**长沙民政职业技术学院来华留学生入学指南**

**Introductory Guide for Diploma International Students**

欢迎入读长沙民政职业技术学院!

Welcome to Changsha Social Work College!

1. 申办来华签证Visa Application

被录取者应持普通护照、《录取通知书》、《外国留学人员来华签证申请表》（JW 202表）、《外国人体格检查表》、《血液化验报告》等原件前往中国驻外使（领）馆办理来华学习（X1）签证，并持上述等材料，按通知书上规定的时间到我校办理入学报到手续。

You will apply for your Chinese Visa (‘X1' Visa) at the Chinese Embassy / Consulate in your home country, bringing along with you your valid passport, the original copy of the CSWC's Admission Notification and a Visa Application Form for Foreign Students Studying in China (the JW202 form), Foreigner Physical Examination Record and Blood Test Reports (original copy). With the documents mentioned above, all international students who have received a CSWC admission notification must complete their check in and registration within the specified deadline.

2．从机场到学校 Local Travel Information

乘磁浮快线从长沙黄花机场到长沙火车南站约20元（人民币，下同），再乘出租车从长沙火车南站至长沙民政职业技术学院，约16元；或乘出租车直接从机场至长沙民政职业技术学院，约70元人民币。

By Maglev train: From Huanghua Airport to Changsha South Train Station: 20 RMB Yuan; and from Changsha South Train Station to Changsha Social Work College by taxi: about 16 RMB Yuan.

By taxi: From Huanghua Airport to Changsha Social Work College: about 70RMB Yuan.

学校也可提供接车服务，需要接车的留学生需至少提前一周通过传真（＋86-731-82716455）告知接车具体信息。

The CSWC will provide airport picking-up for the international students whose specific information of the flights should be informed via fax (86-731-82716455) or emailat least a week in advance of their arrival at Changsha.

3. 注册地点、办公时间 Registration place and office hours

长沙民政职业技术学院留学生新生报到地点：学院南院（湖南省长沙市雨花区香樟路392号长沙民政职业技术学院南院培训楼一楼大厅) 报到，电话: 86-731-82716455.

There are one place for registration: the South Campus（Lobby，Training Building, the South Campus, Changsha Social Work College, No. 392, Xiangzhang Road, Changsha, Hunan），Phone:86-731-82716455.

办公时间：星期一至星期五, 8:00-12:00, 14:30-17:30

Office hours: 8:00-12:00, 14:30-17:30, Monday to Friday.

4. 学生宿舍   International Students' Apartments

长沙民政职业技术学院南校区内设有留学生宿舍，可供留学生住宿。宿舍分双人间。学校统一安排留学生住宿。

There are International Students' Apartments for international students of Changsha Social Work College. The International Students' Apartments have double rooms. Generally places are offered for international students.

宿舍内配有公用洗衣房（配有洗衣机与热水器）。

The Overseas Students' Apartments are equipped with communal laundry (including washing machine and water heater).

5. 入学流程   Entry Process

（1）外国留学生需持必备文件到我校留学生办公室办理报到手续以及进行临时住宿登记（抵达长沙后24小时内）。

International students carrying around the documents required should go to International Student Office to register no later than 24 hours upon arrival.

以下是所需要携带的文件清单，请来校时记得携带：

Below is the checklist of important documents that you must carry with you to Changsha.

•有效护照及签证(原件及复印件） / Valid passport and visa（original copy and notarized photocopy）

•录取通知书（原件）/ Admission Letter from CSWC (original copy)

•外国留学人员来华签证申请表（JW202表）(原件) / Visa Application for Study in China form (also known as the JW202 form) (original copy)

•最高学历证明 （原件或复印件）/ An official certificate of your highest education (original copy or notarized photocopy)

•学习成绩单（原件或复印件） / Official transcripts (original copy or notarized photocopy)

•经济担保或银行存款证明（原件或复印件） / Financial guarantee or bank statement (original copy or notarized photocopy)

•无犯罪记录证明（原件）/ Certificate of Non-criminal Record (original copy)

•外国人体格检查表与验血结果或报告(英文原件) / Foreigner physical examination record and blood test reports (original copy of English version)

•入学申请表（原件） / application form（若无申请人签字，视为无效申请./ The application is invalid without the applicant’s signature.） (original copy)

•汉语水平证明（原件）/ proof of certain level of Chinese proficiency (original copy)

•白底2寸的彩照（8张）/ 2-inch full-faced color photos with white background (8 copies)

   (2) 领取《留学生手册》，填写《长沙民政职业技术学院留学生入学登记表》和《外国人签证证件申请表》；

Get the "International Student Handbook" and fill in the "Registration Form for International Students for Studying at CSWC" & "Application for a Chinese Visa or Residence Permit".

（3）持宿舍分配信息到留学生宿舍传达室办理入住手续；

Check in the reception office of Overseas Students' Apartments with the dormitory assignment information.

（4）留学生必须本人签名确认个人信息，进行注册。无故不按时注册超过2周，按自动退学处理。

International students must sign in-person to confirm the accuracy of personal information and register before the deadline. Students who have not registered after two 2 weeks since their designated day of registration will be dismissed from the College.

（5）建议学生先在中国建设银行开设银行账户，将外币兑换成人民币，然后通过银行卡向我校财务处支付书籍费等相关费用。（为您方便，建议随身携带2000元人民币以支付一个月生活及相关费用。）因个人原因导致中途退学的留学生，其费用不予退还。

International students are recommended to first open a bank account in [CCB (China Construction Bank)](http://www.youdao.com/w/CCB%20%28China%20Construction%20Bank%29/%22%20%5Cl%20%22keyfrom%3DE2Ctranslation), convert foreign currencies into RMB, and then make their payment such as fee for books to CSWC Finance Department via Bank Card. (RMB 2000 Yuan in cash will be suggested to bring along with you for one-month living expenses in Changsha for your convenience.)

The fee will not be refunded to any overseas student who is expelled from the College due to his/her personal reasons.

6. 签证（居留许可）手续 Visa （Resident Permit）

（1）新生从入境之日算起，30天内，必须向长沙市公安局申请签证(《外国人居留许可》)，签证过期造成非法居留者，将按照《中华人民共和国外国人出入境管理法》相关规定，进行处罚。

New students, within 30 days of entry into China, must apply for a visa （"Foreigner Residence Permit"）at the Public Security Bureau of Changsha. It is illegal for international students to live in China with expired visas, which will result in penalties according to the regulation of "Foreigners of Exit and Entry Administration Law of the People's Republic of China".

申请《外国人居留许可》须提交湖南省人口与出入境检验检疫局签发的健康证书。新生须提交《外国人体格检查记录》原件与检查项目报告原件，经湖南省人口与出入境检验检疫局认证，合格者发给健康证书。体格检查项目不全或无体检材料者，须在湖南省人口与出入境检验检疫局重新接受体格检查并按有关规定缴纳体检费。

Health Certificates issued by the Entry-exit Inspection and Quarantine Bureau of Hunan Province should be presented when application for a visa （"Foreigner Residence Permit"）. New students should hand in the original "Physical Examination Record for Foreigner" and original reports of checked items. The materials need accreditation by the Entry-exit Inspection and Quarantine Bureau of Hunan Province. Those who are qualified will receive a Health Certificate and can apply for "Foreigner Residence Permit". Those who do not hand in the physical examination materials or whose materials are incomplete should take the medical examination again in the Entry-exit Inspection and Quarantine Bureau of Hunan Province and pay the associated fees according to the Regulations.

（2）新生报到后，学校将集中安排新生到湖南省出入境检验检疫局进行检查报告认证(已提交《外国人体格检查记录》原件与检查项目报告原件)或接受体格检查（未提交上述资料者）。请及时关注留学生办公室通知。

After registration, students will be taken to the Entry-exit Inspection and Quarantine Bureau of Hunan Province either for accreditation of the original "Physical Examination Record for Foreigner" and original reports of checked items or to do physical examination if students do not hand in the physical examination materials or whose materials are incomplete. Please pay close attention to the notice issued by the International Student Office for more specific information.

 （3）精神病、开放性肺结核等传染病的患者，不能获得健康证书，将作自动退学处理并限期离华。

Foreigners suffering from mental disorders, open pulmonary tuberculosis or other infectious diseases will NOT get Health Certificates, hereby be regarded as automatic withdrawals and will be required to leave China.

(4)留学生必须向学校财务处交清所需缴纳费用方可办理居留许可手续。

International students cannot apply for the Resident Permit until all the expenses have been paid to the finance department of CSWC.

(5)学校将统一组织新生到长沙市公安局办理居留许可手续，具体事宜再另行通知。

CSWC will arrange international students to apply for Residence Permit together at the Changsha Municipal Public Security Bureau. Additional details will be provided in further notices.

**重申：入学材料必须真实有效，一旦发现作假，将取消入学资格，所有费用将由申请者自行承担。**

**Important: Materials offered must be authentic and effective. Once there is fraud found, the admission qualification will be cancelled and all expenses will be borne by the applicant.**