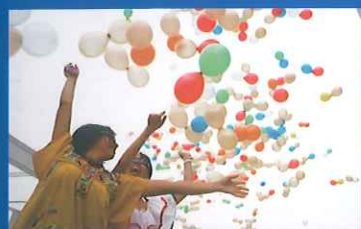




復旦大學

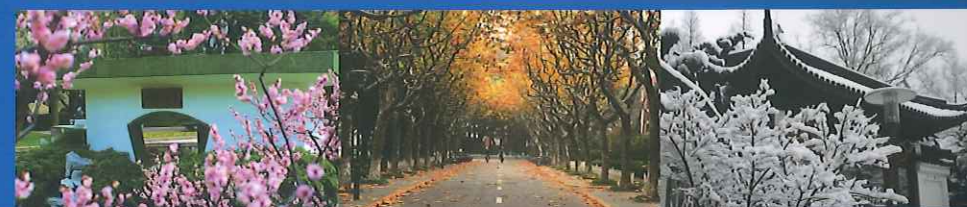


# 復旦大學

留學生新生簽證&住宿 指南

復旦大學外國留學生工作處

Handbook of Visa & Accommodation for  
New International Students of Fudan University



復旦大學外國留學生工作處

## 第五章 保险

为加强留学生学习期间的安全保障,根据中国教育部相关文件,长期在华留学生必须购买“来华留学生综合保险”。长期生保险费为每6个月400元人民币,一年800元人民币。

短期在华留学生可以选择是否购买“来华留学生综合保险”,但前提是已买了类似的保险。短期生保险费按下表收取:

1个月	2个月	3个月	4-6个月
160元	240元	320元	400元

有关该保险的具体内容请参见《平安人寿来华人员综合保险保障计划》简介。

时间:周一至周五,8:00—17:00

地点:留学生事务中心(留学生公寓服务台)

注:留学生事务中心联系电话:021-55076825,邮箱:[lxszhb@fudan.edu.cn](mailto:lxszhb@fudan.edu.cn)。  
如有签证和保险等方面的问题,可以进行咨询。

## Part One Visa and Residence Permit

### I. Entry Visa

1. Please apply for an **X1 or X2 visa** at the local Chinese Embassy or Consulate with
  - (1) Valid regular passport
  - (2) *Admission Notice*
  - (3) *Visa Application Form (JW202 Form)*
  - (4) Physical Examination Report (if needed)
2. When you receive your passport and the Chinese visa, **please make sure that the embassy or consulate returns the Admission Notice and JW202 Form page 3 (the yellow page) to you.** These are important documents which you will need to submit to the Shanghai Exit-Entry Administration Bureau when you deal with your visa problem inside China.
3. Fudan University only provides visa service for students who have already done registration. **It is highly recommended that you hold an X1 or X2 visa to enter China, within 1 week before the registration date. As a student, you cannot enter China without first having a visa.**
4. Please pay attention to your Visa Expiration Date. If you have any questions, please consult International Students Affairs Center: 86-21-55076825.



## II. Residence Permit

1. If you hold an X1 visa, you will need to apply for residence permit in the following 30 days after your entry. If you hold X2 visa and the validity of your X2 visa is longer than your study period here, you can keep your X2 visa with no need to change it. If you stay in China for more than six months, however, you will have to apply for the residence permit.
2. Documents needed for residence permit application for the first time (For reference only):
  - (1) Valid regular passport
  - (2) *Admission Notice*
  - (3) *Visa Application Form* (JW202 Form or JW201 Form)
  - (4) *Physical Examination Record for Foreigners* (Please read Part Two & Appendix)
  - (5) *Registration Form of Temporary Accommodation* (Please read Part Three and Four & Appendix)
  - (6) *Introduction Letter for Visa* (processed at Reception Desk of Main Building of Foreign students dormitory on Handan Campus & read Appendix)
  - (7) One passport-sized photo
  - (8) Around RMB 400 (for residence permit shorter than one year)
3. **Before getting Introduction Letter for Visa, you must register at your school as a new student.** When getting *Introduction Letter for Visa*, students should take *Admission Notice*, passport, insurance receipt and offer on-campus room number or off-campus address. The address of a hotel (temporary accommodation) is not acceptable.
4. (1) Exit-Entry Administration Bureau of Shanghai Public Security Bureau processes your application for visa and residence permit.  
Address: 1500 Minsheng Road, Pudong New District, Shanghai.

Service Hours: Monday to Saturday, 9:00 am - 11:30 am, 1:30 pm - 4:30 pm.

Tel: 86-21-28951900

- (2) You can also go to the Exit-Entry Administration Office, Yangpu District.

Address: 605 Songhu Road, Yangpu District, Shanghai

Service Hours: Monday to Friday, 9:00 am - 4:00 pm.

Tel: 86-21-22170246

- (3) Other places for application, please refer to <http://crj.police.sh.cn/>.

★ The explanation above is for your reference. However please be aware that the regulations are subject to change and you should check with relevant authorities prior to making arrangements.

## Part Two Physical Examination or Verification

1. Who needs to take the physical examination or verification
  - (1) International students whose visa is X1.
  - (2) International students whose visa is X2, and who will study for over six months in China.
  - (3) International students who apply for residence permit for the first time.
  - (4) International students whose residence permit has expired for 3 months, and re-apply for it.
2. Documents needed (For reference only):
  - (1) Valid regular passport and a copy
  - (2) *Admission Notice*
  - (3) The whole set of physical examination report for verification (for those who have had physical examination at home countries)
  - (4) 4 passport-sized photos
  - (5) Around RMB 500 for physical examination or RMB 70 - 400 for verification

**NOTE:** Before doing the physical examination, you should keep an empty stomach.

3. Shanghai Exit-Entry Inspection and Quarantine Bureau, International Travel Healthcare Center provides the service of physical examination and verification.

Address: 15 Jinbang Road, Changning District, Shanghai.

Service Hours: Monday to Friday, 8:00 am - 3:30 pm.

Tel: 86-21-62688851

Reservation website: <http://www.sithc.com>

- ★ The explanation above is for your reference. However, please be aware that the regulations are subject to change and you should check with relevant authorities prior to making arrangements.

## Part Three On-campus Accommodation and E-booking

### I . Long-term Students

Long-term students are those who will study at Fudan University for one semester or longer.

1. Accommodation Fee (calculated in RMB for one person one day)

Handan Campus		
Main Bldg.	Double Room	55
	Single Room	80
Sub-Bldg.	Single Room	45
Asian Youth Center	Single Room	6000/per term
Fenglin Campus		
	Double Room	45
	Single Room	60

Water fee and electricity fee are not included.

2. If you want to live in Foreign Students Dormitory on Handan Campus, **you will need to book a room online.**

(1) Address: 57 Wudong Road, Yangpu District, Shanghai.

(2) **Booking Date: Please pay attention to the Notice on the website of International Students Office.**

(3) Booking Process: Please open the website of ISO (<http://iso.fudan.edu.cn>), and click **E-Booking.**

#### Special Attention:

- (1) Introduction to Foreign Students Dormitory, Notice of Room Reservation, Accommodation Regulations of Foreign students



dormitory on the website are very important. Please read them carefully before you reserve a room.

(2) Inquiry number is your Student Number.

(3) When you book a room, you should choose a date of check-in. **Your room will be kept for you for 3 days from this check-in date.** If you fail to check in on time, your reservation will be cancelled. After you reserve a room, please confirm that it is a successful reservation on the website.

(4) All students living in the dorm are not allowed to check out or change for another room within the semester.

(5) If you need assistance with your booking, please contact:

Tel: 86-21-65643407 / 86-21-55076825

Fax: 86-21-55076831

(6) Reception Desk of Fudan Foreign students dormitory is open 24 hours a day. You can check in any time after you arrive. Tel: 86-21-65643407.

3. If you want to live in Foreign students dormitory on Fenglin Campus, you need to consult.

(1) Address: 130 Dong'an Road, Xuhui District, Shanghai.

(2) Tel: 86-21-54237600 / 86-21-54237742

4. After check-in, you can get *Registration Form of Temporary Accommodation* at Reception Desk of Foreign Students Dormitory.

## II. Short-term Students

Short-term students are those who will study at Fudan University for less than one semester.

1. Accommodation Fee (calculated in RMB for one person one day)

Handan Campus		
Main Bldg.	Double Room	70
	Single Room	100
Sub-Bldg.	Single Room	55
Fenglin Campus		
	Double Room	45
	Single Room	70

Water fee and electricity fee are included (Water fee is not included in Sub-Bldg).

2. If you want to live in Foreign Students Dormitory, you will have to apply in your application form and confirm with your school that your booking is successful. Your check-in procedure is the same as that of long-term students.

**Note: If you have questions about accommodation, you can contact us:**

**Tel: 021-65642252, E-mail: isdorm@fudan.edu.cn.**

## Part Four Off-campus Accommodation

Shanghai adopts accommodation registration management for foreign students who live off-campus. Within 24 hours after moving into the apartment you will need to go to your local police station to go through the temporary accommodation registration procedure.

### Procedures:

1. Sign a contract with the landlord and ask him/her to apply for a *Security License for the apartment*.
2. Go to Reception Desk of Main Building of Foreign students dormitory on Handan Campus and ask for *Off-campus Accommodation Registration Form for Fudan University's Foreign Students*. ISO will sign and stamp the form and give the second page back to student.
3. Go to local police station to apply for a *Registration Form of Temporary Accommodation* with your passport, copy of passport, one passport-sized photo, contract, *Security License for the apartment* (provided by the landlord) and *Off-campus Accommodation Registration Form for Fudan University's Foreign Students*.

**Notice:** During your study here, if you change your address, you will need to go through the same procedure again within 10 days.

## Part Five Insurance

In order to assure the safety of international students during the study here, and according to the regulations issued by the Chinese Ministry of Education, long-term international students are required to purchase mandatory *Foreign Students Overall Insurance*. The insurance fee for long-term students is RMB 400 every 6 months & RMB 800 per year.

The short-term international students are not required to purchase *Foreign Students Overall Insurance* on condition that they've already purchased a similar insurance. The insurance fee for short-term students as follows:

1 month	2 months	3 months	4 - 6 months
RMB 160	RMB 240	RMB 320	RMB 400

For further information, please check *Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.*

Service Hours: Monday to Friday, 8:00 a.m. – 5:00 p.m.

Place: Reception Desk of Foreign Students Dormitory

**Note:** If you have questions about visa and insurance, you can consult International Students Affairs Center. Tel: 021-55076825, E-mail: [lxszhb@fudan.edu.cn](mailto:lxszhb@fudan.edu.cn).



附件 / Appendix

1、健康报告证明  
Physical Examination Record for Foreigners

**中华人民共和国出入境检验检疫**  
ENTRY-EXIT INSPECTION AND QUARANTINE  
THE PEOPLE'S REPUBLIC OF CHINA

**境外人员体格检查记录验证证明**  
CERTIFICATE OF VERIFICATION  
(FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)

正本

编号 No. 210001051409233538

姓 / Surname: \_\_\_\_\_ 名 / Given names: \_\_\_\_\_

性别 / Sex: 男 M 出生日期 / Date of birth: \_\_\_\_\_

国籍 / Nationality: \_\_\_\_\_ 证件号码 / Passport or ID No.: \_\_\_\_\_

职业 / Occupation: 学生 Student

公司 / 学校 / 其它 Company / school / others: \_\_\_\_\_

通讯地址 [中国] / Mailing address (China): \_\_\_\_\_

电话号码 [中国] / Telephone Number (China): \_\_\_\_\_

医生姓名 / Name of Doctor: \_\_\_\_\_ 医生签名 / Signature of Doctor: \_\_\_\_\_

签发日期 / Date of issue: 24 Sep, 2014 签发地点 / Place of issue: 中国上海金浜路15号(原哈密路1701号) No.15 Jinbang Rd.(No.1701 Hami Rd.), Shanghai, P.R.China

[5-7(2003.1.1)\*1]

2、境外人员临时住宿登记表 (校内)  
Registration Form of Temporary Accommodation (on campus)

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

编号 D10000141

英文姓 Surname in English		英文名 Name in English	
性别 Sex	男 M	国家或地区 Country or Region	
入境日期 Date of Entry	2014年9月2日 (Y) (M) (D)	入境口岸 Port of Entry	浦东
中文姓名 Name in Chinese		房号 Room number	2# 509
	证件种类 Type of Travel Document	证件号码 No. of Travel Document	证件有效期 Validity of Document
	外国入 Foreigners		签证/签注种类 Type of Visa/Endorsement
	台湾居民 Taiwan Residents		签证/签注有效期 Validity of Visa/Endorsement
	华侨、港澳居民 Overseas Chinese HongKong&Macao Residents		
备注 Remarks	接待单位 Reception Unit	联系电话 Tel.	管理 单位

宣、章每章章  
Hotel Stamp

签发日期: 2014年(Y) 9月(M) 2日(D)

上海市公安局出入境管理局监制  
Supervised by Bureau of Exit-Entry Administration  
Shanghai Municipal Public Security Bureau

3、复旦大学外国留学生校外住宿登记表 (校外)  
Off-campus Accommodation Registration Form for Fudan University's Foreign Students.  
(Off campus)

**复旦大学外国留学生校外住宿登记表 (第二联)**  
Off-Campus Accommodation Registration Form for Fudan University's Foreign Students  
编号: 0122940

中文名/Chinese Name	英文名/English Name	性别/Sex	出生日期/Date of Birth	国籍/Nationality
护照号码及有效期/Passport No. & Validity		院系/Department	专业/Major	学生类别/Student Status
校外住址 Off-Campus Address		电话/Tel		
		手机/Cell Phone		
出租人姓名/Landlord's Name		派出所/Local Police Station		
校外住宿情况 (请打勾) /Residence Information (please check the appropriate boxes)				
<input type="checkbox"/> 租赁住房/Apartment				
<input type="checkbox"/> 借住亲属房屋/Relative or friend's home				
<input type="checkbox"/> 住宿宾馆/Hotel				
<input type="checkbox"/> 其他/others				
我声明: 我提供的以上情况是真实的。住宿校外是我本人的意愿。我愿意遵守中国法律法规和社会公德, 尊重中国的传统习惯, 并承担相应的法律责任。我保证: 若变更校外住址, 一定于十天内、入住后24小时内重新办理校外住宿手续。 I declare that all the above information is true. It is my own choice to live off-campus. I will observe Chinese laws and regulations, respect Chinese traditions and customs, and bear related legal responsibilities. I promise that if I change my off-campus address, I will go through the procedures to live off-campus again within 10 days and 24 hours after I move into the new address.				
填表人签名/your signature:		年/year 月/month 日/date		
办理程序/The procedure	1. 留学生与房屋出租人签订房屋租赁合同。 2. 留学生办公室登记。留学生如实填写完此表后, 交留学生办公室审核盖章, 留学生办公室向留学生出具《外国籍学生办证申请书》, 及本表第二联。 3. 派出所登记。具体注意事项见本表反面。 4. 上海市公安局出入境管理局登记。留学生持派出所签发的《境外人员临时住宿登记表》、外国籍学生办证申请书, 及本表第二联去出入境管理局办理校外住宿登记手续。 5. 校外住宿变更登记程序同上。 上述第4项, 持F学习签证的留学生不需办理。			
	1. Foreign students sign a contract with the landlord. 2. Foreign students register in Foreign Students Office. After filling in this form, foreign students should give the form to Foreign Students Office to be stamped. And an introduction letter for foreign students will be given. Foreign students should keep the second page of this form. 3. Register in local police station. Details are on the back of the form. 4. Register in Exit-Entry Bureau of Shanghai Police Station. Foreign students should take Registration Form of Temporary Residence from local police station, the introduction letter from the university, the second page of this form to Exit-Entry Bureau to go through the procedures to live off-campus. 5. If you want to change your off-campus address, the procedures are the same. For Item 4, if you hold an F visa for study, you don't need to do it.			

复旦大学 留学生办公室  
经办人: (盖章)  
年 月 日

凭此联去住宿所在地派出所

4、境外人员临时住宿登记表 (校外)  
Registration Form of Temporary Accommodation (off campus)

**境外人员临时住宿登记表**  
REGISTRATION FORM OF TEMPORARY RESIDENCE  
编号: L201107130

英文姓 Surname in English	英文名 Name in English		AI	
性别 Sex	女性	出生日期 Date of Birth	年 月 日 (Y) (M) (D)	国家或地区 Country or Region
中文姓名 Name in Chinese	岩下爱	入境日期 Date of Entry	2010年2月2日 (Y) (M) (D)	入境口岸 Port of Entry
上海住址 Address in Shanghai	路 号 室		抵住宿地日期 Date of Arrival at Present Residence	2011年7月1日 (Y) (M) (D)
	证件种类 Type of Travel Document	证件号码 No. of Travel Document	证件有效 Validity of Document	签证/签注种 Type of Visa/Endorsement
外国人 Foreigners	普通护照			签证/签注有效期 Validity of Visa/Endorsement
台湾居民 Taiwan Residents				2011年07月31日
华侨、港澳居民 Overseas Chinese, Hongkong/Macao Residents				
备注 Remarks	联系电话 Tel.	13801680341	离宿日期 Date of Leaving Present Residence	年 月 日 (Y) (M) (D)
	退报处理情况			

填表日期: 2011年(Y) 7月(M) 1日(D)

派出所盖章: 长宁分局虹桥路派出所  
上海市公安局出入境管理局监制  
Supervised by Bureau of Exit-Entry Administration  
Shanghai Municipal Public Security Bureau



5、外籍学生办证申请函  
Introduction Letter for Visa

编号: FD12 4

外籍学生办证申请函  
Introduction Letter for Visa

上海市出入境管理局:

兹有 国 学生 N T E 在我校学习, 学习期限自 2012-09-01 起至 2017-07-15, 其家属 。 敬请根据有关规定给予办理相关签证、居留许可为盼。  
学生类别: 本科生, 经费来源: 个人自理, 交费类别: 自费。

住宿情况:

- (校内) 我校 国际地区留学生公寓  
 (校外) \_\_\_\_\_

申请签证、居留许可项目:

外国籍学生本人	<input checked="" type="checkbox"/> 居留许可申请: 有效期至 2016 年 09 月 20 日
	居留许可变更申请: <input type="checkbox"/> 变更住址为: _____ <input type="checkbox"/> 变更护照号码为: _____ <input type="checkbox"/> 其他: _____
外国籍学生亲属	<input type="checkbox"/> 签证延期申请: 本次停留期限至 年 月 日
	签证申请: <input type="checkbox"/> 换发 <input type="checkbox"/> 补发 签证种类: _____ 本次停留期限至 年 月 日 入境有效期至 年 月 日 入境次数: 次 本次入境后可停留期限 天
实习加注	<input type="checkbox"/> 居留许可申请: 有效期至 年 月 日
	<input type="checkbox"/> 签证延期申请: 本次停留期限至 年 月 日
备注	签证申请: <input type="checkbox"/> 换发 <input type="checkbox"/> 补发 签证种类: _____ 本次停留期限至 年 月 日 入境有效期至 年 月 日 入境次数: 次 本次入境后可停留期限 天
	实习加注申请: _____ 年 月 日至 _____ 年 月 日, 在 _____ 开展校外教学实习活动。□□

【此申请函有效期为 30 天 This letter is only valid for 30 days】

复旦大学外国留学生工作处  
2015 年 09 月 06 日

友情提示: 如果上海市出入境管理局签发给你的签证有效期与我校申请函上申请的签证有效期不同, 你应在办理完签证后, 到我校外国留学生工作处登记。

Friendly Tip: If the valid date of your visa issued by Shanghai Exit-Entry Administration Bureau is different from the valid date on this paper, you should register the date at ISO of Fudan University.

注: 浦东新区民生路 1500 号 上海市出入境管理局 咨询电话: 28951900

Note: 1500 Minsheng Road, Pudong New District, Shanghai Exit-Entry Administration Bureau Tel: 28951900

本手册仅供参考, 内容可能会有变化。请关注外国留学生工作处网站:  
<http://iso.fudan.edu.cn>

The information in this handbook is for your reference and it might change. Please pay attention to the website of International Students Office :  
<http://iso.fudan.edu.cn>