



Service Manual For International Students In Guangzhou

**Entry and Exit Administration Bureau of
Guangzhou Municipal Public Security Bureau**

Foreword

Welcome to Guangzhou!

Exit and Entry Administration Bureau of Guangzhou Public Security Bureau will provide you with all-round exit and entry services, from the issuance of visas/stay permits/residence permits/permanent residence for foreigners, the promotion of exit and entry laws and regulations, to services relating to nationality affairs.

Here, both Chinese and English versions of service specifications, work flows, working hours, charging standards, guidelines, instructions, etc. are available. You may obtain relevant services and information in our service halls or through multiple channels like the Internet and WeChat. Online pre-application for visa/stay permit/residence permit and EMS delivery would make your applications easier. As the issuance of visa/stay permit/residence permit for foreigners become available in Haizhu, Tianhe, Baiyun, Huangpu, Huadu, Panyu and Nansha branches of Guangzhou Municipal Public Security Bureau, you will be able to choose nearby service halls for application.

Guided by Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era and adhering to the concept of “In Entry-Exit of Boundaries, Our Service Knows No Bounds”, Exit and Entry Administration Bureau of Guangzhou Municipal Public Security Bureau will continuously improve its services, and strive to provide you with more convenient and better entry and exit services.

We welcome your valuable feedback on our services!

Exit and Entry Administration Bureau of
Guangzhou Municipal Public Security Bureau

October., 2019



guangzhou entry and exit
scan the qr code and follow me.



Please follow our WeChat for
exit and entry services

Hotline: 12345

Website: www.gzjd.gov.cn

Contents

Part

I

Regulations on Passport/Visas/ Residence Permits/Stay Permits

1.1 Passports / 1

1.2 Types of Visa / 1

1.3 Application Requirements / 3

Part

II

Visas/Residence Permits/Stay Permits Applications for International Students and their Family Members

2.1 General Requirements / 5

2.2 Application for Short-Term Study Visa (X2 Visa) / 6

2.3 First Application and Extension of Residence Permits / 6

2.4. Application for Stay Permit / 9

2.5 Applications for Accompanying Family Members of
International Students / 10

2.6 Reissue of Visas/Residence Permits/Stay Permits / 13

2.7 Processing Time and the Usage of Acceptance Receipt / 15

2.8 Off-Campus Work-Study/Internship / 16

2.9 Application Procedure / 17

2.10 Application Sites for Visa/Stay Permit/Residence Permit in
Guangzhou / 18

Part

III

Relevant Instructions

- 3.1 Residence Registration / 21
- 3.2 Rental Housing / 22
- 3.3 Regulations on Driving Motor Vehicles / 22
- 3.4 Death of Foreigners in China / 25
- 3.5 Regulations on Intoxicated Persons / 26
- 3.6 Regulations on Parades and Demonstrations / 26
- 3.7 Regulations on Trafficking in, Carrying and Ingesting
Narcotic Drugs / 26
- 3.8 First Aid Services / 27
- 3.9 Religions / 27
- 3.10 Violation of Entry and Exit Administration Law / 28
- 3.11 Passport and Property Loss / 28
- 3.12 Self-Protection and Infringement Prevention / 29
- 3.13 Services Hotlines / 29

Part

IV

Services Hotlines





1

Part I

Regulations on Passport/Visas/ Residence Permits/Stay Permits

1.1 Passports

A passport is a valid identity certificate for foreigners who reside or stay in China. International Students studying in China shall hold ordinary passports.

Foreigners at the age of 16 and upwards who reside or stay in China shall carry with them their passports at all times and cooperate when a police inspection is requested.

Altering, destroying or affixing materials to the passport is forbidden, lending or selling of passports shall be deemed as illegal.

1.2 Types of Visa

Chinese Visa authorities may issue a Diplomatic, Courtesy, Official or Ordinary visa to a foreigner. Ordinary



visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

1. The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel, and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services.

2. The D visa is issued to persons who come to China for permanent residence.

3. The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities.

4. The G visa is issued to persons who transit through China.

5. The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage.

6. The L visa is issued to persons who come to China for travel; persons who come to China for group travel may be issued Group L visas

7. The M visa is issued to persons who come to China for commercial trade activities

8. The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as for persons who apply for residence in China for fosterage or other purposes. The Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit.

9. The R visa is issued to foreigners of high talent who are needed, or specialists who are urgently needed, by the State.

10. The S1 visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study

or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters.

11. The X1 visa is issued to persons who apply for long-term study in China. The X2 visa is for persons who apply for short-term study in China.

12. The Z visa is issued to persons who apply for work in China.

1.3 Application Requirements

1. The valid period of the applicant's visa/ residence permit stay permit shall not exceed the validity period of the passport.

2. When applying for residence permit for study, a certified letter, which is issued by the enrolling organization and states detail information like the dates of the study period and the place where the study will be undertaken etc., shall be submitted.

3. When any changes of information on the visa/ residence permit/ stay permit, the holder shall register such change to the issuing authority within 10 days.

4. A Health Certificate issued by Guangdong Entry and Exit Inspection and Quarantine Bureau shall be submitted by applicants aged from 18 to 70 for first application of residence permit. The Health Certificate is valid for six months beginning from the date of issue.

5. The Marriage Certificate, Birth Certificate, Kinship Certificate, Adoption Certificate and Certificate of Name Changing and Other Information shall be authenticated by the Chinese embassy or consulate in the country concerned. The related documents written in foreign languages shall be translated into Chinese by Chinese notary offices.

6. Where foreigners holding study-type residence permits intend



to work in support of their study or to intern off-campus, they shall report to the Exit and Entry Administration departments of Guangzhou Municipal Public Security Bureau and have the information specified in their residence permits. They shall submit letters of certification, which is provided by both the work units and the study units supporting their work-study programs or off-campus internship, as well as application documents in accordance with application for study-type residence permits.

7. If an international student has graduated, completed his/her course(s) or study, has quit school, or has left the original enrolling unit before graduation, the host unit that admits the international student shall, in a timely manner, report to the entry and exit administration departments of public security bureau. In principle, the residence permit shall be cancelled since its purpose has lost or terminated. International students whose purpose of residence has terminated, who need to stay due to humanitarian reasons, may apply for stay permit to the entry and exit administration department.

8. Foreigners who stay or reside in China shall not engage in activities inconsistent with their purpose of visa/residence permit/stay permit, and shall leave China prior to the expiry of the prescribed visa/residence permit/stay permit.

9. Decisions made by the Exit and Entry Administration department of Public Security Bureau on the validity period and the total entry times of visa, stay permit and residence permit shall be final.

10. The host institution shall be liable for the fidelity and effectiveness of the application documents for visas and residence permits submitted by International Students and their family members.

11. Penalties shall be imposed on foreigners who illegally stay in China or who are in violation of other Chinese laws or who are responsible for such violations by the public security authorities in accordance with the law.

2

Part II

Visas/Residence Permits/Stay Permits Applications for International Students and Family Members

2.1 General Requirements

When applying for Visas/Residence Permits/Stay Permits, an international student shall first go to the Administrative Department of International Students in the host institution for application. Then the designated staff from the International Students Administrative Department shall visit Immigration column of our service website www.gzjd.gov.cn, log in at **【Organization Application】** to submit the said international student's personal information and application. Once received an application number from online pre-application, the international student shall, within the validity period of his/her visa/residence permit/stay permit, submit the application together with paper documents to the appointment time and the entry and exit reception hall.



In general, international students shall enter Guangzhou for study with an X1 or X2 visa. Students with other types of visas in-hand due to personal reasons, once completed their registration for study, shall apply for short-term study visas/study-type residence permits 7 days prior to the expiry of visa duration.

2.2 Application for Short-Term Study Visa (X2 Visa)

Requirements and documents to be submitted:

- (1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;
- (2) A completed *Visa/Stay Permit/Residence Permit Application Form*;
- (3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;
- (4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;
- (5) Letter of certification indicating the duration of study provided by educational or training institutions in Guangzhou;
- (6) Other certificates required by the Public Security Bureau.

2.3 First Application and Extension of Residence Permits

2.3.1 First Application for Residence Permit

International students with long-term study purpose in Guangzhou shall hold X1 visa and apply for residence permits for study within 30 days after entry. Requirements and documents to be submitted:

- (1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;
- (2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) A *health certificate* issued by Guangdong Entry-Exit Inspection and Quarantine Bureau (Required at the first application for residence permit);

(6) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(7) *Letter of Admission*;

(8) Where the applicant enters China with other type of visa, *Visa Application Form for Study in China (JW201/JW202)* shall also be submitted;

(9) Other certificates required by the Public Security Bureau.

2.3.2 Extension of Residence Permit

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(6) Transfer students who were not enrolled for the previous semester shall submit the *Transfer Certificate* or *Graduation (Completion) Certificate* of the previous study organization and *Letter of Admission* of



the current host institution;

(7) Other certificates required by the Public Security Bureau.

2.3.3 Change Registration for Transfer Students

Transfer students who were not enrolled for the previous semester, if the validity period of their residence permits may cover their current study period, only need to go through the residence permit registration procedures without applying for extension of residence permit.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(6) *Transfer Certificate* or *Graduation (Completion) Certificate* of the previous study organization and Letter of Admission of the current host institution;

(7) Other certificates required by the Public Security Bureau.

2.3.4 Application for Residence Permit with a New Passport due to Passport Expiration

International students shall, in a timely manner, apply for an extension of passport or a renewal of passport to their Chinese embassy or consulate prior to the expiry of the said passport.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international

travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;

(4) A valid *Registration Form of Temporary Residence for Visitors in Guangzhou*;

(5) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(6) Other certificates required by the Public Security Bureau.

2.4. Application for Stay Permit

2.4.1 Application for Stay Permit

International students, who are not able to leave China within the validity period of their residence permits after graduation or completion of study, may apply for stay permits with a validity period of no more than 30 days.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;

(4) A valid *Registration Form of Temporary Residence for Visitors in Guangzhou*;

(5) *End of Study Certificate* or *Graduation Certificate/Completion Certificate* or issued by the host institution;

(6) Other certificates required by the Public Security Bureau.

2.4.2 Cancellation of Residence Permit

International students, who received dismissal or expulsion



punishments due to violation of International Student Status Management regulations and has quit study without graduating, or withdraw from university for other reasons, whose qualifications of further study and current valid study residence permits are no longer effective, must cancel their residence permits and apply for stay permits with a validity period of no more than 30 days.

Requirements and documents to be submitted:

- (1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;
- (2) A completed *Visa/Stay Permit/Residence Permit Application Form*;
- (3) One digital photo and its *Receipt of China Visa Photograph for Foreigners in Guangdong Province*;
- (4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;
- (5) *End of Study Certificate* issued by the host institution;
- (6) Other certificates required by the Public Security Bureau.

2.5 Applications for Accompanying Family Members of International Students

2.5.1 Applications for S2 Visa Extension

Foreign family members of international students (including spouse, parents, parents-in-law, children, siblings, grandparents, maternal grandparents, grandchildren, maternal grandchildren and children's spouse) who come to China for short-term family visit with S2 visa and need to stay after the expiry of the visas' prescribed duration of stay shall submit applications prior to the expiry date.

Requirements and documents to be submitted:

- (1) Original and photocopies of valid passport or other international

travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) The photocopies of the valid passport, visa and permit of the international student (to be checked against the original);

(6) *Kinship Certificate*. The *Marriage Certificate*, *Birth Certificate* and *Kinship Certificate* issued by foreign institutes shall be authenticated by the Chinese embassy or consulate in the country concerned. The relating certification documents written in foreign languages shall be translated into Chinese by officially certified Chinese notary offices.

(7) Other certificates required by the Public Security Bureau.

2.5.2 Application of Personal Matters Residence Permit

The spouse, parents, children under the age of 18, parents-in-law of international students who come to and reside in Guangzhou for family visit shall hold S1 visa and apply for residence permit for personal matters within 30 days after entry. Foreigners with other ordinary visas shall submit applications prior to the expiry date of visa.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in



Guangzhou;

(5) A *health certificate* issued by Guangdong Entry-Exit Inspection and Quarantine Bureau (Submission is required at the first application for residence permit);

(6) The photocopies of the valid passport, visa and permits of the international student (in addition to checking the original);

(7) A certified letter issued by the host institution stating student status, kinship and duration of residence permit application;

(8) *Kinship Certificate*. The *Marriage Certificate*, *Birth Certificate* and *Kinship Certificate* issued by foreign institutes shall be authenticated by the Chinese embassy or consulate in the country concerned. The relating certification documents written in foreign languages shall be translated into Chinese by officially certified Chinese notary offices.

(9) Other certificates required by the Public Security Bureau.

2.5.3 Children of International Students Born in China

Parents or agents of foreign infants born in China shall apply for stay or residence permits to Entry and Exit Administration Bureau of Guangzhou Municipal Public Security Bureau with birth certificates of the infants and passports of the parents within 60 days of the date of birth.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) *Certificate of Birth* and passports and valid visas of the parents;

(6) A certified letter issued by the host institution stating student

status, kinship and duration of residence permit application;

(7) Other certificates required by the Public Security Bureau.

2.6 Reissue of Visas/Residence Permits/Stay Permits

Where visas/residence permits/stay permits held by international students need to be reissued due to loss, damage, theft or robbery after entry of China, those international students may apply for a reissue in accordance with the type, validity period of entry and duration of the original visas, stay or residence permits. The number of entries will be reissued in accordance with the remaining valid number of entries of the original visas.

2.6.1 Handling Procedures

(1) Report to the local police station where the loss or theft occurred and claim for *Receipt of Reporting to the Police*.

(2) Report to Entry and Exit Administration Bureau of Guangzhou Municipal Public Security Bureau with completed *Report Form* indicating the process of lost, *Receipt of Reporting to the Police* and certificates proving nationality and identity, and apply for *The Confirmation of Reporting the loss of Passport*.

(3) Apply for new passport with *The Confirmation of Reporting the loss of Passport* the Chinese embassy or consulate in the country concerned.

(4) Apply for the reissue of visa and permits according to relevant requirements and procedures after receiving new passport.

2.6.2 Requirements and Documents to Be Submitted

1. Those Who Obtain New Passports Due to Loss, Theft or Damage in China

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international



travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(6) Certificates relating to the reissue of visa/residence permit/stay permit:

i. Where visas/residence permits/stay permits need to be reissued due to loss or theft, those foreigners shall submit the original of *Confirmation of Reporting the loss of Passport* or a note sent by their embassy or consulate stationed in China, and a new passport or other valid international travel documents;

ii. Where visas residence permits/stay permits need to be reissued due to damage, the holders shall submit the damaged passport or a note sent by their embassy or consulate stationed in China, and a new passport or other valid international travel documents;

(7) Other certificates required by the Public Security Bureau.

2. Those Who Obtain New Passports Due to Loss, Theft or Damage Outside of China

Where ordinary visas need to be reissued due to loss of passports and residence permits outside of China with residence permits within the validity period, those foreigners may apply for the reissue of residence permit for study with the validity period the same as the original ones.

Requirements and documents to be submitted:

(1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;

(2) A completed *Visa/Stay Permit/Residence Permit Application Form*;

(3) One digital photo and its “*Receipt of China Visa Photograph for Foreigners in Guangdong Province*”;

(4) A valid *Registration Form of Temporary Residence for Visitors* in Guangzhou;

(5) Letter of certification detailing student status, field of study and duration of study issued by host institution;

(6) Other certificates required by the Public Security Bureau.

2.7 Processing Time and the Usage of Acceptance Receipt

Where a foreigner applies for a visa/residence permit/stay permit and meets the acceptance provisions, the entry and exit administration departments of the public security shall issue an *Acceptance Receipt* and make a decision on whether to issue a visa/residence permit/stay permit within the validity period of the *Acceptance Receipt*. The processing time shall be 7 working days. (Time for investigation excluded.) During the period of time when his/her passport or other international travel documents are retained for application, the applicant may stay in China legally on the strength of the *Acceptance Receipt*. If he/she needs to travel to other Chinese cities by plane or train, he/she may apply for a special stamp on the receipt.

A foreigner shall collect his/her passport from the entry and exit administration department of the public security on the date indicated on the *Acceptance Receipt*.

2.8 Off-Campus Work-Study/Internship

2.8.1 During Study

Where foreigners holding resident permit for study intend to work



in support of their study or to intern off-campus, they shall apply to the exit and entry administration departments of Guangzhou Municipal Public Security Bureau to have the information specified in their residence permits. And they shall submit certification letters provided by work units and study institutions in support of their work-study programs or off-campus internship, as well as application documents for study-type residence permits.

A foreigner holding a residence permit for study shall not engage in any off-campus work, work-study or internship unless the information prescribed in the preceding paragraph is specified in his/her residence permit.

International students, who are in violation of regulations on international student work-study administration, work in China beyond the prescribed job scope or time limit shall be deemed as participating in illegal employment.

2.8.2 After Graduation/End of Study

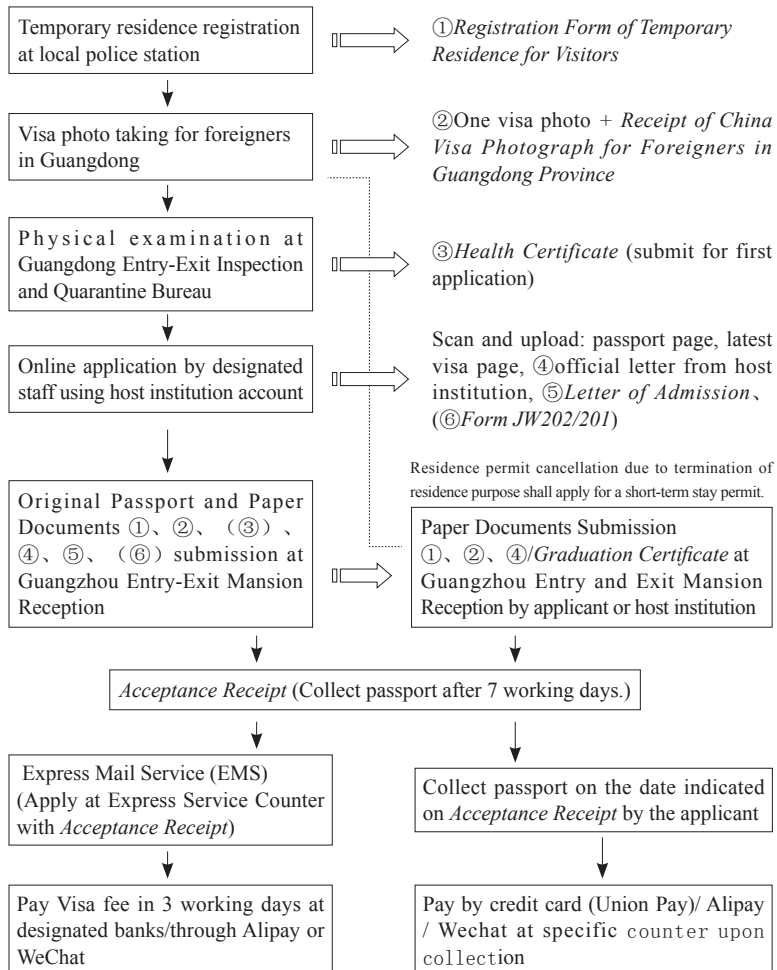
International students, who intend to innovate and start business in Guangdong province after graduation or completion of study, they may apply for residence permits for personal matters with a validity period of no more than 2 years (noted as entrepreneurship) with *Certificate of Graduation*. During the period, those who are employed by relevant units shall apply for work type residence permit in accordance with related regulations. Outstanding international students who obtained bachelor's degree or above in key university of China, they may apply for residence permit for personal matters with a validity period of 3-5 years (noted as entrepreneurship).

Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-

type residence permits.

Foreigners who work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations, or work in China beyond the scope prescribed in the work permits shall be deemed as participating in illegal employment.;

2.9 Application Procedure





Note:

1. Where a foreigner intends to apply for residence permit for study without X1 visa, he or she shall also submit Form JW202/201 (Visa Application Form for Study in China);
2. During the period of time when the applicant's passport or other international travel documents are retained for application, the applicant may stay in China legally on the strength of an Acceptance Receipt.
3. Application documents shall also include other certificates required by the Public Security Bureau based on actual situation.

2.10 Application Sites for Visa/Stay Permit/Residence Permit in Guangzhou

(1) Exit and Entry Administration Bureau of Guangzhou

Municipal Public Security Bureau

Add: No. 155 Jiefang South Road, Yuexiu District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:00-17:30

(2) Haizhu District:

Add: No. 18 Zilong Main Street, Jiangnanxi Road, Haizhu District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

(3) Tianhe District:

Add: No. 13 Ruanjian Road, Tianhe District

Hotline: 12345

Office Hours: Monday-Friday 9:00-12:00/13:00-17:00

(4) Baiyun District:

Add: No. 331 Baiyun Avenue North, Baiyun District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:00-17:30

(5) Huangpu District:

Add: 2F, No. 3 Xiangxue Third Road, Huangpu District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/13:30-17:00

(6) Huadu District:

Add: No. 185 Jianshe North Road, Hua Cheng Street, Huadu District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

(7) Panyu District:

Add: No. 550 Yayun Avenue, Panyu District

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

(8) Nansha District:

Add: Nansha Government Affairs Service Center, Building E, No. 1
Fenghuang Avenue, Nansha District

Hotline: 12345

Office Hours: Monday-Friday 9:00-12:00/13:00-17:00



3

Part III

Related Regulations and Guidance

3.1 Residence Registration

Foreigners shall register their temporary residence in accordance with Article 39 of *Entry and Exit Administration Law of the People's Republic of China* after arriving in Guangzhou. For foreigners living in hotels or other hospitality agencies, the hospitality agency shall register their accommodation. For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after foreigners' arrival, go through the registration formalities with the public security authorities in the places of residence.

3.1.1 Documents to be submitted during registration:

1. One photocopy of the lodging foreigner's valid passport or other international travel documents (personal



information page including photo page) and valid visa/stay permit/residence permit;

2. In case of a rental house, one photocopy of lease contract and certificates of property ownership;

3. One photo of the lodging foreigner (size: 3.3cm×4.8cm);

4. Foreigners who lodge in a Chinese resident's house shall present the household register booklet or ID card of the house owner for verification;

5. Foreigners who lodge in a foreigner's house shall present the foreigner's valid passport or other international travel document for verification;

6. Foreigners who lodge in an institution in Guangzhou shall submit letter or certificate from the institution for verification.

3.1.2 Circumstances for timely renewal of temporary residence registration

1. When the validity period of residence registration expires;

2. After applying for visa extension or new visa;

3. After applying for residence permit or extension of residence permit;

4. After applying for stay permit.

3.2 Rental Housing

A foreigner may reside in rental housing in Guangzhou. After signing lease contract, the foreign tenant and the rental property owner shall go through lease registration procedures at district Service and Management Center for Rental Housing and Migrants. And the foreign tenant shall bring passport, valid visa and lease contract.

3.3 Regulations on Driving Motor Vehicles

3.3.1 Regulations on Driving Vehicles.

So for China is not yet a signed member of the United Nations *Convention on Road Traffic*. Therefore foreigners driving motor vehicles in China must have valid motor vehicle driving license (including provisional driving permit). Otherwise they shall be deemed as driving without license and shall be punished in accordance with current Chinese law and regulations.

Both motor vehicles and non-motor vehicles shall drive on the right side of the road. Whoever drives a motor vehicle shall have lawfully obtained a motor vehicle driving license. Whoever drives a motor vehicle or a non-motor vehicle shall strictly abide by road traffic signs, traffic line markings, the command of traffic policeman and road traffic safety laws and regulations. If a traffic accident occurs on road, the vehicle driver shall immediately stop the vehicle, protect the scene, rescue the injured and promptly call the police.

3.3.2 Regulations on Provisional Entry Foreign Motor Vehicles

Upon approval by national competent authorities, foreign motor vehicles which temporarily enter China to participate in organized tourism, competition and other exchange activities, shall apply for provisional entry motor vehicle number plate and driving permit to the traffic administrative departments of the public security departments under the municipal people's governments with sub-districts or the municipalities directly under the central government at the place of entry or the place of departure.

Within 2 days after entering China, the foreign motor vehicles shall apply for provisional entry motor vehicle number plate and driving permit to the traffic administrative departments of the municipal public security organs with districts or the municipalities directly under the central government at the place of entry or the place of departure with *Application Form of Provisional Entry Plate and Driving Permit* (Fill the form in



Chinese), *Motor Vehicle Safety Inspection Certificate* (Foreign version shall provide translation into Chinese language), *Motor Vehicle Registration Certificate* issued by competent foreign authorities (Foreign version shall provide translation into Chinese language), *Motor Vehicle Entry Allowance Certificate* issued by departments such as China customs, certificate issued by relevant Chinese authorities for those participated in organized tourism, competition and other activities, the third page of *China Compulsory Vehicle Insurance Certificate* with validity term not less than the temporary entry period, Entry and Exit Identity Certificate of the applicant, the *Power of Attorney* stating entrusted matters and the agent's identification issued by Chinese organizations or host units in case of an entrustment.

3.3.3 Provisional Driving License Application

Where a foreigner with foreign driving license completes proper education on road traffic safety laws and regulations and obtains *Provisional Driving License*, he/she may drive his/her own or rental small vehicle in China without having relevant tests.

Provisional entry foreigners with foreign driving licenses who drive their own provisional entry motor vehicles on roads in China shall apply for provisional driving permits to the traffic administrative departments of the municipal public security organs with sub-districts or the municipalities directly under the central government of the entry place or the origin place within 2 days of entry. Rental Chinese motor vehicles driven by provisional entry foreigners shall apply for provisional motor vehicles driving license to the traffic administrative departments of the municipal public security organs with sub-districts or the municipalities directly under the central government of local motor vehicles. Foreigners need not have driving tests when applying for provisional driving permits, but shall receive proper education on road traffic safety laws and regulations.

3.3.4 Rental Motor/Non-motor Vehicle

Where a foreigner leases a motor or non-motor vehicle in China, he or she shall obtain driving license for Chinese motor vehicles according to law (including provisional driving permit), and foreigners with provisional driving permits may only drive leasehold small vehicles.

3.3.5 Traffic Accident

In case of traffic accident, please dial 122 immediately.

3.3.6 Five Types of Vehicle Rejection

According to the regulations of Guangzhou Municipal People's Government, unregistered motorcycles, unregistered motor wheelchairs for the disabled, battery-powered bicycles and non-motor vehicles retrofitted with power supply (called *Five Types of Vehicle*) are not allowed to be driven on the roads within the local administrative areas.

These *Five Types of Vehicle*, especially motorized wheelchairs for the disabled, motorcycles and battery-powered bicycles, do not meet the technical standards for safety and may have great security risks. For your own safety and for the traffic order, safety and smooth operation of traffic in Guangzhou, please reject the use of Five Types of Vehicle and resist the relevant illegal activities.

3.4 Death of Foreigners in China

For foreigners who decease in China, their relatives, guardians, agents, host or employing organizations shall, on the strength of the death certificates, passports or other international travel documents, report their death to the entry-exit administrations of the public security organs so as to cancel their visas/residence permits/stay permits.

In case of a natural death of a foreigner, the host or employing organization shall be responsible for informing the foreign embassy and consulate and the next-of-kin and dealing with the aftermath. In case of an unnatural death of a foreigner, the discoverer or the persons concerned



shall promptly dial 110, report to the public security organization, preserve the site and cooperate with the police. The Guangzhou Municipal Public Security Bureau will conduct investigations in accordance with the working procedures, confirm the nationality and identity of the deceased and inform the next-of-kin, the host institution and the foreign embassy and consulate concerned. And the death certificate shall be issued by the forensic department.

3.5 Regulations on Intoxicated Persons

Where an intoxicated person, in a drunken state, may cause danger to self or threatens another person's personal safety or property or public safety, protective measures shall be taken by the public security organs to restrain him or her until he or she sobers up.

3.6 Regulations on Parades and Demonstrations

Any gatherings, parades and demonstrations must be approved by the Guangzhou Municipal Public Security Bureau. No relevant activities can be held without such approval procedure. Foreigners who incite or plan an illegal gathering, parade or demonstration and refuse to accept dissuasions shall be given administrative penalties or be investigated for criminal liabilities.

3.7 Regulations on Trafficking in, Carrying and Ingesting Narcotic Drugs

Trafficking in, carrying and ingesting any narcotic drugs are forbidden in China.

The term narcotic drugs prescribed in Chinese law refers to opium, heroin, methamphetamine(crystal meth), morphine, marijuana, cocaine and other narcotic and psychotropic substances that can make people addicted

to their use and are controlled by the state regulations.

Anyone who ingest or inject narcotic drugs may receive punishment of 15 days detention and penalties of no more than 2000 RMB at the same time.

Anyone who allows or introduce others to ingest or inject narcotic drugs will be investigated for criminal liabilities. For those violations that do not constitute a crime, they may receive punishment of 10 to 15 days detention and penalty of no more than 3000 RMB by the public security departments.

3.8 First Aid Services

In case of sudden illness or injury, please dial 120 immediately and contact the emergency center for treatment.

3.9 Religions

The People's Republic of China respects the freedom of religious beliefs. Foreigners may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches and other sites for religious activities within Chinese territory. However, foreigners may not establish religious organizations, set up religious offices, sites for religious activities or run religious institutions within Chinese territory, nor may they develop followers, appoint religious personnel or engage in other missionary activities. Following are some of the sites for religious activities in Guangzhou:

1. Christianity
 - a. Dongshan Church: No. 9 Sibeitongjin Road;
 - b. Fangcun Church: No.27 Xinyi Road, Xiafangcun.
2. Catholicism
 - a. Stone House(Roman Catholic Church):



No. 56 Jiubu Qian, Yide Road;

b. Our Lady of Lourdes Church: No. 14 Shamian Street.

3. Islam

a. Huaisheng Mosque (Guangta Mosque):

No. 56 Guangta Road;

b. Islamic Prophet Tomb: No. 901 Jiefangbei Road

3.10 Violation of Entry and Exit Administration Law

Public security organs may, in accordance with the regulations in Entry and Exit Administration Law of the People's Republic of China, impose a warning, fine or detention on foreigners who illegally enter, reside or work in China. Where a violation of the above-mentioned law constitutes a crime, the offender shall be investigated for criminal liabilities according to law. Meanwhile, the public security authorities may take mandatory measures such as detention for investigation, restriction of movement on foreigners who illegally enter, reside or work in China.

3.11 Passport and Property Loss

3.11.1 Passport Loss and Reissue

In case of passport loss in Guangzhou, a foreigner shall immediately report the case to the local police station where the lost occurred and apply for the issue of *Receipt of Reporting to the Police*. Then he/she may directly apply for the reissue of new passport or other relevant international travel documents to his/her embassy or consulate stationed in China, or apply for the issue of *Confirmation of Reporting the Loss of Passport* to the Division of Entry and Exit Bureau of Guangzhou Municipal Public Security Bureau with certificates proving his or her own identity. After the reissue of new passport or other relevant international travel documents to his/her embassy or consulate stationed in China, the applicant may apply

for a visa reissue to the nearby municipal entry and exit administrative department of the public security organ with *Confirmation of Reporting the Loss of Passport*.

3.11.2 Property Loss and Theft

In case of property loss, a foreigner shall report the case to the Chinese host institution and the local police station. If it is needed, a foreigner could also report for property loss to the Entry and Exit Administration Bureau of Guangzhou Municipal Public Security Bureau or the local public security organ with valid passport and *Receipt of Reporting to the Police* issued by the local police station. He/she shall fill in *Statement of the Loss* and apply for *Certificate of Property Loss Report*. In case of theft, please dial 110 immediately, wait at the scene of crime and cooperate with the police. Please also report to the police promptly in the case of no scene of crime.

3.12 Self-Protection and Infringement Prevention

Please pay close attention to the police notice by Guangzhou police (Follow “*Guangzhou Police*” on microblog or visit www.gzjd.gov.cn) and raise your awareness of self-protection and prevent unlawful infringement. Please dial 110 immediately in case of infringement.

3.13 Services Hotlines

Police Emergency: 110

Fire Emergency: 119

First-aid Emergency Service: 120

Traffic Accident Emergency Reporting: 122

Guangzhou Government Service: 12345