

Residence Permit Application

Students holding an X1 visa are required to apply for a residence permit within 30 days from the date of entry. A residence permit allows unlimited entries.

Students holding an X2 visa cannot and do not need to apply for residence permit. X2 visa is single-entry visa to mainland China. *(Students holding X2 can try applying for additional entries, however, please note that they can receive 0-2 extra entries, depending on the case.)*

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1. Application Form

Step 1: Make appointment online

<http://ga.sz.gov.cn/>



深圳市公安局
Public Security Bureau of Shenzhen Municipality

首页 政务服务 融媒资讯 警务公开 便民互动 用户中心

当前位置: 首页 > 政务服务 > 个人服务 > 出入境业务

序号	子事项名称
1	停留证件首次 Stay permit
2	停留证件换发 Stay permit renewal
3	停留证件补发 Stay permit reissue
4	普通签证延期 Visa extension
5	普通签证换发 Visa renewal
6	普通签证补发 Visa reissue
7	居留证件首次 Residence permit (first time)
8	居留证件延期 Residence permit extension
9	居留证件换发 Residence renewal
10	居留证件补发 Residence reissue
11	出入境证 Entry and exit permit for foreigners
12	旅行证件 Travel permit

First year students please choose “Residence permit first time”, other students can consult IO regarding different type.

Step 2: Fill in the information carefully

申请人信息 (Appointment information)

英文姓*: (Surname)	<input type="text"/>	英文名: (Given name)	<input type="text"/>
中文姓名: (Name in Chinese if applicable)	<input type="text"/>	出生地*: (Place of birth)	<input type="text"/>
国籍*: (Nationality)	<input type="text"/>	性别*: (Gender)	性别(Gender)
出生日期*: (Date of birth)	<input type="text"/>	申请人手机*: (Phone number in China)	<input type="text"/>
在深详细住址*: (Address in Shenzhen)	南山区(NanShan District) 北京大学深圳研究院燕园6AXC		

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) 深圳市南山区大学城北大园区	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

- Address in Shenzhen: 北京大学深圳研究生院燕园 6A-your room number
- Name of the invit entity: 北京大学深圳研究生院
- Name of the invit individual: 毛娜
- Actual address of the invit entity: 深圳市南山区大学城北大园区
- Contact Tel of the invit entity or individual: 26033097
- Address of the invit entity: 深圳市南山区大学城北大园区

现持签证证件信息 (Current visa information)

签证证件种类*: (Visa category)	As shown on your visa page	入境有效期至(Entry valid until)	As shown on your visa page
签证证件号码(Visa or permit No)*:	As shown on your visa page	最后一次入境日期(Last entry date)	As shown on your entry stamp page
入境口岸(Ports of entry):	As shown on your entry stamp page	准予停留至(Allowed to stay until)*:	<input type="text"/>
入境后准予停留天数(Allowed stay period of this entry):	<input type="text"/>		

业务申请 (Business application information)

申请证件类型*: (Certificate type you are applying for)	居留证件(Residence perm)	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)*:	<input type="text"/>

- Allowed stay period of this entry: for X1 visa holders, it's 30. For other visa holders, please refer to the information on your visa page.
- Allowed to stay until: entry date+ allowed stay period of this entry
- Certificate type you are applying for: Residence permit
- Valid until: Normally July 31st of your graduation year. For winter graduates and fall exchange students, please write January 31st.

Step 3: Send the appointment number to IO!!!.

IO will print out the application form and apply for school stamp to put on it (1~2 days).

Step 4: Collect the application form with stamp.

Once the stamped form is ready, IO will notify the students. Students can then collect it.

2. Photos and Photo Receipt for visa application

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 local department of the Entry & Exit Administration Department of Public Security of Guangdong Province.)。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
采集点地址: [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]

Students should take photos for their visa application and request the photo receipt (回执). The photo size should be 二寸, background color should be blue.

Some available options:

- *Photo studios in Ping Shan Village (平山村), close to campus.
- *Photo studios near the police station
- *Photo studios near the health check hospital, remember to ask for the receipt (回执)!!!

3. Letter of Guarantee

Collect it from IO.

申请签证/居留证件的证明(担保)函件
Letter of Guarantee

深圳市公安局出入境管理局:
兹有申请人: 姓名/Full Name: _____, 性别/Sex: _____,
出生日期/Date of Birth: _____年YY月MM日/DD, 国籍/Nationality: _____,
护照号/Passport No.: _____。因以下事由申请签证/居留证件:

<input type="checkbox"/> 探亲团聚—Family Reunion 系我 _____ (亲属关系Kinship);
<input type="checkbox"/> 商贸活动—Commercial Activities 系我单位邀请的 _____ (身份Relationship);
<input type="checkbox"/> 工作—Employment 系我单位 _____ (岗位职务/Job Title), 聘用时间/Employment Period: _____年YY月MM日/DD至 _____年YY月MM日/DD
<input type="checkbox"/> 学习—Study 系我单位 _____ (学籍/Grade) 学生; 出勤率/Attendance Rate _____ 各科成绩/Academic Performance _____
<input type="checkbox"/> 其他私人事务—Other Personal Affairs _____ (Brief Applying Reasons)

拟申请外国人签证/居留证件有效期至/To Apply Till: _____年YY月MM日/DD,
请予以办理。

我单位保证以上填写的内容真实、准确、完整, 并对此负责。如有虚假陈述, 我单位愿意承担由此引发的一切法律责任。我单位保证按照《中华人民共和国出入境管理法》、《中华人民共和国外国人入境出境管理条例》等法律法规, 承担相应的法律义务和责任。提醒聘用单位及时办理住宿登记、出入境证件延期等手续。如与聘用单位提前解除聘用关系或聘用单位发生离职, 要向出入境管理部门报告, 并协助申请人办理相关证件变更等手续。

***请抄以下内容/Please Copy the Following Content:
我保证以上填写的内容真实、准确、完整, I hereby declare that the information given above is true.
我保证以上填写的内容真实、准确、完整。

证明(担保)人或单位/Signatures/Warrantors: 毛建群 1403-397
证明(担保)单位(公章)/Official Seal: _____ 年YY月MM日/DD

告知书
NOTICE

★请仔细阅读告知书, 并签名或盖章
Please read carefully and sign

根据《中华人民共和国出入境管理法》等法律法规, 现对我市办理签证证件的外国人应遵守及注意的事项告知如下:
Administration measures that foreigners should abide by and keep in mind during applying for visa in Shenzhen are hereby announced as below in accordance with the Exit and Entry Administration Law of the People's Republic of China.

一、外国人申请签证时须如实填写申请表相关内容, 并回答签证官员的询问, 外国人应对提供的个人信息(如: 居住住址、电话等)及工作(或邀请)单位(个人)的相关资料真实性负责; 公安机关通过电话询问、实地调查等方式核查在外国人申请签证时提供的信息不一致的, 可能会面临警告, 对于弄虚作假的, 将依法追究法律责任。外国人居住地址、签证等信息发生变化的, 本人或者留宿人应在发生变化后24小时内到居住地辖区派出所申请办理临时住宿登记变更手续。违反者将被认为不适宜在中国境内继续停留或居留, 可能被限期出境。
I. Foreigners should faithfully fill out the application form, and answer the questions of visa officer when they are applying for visa. Foreigners shall be liable for the fidelity of the personal information (e.g. residence address, cell phone number, etc.) and the information of inviting entities or individuals. The exit and entry administration authority of the public security organ may verify the fidelity of the application information that is provided by the foreign applicants through such means as interview, telephone inquiry and on-the-spot investigation. The applicant who has knowingly falsified information in the application process shall be investigated for legal responsibility according to law and his/her visa application shall be disapproved.

外国人 who has changed the residence address or visa information, the foreigner or the residence owner shall report to the local police station for change of temporary accommodation registration within 24 hours. Otherwise, the violators will be deemed inappropriate to continue staying/residing within the territory of China, the foreigner may be ordered to exit China within a certain time limit.

二、外国人在中国境内工作必须同时持有两证: 1. 有效的《外国人就业证》或《外国人专家证》等工作许可证件; 2. 有效的工作类居留证件。在仅限于非就业行为。
II. Foreigners who work in China shall obtain valid work permit and work-type residence permits in accordance with relevant regulations. Otherwise shall be deemed unlawful employment.

三、持《中华人民共和国外国人工作许可通知》办理工作居留许可后, 仍需前往主管部门办理有效的《外国人就业证》或《外国人专家证》, 方可就业。
III. Foreigners who hold Notification Letter of Foreigner's Work Permit in the People's Republic of China to apply for work-type residence permit still need apply for an official valid work permit after they get the work-type residence permit. Otherwise shall be deemed unlawful employment.

告知单位: 深圳市公安局出入境管理局 被告知人签名:
Notifier: Exit-Entry Administration Department of Shenzhen P.S.B. Signature of Applicant: _____
Date: _____年YY月MM日/DD

4. Passport

Bring the original;
Make copies of the first page, visa page, and entry stamp page.

5. JW 202/201 or DQ forms

Print out the form you received via email

6. Admission Letter

Bring the original and make a copy of it.

7. Registration form of temporary residence

All must complete the Registration form of Temporary Residence within 24 hours of arrival.

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
国籍(地区) Nationality or area	印度	居留国(地区) Residence		停留事由 Subject 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 Valid/multiple	多次有效	签证(注)号码 Visa No.	09621779	签证(注)有效期 Visa expiry date
签证(注)签发地 Visa issued at	广东深圳办	入境口岸 Port of entry	蛇口	入境日期 Date of entry
入住日期 Date of check in	2019年09月02日	住宿天数 Duration date		联系电话 Telephone No.
电子邮件 E-mail		同行人员关系 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街道派出所。 Local police
Welcome
地址:
Address:
电话:
Tel:

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 或 深圳市宝安区出入境管理分局 办理。
Please come to Entry and Exit Administration Security Bureau to apply for
地址:
Address:
电话:
Tel:

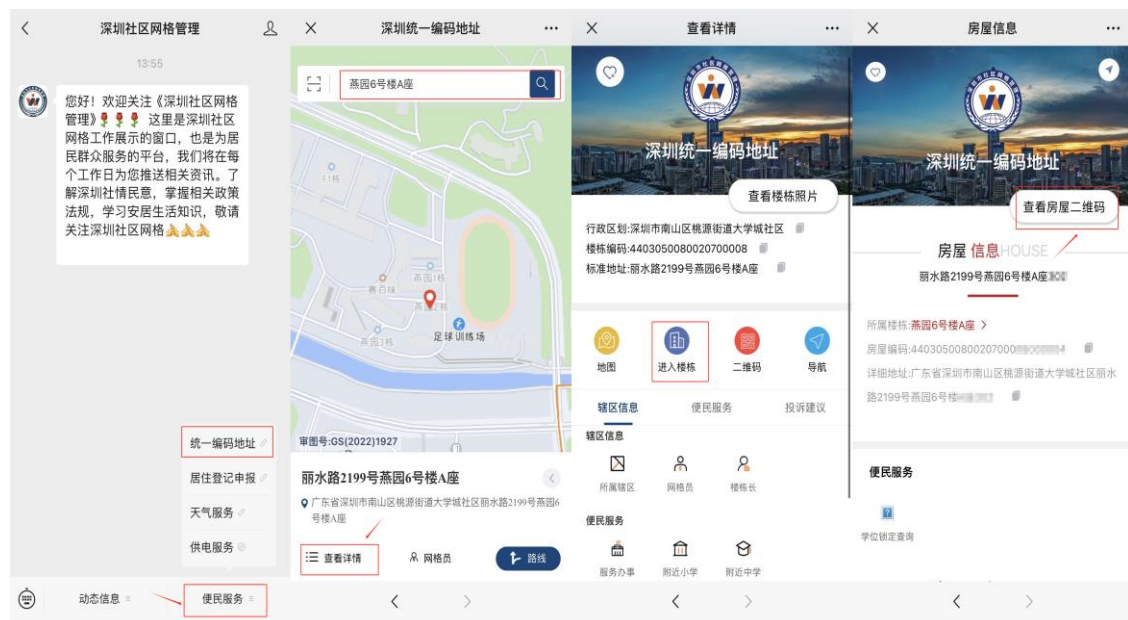
3. 请你遵守中国的法律法规,到达住地(宾馆除外)后的24小时内到当地派出所办理住宿登记。
Please abide by chinese law and regulations,register your accommodation at the local police station within 24 hours of your arrival,and you can't work in China without permission of the competent

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是星级酒店。
For your 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

Step 1: Obtain your dormitory info/QR code

(If you live off-campus, please consult your landlord or nearby police station)



Follow 深圳社区网格管理 on WeChat → 便民服务 → 统一编码地址

Search for 燕园6号楼A座 → 查看详情

Click 进入楼栋 → Select your room number

Click 查看房屋二维码 → Save the QR code for your dorm room

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

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



Step 3: Wait for 1-2 days to receive the stamped form.

To obtain the form, please scan the same QR code in Step 2, select “Query”. Once the form is ready, please color print it.

8. Health check report

*Bring the original of the report, make copy of the first page.

Students applying for residence permit must complete health check in designated hospitals. In Shenzhen, it is Kouan Hospital (深圳口岸医院). The health check is quite basic, including blood check, general check (eyesight, height, weight, etc.), heart and pulmonary function check and so on. And the students do not need to book appointment in advance.

Please visit the hospital early in the morning. Student shall not have breakfast before the health check, also not drink much water (max 200ml).

Please bring **passport** (original and copy), **photos** (二寸, *3). Students can also bring **JW 202 form** and **Admission Letter** to get potential fee waiver. (Only applies to students who enters mainland China for the first time.)

The Processing fee around 460 RMB (normal speed, next week); around 720 RMB (fast speed, next day)

- Name: 深圳口岸医院
- Tel: 0755-83774013
- Address: 深圳市福田区滨河大道 3203 号

9. Questionnaire for visa application

Collet from IO.

首次在深办理居留许可情况调查表 (学习类)
Qualification Interview for Residence Permit(Student Visa)

注意: 此表为申请材料之一, 申请人须如实填写并承担相关责任。
 NOTE: This form is very important for your application. You shall complete it truthfully and neatly and shall be responsible for the information you provide.

I. 如果有家庭成员随行, 或有直系亲属在居住或工作, 请提供他们的姓名、与本人关系、工作单位或住址。Do you have any accompanying family members or relatives in China, what is their status or address in China?

姓名 Name	国籍 Nationality	与本人关系 Relationship	电话号码 Mobile Phone No.	居住或工作地点 Address of residence or working

II. 如果你曾申办过中国居留许可, 请说明最近一次的情况。
 If you had a Chinese residence permit before, please give details of the last one:

签发时间 _____ 签发地 _____ 居住目的 _____
 time of issue _____ place of issue _____ purpose of residence _____
 就业或留学单位 _____
 institution where you worked or studied _____

III. 概述你的工作经历 Describe your working experience (both in China & Overseas)

工作时段 (from--to)	单位名称 Name of institution	联系地址 Address & Tel.	职位 Position	证明人姓名电话 reference & Tel.

IV. 此次就学相关信息 (仅填写办理学习类居留许可填写) Information Regarding Your Present Study Here (For student residence permit application)

1. 你什么时候到达学校学习的? 所学专业? 学习期限多久? When did you come to the school? What is your major? How long will you study in the school?

2. 你是如何找到这所学校的? 你会何种语言? How did you find this school? What language can you speak?

3. 你为什么选择这个专业? 毕业之后有何打算? Why did you choose this major? What do you intend to do after graduation?

4. 你的学费和生活费的来源? 你父母的职业? Who will pay for your tuition fee & living expenses? What are your parents' occupations?

V. 其他信息 Other Information

1. 你参加过何种社会组织? 如果没有, 请注明。List major social organizations, either home or abroad, you have been affiliated to (if not, write down no more)

2. 你有什么宗教信仰? 如果没有, 请注明。What is your religious belief? (if not, write down no more)

3. 你是否曾牵涉刑事或民事诉讼? 如有, 请详述事由及结果。Have you ever been involved in any criminal or civil procedures? If any, specify the reason(s) and result(s).

4. 你是否有其他国籍身份 (或中国内地、香港、澳门、台湾身份)? 如有, 请注明。Do you have other nationalities (or mainland of China residence/Hong Kong/Macao/Tai Wan)

申请人声明: 本人已仔细阅读并明白表格中所有的问题, 我保证表格中所回答的是真实和正确的, 我理解如果我未能如数填写此表或未能提供所要求的材料, 我的申请可能因材料不足而被延迟或拒绝。
 Applicant's statement: I certify that I have read and understood all the questions set forth in this form and the answers on this form are true and correct to the best of my knowledge and belief. I understand that failure to fully complete this form or to provide the requested documents may result in my application being delayed or refused on account of insufficient evidence being provided.

温馨提示: 依照《中华人民共和国外国人入境出境管理法》第二十六条规定, 受理外国入境、过境、居留、旅行申请的机关有权拒绝签证、证件。
 Notice: I. Article 26 of LAW OF THE PEOPLE'S REPUBLIC OF CHINA ON ENTRY AND EXIT OF ALIENS rules that the competent handling state's applications for entry, transit residence and travel have the power to decline issuing visas and certificates or cancel or annul visas and certificates already issued.

申请人签名 Applicant's signature: _____ 申请人姓名(与护照对照) Applicant's full name in print (for comparison with signature): _____
 日期 Date: _____

10. Checklist Summery

Checklist

No.	Name	Tips	Where to get	Original	Copy
1	Registration form of temporary residence		Online (2-3 working days)	Yes	Yes
2	Passport	Copy the passport page, Visa Page, and Entry stamp page		Yes	Yes
3	Application Form	1. Make appointment online 2. Inform IO with the appointment number 3. Wait for it to get stamped	IO (1-2 working days)	Yes	
4	Photo and photo receipt for visa application	1. Valid for one year 2. Photo should match with the receipt	Photo studios	Yes	Yes
5	Questionnaire for visa application	For first time application in Shenzhen	IO		
6	Letter of Guarantee	1. School stamp and signature are required 2. Applicant's signature is required	IO	Yes	
7	Admission Letter		IO	Yes	Yes
8	JW202/201 forms	Print the electronic form received via email	Email	Yes	
9	Health Check Report	Copy the first page	Kouan Hospital (one week)	Yes	Yes

11. Visiting the police station

Make sure you have prepared all the required documents, and do **bring all the documents to IO for material check** before visiting the police station. The processing time for residence permit application is **7 working days**. The processing fee is 400 RMB for 1-year residence permit, **800 RMB for 2-year**.

Students can 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

