

留学生签证 居留手续小贴士



在华居住的外国人，必须遵守中国的相关法律，持有合法有效的签证或者居留证件。
请同学们仔细阅读以下的介绍，确保不会违反中国相关的外国人管理法律法规。

一 签证、居留证件类型

（一）X1签证

持X1学习签证入境后，签证有效期为30天，必须在入境后30天之内前往留学生办公室申请办理居留证件，不能变更其他任何类型的签证。在办理居留证件前，学生还需要提供由北京市出入境检验检疫部门开具的健康证明。

（二）X2

X2短期学习签证的有效期会标明在签证页上，自入境当日起可以停留指定的天数。例如，如果在2014年9月5日持有有效期为90天的X2签证入境，最长可以停留至2014年12月3日。

签证的入境次数也会标明在签证页上，持有人可以根据标注的次数进入中国。例如，2次出入境的X2签证表示可以使用本签证进入中国2次，并且可在中国停留天数由再次入境之日算起。在国内延期签证后除明确标明有效期，在备注栏还会标明重新入境后可停留的天数。

（三）居留证件

在中国学习期限在1年以上的留学生需要办理学习类居留证件，有效期标明在居留证件上，学生可以在居留证件有效期内多次出入境。老生应在居留证件到期15天前办理延期。

注：新生入学时必须持有X1、X2签证或居留证件前来报到，在校生必须持有学习类居留证件或X2签证在校学习。

二 签证、居留证件的办理

根据北京大学外国留学生签证办理流程，留学生办理签证需要首先前往留学生办公室，通过网络系统提交个人申请，经北京市公安局出入境管理局网上审核后方可打印签证申请表。

经过以上程序，留学生可以选择自己持护照和签证申请表前往签证处办理签证，也可以付费委托签证代理公司代办，代办费是每人每次150元人民币。

一般情况下，申请签证需要7个工作日，申请居留证件需要10-15个工作日，提醒大家提前预留好时间，以免因为在办理签证的过程中无法使用护照而造成影响。

首次办理居留证件和签证需要接受出入境管理局面签，所需文件为：

- 有效护照
- 《录取通知书》和《外国留学人员来华签证申请表》（JW201或JW202表）
- 一张2寸（护照规格）的正面免冠照片（背景为白色）
- 《临时住宿登记表》复印件
- 北京国际旅行卫生保健中心开具的《健康合格证》（仅办理居留证件需要）
- 学费和保险缴费证明

办理居留证件延期所需文件为：

- 有效护照
- 一张2寸（护照规格）的正面免冠照片（背景为白色）
- 《临时住宿登记表》复印件
- 学费和保险缴费证明

注：签证申请网上审核时间一般为1-3个工作日，申请时如离到期日不足3个工作日，必须通过签证代办。

三 住宿登记的办理

外国人在中国境内居住，应当依照法律规定，办理住宿登记。在抵达中国后24小时内，由留宿人、机构或者本人持住宿人的护照、留宿人的户口簿到当地公安机关申报，填写临时住宿登记表。

如果你居住在北京大学的勺园或者中关村新园留学生公寓，公寓管理部门会帮你上传或者更新，只需要及时持护照前往服务台办理即可。

如果你居住在校外，则必须及时前往居住地所在辖区的派出所及时办理临时住宿登记表，需要同房东携带相关证件一同前往。

需要特别注意的是，如果你更换了护照、签证或者变更了住址，都必须要在10日之内重新办理住宿登记否则将会被视为非法居留。

四 其他相关知识

（一）更换护照

在中国更换护照后，必须在领取护照后的10日内，先到留学生办公室申请，之后前往北京市公安局出入境管理处办理护照号码变更手续，否则将因非法居留受到处罚。

（二）居留证件加注实习

留学生在校外实习，应经学校同意后，向北京市公安局出入境管理局提交居留证件实习信息加注申请。详细规定请查阅留学生办公室网站www.isd.pku.edu.cn——签证手续栏目——《北京大学外国留学生办理居留证件加注实习的相关规定》

（三）家属签证办理

学校可为已来华留学生配偶、子女办理家属签证，但不为家属来华提供邀请函。留学生家属来华前，需提前准备经中国驻外使领馆认证的亲属关系证明。

（四）签证延长和变更

入境后可进行签证延长和变更，增加有效期或次数，最长可停留180天，出入境次数最多为2次。

（五）护照和签证的遗失和补办

当你发现并确认护照遗失后，必须马上按照如下程序进行处理，力求将损失降到最低。

- 留学生本人持有效证件到丢失地派出所报案，并领取报失证明；
- 到留学生办公室领取相关证明信；
- 持派出所开具的护照报失证明、留学生办公室开具的证明信前往居住地县级公安局开具护照遗失证明；
- 凭护照遗失证明前往本国驻华使馆申请新护照；
- 领取新护照后，留学生必须在取得护照的10日内到留学生办公室申请签证或居留证件补办手续，并及时办理住宿登记的更新。

（六）签证和居留证件的注销

当你发生停学、休学、保留学籍、转学、退学等学业变更，必须要注销所持的由北京大学颁发的签证或居留证件，变更为有效期为1个月的0次停留证件签证，否则学校不能批准学籍变更。

（七）居留证件颁发地变更

新生持有非北京大学签发的居留证件前来学校报到，必须在10日内办理居留证件变更手续。

（八）手机号码的变更

学习期间如果变更了手机号码，请通知留学生办公室。

（九）非法居留的处罚

签证或居留证件过期、无住宿登记或住宿登记过期，都视为违反了中国相关法律，形成非法居留。将由公安机关根据情节严重，处以警告、500至10000元的罚款、拘留甚至遣送出境等严厉处罚。所以各位同学一定要时刻关注自己的签证和住宿登记情况，避免出现不必要的麻烦。

（十）校规处罚

如因非法居留受到公安机关的处罚或蓄意违反签证管理规定，学校还将依据校规校纪及各类奖学金管理规定予以处罚。

请同学们认真阅读以上内容，如有问题可以向留学生办公室咨询。



Visa and Residence Permit Guidebook for International Students

International students who reside in China must comply with relevant local laws; and international students must have a valid Visa or a valid residence permit to stay in China. In order to prevent any violation of local laws, please read carefully the important details about rules on the student Visa and residence permit below.

1 Types of Visa and Residence Permit

a) X1 Visa

Students with X1 Visa will have 30 days after their first-time entry to China. Student must go to the university's International Students Division to apply for a residence permit before the Visa expires. This type of Visa cannot change to any other Visa type. Before applying for a resident permit, students also need to visit the Beijing Entry-Exit Inspection and Quarantine Bureau to obtain a health certificate.

b) X2 Visa

X2 Visa is for short-term study. The total days Visa holders are allowed to stay in China after their first-time entry to China will be shown on the Visa page. For example, if the Visa holder enters China on September 5th, 2014 and the Visa is valid for 90 days, the Visa holder would stay in China no later than December 3rd, 2014.

The number of entries allowed will also be shown on the Visa page; the Visa holder may be able to enter China several times during the valid duration days. For example, with a 90-day two-entry Visa, the holder can use this visa to enter China twice within 90 days. If you extend your Visa, the renewed date of expiry and the duration days after you re-enter the country will also be shown on your Visa page for extension.

c) Residence Permit

Students who study in China over one year are supposed to apply for study residence permit. The duration days will be shown on the residence permit. Multiple entries will be permitted. Students should apply for a residence permit extension at least 15 days before expiration date.

Note: Freshmen must hold X1, X2 visa or residence permit to register at PKU. International students must hold the residence permit or X2 Visa to study.

2 Application for Visa and Residence Permit

International students must first go to International Students Division to apply for a visa or residence permit, and submit

an application through the online system. After the online review by Beijing Municipal Public Security Bureau Exit-Entry Administration Office(PSB), visa application form can be printed.

Then students can choose either to submit the form with other relevant documents to the PSB by themselves or to let an agent to handle the application on behalf of them (agent fee is RMB150 per application).

It usually takes 7 working days for Visa application and 10-15 working days for the residence permit application. Students should apply for the Visa or residence permit beforehand to avoid unnecessary trouble caused by not being able to use the passport during the application. The passport will be taken by the PSB for processing during the application.

First-Time Application for Residence Permit and Visa, you need to be interviewed by police office, and prepare:

- The valid passport
- The Admission Notification and the Visa Application Form for Study in China (JW201 or JW202 Form)
- One passport-size photo (2 inches, facing the front, without hat, white background)
- A photocopy of the Registration Form of Temporary Residence
- The Health Certificate issued by Beijing International Travel Healthcare Center(only for residence permit)
- The receipts of tuition fee and medical insurance

Extension of Residence Permit and Visa Application, you need to prepare:

- The valid passport
- One passport-size photo (2 inches, facing the front, without hat, white background)
- A photocopy of the Registration Form of Temporary Residence
- The receipts of tuition fee and medical insurance

Note: The online review time is generally 1-3 working days. You will have to choose the agency, if your visa/residence permit expires in 3 working days.

3 Registration of Accommodation

Foreigners who reside in China should, according to the law, apply for registration of accommodation within 24 hours after their arrival in China. This can be done in cooperation with the landlord or administrative staff of the place where the student is living. In most cases, a temporary accommodation registration form will need to be filled in.

If you live on campus at Peking University, then staff at the university can assist you to fill such forms out. However if you live off campus, you need to promptly go to the local police office. If you are renting an apartment, you will need help from your landlord with all the relevant documents well prepared.

In any event of change of passport/Visa or change of residence address, you must re-apply for accommodation registration within 10 days. Otherwise you will be regarded as an illegal resident.

4 Other Relevant Details

a) Replace passport

After replacement of your passport in China, you must report to the International Students Division and go to the Beijing Municipal Public Security Bureau Exit-Entry Administration Department within 10 days for new passport number reporting. Otherwise you will be punished for illegal residence.

b) Replace passport

For international students who would like to apply for an internship permit, please kindly refer to the website of international students division www.isd.pku.edu.cn ---- Visa Procedures section ---- Regulations for international students of Peking University applying for the internship permit.

c) Family Visa

PKU can help international students apply for the family visa for their spouses and children in China. However, it will not

provide any invitation letter for the family members to visit China. Hence family members are advised to prepare a kinship certificate certified by the embassy of China in home country before arriving in China.

d) Extend Visa and Change Visa

After your first-time entry, you can change the Visa or extend the duration days, or increase the number of entries. The longest duration days allowed is 180 days, and the maximum number of entries is 2.

e) Lose and Reapply Passport and Visa

When you lose your passport, you need to follow procedures below to reapply your passport and Visa as quickly as possible to prevent unnecessary troubles:

- Go to the local police office to report your loss and obtain a loss report of your passport.
- Collect the relevant proof documents from International Students Division.
- After receiving the 2 reports above, you should go to the Public Security Bureau at district level to collect the loss certificate of your passport.
- Take the loss certificate of passport to the embassy of your home country to apply for a new passport.
- Go to the International Students Division with your new passport within 10 days after you have received it to apply for a new Visa or residence permit. After receiving your Visa, go to the local police office to renew your accommodation registration status.

f) Cancel Visa and Residence Permit

If you have any academic changes such as study suspension, leave of absence, study retention, credit transfer or withdrawal, your Visa or residence permit issued by PKU must be changed to a zero-entry temporary visa of 30 days. Otherwise your academic change request will not be approved by the university.

g) Change Issuance City of Residence Permit

Freshmen who already hold the residence permit, must come to the International Students Division to change within 10 days after registration.

h) Change Cell Phone Number in Beijing

If you change your mobile number, please inform the International Students Division promptly.

i) Punishment for Illegal Residence

Situations of, including expiration of visa or residence permit and failure to apply for valid temporary accommodation registration form, are considered to be violation of relevant Chinese Laws. It will lead to a warning by police, a fine of 500 to 10000 RMB or even detention and deportation. In order to avoid such punishment, students must ensure that all their documents and residence permit are valid during their stay in China.

j) Punishment for Violation of University Regulations

If the illegal residence is punished by the police, or the visa management regulations are deliberately violated, you will also be punished according to the regulations of university.

Please be sure to carefully read the above instructions before proceeding your visa application. If you have any questions, you can contact the International Students Division.

