers to visa and/or staying permit and/or residence permit in China.
- 二、本文件中包含若干个涉及留学生在西华大学学习和生活方面的规定。留学生须仔细阅读,并将任何不确定的信息及时提出。一旦申请就读我校,则视为完全理解并接受本文件。/ This document contains several regulations related to international students' life and studies in XHU. All the students should read this document carefully and be sure to enquire about any uncertain information. Student's application to study in our university will be regarded that he/she has fully understood and accepted all of the regulations.
- 三、 本文件所有文本均包含中英文两种语言,但英文信息仅供参考。如果中英文信息不一致,以中文为准。/ All texts in this document are in Chinese and English. The English part is for reference only. If there's any English information different from the Chinese version, please refer to the Chinese version.
- 四、 本文件及所有规定于 2018 年 9 月 1 日开始实施。西华大学拥有最终解释权和修改权。/ This document and all its regulations take effect on September 1, 2018. XHU holds the final authority of explanation over said regulations, and reserves the rights to amend them.



#### 西华大学留学生缴费相关规定

Regulations on Payment for International Students, XHU

费用表(报名费、学费、教材费、住宿费等)/Fee List (application fee, tuition, textbooks, room fee, etc.)

本科(汉语授课文科)/ Bachelor's (Liberal 16,000 毎年/ each academic year Arts programs conducted in Chinese)  本科(汉语授课理工科、艺术)/bachelor's (Science and Engineering, Arts Programs 18,000 毎年/ each academic year conducted in Chinese)  硕士(汉语授课)/ Master's (conducted in Chinese)  **X语项目/CHINESE LANGUAGE PROGRAM**  每学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  **佐宿/ACCOMMODATION**  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption    保险/ INSURANCE   PROGRAM**							
Arts programs conducted in Chinese)  本科(汉语授课理工科、艺术)/bachelor's (Science and Engineering, Arts Programs conducted in Chinese)  硕士(汉语授课)/ Master's (conducted in Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese)  **This is a conducted in Chinese (20,000 每年/ each academic year Chinese (20,000 每年/ each academic year Chinese (20,000 有生/ each academic year Chinese (20,000	学历项目/ DEGREE PROGRAMS						
本科(汉语授课理工科、艺术) /bachelor's ( Science and Engineering, Arts Programs conducted in Chinese) 硕士 (汉语授课) / Master's (conducted in Chinese)  **Total Chinese**  **Total Ch	本科(汉语授课文科)/ Bachelor's (Liberal	16,000 每年/ each academic year					
( Science and Engineering, Arts Programs conducted in Chinese) 硕士 (汉语授课) / Master's (conducted in Chinese)  双语项目/ CHINESE LANGUAGE PROGRAM  每学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption	Arts programs conducted in Chinese)						
( Science and Engineering, Arts Programs conducted in Chinese) 硕士 (汉语授课) / Master's (conducted in Chinese)  双语项目/ CHINESE LANGUAGE PROGRAM  每学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption							
conducted in Chinese) 硕士 (汉语授课) / Master's (conducted in Chinese)  20,000 每年/ each academic year  (汉语项目/ CHINESE LANGUAGE PROGRAM  每学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption	本科(汉语授课理工科、艺术)/bachelor's						
硕士(汉语授课)/ Master's (conducted in Chinese)    20,000 毎年/ each academic year	( Science and Engineering, Arts Programs	18,000 每年/ each academic year					
Thinese)  Tyay I / Chinese Language Program  安学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	conducted in Chinese)						
大語 文語項目/ CHINESE LANGUAGE PROGRAM  毎学期/ One semester 7,500 毎学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	硕士(汉语授课)/ Master's (conducted in	20,000 复生/ each academic visor					
每学期/ One semester 7,500 每学年/ One year 15,000 报名费/ Application fee 400 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	Chinese)	20,000 母中/ each academic year					
每学年/ One year 报名费/ Application fee 教材费/ Textbooks 按实际金额收取/ Actual price 住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	汉语项目/ CHINESE LANGUAGE PROGRAM						
报名费/ Application fee 教材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months) Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	每学期/ One semester	7,500					
数材费/ Textbooks 按实际金额收取/ Actual price  住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months)  Deposit 1,000 (refundable when check out)  Utility Bill Charged based on actual consumption  保险/ INSURANCE	每学年/ One year	15,000					
住宿/ ACCOMMODATION  Student Dormitory 3,000 per semester (6 months)  Deposit 1,000 (refundable when check out)  Utility Bill Charged based on actual consumption  保险/ INSURANCE	报名费/ Application fee 400						
Student Dormitory 3,000 per semester (6 months)  Deposit 1,000 (refundable when check out)  Utility Bill Charged based on actual consumption  保险/ INSURANCE	教材费/Textbooks	按实际金额收取/ Actual price					
Deposit 1,000 (refundable when check out) Utility Bill Charged based on actual consumption  保险/ INSURANCE	住宿/ ACCOMMODATION						
Utility Bill Charged based on actual consumption  保险/ INSURANCE	Student Dormitory	3,000 per semester (6 months)					
保险/ INSURANCE	Deposit	1,000 (refundable when check out)					
· · ·	Utility Bill	Charged based on actual consumption					
East Up .	保险/ INSURANCE						
300 每学期/ semester *		300 每学期/semester*					
保险费(必须购买)/ Insurance (compulsory) (详见注释/ Refer to information	保险费(必须购买)/ Insurance (compulsory)	(详见注释/ Refer to information					
below)		below)					

- \* 春秋学期保险期分别为 3 月 1 日至 9 月 1 日、9 月 1 日至 3 月 1 日。不足一学期按一学期收取。/ Period of Insurance Coverage: March 1 to September 1 for Spring Semester, September 1 to March 1 for Fall Semester. Minimum charge is RMB 300. \* 以上金额单位均为人民币,并可能进行变更。/ All fees listed above are in RMB and are subject to change. \*对宿舍的及其设施的损坏学生需按照市场价格进行赔偿。情况严重者,学校有权上报公安局。/ Should there be any damage to the student dormitory caused by student (s), he/she/ they need (s) to pay for the damaged item(s) based on the market price. For severe cases, XHU reserves the rights to report to the police department.
- 一、留学生入学报到缴纳费用及日常生活均由国际教育学院负责。有任何问题,请向国际教育学院咨询。 西华大学 2018 年秋季留学生入学报到时间为 9 月 3 日至 9 月 7 日,9 月 10 日开始上课。/The SIE is in charge of the tuition payment and daily life management of international students in Xihua University. Please approach to SIE should you have any inquiry. The registration date for international students is from September 3<sup>rd</sup> 7<sup>th</sup>, and the class starts on September 10<sup>th</sup>.
- 二、所有新注册的学生,无论公费、自费或其它经费形式,均应在该学期到校注册之日(适用于新生)或国际教育学院开学典礼日起 5 个工作日内,在国际教育学院完成所有应缴费用的缴纳或审核;逾期15 个工作日以上的,视为放弃学习、自动退学,如已缴纳部分费用的,已缴纳部分费用不予退还。/AII



the freshman students, either self-funded or on a scholarship, must pay all necessary fees (or complete the Funding-Confirmation Procedure) at the SIE, within 5 working days from his/her registration day or SIE's Orientation Day (for current students) at XHU. A student will be regarded as aborting & quitting study if he/she still has due fees after 15 working days, and partly-paid fees (if any) will not be refunded. 延期学生需在其学生签证/居留许可过期前 45 天提出延期申请,同时需要完成支付下学期的学费以及住宿费,不然学校有权拒绝为该生办理居留许可延期。任何学生因为自己未按时完成学费或是住宿费的支付,以及晚于 45 天提出延期申请,而造成签证/居留许可延期办理的滞后需由学生自行承担相关责任。/ For students who request to extend their study and residency permit, they need to pay for their tuition and accommodation for the next semester/ year (based on the student's request) before they submit the extension request. The extension request should be arose by the student himself/ herself at the OICE at least 45 days

For students who request to extend their study and residency permit, they need to pay for their tuition and accommodation for the next semester/ year (based on the student's request) before they submit the extension request. The extension request should be arose by the student himself/ herself at the OICE at least 45 days before the expiry date of his/her student visa/residency permit. A student should be responsible for any delay or unsuccessful fulfillment of the student's residency permit extension caused by the student's delayed payment or late request.

三、学费可按学期或学年缴纳。/ Tuition is charged on a semester's or a yearly basis.

四、住宿费按每次至少六个月缴纳,寒暑假期的住宿费按实际住宿时间缴纳。已缴纳的住宿费不退费。/ Student dormitory fee is charged by at least 6-month for each time, and all the paid dormitory fee is non-refundable./ 学生除缴纳住宿费外,还应及时缴纳电费等相关费用。/ Besides the room fee, students should pay all other related fees such as the electricity bill on time.

五、每学期开学两周内(从该学期第一天上课开始计算)申请办理退学者(包括任何原因导致无法继续学习的),退还该学期全部学费,学院另扣除 600 元人民币的办理退学手续费。开学两周后申请办理退学者,当期学费一律不予退还。/ Any student who applies for dropout from XHU within 2 weeks of the beginning of each semester (calculated from the first day of the semester) will get a full refund of tuition, while a dropout fee of RMB 600 will be charged. Tuition will not be refunded after 2 weeks of a semester beginning. 六、如果学生从收费标准较高的宿舍换到收费标准较低的宿舍,所缴纳的住宿费将不予退还。反之,则需按照学期为单位补齐当期差额。

/ If a student changes rooms from a higher-priced dormitory to a lower-priced dormitory, a partial refund of the room fee will not be given. On the contrary, he/she will need to pay the difference on a semester's basis.

七、学生有义务在购买教材时检查所选教材的准确性、完好性。所有教材一经售出,无论何种原因均不予退换。 / Students are obliged to confirm that the textbooks he/she purchased are correct and in good condition. All textbooks are non-returnable and cannot be exchanged once sold.

八、无论学生是否已购买其它保险,均需购买西华大学指定的留学生保险。

/ The insurance appointed by XHU is compulsory for any student regardless of previous purchase of other insurance or not.

九、学生在未缴纳清所有应缴费用(包括学费、报名费、住宿费、电费、保险费及其它费用)的情况下,学院不予开具任何形式的文书(包括学生证、签证申请、在读证明、成绩单等)。/ Students will not be issued any documents of any form (including Student ID, Visa Application Documents, Certificate, Transcript, etc) by XHU if he/she still has any unpaid fees due (including tuition, application fee, room fee, electricity bill, insurance, etc.).

十、学生因违法、违纪、违规导致被开除或取消签证的,已缴纳的一切费用不予退还;导致被清退出宿舍的,已缴纳的住宿费、电费不予退还。/ If a student's violation of related laws, regulations or rules leads to



visa cancellation or expulsion from XHU, he/she will not be refunded any paid fees. If it leads to expulsion from the dormitory, he/she will not be refunded the room fee or electricity fee.

十一、各类奖学金学生及涉及到费用发放的学生,如果费用为按月发放的,每月的发放时间一般为该月15 日左右。学生必须在前一月的 22-26 日期间完成签字等确认手续后方可收到费用,未完成手续的将导致发放推迟。因银行财务系统故障等特殊原因导致发放不成功的,发放可能顺延。/ For students with all kinds of scholarships or money receiving, each kind of monthly money will be given around the 15<sup>th</sup> of that month. Students have to first complete the confirming procedures such as signing within 22<sup>nd</sup> to 26<sup>th</sup> of the previous month, otherwise the money receiving will be delayed. On special occasions such as financial system failure in banks, the money receiving may also be delayed.

#### 报到流程 / Registration Process

国际合作与交流处、国际教育学院的日常工作时间为 9:00-12:00, 14;30-17:00,周一至周五。各办公室职能及负责人联系方式等请见下表。学生在前往国际合作与交流处、国际教育学院应电话或是邮件预约,未预约的拜访可能不被受理。

Our office hour is from 9:00-12:00, 14:30-17:00, from Monday to Friday. Please also see below the list of our office duties and staff contact. Students are strongly suggested to make an appointment by email or phone before going down to our office. Walking-in without appointment may not be approached.

Staff/人员	Department/ 部门	Position/职务	职责/Duty	办公地点 /Office	联系方式/Contact
Ms. He Qin	SIE	Executive	Student administrative affairs including accommodation, tuition payment and etc.	425, No. 8 Teaching Building	+ 86 028 87387689 Heqxhu@163.com
Ms. Li Junlin	SIE	Executive	Student administrative affairs including accommodation, tuition payment and etc.	425, No. 8 Teaching Building	+ 86 028 87387689 jli930827@163.com
Ms. Tian Shiqi	OICE	Program Coordinator	Admission and student Visa	408, Administration Building	+86 028 87725032 gletzy0147@163.com
Mr. Zhang Long	OICE	Program Coordinator	Admission and student visa	408, Administration Building	+86 028 87720114 Aron_Zhanglong@ho tmail.com

每学期报到期限从该学期公布的留学生校历**第一个报到日开始计算,学历生、交换生、学习专业课程的进修生共 15 天,语言生共 30 天**。超过期限未报到的视为放弃入学资格,将不能再进行报到,并将被学校上报公安局出入境,取消入境签证。学生需自行承担由此导致的任何结果。

Registration period of each semester is 15 days (for Degree Program students, exchange students and students studying major courses) or 30 days (for Language Program students) in total, starting from the first Registration Day published in our official calendar (http://www.xhu.edu.cn/147/list.htm) for international students. No-Show in registration period will be regarded as admission abandoned and your information will be submitted to PSB Exit & Entry Department for visa cancellation. Any consequence led by this will be the students' own responsibility.



留学生到校后,首先应在<mark>国际合作与交流处</mark>进行报到注册。请持有效护照(含有效签证或居留许可)、两张证件照、录取通知书、JW202 表到西华大学<mark>行政楼 408</mark> 办公室报到。注册报到时需缴纳 400 元注册费。

After arrival in our university, you are supposed to complete the registration procedures in our offices. Firstly, please take your valid passport (with valid visa or residence permit), 2 passport-size photos, admission letter, JW 202 Form for registration at OICE Office 408, Administration Building Xihua University. A registration fee of RMB 400 needs to be paid when you register with OICE.

留学生在国际合作与交流处报到之后,应立即到国际教育学院(八教 425 办公室)进行报到,办理入住、 缴费、居住登记等相关事宜。

After your registration with OICE, please go to SIE (425 No.8 Teaching Building) with your passport and documents issued by OICE for your accommondation, tuition payment, and registration at local police station.

#### 请注意 / Kind Notice

每学期新生报到注册期间报到人数较多,可能将影响你的等候时间,敬请谅解!我们将竭力提供更为高效和优质的服务 / There may be a large number of fresh students at registration period each semester - this may increase your waiting time on every registration procedure. We appreciate your understanding and will provide best possible service as always.



#### 西华大学留学生住宿管理规定

#### Regulation on Dormitory and Accommodation for International Students, XHU

#### 一、 住宿办理流程/ Process of Accommodation

#### 1. 入住/ Checking-in

- 1) 学生应持本人护照和国际合作与交流处开具的录取通知书(仅适用于新生)材料,在国际教育学院完成所有应缴费用的缴纳或审核后,办理入住手续。/ Before checking in, students should pay all necessary fees (or complete the Funding-Confirmation Procedure) at the SIE, bringing the Admission Letter issued by OICE (applicable to new students only) together with his/her passport and other required documents.
- 2) 提前到达或在非工作时间(工作时间为9:00-12:00, 14:30-17:00)到达的学生需自行解决临时住宿。/ Students who arrived earlier or at non office hours (office hour is from 9:00-12:00, 14:30-17:00) need to arrange temporary accommodation by themselves.
- 3) 学生住宿需服从学校的统一安排,按指定房间入住。/ Students should follow XHU's room arrangement and stay in his/her assigned room.
- 4) 学生入住时,应核对物品是否齐全和完好,若有缺失或损坏需及时上报。/ Students should check all facilities and devices when checking-in. Any missing, damaged or non-functioning items should be reported upon check-in.

#### 2. 换房/ Changing Rooms

- 学生无权转租或自行调换房间,房间出现任何问题(包括物品损坏、被投诉、意外事件等)学校都将直接追究该房间登记学生的责任。/ Students are not allowed to rent out his/her room or change rooms without completing the formal procedure. Students must take responsibility for any issues in the room that he/she is registered to (including equipment damage, receiving complaints, accidents, etc).
- 2) 如因合理原因需要换房,需向国际教育学院提出申请,审核通过后方可更换。/ Students should apply at the SIE for changing rooms if he/she has proper reasons to do so. Room changing can only be done after the application has been approved.
- 3) 换房申请通过后 48 小时内,学生应完成房间更换的一切程序,退还原房间钥匙。/ Students should finish changing rooms and return any previous room keys within 48 hours of his/her application for changing rooms has been approved.

#### 3. 退房/ Checking-out

- 1) 秋季学期的最晚退房时间为次年的 1 月 20 日,春季学期的最晚退房时间为 7 月 20 日。 / For the fall semester, the latest check-out day is January 20 of the next year and for the spring semester the latest check-out day is July 20.
- 2) 学生应持本人护照在国际教育学院办理退房。/ Students should check out at the SIE, bringing his/her passport.
- 3) 学生需在退房时退还房间钥匙。/ Students should return his/her room key when checking out.
- 4) 退房时,住宿房间状况(包括卫生与房间设备状况)应与入住时保持一致。如退房检查时查出任何问题,将向学生收取 200 元清洁费等。/ The room condition (including cleanliness, equipment and devices) at check-out should be the same as at check-in. A cleaning fee of RMB200 will be charged if the room condition is not the same as the checking-in day.
- 5) 每年秋季学期 1 月 20 日、春季学期 7 月 20 日及寒暑假住宿期的最后一天,学校将对宿舍进行清理,任何遗留在空房中的私人物品将清离并不予保管。任何未办理续住手续的学生将被要求当天搬离,且房内所有私人物品将被清离并不予保管。/ On January 20 (for the fall semester) or July 20 (for the spring semester) or the last day of the Accommodation Period



of Winter and Summer Vacation, all rooms will be cleaned up. Any personal belongings left in vacant rooms will be regarded as abandoned and will be taken away. Students who haven't completed the procedures for extended stay will be asked to leave on the above mentioned day, and any personal belongings left in his/her room will be regarded as abandoned and will be taken away.

#### 二、 住宿相关规定/ Other Regulations Related to Accommodation

- 1. 学生应遵守中华人民共和国法律法规和西华大学规章制度,不得在宿舍(包括房间和公共区域)进行任何损害他人利益的活动。/ Students should obey P.R.China Laws and regulations as well as XHU rules and regulations. Any activity that may affect others' rights is prohibited in the residential areas (including rooms and other public areas).
- 2. 严禁一切可能损害自身或他人人身及财产安全的活动。/ Any activity which may harm one's or others' safety or property is prohibited.
- 3. 宿舍內严禁存放易燃、易爆物品,住宿区域內严禁烧烤等需要使用明火的活动。若有因违反此项规定而造成损失的,由学生承担一切责任并赔偿所有损失。/ Any inflammable or explosive materials or any activity which requires fire, such as a barbecue, should be kept away from the residential area. Students will have to take full responsibility and pay the losses caused by damages if he/she violates this regulation.
- 4. 学生应注意用电安全,在宿舍内禁止使用电炉、电磁炉、取暖器、电热毯、电热杯、热得快和微波炉。使用电器以后必须关闭电源开关。学生离开宿舍后需关闭电源。因违反此项规定而造成损失的,由学生承担一切责任并赔偿所有损失。/ Students should pay attention to the use of electricity. Electric cookers, induction cookers, electric apparatuses, electric blankets, electric cups, electric bars or microwave ovens are prohibited in the rooms. All devices should be switched off after using or if there's no one remaining in the room. Students will have to take all responsibility and pay the losses or damages if he/she violates this regulation.
- 5. 学生应保持宿舍及住宿公共区域清洁,不得在宿舍内饲养宠物。/ Students are obliged to keep his/her room and the public areas clean and tidy. Pets are prohibited in the dormitories.
- 6. 学生应保持宿舍安静,不得在室内或公共区域大声喧哗及播放高音量的音乐,不得以任何形式打扰其他人学习与休息。/ Students are obliged to keep quiet in the residential areas. Speaking loudly, making noise, playing high-volume music, or any other activity that may disturb other students is prohibited.
- 7. 学生不得擅自更换房间内家具,不得损坏、拆卸宿舍楼和房间内设施。/ Students are not allowed to replace the furniture in the room or damage any equipment or devices in the residential areas.
- 8. 若房间内有任何设备损坏,学生应及时报修。/ Students should report in time anything damaged or not functioning properly in the room.
- 9. 宿舍楼的过道及住宿区域内其它公共场所,不得堆放任何物品。/ Nothing is allowed to be put in the corridor or other public sections of residential area.
- 10. 在住宿区域的公共场所禁止吸烟。/ Smoking is prohibited in the public sections of the residential area.
- 11. 自行车、电瓶车及摩托车等不得进入住宿区域内。/ Bicycles, electric bicycles or motorcycles are not allowed to be taken into the residential area.
- 12. 学生不得在寝室留宿任何人。宿舍访问时间为 8:00-21:00。访客应在 21:00 前离开, 否则视为 留 宿。 / Students are not allowed to keep anyone overnight in his/her room. Visiting period is 8:00-21:00 every day. Visitors are required to leave by 21:00, otherwise they will be considered overstayed.



- 13. 学生首次违反上述规定之任何一条将被给予警告,第二次违反将被清退出留学生宿舍。在学生 违纪情况严重时,将直接被清退。/ Students who violate any of the above regulations for the first time will be given a warning. On the second time, the student will be expelled from the dormitory. If there's a severe violation, a student may be directly expelled from the dormitory.
- 14. 学校有权在以下几种情况发生时,不经学生许可而使用备用钥匙进入学生房间: / Under the following circumstances, XHU staff may enter a student's room without permission from the student:
  - 1) 房内设施需要维修、翻新或装修; / Renovation or maintenance of the room or of in-room equipment and devices.
  - 2) 发生紧急情况(包括火灾、地震、意外事故等)。/ Emergencies (including fire, earthquake, accident, etc).

#### 西华大学留学生签证相关管理规定 Regulation on Visa Related Affairs for International Students, XHU

一. 西华大学国际合作与交流处负责西华大学留学生学生签证以及居留许可办理的相关事宜。如有相关签证以及居留许可办理的问题,请向西华大学国际合作与交流处咨询。/OICE is in charge of the student visa and residence permit affairs. Please approach to OICE should you have any inquiry regarding your student visa or residency permit.

Staff/人员	Position/职务	职责/Duty	办公地点/Office	联系方式/Contact
Ms. Zhang Yiming	Section Chief	Admission and student Visa	408, Administration Building	+ 86 028 87725032 zymxhu@163.com
Ms. Tian Shiqi	Program Coordinator	Admission and student Visa	408, Administration Building	+86 028 87725032 gletzy0147@163.com
Mr. Zhang Long	Program Coordinator	Admission and student visa	408, Administration Building	+86 028 87720114 Aron_Zhanglong@hot mail.com

#### 二、签证与居留许可/ Visa and Residence Permit

- 1. 学生须持普通护照和签证在我校学习,外交护照或外交签证将不被接受。/ Students should carry ordinary passports and visas. Diplomatic passports or visas will not be accepted.
- 2. 新生需持学习 X1 签证或 X2 签证入境,并在入境后 72 小时内在国际教育学院注册。学生还应在入住校内外住所或搬迁至新址后的 24 小时内,在辖区派出所办理住宿申报及根据个人情况完成其它签证相关手续。
  - / New students should enter China with an X1 or X2 visa and register in person at the SIE, XHU within 72 hours of entering China. Within 24 hours of staying in any new housing, students should register his/her living address at the local police station and complete all other visa-related procedures.
- 3. 在华期间,学生应随时查看自己所持签证的有效期,并在到期前 45 日向国际合作与交流处办公室报告,办理延期等相应手续。如学生不清楚自己的签证信息,请及时咨询办公室人员。因学生本人原因(包括:不清楚/错误理解签证有效期、未在签证到期前及时报告、未及时准确地提供签证申请的相关材料、未缴清所有应缴费用,等)而导致签证超期的,学生将承担全部责任;导致签证超期 15 天及以上的,将被开除学籍,西华大学不再提供签证延期申请。/ Students should check the validity of his/her visa regularly during his/her stay in China and report to the



Office of International Cooperation and Exchange 45 days prior to visa expiration. If a student is not clear about his/her visa information, he/she should consult with OICE staff immediately. For overstay due to a student's own negligence (including: unclear of/misunderstanding the validity of the visa, failure to report on time before the visa expires, failure to submit all related documents for visa application, failure to pay all necessary fees, etc), the student will take full responsibility. If the visa expires 15 days or more due to a student's own negligence, he/she will be expelled from XHU and no further documents for visa extension application will be provided by XHU.

- 4. 无论学生之前是否已进行过体检,学生需在报到注册时或任何一次办理签证前在指定的具有相关资质的机构进行体检。如果体检报告不合格,国际合作与交流处将不予报到或出具签证办理相关文件。/ Whether a student has attended medical examination(s) previously or not, prior to registration or any visa application or extension it is obligatory for the student to attend medical examination in an appointed qualified institution. If a student fails the medical examination, he/she will not be accepted for registration and no visa application documents will be issued.
- 5. 办理任何签证手续前,学生应缴清当学期所有应缴费用,否则国际合作与交流处将不予出具相关文件。/Students must pay all necessary fees before visa application, otherwise OICE will not issue any related documents.
- 6. 学生办理新的签证或签证延期时原则上将获得多次入境有效的居留许可,其有效期为 1 月 20 日 (针对秋季学期) 和 7 月 20 日 (针对春季学期)。学历生每次办理签证的最长期限 不超过 1 年,语言生不超过 6 个月。/ Normally a student will get a multiple-entry Residence Permit when applying for a visa (or visa extension), and the validity will be till January 20 (for the fall semester) or July 20 (for the spring semester). The maximum validity of a new visa is 1 year for degree students, 6 months for non-degree students.
- 7. 寒暑假期间一般不办理签证事宜,请学生提前做好计划,在学期结束前进行办理。/ Visa application services at OICE will be closed during the summer/winter holidays. Students should make plans in advance and apply for visas before the semester ends. 学生在护照、签证、住址或联系信息有任何变更后应在 48 小时内将护照原件带到国际合作与交流处及国际教育学院备案。/Within 48 hours of any change in the information of a student's passport, visa, address or contact information, he/she must take his/her passport to OICE and SIE, and record the new information.
- 8. 在发生特殊情况时,例如:小孩在中国出生、护照遗失等,学生应在 24 小时内向国际合作与交流处报告以获得相应指导。/Under special circumstances such as the birth of a child in China or the loss of one's passport etc, students should report to the OICE within 24 hours to receive guidance.
- 10. 在某些情况下(严重违法违规、退学等),学生的签证将可能被取消,并获得一个临时签证。如因学生本人原因导致签证取消的手续无法正常办理,西华大学将直接通报出入境管理局并强制取消签证,强制取消签证将导致超期居留、限制入境等,其所有后果由学生承担。/ Under certain circumstances (for example severe violation to laws or regulations, dropout from school, etc), a student's visa may be canceled and he/she will receive a temporary visa. If the proper procedures for visa cancellation is unsuccessful due to a student's own fault, XHU will report to the Exit and Entry Bureau who will terminate the student's visa directly. Termination of the visa will lead to overstay, restriction of re-entry, etc. The student will have to take full responsibility for any related consequences.

#### 三.考勤及课堂管理/ Attendance and In-class Requirements

1. 进入专业学习的留学生的考勤等管理按照西华大学学工部相关规定执行。除非特殊说明,本 "考勤及课堂管理"相关规定均针对在非学历项目学习的留学生。/ Attendance requirement for students in degree programs will follow related regulations by SIE, XHU. Unless particularly



- indicated, rules in "Attendance and In-class Requirements" apply to students in non-degree programs as well.
- 2. 学生的最低出勤率为 80%,享受各类奖学金的学生的最低出勤率为 90%。出勤率以周为单位进行统计,学期内任何一周未达到最低出勤率的学生,首次将被给予警告,第二次将被开除学籍并直接取消签证。/ The minimum requirement of attendance is 80% (for scholarship students of any type it will be 90%). Attendance will be summed up on a weekly basis. A student who fails to meet the requirement in any week of a semester will be given a warning on the first occasion. On the second violation, the student will be expelled from XHU and his/her visa will be canceled.
- 3. 如奖学金学生在学习期间拥有两个超过 30%科目首次考试未及格的情况,西华大学将停止对 其发放奖学金。/For scholarship students who have failed more than 30% examinations for any two semesters during his/her study in Xihua University, his/her scholarship will be canceled immediately (From the month of the examination result release day).
- 4. 学生请假应在事前向国际教育学院提出,国际教育学院有权视具体情况决定批准或不批准。请假只有在获得正式批准后方可生效,且获准请假的时间以书面批准的时间为准,如需延长请假则需重新履行请假手续。/ Any request for a leave of absence should be made in advance at the SIE, and the request may or may not be approved depending on various factors. Only after formal approval will a request for leave be considered valid. The student's leave of absence must not exceed the length of time outlined in the formal approval. A new request by the student must be made if a student needs to further extend his/her leave of absence.
- 5. 学生请假 3 天及以上的,需由本人在留学生管理办公室提供相应的证明材料(作为例外,病假证明材料可在事后补交);请假 30 天及以上的,除提供证明材料外,必须将现有学习签证转为其它种类的签证,否则将被强制取消签证。/ Any request for a leave of 3 days or more should be made in person at the SIE with all related proof materials. In addition, for any request of leave for 30 days or more, a student will have to change his/her current student visa to another type of visa, otherwise his/her student visa will be terminated directly.
- 6. 有下列情况的,将被视为当天缺勤: / The following will be regarded as being absent for the day:
  - 1) 缺课并未提前请假,或请假未获得批准的; / Failure to attend class without requesting for a leave in advance or failure to attend class when the request for leave is not approved.
  - 2) 超过获准请假的时间未返校上课的; / Failure to return to class after a period permitted to leave.
  - 3) 迟到加早退的总时间超过 60 分钟。/ The total time of being late and/or departing early exceeds 60 minutes.
- 7. 如果学生连续缺勤达到 10 天,且国际教育学院无法通过各种方式(电话、短信、邮件等) 联系到学生本人,将强制取消学生的签证。/ If a student is absent from class for ten consecutive class days and cannot be contacted by any means (phone call, text message, email, etc), his/her visa will be terminated directly.
- 8. 学生应遵守课堂纪律。扰乱课堂纪律、影响他人学习的,将按照出勤率警告办法给予警告直至 取消签证。
  - / Students should comply with classroom discipline rules. Students that disrupt teaching or negatively affect others in class will be given a warning, or visa cancellation.

#### 四. 其它重要规定/ Other Important Rules

1. 学生外出应随身携带护照首页及有效签证页的复印件以备警察检查。/ Students should carry his/her passport and current visa photocopies with him/her for occasional examination by police.



- 2. 希望进行勤工助学(含实习)的留学生应在工作前向国际合作与交流处提出申请,获得勤工 助学证并由出入境管理局在签证上进行相应签注后方可开始工作,否则将被视为非法工作。 勤工助学的时间不超过每周十小时,不得从事任何与娱乐行业相关的工作,不得自行从事经 营活动。(西华大学鼓励留学生创新创业,并向学生提供必要的启动资金或是场地支持。国际 学生如需创业,需向国际合作与交流处提供创业计划书,并与西华学生组建创业团队,方可 被批准) / Students who plan to work part-time (including internship) should apply at the Office of International Cooperation and Exchange. Only after obtaining a Part-time Work Permit, and receiving the special notation on the visa, is a student allowed to commence part-time work. A maximum of 10 hours per week is allowed for part-time work; however, working in any entertainment related place or doing the student's own business is prohibited. (XHU encourages students to initiate innovation and entrepreneur programs, and provides necessary facility and fund support for excellent programs. For international students who'd like to start any entrepreneur and innovation program, they need to establish a team with the Chinese students in XHU. Besides, the business plan needs to be submitted to the Office of International Cooperation and Exchange.) 以下情形不得申请校外实习:在西华大学未连续学习满一学期的;学历生学习期限超过正常 学制的; 出勤率达不到本规定最低标准的; 学历生受学业警示的; 其它国际合作与交流处认 为不适合进行校外实习的。/ Students with the following situations are ineligible to apply for working part-time: students who haven't completed a continuous study period of one-semester or
- regulation, or degree program students who have received academic warning, or students with other situation which is considered by OICE not suitable for part-time working.

  3. 学生必须在获得中华人民共和国核发的有效驾驶证,并确保机动车经过合法登记、拥有有效保险和牌照后,方可驾驶机动车(包括摩托车)。/ In order to drive a vehicle (including a motorcycle), students must obtain a P.R.China Driving License and make sure that the vehicle is legally registered, insured, and plated.

above in XHU, or degree program students who extend their study period than ordinary period of study, or students who fail to meet the minimum requirement of attendance according to this

- 4. 学生不得从事任何传播宗教的活动,且不得在校内从事任何宗教活动。/ Any form of missionary work is prohibited. Any form of religious activity inside campus is prohibited.
- 5. 违反上述 2-4 条相关规定的,或涉及其它严重违法违纪行为的,将被开除学籍并强制取消签证。/ Violations to the above clauses 2-4, or any other severe violations to laws or regulations, will lead to termination of study and visa.

## C. 出发前的重要准备 / Prepare to Travel

\* 成都的天气情况 / Weather in Chengdu

查询成都的实时天气情况 / To check real-time weather forecast of

Chengdu: 中文版 / Chinese:

http://www.nmc.gov.cn/publish/forecast/ASC/chengdu.html 英文

版 / English:

https://weather.yahoo.com/china/sichuan/chengdu-2158433/



#### \* 电源及插座 / Electricity & Plugs

中国通用的电源为 220 伏、50 赫兹,标准的插头样式见下图 / In China, voltage/frequency is 220v/50Hz, and the following outlets/plugs are commonly used:



#### \* 家属关系证明 / Family Relationship Certificate

如果有父母、子女或配偶同行陪读,请务必在其来华前准备好家属关系证明,否则将影响其来华后的签证办理。该证明需经中国驻外大使馆或领事馆认证后方为有效 / If there's any of your parents or children or spouse coming to China with you, please make sure to prepare a Family Relationship Certificate for their future visa extension in China. The Certificate has to be NOTARIZED BY CHINESE EMBASSY OR CONSULATE OVERSEAS.

#### \* 体检证明 / Medical Certificate

如果在来华前已获得标准格式的体检证明且尚在有效期内(参见后文"签证事宜"一节),请将其随身携带并在报名时出具 / If you have got a valid Medical Certificate of standard template (please refer to the following "Visa Affairs" Chapter), please take it with you and show at registration.

#### \* 现金 / Cash

到达中国后,你可能需要支出各种临时费用,并且根据我们的住宿管理规定,在入住留学生宿舍前需缴纳至少 6 个月的房费。请确保你带有足够的现金(银行卡支付仅限中国国内银行卡,且仅限 2 月、8 月之外的工作时间) / There might be some incidental cost after your arrival in China. In additional, according to our regulation, if you plan to stay in our dormitory you have to pay room fee for at least 6 months. Please make sure you have enough cash with you (bank card payment only available for China Union Pay bank cards at office hours on workdays, and unavailable in February and August).

## D. 从机场到学校/ From Airport to University

成都双流国际机场目前有两座航站楼,国际航班和四川航空公司的航班将降落在一号航站楼,其它航空公司的航班将降落在二号航站楼。每座航站楼分别有多个不同的出口,请注意按照提示选择正确的出口。

There are currently two terminals at Chengdu Shuangliu International Airport. International airlines and Sichuan Airlines are in Terminal 1 while the rest airlines are in Terminal 2. There are various exits in each terminal. Please pay attention to the information at the airport.

下图:成都双流机场 T1、T2 航站楼

Following pictures: T1 & T2 at Chengdu Shuangliu International Airport



一号航站楼 / T1



二号航站楼 / T2

请留学生在 9 月 3 日至 7 日期间抵达成都并自行选择交通工具前来学校报到。/Students are required to come to Xihua University for registration during September 3<sup>rd</sup> - 7<sup>th</sup> by transportation tools available.

- \* 乘坐地铁的学生请在双流机场搭乘地铁 10 号线至"太平园"站后,换乘 7 号线至"一品天下"站,换乘 2 号线至"犀浦"站,出站换乘 720A/720/723 公交车到达西华大学。
  To take a metro: please take metro Line 10 at Shuangliu airport to "Taipingyuan" Station, and then switch
  - To take a metro: please take metro Line 10 at Shuangliu airport to "Taipingyuan" Station, and then switch to Line 7 to "Yipintianxia" Station, and then switch to Line 2 to "Xipu" Station, and then take bus 720A/720/723 for XHU.
- \* 如需乘坐出租车至西华大学,请根据机场提示在正规的出租车等候处上车(绿色车身、车顶有"TAXI" 顶灯、车牌



号前面几位为"川 AT")。从机场到学校的费用大约为 70-100 元(视白天、夜晚等因素有所不同)。请将下面一段文字打印出来并随身携带,在上车后向出租车司机出示: / Students who wish take a taxi to XHU please go to the official taxi stop according to the information at the airport (official taxi has a green body, a "TAXI" top light, and a plate starts with "川 AT"). Estimated cost will be around RMB 70-100 (day/night). Please print out the following words and show it to the taxi driver:

#### 请带我到: 西华大学南大门(郫都区红光镇红光大道)

出租车预计将停靠在学校南大门附近(请参考校区地图)。请从南大门进入,直行约 100 米至行政楼,行政楼四楼即为国际合作和交流处。 / The taxi will take you to our university's South Gate or nearby (please refer to our Campus Map). Please enter the university from the South Gate and go straight for around 100m till you reach the the Administration Building. Our office is on the 4<sup>th</sup> floor.

### E. 付费及保险 / Payment and Insurance

所有的费用支付均在国际教育学院 425 办公室开具支付证明,然后前往计财处相应窗口支付。目前我们接收两种支付方式: / Our Office 425 is in charge of all payment-related issues. Two methods of payment are accepted:

- \* 银行卡: 仅限定于中国国内银行发行的银行卡 (带有银联标志),包括借记卡和信用卡。每年 2 月、 8 月无法进行银行卡支付。 / Bank card issued by Chinese domestic banks (with a "UnionPay" logo on the card), including debit card and credit card. Bank card payment is unavailable in February and August.
- \* 现金,只收取人民币。持外汇入境者,可持护照在机场或前往中国银行换汇。 / Cash, RMB only. Money exchange is available at the airport and Bank of China (passport required).

请注意:根据相关规定,每一位学生**必须购买**指定保险。该指定保险的权责条款可在国际教育学院 425 办公室获取。保险费将在学生缴纳其它费用时一并代收,且未购买保险的学生将无法完成报到注册工作,不能办理签证或上课。

Attention: According to related regulations, it is **mandatory** for every international student to purchase a Compulsory Insurance. Detailed clauses and information can be obtained at Office 201. Upon registration, students are required to pay this insurance fee together with other fees. Students who fail to pay the insurance fee cannot complete the registration and will be not allowed to extend visas or attend classes.

#### F. 签证事宜 / Visa Affairs

\* 合法的签证(或居留许可,除非特别说明,下文统称"签证")是留学生在中国停留的唯一有效证件。请仔细监管自己的签证有效期(尤其注意: X1 学习入境签证的有效期为入境后 30 天!)。如果你对自己的签证有任何疑问,请随时联系我们。

我们在报到注册时,将不接收任何签证已经过期、或即将在三天之内过期的学生。

A valid visa (or Residence Permit, hereinafter referred to as "visa" unless particularly indicated) is the only official permit for your legal stay in China. Please monitor your visa status with great attention (in particular: X1 student entry visa will be valid for only 30 days after entry to China). If you have any questions on your visa, please do not hesitate to contact us.

Any student whose visa is expired or will be expired in three days upon registration will NOT be allowed to register.



\* 住宿登记是在华学习、生活最重要的基础。对于新生而言,住宿登记需要在抵达成都后 24 小时内完成,留学生应该在任何有关签证或住址的变动,包括:签证延期、签证换发、获得新签证、搬家,等,都需要进行住宿登记,并将获得的住宿登记表格提交给我们。

住在校内留学生宿舍的学生请持本人护照在<mark>国际教育学院,第八教学楼 425 办公室</mark>获取办理住宿登记的材料,并按照提示办理。住在校外的学生请持本人护照和租房合同前往辖区派出所进行住宿登记。办理住宿登记是免费的。

Registration of Accommodation is the very fundamental and important thing for your stay in China. For fresh students, this has to be completed within 24 hours upon your arrival in Chengdu. Registration of Accommodation is needed when there's any change related to your visa or living address, including: visa extension, visa change, obtaining new visa, moving to new living place, etc. The Registration Form of Accommodation you require should be submitted to us.

Students living on-campus may take your passport and come to our Office 425, No.8, Teaching Building to obtain necessary guidance and documents for Registration of Accommodation. Students living off-campus should take your passport and rent contract to register at local police station. Registration of Accommodation is for free.

\* 所有申请就读我校的学生均需在报名时提交标准格式的体检证明,该体检证明模板可在http://oice.xhu.edu.cn/969/list.htm 获取,或向国际合作与交流处招生办公室发送电子邮件(appyxhu@163.com)获取。体检证明通常为6个月有效。学生需在报到注册时提交该体检证明原件。根据需要,在报到注册时我们将有可能要求学生在成都市再次进行体检。此外,按照出入境相关规定,在最新一次签证(此处仅指签证,不包括居留许可)有效期内的首次入境日开始计算,如果在华停留时间(包括即将办理的签证申请中申请的停留时间)超过半年,也需在办理签证前进行当地的身体检查。成都市唯一认可的机构为四川国际旅行卫生保健中心。

学生可在国际合作与交流处 408 办公室获取身体检查的相关材料。如果在来华前已获得标准格式的体检证明且尚在有效期内,请在四川国际旅行社卫生保健中心出具原件(包括全套检查报告的原件),由对方判定是否可以免于体检、进行部分体检或全部体检。

无论学生之前是否已进行过体检,如果国际合作与交流处认为有必要,学生需在报到注册时或任国际合作与交流处认为学生健康条件不适合学习,将不予报到或出具签证办理相关文件。

Every student applying for studying in XHU will be required to submit a medical examination certificate in the application. A standard template of the medical examination can be obtained at <a href="http://oice.xhu.edu.cn/969/list.htm">http://oice.xhu.edu.cn/969/list.htm</a>, or at our Admission Office via email (appyxhu@163.com). This certificate is normally valid for 6 months, and the original certificate is needed in the registration. We might also require you to attend a local medical examination upon registration. In addition, according to Exit & Entry regulations, from the first entry date during the validity of your latest visa (here refer to "visa" only, excluding Residence Permit), if your stay in China (or applying period of stay in your visa application) exceeds 6 months, a medical test is needed before visa application. The only official site for medical test is Sichuan Health & Medical Center for International Travel (hereinafter referred to as "Medical Center").

Necessary guidance and documents for medical test can be obtained at OICE, (Room 408, Administration Building). If you have got a valid Medical Certificate of standard template, please submit the original certificate together with all the original reports to the Medical Center so they can decide whether none, part or full test will be carried out.



Whether a student has attended medical examination(s) previously or not, prior to registration or any visa application or extension it is obligatory for the student to attend medical examination in an appointed qualified institution, if it is considered necessary by OICE. If a student fails the medical examination, or his/her health condition is considered by OICE not suitable for study, he/she will not be accepted for registration and no visa application documents will be issued.

- \* 办理签证/居留许可时,请前往国际合作与交流处 408 办公室。请确保你已缴清所有应缴的费用并携带以下证件或文件: / Please come to our Office 408 in Administration Building for Residency Permit/Visa application (extension). Please make sure you have paid all necessary fees and taken the following documents or licenses with you:
- \* 护照 / Passport
- \* 住宿登记表 / Registration Form of Accommodation
- \* JW202 表原件或复印件 / JW202 Form original or photocopy
- \* 一张护照照片(1-2 寸均可) / One passport photo (1-2")
- \* 体检证明(必须) / Medical test certificate (Compulsory)
- \* 家属关系证明(如果有随行家属) / Family Relationship Certificate (if there's any family dependent)
- \* 结束学习的相关证明文件(如果是转学学生) / Documents of finished study in previous school (for students who transfer from another school)
- \* 结束工作的相关证明文件(持工作签证的学生) / Documents of finished work in previous organization (for students who currently holds a work visa)

## G. 生活相关 / Life in XHU and Chengdu

#### \* 饭卡 / Canteen Card

留学生可持本人护照到一食堂办理饭卡。办理时间为周一至周五中午 12 点到 12 点半,或下午 17 点到 17 点半。饭卡工本费 15 元。购买饭卡后可以向卡中充值用于食堂消费。

学历留学生可凭一卡通在食堂消费。详情请参见下文"学生证"一节。

Students may apply for a Canteen Card (Food Card) at the service counter of the 1<sup>st</sup> Cafeteria from 12:00 to 12:30 or from 17:00 to 17:30, Monday to Friday, with their passports. An application fee of RMB 15 will apply. Then students can deposit the money into the card for meals at each cafeteria.

Degree students may use the XHU Campus Card at each cafeteria. Please refer to the following "Student ID Card" part for detailed information.

#### \* 洗衣房 / Laundry

留学生公寓内和校内生活服务区设有洗衣房。

There are laundries in the international students' dormitory building and service sections.

#### \* 学生证 / Student ID Card

请在报到注册时提交一张护照照片到 425 办公室,并在照片背面工整书写你的护照名字(不是中文名字)。学生证通常于开课一周后办好,且我们只在每学期的第一个月办理学生证。

Please submit one passport photo (with your PASSPORT NAME written on the back in BLOCK LETTERS) to Office 425 during registration.

Normally the Student ID Card will be ready after the first teaching week of each semester, and it is available ONLY in the first month of each semester.



#### \* 寝室用电 / Electricity

留学生寝室每月超出免费部分的电费需自付,欠费将导致停电。电费可凭校园卡在自助充值机上进 行充值,具体操作方法可参见自助充值机旁的提示或咨询宿管办工作人员。

Students staying in International Students' Dormitory Buildings need to pay for electricity (usage exceeding the monthly free part). Failure to pay for electricity will lead to power cut. Electricity account (can be recharged at Self-service Machines by using your Campus Card. Please refer to our guide at the Self-service Machines or consult dormitory staff for detailed steps of recharging.

#### \* 出行 / Transportation

成都市具有发达而便利的公共交通系统,其主要由公交巴士、地铁、出租汽车(专车)及共享单车组成。

Chengdu has an effiSIEnt & convenient public transportation system, including bus, metro, taxi (chauffeured car) and shared bicycles.

成都地铁目前开通运行的线路为 1、2、3、4、7、10 号线, 更多的线路将在未来几年内陆续开通。

Currently Chengdu Metro Line 1, 2, 3, 4, 7 and 10 are in operation. More lines will operate in the coming years.

除普通出租车外,通过手机 APP 可方便地呼叫专车服务,包括滴滴专车、神州专车等运营商。此外,成都市区各公共区域均有大量的共享单车,包括摩拜单车、OFO 单车等运营商。如需上述交通服务,可在手机上搜索下载客户端,按提示进行注册使用。

在中国境内, 高德地图、百度地图等地图提供商可提供高精度的地图搜索及导航服务, 包括驾车、 公共交通及步行导航。上述软件可在手机上获取。

Besides taxies, you may easily call for chauffeured car services through mobile device APPs including DIDI, shenzhou, etc. Also there are a lot of shared bicycles in public areas throughout Chengdu city, including operators of Mobike and OFO Bike. Please search for the above mentioned APPs and follow user's guidelines.

Map/Navigation providers such as Gaode Map (Amap) and Baidu Map will give you accurate map search and navigation services, either by driving, taking public transportation or walking. Those APPs can also be obtained on mobile devices.













#### \* 办理手机业务 / Mobile Phone Plans

学生可在三个主要的手机运营商(中国移动、中国联通、中国电信)中选择办理手机业务,具体信息可到各运营商的中文网站查询或到营业厅咨询,也可在国际教育学院网站上获取相关信息。办理时,请携带护照前往各运营商营业厅。

请注意:绝大多数的手机卡不支持拨打国际长途。各运营商仅在大型直营店提供外国公民的手机卡办理服务。因信息获取原因,我们仅在下文提供了中国移动营业厅的信息。



There are three major mobile phone carriers in China (China Mobile, China Unicom & China Telecom). Since a direct comparison is somewhat difficult to make as there are various factors to be addressed, please try to consider: price, speed, contract options, and international compatibility. You are encouraged to consult with Retail Stores sales representative for details, or visit our website for some information. Your passport is needed for SIM Card registration in the store.

Please note that most mobile plans disallow making international phone calls. Only major stores of each carriers provide registration services for foreigners. For information reasons, below we only list one China Mobile store which has such services.

#### \* 就医及保险理赔 / Hospitals and Insurance Claims

西华大学设有校医院。我们推荐学生到校医院处理普通伤病情况。

如需在校外就医,我们推荐学生到四川大学华西医院、四川省人民医院或成都市第五人民医院。该 三所医院的地址及网站如下:

There is university hospital in XHU. Students are recommended to go to our university hospital for ordinary illness or injuries.

If you need to go to other hospitals, we recommend students to go to West China Hospital, Sichuan Provincial People's Hospital, or Chengdu Fifth People's Hospital. Addresses and websites of the three hospitals are as follows:

四川大学华西医院: 武侯区国学巷 37 号(中文网站: http://www.cd120.com/)

West China Hospital: #37 Guoxue Alley, Wuhou District (English website: http://english.cd120.com/)

四川省人民医院: 青羊区一环路西二段 32 号(中文网站: http://www.samsph.com/)

Sichuan Provincial People's Hospital: #32 2<sup>nd</sup> West Section of 1<sup>st</sup> Ring Road, Qingyang District (English website: <a href="http://www.samsph.com/en/">http://www.samsph.com/en/</a>)

成都市第五人民医院:温江区麻市街 33 号(中文网站:

http://cdswyy.wm33.mingtengnet.com/ ) Chengdu Fifth People's Hospital: #33 Mashi

Street, Wenjiang District

如需保险理赔,请务必在就医前拨打电话 400-810-5119 转 1 进行寻诊。我们指定的留学生保险仅支持在公立医院就医,且有部分不予赔付的情况。关于保险的具体条款,请在该保险官方网站: http://www.lxbx.net/获取。同学们亦可向国际教育学院管理办公室进行咨询。

For insurance claims, please make sure to call 400-810-5119 EXT 1 for medical consultation before going to hospitals. The insurance appointed by XHU covers public hospitals only, and there're some uncovered situations. Please check for the detailed insurance clauses and information on its official website: <a href="http://www.lxbx.net/">http://www.lxbx.net/</a>. You may also consult Student Affairs Office, SIE for insurance related issues.

#### \* 常用电话 / Frequently Used Numbers

公安报警/ Police: 110

消防报警/Fire Department: 119

急救/ First Aid: 120

西华大学保卫处值班电话/ XHU Campus Security 24\*7 Number: 87352110 美利坚合众国驻成都总领事馆/ U.S. Consulate General Chengdu: 85583992

德意志联邦共和国驻成都总领事馆/German Consulate General Chengdu: 85280800



大韩民国驻成都总领事馆/Korean Consulate General Chengdu: 86165800

泰王国驻成都总领事馆/ Thai Consulate General Chengdu: 66897861

法兰西共和国驻成都总领事馆/ French Consulate General Chengdu: 66666060

新加坡共和国驻成都总领事馆/ Singapore Consulate General Chengdu: 86527222

巴基斯坦伊斯兰共和国驻成都总领事馆/Pakistani Consulate General Chengdu: 85268316

斯里兰卡民主社会主义共和国驻成都领事馆/ Sri Lanka Consulate General Chengdu: 66168361

澳大利亚联邦驻成都总领事馆/ Australian Consulate General Chengdu: 62685200

新西兰驻成都总领事馆/New Zealand Consulate General Chengdu: 61326672

以色列驻成都总领事馆/Israeli Consulate General Chengdu: 68719500

捷克驻成都总领事馆波兰驻成都总领事馆/Czech Consulate General Chengdu: 81476890

瑞士驻成都总领事馆/ Swiss Consulate General Chengdu: 65110730





# Xihua University Office of International Cooperation and Exchange School of International Education

西华大学 国际合作与交流处 国际教育学院

本手册仅供西华大学工作人员及学生使用,其中条款或数据等将可能在不提前告知的情况下随时调整。 除非特别授权,任何个人及单位不得复制、更改、使用本手册的部分或全部内容。

This Guidebook is for XHU staff and students' use only. Any clauses, data, etc appeared in this Guidebook may be modified without prior notice. Unless specially authorized, none person or organization is allowed to copy, change or use part or whole of this Guidebook.

© All rights reserved. OICE, XHU. 2019