

外籍学生入学和办理留学生签证手续的说明

Enrollment of foreign students and their visa application process

1. 将一年学费打入上海大学指定账户（账户信息请查看附件），保留好汇款凭证，并发至我院。

Pay one year's tuition fee into the designated account of Shanghai University (check the attachment for more details) and keep the voucher and send it to us.

2. 学生提前告知我院是否需要入住留学生宿舍（因床位有限，并不保证一定能入住留学生宿舍），宿舍详情，请查看附件。

Please tell in advance whether you need to live in dormitory or not (Due to the limited rooms, it is not guaranteed that dormitory room is available). Check the attachment for more detailed information about dormitory.

3. 上海大学国际教育学院将为合格的学生出具

College of International Education of Shanghai University will make the following files for qualified students:

1) 上海大学录取通知书 Admission notice of Shanghai University

2) JW-202 表 Form JW-202

此文件的获得需要至少 1 个月的时间，请学生自行做好入境规划。The above documents may take at least one month. Student has to pre-plan well for his/her entry into China.

4. 上述两个文件，国际教育学院将 EMS 寄给学生，若学生需要快递。

The above two documents will be sent to the student via EMS by College of International Education of Shanghai University.

5. 学生凭以上两个文件，前往中国驻当地的大使馆，申请留学生签证（即 X 签证）。

The student needs these two documents to the local embassy there to apply for student visa. (X visa)

6. 学生根据自己的入境计划，预约体检（预约网址：<http://sithc.chinaport-sh.com.cn/sithcen/>），并落实好住宿事宜。学生事先告知入境时间，我院将预约国际教育学院相关部门的报道时间。

Student can make a reservation of health check based on his/her plan to enter China (health check reservation website: <http://sithc.chinaport-sh.com.cn/sithcen/>) and shall find the place to live before entering China. The estimated arrival date shall be informed to our institute so that we can make an appointment in the corresponding department in College of International Education of Shanghai University.

7. 学生凭 X 签证入境（请携带好上海大学录取通知书和 JW-202 表原件），并按照我院要求，前

往相关部门报道，办理学生证，登录留学生系统（<http://student.istudyedu.com/signin/index>），确认个人信息并上传相关资料。

The student needs to enter China with X visa (please bring with you the original documents of Admission notice of Shanghai University and Form of JW-202) and go to College of International Education as planned to apply for the student ID card, sign in overseas students system (<http://student.istudyedu.com/signin/index>) where the student's personal information shall be confirmed and necessary documents shall be uploaded.

8. 入境后 24 小时内即刻在相应警局办理住宿登记表，同时购买国际保险（购买保险的网址：<http://oa.lhgi.net/>）

Students should get an accommodation registration form from the corresponding police office immediately within 24 hours after the entry. Students shall purchase the international insurance immediately (<http://oa.lhgi.net/>).

9. 按照预约的体检时间，进行体检。

Take health check at appointed time.

10. 约两周后拿到体检报告单。

Get health check report in about two weeks.

11. 在上海大学国际教育学院获取“居留许可申请函” Apply for Residence Permit Letter in the College of International Education with:

学生证 student card

护照 passport

入学通知书 admission notice

住宿登记表 accommodation registration form

学费缴费单 tuition receipt

保险缴费记录（照片） Internet insurance receipt photo(除奖学金生 except scholarship students)

12. 在上海出入境管理据申请“居留许可” Apply for Residence Permit in Shanghai Exit-Entry Bureau with:

护照 passport

入学通知书 admission notice

住宿登记表 accommodation registration form

签证申请函 visa application letter

JW202 form

体检报告 medical check report

外国人签证申请表 visa/stay permit/application form(provided by the visa center)

一张照片 (one photo)

费用: 400 元-800 元 fee: ¥400-¥800

申请居留许可的条件: 学习期限六个月及以上

Conditions for applying for residence permit: The duration of the study is six months and above

以上文件均需要提供文件原件 (The originals of the above documents are required.)

附件 Attachment

1. 上海大学账户信息 (只接收学费, 不接收任何其他费用) **Bank Account Information (this account only accepts tuition fees, not any other fees.)**

户名: 上海大学

账号: 033584-00801000968

开户行: 农行上海共和支行

For CNY

Gonghe Branch, Agricultural Bank of
China, P.R.China

Account No.: 033584-00801000968

Beneficiary: Shanghai University

SWIFT Code (if needed):ABOCCNBJ090

2. 留学生宿舍 **Dormitory**

- (1) 交通 Transportation

延长校区地处上海市西北部, 距离市中心 8 公里。从人民广场乘出租车约 15 分钟, 20 元人民币。

Yanchang campus is located in the north west of Shanghai, it is only 8 kilometers away from downtown. You can go to People's Square by taxi within 15 minutes, and it costs you only RMB 20.

- (2) 饮食 Diet

各校区内有学生餐厅, 每天为所有学生提供美味可口、品种丰富的餐点。

(5) 留学生宿舍 Dormitory

延长校区的国际学生宿舍可容纳近 400 名学生, 提供 24 小时入住和安保服务, 由学校专人负责。每一楼层的盥洗室皆有热水供应。所有房间装修精良。每一楼层提供洗衣房, 可付费洗衣, 并配有售卖食物和日常用品的迷你小店。The international students' dormitory buildings at Yanchang Campus can accommodate nearly 400 students. 24-hour checking-in and security services can be provided. Staff members are particularly assigned to take the responsibility of the security and service 24 hours a day. Hot water is available in the bathroom rooms of each floor. All rooms are well furnished and look neat and beautiful. There is a laundry room each floor with pre-paid washing machines and a mini-shop selling food and articles for the daily life for the convenience of international students.

房型如下 The types of rooms are as follows:

(价格将根据每年的通胀率进行调整 Price is subject to change due to the inflation each year.)

房型 Type	设备 Equipments	每间每天费用 Charges (Unit: RMB) (per person per day)	
Y-A	单人间, 配有空调、电话、淋雨、卫生间和家具 Single room with air-conditioner, telephone, shower, toilet, furniture		140
D-B	双人间, 配有空调、电话、淋雨、卫生间和家 Double room with air-conditioner, telephone, shower, toilet, furniture		70

(以上费用作为参考, 具体按当年规定执行。All the fees mentioned above are for your reference. The actual payment is subject to the realistic requirement when you are applying.)