

关于外籍人员办理各类证件证明办理手续的说明

Instructions on applying for Resident Permit

序号 Serial Number	事项 Item	办理时间 Time period	办理地点 Address	需携带材料 Enquires and documents to be submitted
1	基本材料 Documents	入境后 7 日内 Within 7 days of entering into China	人教处 Human Resources Departments	1. 境外人员保密告知书（附件 4） Confidentiality Notice for foreigners (appendix4) 2. 遵纪守法承诺书（附件 5） Commitment (appendix5) 3. 安全协议书（附件 6） Security Agreement (appendix6) 4. 不涉毒承诺书（附件 7） Non-drug commitment (appendix7) 5. 国际学生新生报到函(附件 8) FORM FOR UCAS NEW INTERNAITONAL STUDENT TO REGISTER AT HOST INSTITUTE (appendix8)

2	临时住宿登记 Original Residence Registration Certificate in Qingdao	入住后 24h 内 within 24h of entering into China	辽阳东路治安 派出所 Local police station	1. 本人护照 Original of the valid passport 2. 介绍信（附件 1） Letter of introduction (appendix1)
3	体检 Health Certificate	入境后 7 日内 within 7 days of entering into China	青岛市国际旅 行卫生保健中 心（地址：青岛 市福州南路 85 号） QINGDAO International Travel Health Care Center	1. 护照原件、信息页复印件、签证复印件 Original and photocopy of the valid passport; photocopy of visa page and photocopy of latest entry seal page. 2. 组织机构代码复印件（人教处领取） The photocopy of Organization Code 3. 体检申请表（现场取号时可领取） Medical examination application form 4. 近期 2 寸白底彩照 6 张 Six recent 2-inch hatless white background colored photo
4	国际学生办理居留 许可材料详单 Applying for	入境之日起 30 日内 within 30 days	青岛市出入境 管理局 Exist-Entry	1. 本人护照原件及护照复印件；签证页复印件及最新入境章页复印件 Original and photocopy of the valid passport; photocopy of visa page and photocopy of latest entry seal page.

	Residence Permit for Studying	of entering into China	Administration Division of Qingdao Public Security Bureau	<p>2. 近期 2 寸白底彩照 1 张 One recent 2-inch hatless white background colored photo.</p> <p>3. 临时住宿登记表原件（辽阳东路治安派出所出具） Original Residence Registration Certificate in Qingdao (issued by local police station)</p> <p>4. 境外人员体格检查记录验证证明原件（青岛市国际旅行卫生保健中心开具） The original Health Certificate issued by QINGDAO International Travel Health Care Center</p> <p>5. 关于申请办理外籍人员再请居留许可的函（附件 3） Supporting documents for applications (appendix3)</p> <p>6. 居留期限内保险的购买凭证 Insurance certification during the period of residence permit</p> <p>7. 《中国科学院大学外籍人员录取通知书》原件及复印件 A certified letter issued by international students management office of the University stating study period and the original Admission and its photocopy should be submitted</p> <p>8. 《外国留学人员来华签证申请表》（JW202 表）原件及复印件 JW202 (the Visa Application for Study in China) should be submitted</p> <p>9. 离校证明（持有学习类居留许可证件报到的新生需要提供） Certificate of leaving original school (new international students who register with a residence</p>
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5	<p>外国专家办理居留许可材料详单</p> <p>Professionals applying for Resident Permit</p>	<p>入境之日起 30 日内</p> <p>within 30 days of entering into China</p>	4	<p>1. 本人护照原件及护照复印件；签证页复印件及最新入境章页复印件；</p> <p>Original and photocopy of the valid passport; photocopy of visa page and photocopy of latest entry seal page.</p> <p>2. 《外国专家证》原件及复印件（青岛市外专局签发）</p> <p>The original and photocopy of Foreign Expert Certificate</p> <p>3. 单位与之工作协议或合同原件、复印件</p> <p>Original and photocopy of the Certified letter from the employer.</p> <p>4. 近期 2 寸白底彩照 1 张</p> <p>One recent 2-inch hatless white background colored photo.</p> <p>5. 临时住宿登记表原件（辽阳东路治安派出所出具）</p> <p>Original Residence Registration Certificate in Qingdao (issued by local police station)</p> <p>6. 境外人员体格检查记录验证证明原件（青岛市国际旅行卫生保健中心开具）</p> <p>The original Health Certificate issued by QINGDAO International Travel Health Care Center</p> <p>7. 关于申请办理外籍人员再请居留许可的函（附件 3）</p> <p>Supporting documents for applications (appendix3)</p> <p>8. 居留期限内保险的购买凭证</p>

				Insurance certification during the period of residence permit
6	国际学生家属办理居留许可材料详单 Professionals' spouse/children applying for Resident Permit	入境之日起 30 日内 within 30 days of entering into China	青岛市出入境管理局 Exist-Entry Administration Division of Qingdao Public Security Bureau	<p>1. 国科大同意外籍人员家属（限配偶、子女）来华的函件 A letter from the UCAS that approves the family members of international students' family (spouses and children only) to come to China</p> <p>2. 关系人在青居留许可材料 The international students' original Passport and Resident Permit and their photocopies</p> <p>3. 子女出生关系证明或亲属关系证明原件、公证件、翻译件件（说明：结婚证件、亲属关系证明需大使馆认证，不认定证明材料无效） The dependent family members should submit Marriage Certificate for spouse and Birth Certificate for children.</p> <p>4. 翻译公司营业执照原件 The original valid Operating Certificate of the translation company</p> <p>5. 本人护照原件及护照复印件；签证页复印件及最新入境章页复印件； Original and photocopy of the valid passport; photocopy of visa page and photocopy of latest entry seal page.</p> <p>6. 近期 2 寸白底彩照 1 张 One recent 2-inch hatless white background colored photo.</p>

				<p>7. 临时住宿登记表原件（辽阳东路治安派出所出具） Original Residence Registration Certificate in Qingdao (issued by local police station)</p> <p>8. 境外人员体格检查记录验证证明原件（青岛市国际旅行卫生保健中心开具） The original Health Certificate issued by QINGDAO International Travel Health Care Center</p> <p>9. 关于申请办理外籍人员再请居留许可的函（附件 3） Supporting documents for applications (appendix3)</p> <p>10. 居留期限内保险的购买凭证 Insurance certification during the period of residence permit</p> <p>11. 在中国境内出生的单独持有护照的婴儿，须提供婴儿出生证明及父母双方的护照原件及复印件 For babies born in China with their own passports, Birth Certificates and the originals and photocopies of their parents' Passport should be submitted.</p>
7	<p>新办理住宿登记手续 Update original Residence Registration</p>	<p>取得居留许可 24h 内</p>	<p>辽阳东路治安派出所 Local police station</p>	<p>1. 首次获得居留许可（即将签证转换为居留许可证件） Receive a new resident permit in Qingdao</p> <p>2. 取得新的居留许可（包括因换新的护照、办理居留许可延期等情形） Receive a new resident permit in Qingdao</p> <p>3. 变更住宿地点</p>

	Certificate in Qingdao			Change accommodation
8	居留事项变更（居留事由、护照号码、护照姓名、地址、居留事由、期限、签发地等） Change to the Resident Permit(reason, Passport number, Passport name, address)	该事项发生变更之日起 10 日内 With in 10 days	青岛市出入境管理局 Exist-Entry Administration Division of Qingdao Public Security Bureau	材料与居留许可申请相同 The same as detailed list of resident permit materials

注意事项:

Notice on other concerned issues:

1. 外籍人员持 X、Z、S1 字签证入境的外籍人员，应于入境之日起 30 日内办理居留许可证件。否则，将被视为非法在华居留，责任自负，罚款自理。

Anyone with X, Z, or S1 entry visa should apply for Resident Permit within 30 days of entering into China. Foreigners staying in China illegally or committing crimes

will be taken legal action against by the public security bureau.

2. 居留许可延期应至少提前 30 日提出申请。由于未及时申请延期所造成的一切后果，由外籍人员本人负责。

Extension of residence permit should apply for Resident Permit 30 days in advance.

3. 外籍人员持居留许可出境的（含前往中国香港、澳门和台湾地区），应至少在居留许可有效期满失效前 15 日入境。否则，由此引起的一切后果，由学生本人负责。

Foreigners who leave China with residence permit should come back at least 15 days before the expiration of the residence permit.

3. 所有境外机构出具的有关证明须经我国驻外使领馆认证

All documents issued outside of China should be notarized by the local Chinese Embassy