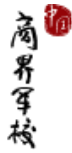




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Residence Permit Application

(for degree students)

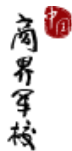
申请居留许可

By Yi (PHBS International Office)

Latest update: September 2023

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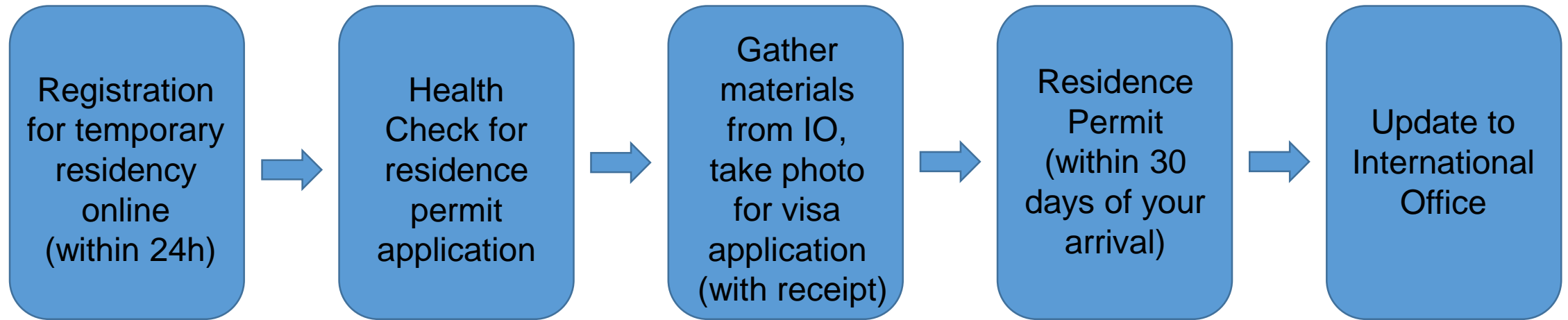


Checklist

No.	Name	Tips	Where to get	Original	Copy
1	Registration form for temporary residency		Online (2-3 working days)	Yes	Yes
2	Photo receipt for visa application	1. Valid for one year 2. Photo should match with the receipt	Photo studio	Yes	Yes
3	Health Check Report	Copy the first page	Kouan Hospital (one week)	Yes	Yes
4	Application Form	1. A photo should be stuck at front side 2. School stamp at the back side	School	Yes	
5	Letter of Guarantee	1. School stamp and signature are required 2. Applicant's signature is required	School	Yes	
6	Passport	One copy for each page only		Yes	Yes
7	JW202/201 forms	Copy the yellow page		Yes	Yes
8	Admission Letter			Yes	Yes



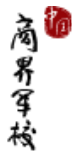
Basic Procedure





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①Registration form for temporary residency

境外人员临时住宿登记表

Step 1: Obtain your dorm info/QR code

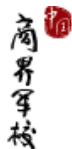
- follow “深圳社区网格管理” on WeChat
- Click “便民服务” then “统一编码地址”
- Search for “燕园6号楼A座”
- Click “查看详情” then “进入楼栋”
- Select your room number, then click “查看房屋二维码” and save it





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①Registration form for temporary residency

境外人员临时住宿登记表

Step 2: Register your dorm info/QR code into the system

Scan this QR code to Start Declaring (开始申报)



Fill in all the information and scan your dorm QR code obtained in step 1

← 境外人员临时住宿登记
Overseas Personnel
Temporary Residence Registration

申请人信息(Applicant Information)

★ 国籍/地区(Nationality/Region)

★ 证件号码 (ID number)

★ 联系电话 (Cell phone number)

发送验证码(Send Security Code)

★ 请输入验证码(Security Code)

★ 邮箱 (E-mail address)

当前居住房屋信息
(Household Information)

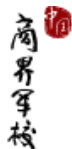
★ 房屋编号 (Household number)

★ 房屋地址 (Household address)



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①Registration form for temporary residency

境外人员临时住宿登记表

Step 3: Wait for one day or two, you will receive the stamped form, please color print it.

*****Check the status of application by scanning the same QR code in Step 2, select "Query"**

When the form is ready, it should look something like this:

境外人员临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE FOR VISITORS

证件类型 Type of certificate	普通护照	证件号码 Certificate No.			
英文姓 Surname		英文名 Given name			
中文姓名 Chinese name		性别 Sex	男	出生日期 Date of birth	
				1909年08月11日	
国籍(地区) Nationality or area	印度	居留国(地区) Residence		停留事由 Object of stay	
在华身份 Occupation in China		证件有效期 Certificate expiry	2028年09月13日	签证(注)种类 Type of Visa	
有效次数 One/two/multiple	多次有效	签证(注)号码 Visa No.	09621779	签证(注)有效期 Visa expiry date	2019年09月21日
签证(注)签发地 Visa issued at	广东深圳市	入境口岸 Port of entry	蛇口	入境日期 Date of entry	2019年08月31日
入住日期 Date of check in	2019年09月02日	拟停留天数 Duration date		联系电话 Telephone No.	
电子邮件 E-mail		携行人亲属关系 Relationship with The accompanying			
在华住址 Address in China	广东省深圳市宝安区				
备注 Remarks					

1、欢迎来到 广东省深圳市宝安区，你所在的辖区派出所为 广东省深圳市宝安区西乡派出所，local police

2、如需办理签证(注)手续，请到 广东省深圳市 公安局出入境管理处，Please come to Entry and Exit Administration

3、请你遵守中国的法律法规，到达住地(宾馆除外)后的24小时内到当地派出所办理住宿登记；Please abide by chinese law and regulations,register your accommodation at the local police station within 24 hours of your arrival;and you can't work in China without permission of the competent

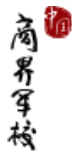
4、为了你的安全，建议居住在物业健全、安装技防设备的小区或星级酒店。For you safety,we should like to suggest you to live in star hotels of modern communities with advanced security equipments.

经办日期: 2019-09-03 14:29 打印日期: 2019-09-03 14:30



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② Photo receipt for visa application

广东省外国人签证数字相片采集检测回执

Take ID photos for visa application in photo studio and ask for the **photo receipt (回执)** (广东省外国人签证数字相片采集检测回执) photo size is 二寸, available options:

- *The nearest photo studios are located in **Ping Shan Village** (平山村)
- *There's also one **near the police station**, you can take photos on the day you went to apply for residence permit
- *Can also take photos from the **health check hospital**, remember to ask for the receipt (回执)!!!

The photo receipt (回执) should look something like this:

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 [redacted] lity Inspection Center.)。相片图像号为 (Receipt number) [redacted] 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.)

相片采集点信息
[redacted]
联系电话:
020-38897537
采集时间:
2022-09-21 12:02:28

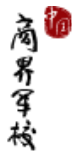
重要提示:
请确认回执上的相片是否您本人? (Please confirm that whether the subject in the above photo is yourself.)

本人签名 (Your signature) [redacted]



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③ Health Check Report

Visit 深圳口岸医院 early in the morning to do the health check

- Do not have breakfast before the health check, also do not drink much water (max 200ml)
- No need to make an appointment in advance
- Bring your passport (original and copy), photos 二寸(*3)
- The health check is quite basic, including blood check, general check (eyesight, height, weight, etc.), heart and pulmonary function check and so on.
- Processing fee around 460 RMB (normal speed, next week); around 720 RMB (fast speed, next day) **Bring your JW form and admission notification** to get fee waiver, but only for **first-time entry + first year student** (as shown on the admission notification).

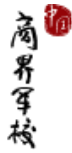
Name: 深圳口岸医院

Tel: 0755-83774013

Address: 深圳市福田区滨河大道3203号



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④ Application Form

Get the physical application form with school stamp from IO first, then make appointment online.

Step 1: Make appointment online

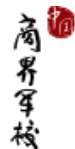
<http://ga.sz.gov.cn/> (normally you can make appointment one day before or even within the same day)





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④ Application Form

Step 2: Select your needed service



深圳市公安局

ShenZhen Municipal Public Security Bureau

首页

政务服务

融媒资讯

警务公开

便民互动

用户中心

无障碍浏览

当前位置： 首页 » 政务服务 » 个人服务 » 出入境业务

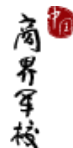
主项名称：外国人服务预约

序号	子事项名称
1	普通签证延期
2	普通签证换发
3	普通签证补发
4	停留证件首次
5	居留证件首次 Residence permit-first time
6	居留证件延期 Residence permit-extend
7	居留证件换发 Change residence permit type
8	居留证件补发
9	出入境证
10	停留证件换发
11	停留证件补发
12	旅行证件



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④ Application Form

邀请信息

(inviter(entities or individual) information)

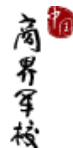
邀请单位名称: (Name of the invit entity)	北京大学深圳研究生院	邀请人姓名: (Name of the invit individual)	毛娜
邀请单位实际办公地址*: (Actual address of the invit entity)	南山区(NanShan District) ▼ 深圳市南山区西丽街道深圳大	邀请单位或个人联系电话*: (Contact Tel of the invit entity or individual)	26033097
邀请单位注册地址: (Address of the invit entity)	南山区(NanShan District) ▼ 深圳市南山区大学城北大园区	邀请人住址: (Address of the invit individual)	南山区(NanShan District) ▼ 深圳市南山区大学城北大园区

- **Name of the invit entity:** 北京大学深圳研究生院
- **Actual address of the invit entity:** 深圳市南山区西丽街道深圳大学城北大园区H栋208室
- **Address of the invit entity:** 深圳市南山区大学城北大园区
- **Name of the invit individual:** 毛娜
- **Contact of the invit entity or individual:** 26033097
- **Address of the invit individual:** 深圳市南山区大学城北大园区



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④ Application Form

现持签证证件信息 (Current visa information)

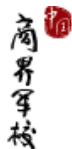
签证证件种类*: (Visa category)	长期学习签证(Long-term Study ▼)		
签证证件号码(Visa or permit No)*:	<input type="text"/>	入境有效期至(Entry valid until)*:	<input type="text"/>
入境口岸(Ports of entry):	<input type="text"/>	最后一次入境日期(Last entry date)*:	<input type="text"/>
入境后准予停留天数(Allowed stay period of this entry):	<input type="text"/>	准予停留至(Allowed to stay until)*:	<input type="text"/>

- **Visa or permit No:** as shown on your X1/X2 visa page
- **Entry valid until:** as shown on your visa page
- **Ports of entry:** as shown on the entry stamp
- **Last entry date:** as shown on the entry stamp
- **Allowed to stay until:** your entry date+30days (for instance, if you enter mainland China on March 22nd, then here you should write April 22nd .)



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④ Application Form

业务申请 (Business application information)

申请证件类型*:
(Certificate type you are applying for)

居留证件(Residence permit) ▼

办证类别*:
(Application category)

首次(First) ▼

申请居留事由(Residence permit type)*:

学习(student) ▼

申请居留期限至(valid until)*:



!!!Valid until (this info is very crucial, if you are unsure, please consult IO)

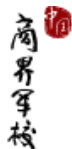
Normally it should be July 31st of your graduation year.

For winter graduates, please write January 31st of the graduation year



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④ Application Form

Step 3: Fill in required information and PRINT IT OUT!!

- Make sure you fill in all these information before you visit the police station
- Processing time: 7 working days
- Processing fee: 400 RMB for 1-year residence permit; 800 RMB for 2-year.
- Go directly to the second floor, to the area specialized for foreigner affairs

Name: 深圳市公安局南山分局—出入境办证大厅

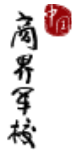
Tel: 0755-84466158

Address: 深圳市南山区南山大道3018号





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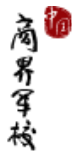
Other questions

1. Internship
2. Extend permit
3. Passport loss
4.



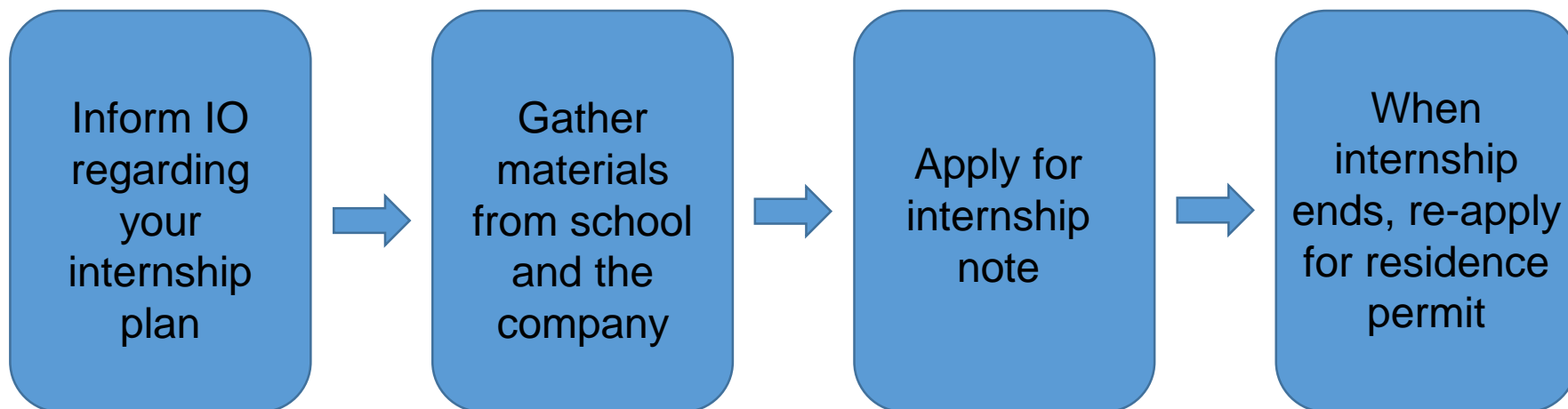
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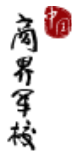
What do I need to do if I want to do internship?

Students need to apply for an “internship note” if they plan to do internships in China. The basic procedure is almost the same as applying for student residence permit, but additional materials are needed.



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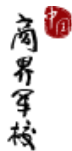


Internship note- Checklist

No.	Name	Tips	Where to get	Original	Copy
1	Registration form for temporary residency		Online (2-3 working days)	Yes	Yes
2	Photo receipt for visa application	1. Valid for one year 2. Photo should match with the receipt	Photo studio	Yes	Yes
3	Application Form	1. A photo should be stuck at front side 2. School stamp at the back side	School	Yes	
4	Letter of Guarantee	1. School stamp and signature are required 2. Applicant's signature is required	School	Yes	
5	Consent form for Internship	School stamp required	School	Yes	
6	Enrollment Certificate and Transcript	Print from the machine at Building H, 1 st floor	School	Yes	Yes
7	Passport	One copy for each page only		Yes	Yes
8	JW202/201 forms	Copy the yellow page		Yes	Yes
9	Admission Letter			Yes	Yes
10	Company documents	Contract (实习合同), Letter of Guarantee (保函), Business License (营业执照)	Company	Partially yes	Yes

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Extend your residence Permit - Checklist

No.	Name	Tips	Where to get	Original	Copy
1	Registration form for temporary residency		Online (2-3 working days)	Yes	Yes
2	Photo receipt for visa application	<ol style="list-style-type: none"> Valid for one year Photo should match with the receipt 	Photo studio	Yes	Yes
3	Application Form	<ol style="list-style-type: none"> A photo should be stucked at front side School stamp at the back side 	School	Yes	
4	Letter of Guarantee	<ol style="list-style-type: none"> School stamp and signature are required Applicant's signature is required 	School	Yes	
5	Enrollment Certificate and Transcript	Print from the machine at Building H, 1 st floor	School	Yes	Yes
6	Passport	One copy for each page only		Yes	Yes
7	JW202/201 forms	Copy the yellow page		Yes	Yes
8	Admission Letter			Yes	Yes



What should I do if I lost my passport?

You will need to report to both the local police station and your embassy in China as soon as possible and get it reissued within **30 days. Please note delay will lead to illegal stay.*

