

# 广东药科大学国际学生手册

## International Student Handbook

### Guangdong Pharmaceutical University



广东药科大学国际教育学院

二〇二五年九月

School of International Education  
Guangdong Pharmaceutical University  
September, 2025

## 一、 国际学生守则

1. 遵守中国政府的有关法律和规定；
2. 遵守学校的各项规章制度；
3. 努力学习，认真完成学习任务；
4. 尊重教师和学校的工作人员；
5. 同学之间互相尊重，团结友好；
6. 锻炼身体，讲究卫生；
7. 尊重中国人民的风俗习惯；
8. 维护和增进各国人民之间的友谊和团结。

## 二、 管理和服务机构

国际教育学院是学校国际学生的主管部门，工作范围包括：负责国际学生的招生、涉外事务、协调管理、学历证书电子注册、收取有关费用、发放和评审奖学金、协助办理签证和各种证件、协助学生办理医疗保险赔付或垫付工作，组织参观旅游及文体活动，配合教务处、研究生院和有关教学或后勤部门做好留学生有关教学、见习、实习、住宿、用餐等方面的协调工作。

地址： 大学城校区教学楼 C 区 456 室

TEL:008620-39352156      Fax:008620-39352626

E-mail: liulg@gdpu.edu.cn

## 三、 入学与注册

1.被录取新生抵校后，应尽快持护照、“录取通知书”到国际教育学院办公室报到并办理入学手续和按规定进行体检。报到时需提交护照规格照片 5 张，以便办理学生证及其它证件，证件工本费学生自理。

2.在国外进行了体检并持有“体格检查记录”的学生需到广东国际旅行卫生保健中心验证。身体不达健康标准者不予注册。

广东国际旅行卫生保健中心地址：广州市天河东龙口西路 207 号

电话： 008620 – 38259306 或 008620 – 38259322

3.持 X 类签证来校的新生应在来华后 30 天内向广州市公安局出入境管理处申办居留许可。超过规定时间，将被处以罚款。

广州市公安局出入境管理处地址：广州市解放南路 155 号 6 楼

电话： 12345  办公时间： 8:30-12:00/14:30-17:30

广州市番禺区政务服务中心：广州市番禺区亚运大道 550 号 2 楼

电话： 12345  办公时间： 8:30-12:00/14:30-17:30

4.在读学历生和语言生在每学期开学后一周内持学生证、护照到办公室办理注册手续，因故不能按时注册者需办理请假手续，否则按旷课处理。

5.从其他院校转学至广东药科大学的国际学生，抵校后需到办公室办理报到手续。根据公安局规定，如学生所持的签证为尚未到期的居留许可，需凭原就读学校签发的同意转学证明原件方能办理居留许可变更或延期手续。

#### 四、收费与退费

1. 学生注册时需缴纳学费、住宿费，新生还需缴纳注册费。学习期限不满一学期者，按半年标准缴交学费；学习期限在一学期以上，一学年以下者，按一年标准缴交学费。不按规定缴费者不予注册。因特殊原因，由本人申请，经学校同意，可以缓缴，但不得迟于报到后一个月。

2.申请住宿的学生须提交住宿申请表，住宿费需一次至少交6个月。学生须按时缴纳住宿费和水电费，逾期不交者，按停电、停水处理，并收取每天1%滞纳金。

3.凡在我校学习的国际学生，按中国政府的规定必须购买中国大陆保险公司的来华留学生团体综合医疗保险（意外伤害和住院治疗医疗保险和身故险），保费800元/人/年。中途退学者，保费不退。

4.所有费用交学校财务处，以人民币通过刷卡、扫码支付（不接收现金）。

5.中途申请退学者，按学校财经委员会相关规定办理退费，并且按照出入境管理规定，取消所对应的签证。

#### 五、考核与毕业

1.学历生须按《广东药科大学学籍管理办法》完成所读专业规定的学分和论文，达到要求，可获得毕业证书和学位证书。

2.学历生考试不及格，必须参加下一学期的课程重修。

3. 缺课（含旷课和请假）超过该课程学期总课时30%以上者，不得参加该门课程考试。因病或其他原因不能参加课程考试时，应在考试前向所在院（系）请假，经同意批准后生效。

4.学历生每学年必修课程累计不合格4科及以上，予以退学处理。

5.在考试（含考察、检测等）中有考试舞弊行为的，给予记过、留校察看或开除学籍处分。

6.学生要求休学、退学、转学或延长学习期限或变更学习专业，需参照《广东药科大学学生管理规定》，应先向我校提出申请，征得同意。

7.学习成绩优秀的学生可以申请政府奖学金和学校奖学金。

8.学生毕业离校或中途退学时，需办理相关离校手续，缴清所有应交费用。

#### 六、考勤与签证

1.留学生必须按照学校学籍管理办法自觉遵守各项规定和学习纪律，按时上

课，不得旷课、迟到和早退，无特殊情况不准请假。

2. 根据广州市出入境管理局要求，留学生上课出勤率低于 70%者，不予办理学习签证，情节严重者报备教育管理部门、广州市公安局出入境管理支队，并视情况通报驻中国领事馆。

3. 学生须遵守上课考勤制度，根据课程表规定时间按时上课。学生因事不能按时上课，需要向学院递交请假报告，请假 1 天需经留学生办公室审批，请假 1 天以上需经院长审批。因照相、体检或办理签证等特殊情况请假，需在请假单上说明，如情况属实，可不按缺勤处理。请假期满复课或请假未满足复课者，应向国际教育学院办公室报告销假。

4. 学生凭有效证明（如医院证明）请假，如果请假时间超过 30%学期的，按休学一个学期处理；如果请假时间超过 50%学期的，按自动退学处理。学院需按学校财经委员会相关退费规定办理学费退费事宜，并指导学生办理相关休学和离校手续。

5. 学生未请假或请假未获批准而缺课，均作旷课处理。管理人员随机抽查学生课堂考勤，2 次缺勤者给予警告，4 次缺勤者给予严重警告。并定期公示考勤情况，对违规学生做警告或退学处理。

6. 严格执行考勤制度，依据学生出勤率，按以下原则办理签证手续：

(1) 出勤率达 80%以上，给予办理 6-12 个月签证；

(2) 出勤率为 70%~80%，只办理 3 个月签证；

(3) 出勤率低于 70%，不再办理签证，并勒令退学或开除学籍，学费不退。

7. 对未经批准而旷课的学生，按下列原则处理：

(1) 旷课累计达一周时，给予警告处分及公示；

(2) 一学期内旷课 2 周以上，或累计旷课达该学期总学时 30%作退学处理；

8. 学生须凭上课考勤卡、学费和保险费收据在签证有效期前 20 天办理签证手续。

9. 留学生毕业、结业、肄业、退学后，必须在规定时间内出境。中途因故退学的学生，须自觉去出入境管理部门办理签证变更手续，受到勒令退学或开除学籍处分的学生，学校应当及时书面通知公安机关出入境管理部门，并指导学生按照出入境管理规定办理相关手续。

## 七、留学生公寓管理规定

### A.生活制度

- 1.学生必须按指定的房间住宿，未经同意，不能自行调换住房或强行占用房间。请勿把房间转租他人，违者视情节轻重按有关规定处理。
- 2.学生须按时缴纳水电费，逾期不交者，按停电、停水处理。
- 3.学生要爱护房内配套的设施及家具，如有损坏或丢失，要照价赔偿。
- 4.注意保管好个人财物，离开房间一定要随手锁门，如有贵重物品或大量现金，请放进保险柜内或去银行存放。
- 5.房间钥匙要妥善保管，请勿转借给他人。不能私配钥匙、自行在房门上加锁或换锁。如有违反者，按有关规定处理。
- 6.请勿在大楼内酗酒、聚赌、吸毒、嫖娼、斗殴、传教或从事其他违法活动。
- 7.保持房间和公共场所的环境卫生，请勿在墙壁或门上乱写乱画或张贴东西。请勿随意向窗外倒水及乱扔烟头、纸屑、杂物，不得在走廊通道等处堆放杂物。
- 8.保持楼内安静。请勿喧哗或高声播放音乐，请勿踢球、打麻将，或饲养动物。

### B.会客制度

- 1.客人来访时，要在大楼管理处办理登记手续，会客完毕领回本人证件。没有证件的来访者请勿进入房间。
- 2.如有亲属同胞到访需要在房内留宿过夜，要事先向国际教育学院办公室提出申请，经同意后，按公安部门规定办理住宿登记手续。

### C.安全制度

- 1.严格注意用电和用水安全，房内电源插座只供 1500W 以下的电器使用。
- 2.严禁携带易燃、易爆、剧毒以及具有放射性危险物品进入楼内。
- 3.请勿在宿舍楼内焚烧任何物品，吸烟后要将烟头熄灭。凡不遵守有关规定，酿成火灾或事故者，须赔偿一切损失，严重者按有关法律处理。
- 4.凡是触犯中国国家刑事构成刑事犯罪者，按法律规定处理；违反学校纪律，破坏公共财产，打架斗殴，酗酒闹事或其他不良行为者，按学校有关规定处理。

### D.校外住宿

- 1.选择校外住宿的留学生，必须在国际教育学院办公室备案，留下住宿地址和联系电话，按规定到居住地所属派出所办理登记手续，申办“外国人临时住宿登记”。
- 2.如果住址和联系方式有变化，必须及时告知办公室。

## 八、医疗与保险

- 1.留学生到校后必须到指定的广东省国际旅行保健中心进行体检验证。凡患

有不适宜学习的疾病的留学生，应即离校回国。

2.在校内医院或门诊部诊病时须在挂号处办理挂号手续，缴交挂号费。一般患者须在校医院门诊时间就诊。急诊室只接待急诊病患者。

4.留学生如需到校外医院诊病，事先要征得校医院医生同意并出具转诊单。本人先垫付医药费，再凭发票、医疗证、转诊单等向相关保险公司索赔有关的医药费。

5. 违反校纪、法律而造成的伤害事故所支付的一切费用，由肇事者自理。

## 九、课余生活与假期旅游

1.学生凭学生证到学校图书馆申领借书证，按图书馆的管理条例借阅图书。借书证只限本人使用，不得转借他人，丢失或损坏图书照章赔偿。

2.学校设有网球场、篮球场、足球场等体育活动设施，留学生可按学校有关规定使用。

3.国际学生可以参加本校学生会组织的社团、运动队及有关的课余文娱体育活动，欢迎参加校方在重大节日举办的各种庆祝活动。

4.学校有计划地组织国际学生集体旅游活动，让大家更多地了解中国，了解我们的城市。参加学校组织的集体旅游各项费用全部自理。

5.持有效签证或居留许可，可以前往中国政府规定的对外国人开放的地区旅行。违反规定，公安机关将按外国人管理法的相关规定予以处理。

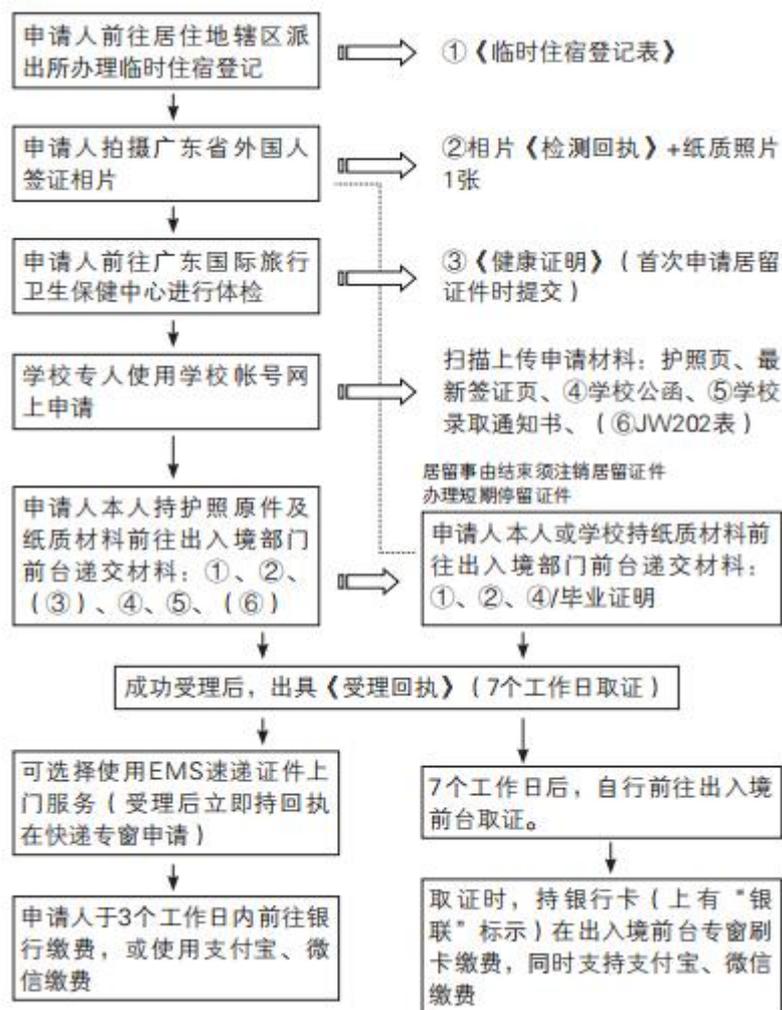
6.根据有关规定，国际学生外出时请携带护照和证明文件，以便警方随时查验。如遇到警方盘查，需主动配合，否则会收到警方处罚。

## 十、签证及居留办理程序

1.获得正确的签证以来到广东药科大学是留学生的责任。当您来到广药学习后，我校将发出录取通知书和 JW202 表。您可以在中国使领馆申请 X2 签证（只学习 1 个学期）或 X1 签证（学习 2 个学期以上）；持 X1 签证入境的必须在 30 天之内转居留许可。请报到后务必按我们的各项指引和相关材料转学生签证。

2.居留许可收费：12 个月以下 400 元，12 个月 800 元。请核对您的回国时间以确认您需要申请的签证有效期。

国际学生签证证件办理流程图



**备注：**

① 持非 X1 签证入境的，申请学习类居留证件，还应提交 JW20 表（《外国留学人员来华签证申请表》）；

② 申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在回执有效期内在中国境内合法停留；

③ 根据实际情况，申请资料还包括公安机关认为需要提供的其他证明所需文件：

**延长居留许可：** 护照、相片及回执、住宿登记表、学费发票和保险单

**新办 X2 签证：** 护照、相片及回执、住宿登记表、学费发票和保险单、录取通知书

**新办居留许可：** 护照、相片及回执、住宿登记表、学费发票和保险单、录取通知书、JW202 表

# Guangdong Pharmaceutical University

## International Student Handbook

School of International Education

Guangdong Pharmaceutical University

September, 2025

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## **I. Rules for International Students**

1. Abide by the pertinent laws and regulations of the Chinese government;
2. Observe regulations formulated by the university;
3. Study hard and complete assignments conscientiously;
4. Show respect for faculty members and staff;
5. Preserve fraternal unity among classmates;
6. Pay attention to hygiene and build up a good physique;
7. Respect the social customs and habits of the Chinese people;
8. Maintain and promote friendship and unity among peoples of all countries.

## **II. Offices in Charge of International Students' Affairs**

### **1. Office for International Students' Affairs**

The Guangzhou Higher Education Mega Center Campus: C456

Tel: 008620-39352156

E-mail: liulg@gdpu.edu.cn

Office for International Students' Affairs (ISO) is an office for international students at Guangdong Pharmaceutical University. The office takes responsibility for enrolling students, foreign affairs, daily management, electronic registration for degree students' diplomas, collecting tuition and other fees, granting monthly living allowance for scholarship students and conducting annual review status for Chinese Government Scholarship, assisting students in getting necessary documents or visas, helping students to claim medical insurance compensation or requesting medical insurance company to pay students (at present, Chinese Government Scholarship students only) and organizing trips or recreational activities during holidays or vacations. It also coordinates with the Dean's Office/Dean's Office of Medical Education, the Graduate School, the Office for International Student Dormitories and other related departments in other work and activities including teaching, noviciate, practice, accommodation, meals and so on.

### III. Registration

1. On arriving at the university, newly enrolled students should register at the ISO within the period designated in the Admission Notice. For registration, the student should submit the Admission Notice, the Physical Examination Record for Foreigner (PERF) and his/her passport. The student is also required to prepare for 12 or more passport photos to obtain his/her student ID cards and other cards and the charges for them are to be borne by the student him/herself.
2. Those who have taken the physical examinations abroad should go to the Guangdong International Travel Health Center for the medical verification with “**the Physical Examination Record for Foreigner (PERF)**”. Those who fail to meet the verification requirements will have to take another health examination for some or all of the items at the Center within the prescribed time. Registration will be denied to those whose state of health is not up to requirements. Those who study on the Zhuhai Campus may choose to go to the Zhuhai International Travel Health Center for the medical verification with the PERF.

The address for the **Guangdong International Travel Health Center**:

**#207 Long Kou Rd., West, Tianhe Dong, Guangzhou.**  
**Tel: 008620-38259306 or 008620-38259322**

3. The newly-arrived students who come to the University with X visas should apply to **the Division of Aliens and Exit-Entry Administration of Guangzhou Municipal Public Security Bureau** for residence permits within 30 days after their arrival in China. Failure to do so will be subjected to penalty of a fine. The address for this office is :

(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) Panyu District: Add: No. 550 Yayun Avenue, Panyu District

Hotline: 12345      Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

4. Continuing degree students or advanced students are required to register with their Student ID cards and passports at the ISO within one week of the commencement of each semester. Those who cannot register on time must ask for permission from the office. They will be regarded as playing truant if they fail to do so.

5. Those who transfer to Guangdong Pharmaceutical University from other institutions of learning in China are also required to register at the **ISO** upon their arrival at the university. In line with the policy from the Public Security Bureau, if the students are holding residence permits which are still valid, they will have to process original copies of the official letters issued by the Office for International Students' Affairs of the institutions of high learning in China in which they have been studying. Only in this way can they be expected to apply for the renewal or change of their residence permits accordingly.

#### **IV. Payment Procedures for Self-funded Students**

1. Self-funded students are required to pay tuition and accommodation fees in cash and the newly-arrived students will also have to pay application fees. Those who study for less than a semester will have to pay tuition for the entire semester and those who study for more than a semester but less than a full academic year will have to pay tuition for the entire academic year. Students who fail to pay tuition within the specified time will not be allowed to register. Under special circumstances, a student may apply for the school's permission to delay payment. However, payment may not be delayed beyond one month after the student's arrival, and a fine for late payment at five percent of the total payment will be charged. Whether the application for late payment will be approved or not will be subject to the University authorities according to the specific case.

Housing fees should also be paid upon the students' arrival at campus. The housing fees for international students dormitories are generally paid at least for one semester at one time. When a student is leaving on completion of studies, suspension of schooling, or dropping out, housing fees will be calculated on a daily basis.

2. Tuition and housing fees should be paid in RMB by **Bank Card** (the Chinese money).

3. Self-funded students who continue their studies at the university should pay tuition in cash within 10 days after the commencement of each semester.

4. Those who would like to apply for dropping out of school after the payment of school fees, 80% of the tuition will be refunded before the classes begin. After the classes begin, only 50% **before April 30** (including the current day for the Spring Semester) for the first half year. No refund will be made after May 1. For the second half year, 50% of the tuition will be refunded **before October 30** (including the current day for the Fall Semester). **After November 1**, no refund will be made. Those who have applied for the extension of visas or residence permits cannot get the refund until they change the visa or cancel the residence permits. No refund will be made for students being expelled from school.

5. In line with the regulations set by the Chinese government authorities, those who would like to study at the university for a semester or more will have to purchase the Overall Insurance & Benefit Plan for International Students (including Accidental Injury Medical Treatment Insurance, Hospitalization Medical Insurance, and Loss of Life Insurance only) offered by the insurance companies in China's mainland. The cost is RMB800/person/year. This expense is non-refundable.

## **V. Class Attendance and Discipline**

1. International students are expected to attend classes in accordance with the timetable. Absence from school without asking for leave, or being late for or leaving early from classes without reasons are not allowed.
2. For degree students, in the case of absence from class due to illness, a certain certificate from the doctor must be presented to the teacher. In the case of absence from class to attend to private affairs, prior statement must be submitted to and approval be obtained from: a) the teacher, for absence within 3 days; b) the director of the department or college for absence within 4 - 7 days; c) the head of the Dean's Office or the Graduate School, for more than 7 days (The leave applications for full Chinese Government Scholarship students should be approved by the ISO first).
3. Whether being on sick leave or private affairs leave, degree students whose absences from class accumulatively exceeds 1/3 (one-thirds) of the total number of weeks in a semester will be regarded as voluntarily dropping out.
4. Degree students who are absent from class without asking for leave or without approval though asking for leave is considered as skipping class. Those who are absent for 2 weeks continuously or more than 30% of class hours in accumulation in one semester will be asked to quit school and those who are absent for less than 50 class hours will be handled in accordance with the following principles:
  - a. A serious warning will be given to those who are absent for 1-week continuously
  - b. Those who will be put on probation for the absence of 2 week continuously or over one-third class hours accumulatively.

Students resuming classes, whether their leave is due or not, are expected to report in time to the office of the departments or colleges concerned as well as the ISO. In case they have to extend their leave, they should go through formalities of extension in person or ask someone else to do it. Otherwise, it will be taken as cutting classes.

5. Whether a degree student has to repeat a course or not is decided in accordance with the regulations set by the University.

6. International students who commit the following will receive a warning, or a serious warning, or a demerit, or will be put on probation, or be expelled from school according to the seriousness of their cases (The cases will be handled in accordance with **“Regulations of Penalties for Guangdong Pharmaceutical University Students”**):

- a. Violation of the Chinese criminal law that constitutes a criminal offence;
- b. Breach of school discipline;
- c. Damaging public properties, engaging in fight, getting drunk and creating a disturbance, or committing other undesirable behavior.

Once the decision for the above-mentioned disciplinary measures concerned is made, the student will be notified of it. Besides, a written notification will be also sent to his/her diplomatic or representative institutions in China, or to the sending organization at home. The student who must suspend studying from the university should return home immediately.

The disciplinary measure against him/her may be lifted if the student put on probation has clearly corrected his/her misconduct within half a year. If the student fails to correct his/her misconduct or repeat the misconduct while on probation, he/she has to be expelled from school.

7. Non-degree student’s attendance to classes will be handled in accordance with the regulations for degree students. Attendance is a key factor for all students who apply for visa renewal.

- ① Attendance over 80%, 6-12 Month Visa.
- ② Attendance between 70%—80%, No more than 3 month.
- ③ Attendance lower than 70%, student will be suspended.

8. For such matters as the suspension of studies, dropping out, transfer of school, extension of study or change of specialties (For change specialties, please refer to the regulations by “Administration Rules for Guangdong Pharmaceutical University Students”) , the degree student must submit his/her application in advance to gain approval (Extension of study or change of specialties must be applied for by the end of the first semester). With the permission from the diplomatic or representative institutions of his/her own country in China, the Chinese Government Scholarship student should submit his/her application simultaneously to the China Scholarship Council via ISO.

## **VI. Completion of Studies**

1. A certificate of studies at Guangdong Pharmaceutical University will be issued to the non-degree students who have attended the classes as required and passed the examinations. Those who do not take or fail to pass the examinations will be given only a written statement certifying they have studied at the university.
2. A Certificate of Advanced Studies will be issued to the non-degree advanced students who have fulfilled their research projects and submitted a research report which has got their supervisors' consent.
3. A Certificate of Graduation will be awarded to those undergraduate and graduate students who have completed all the prescribed courses, accumulated sufficient credits and passed all the examinations. A degree as well as its English translation will be conferred to those who are up to the standards stated in the “**Interim Measures for the Implementation of the Regulations of the People’s Republic of China on Academic Degrees**”.

## **VII. International Student Dormitories (ISD)**

### **A. Rules for Daily Life**

In order to maintain good orders for study and daily life and to ensure the personal security of international students and their belongings, the management of ISD expects all the residents to observe the following regulations:

1. International students are required to stay in the assigned rooms in the ISD. Please do not change rooms or occupy others' rooms without permission. Neither is it allowed to re-rent the room to someone else. Violation of the regulations will result in criticism and education or a corresponding fine according to the seriousness of the case. No furniture or articles provided by the ISD are allowed to be removed out of the rooms or be left in the corridor.
2. Students are required to pay utility bills on time, being late for paying yours bills would cause blackout and suspension of water supplies.
3. Students should take care of their belongings and lock the doors when going out. Valuables or large amount of cash can be left in the safe or in the care of the bank.
4. Take good care of the keys and do not give them to anyone else. Report to the service desk if the keys are lost. Please do not make extra keys, add or change locks. Offenders will be handled in accordance with the rules.

5. Law-breaking activities such as excessive drinking, gambling, drug-addicting, keeping a prostitute are not allowed in the ISD.
6. Ensure personal and public hygiene. Graffiti or sticking things on the wall or the door are prohibited. Pouring water out of the window or littering are not allowed. Keep the corridor and passage-way unblocked.
7. Keep a quiet environment inside the dormitory. Please do not make noises or play music loudly. MahJong playing and pets are not allowed in the dormitory.

## **B. Rules for Receiving Visitors**

1. For safety of the students and their properties, all the visitors are required to present proper identification (which will be kept by the reception desk) and register at the service desk. After the visit, visitors are requested to return the service desk the registration slip with the signature of the student visited and get back the identification card. Those without proper identification will be asked to meet the student at the lobby instead of the student's room.
2. If a student wishes to put up a visiting relative or a friend for the night in his/her room, he/ she should apply to the staff at the service desk or the office of the students dormitory building beforehand. On approval, the guest should register at the service desk for a temporary stay in accordance with the requirements of the municipal public security bureau, and pay a certain rent. The managerial staff from the dormitories have the right to ask the offenders to leave.

## **C. Rules for fire Prevention**

1. Inflammable, explosive, highly poisonous or radioactive substances and other dangerous objects are strictly prohibited from bringing into the dormitory. If there is any of such objects, the owner must take the initiative to hand them over to the staff at the service desk to be looked after carefully.
2. No burning in the dormitory is allowed. Cigarette butts should be put off after smoking.
3. Do not fire crackers or fireworks in the dormitory building. Anyone who violates this rule will be imposed a fine of more than RMB500 yuan according to the municipal government's regulation.
4. For power consumption, please refer to the **Regulations for Power Consumption by International Students (obtained at the dormitory)**. The outlets

in the room are for electric appliances within 1,500W.

5. Please do not connect wires secretly or use electric stove or make a fire for cooking in the room.

6. Anyone who violates the rules above and brings about a fire should compensate for all the damages and losses incurred, and even be prosecuted for his/her criminal liability according to the Chinese laws.

### **VIII. Housing off the Campus**

Students who wish to live off campus should promptly report your new address, phone number and e-mail address to the office and register at the local police station and apply for the **“Registration Certificate of Temporary Residence for Visitors”** in accordance with the Chinese laws. While you are living off campus, please make sure that housing information is trusty, your apartment is in a good and safe environment and your rental procedures is completely legal and let the landlord to register at the local police station with the rental permissions.

#### **Accommodations Fee:**

1. International students check in and pay fees at the SIE residence hall reception desk with the recommendation letter issued by Office C456
2. Room Rates: The newest charges are subject to our notification

**Accommodation: Double-bed room 7,000 RMB/Year**

**Three-bed room 5,000 RMB/Year**

**Four-bed room 2,500 RMB/Year**

Bedding: students should buy bedding for themselves at shops/markets just off campus.

3. Internet: RMB 30 for application; rental is RMB 120/ **Semester**. RMB 240/ **Year**, The application form and fees are paid at the reception desk of the dormitory.

### **IX. Extracurricular Activities and Vacation Tours**

1. In the university, there are sports centers,, gymnasiums, tennis courts, basketball playgrounds, football fields and the like. International Students can use these facilities according to the relevant rules.

2 International students are encouraged to join in any extracurricular activities organized by the Chinese students, such as performing, sports and so on. They are also welcome to take part in the various activities in celebration of Chinese festivals.

3. In order to make international students to know more about China and our city, the university plans and organizes group tours for the international students periodically. Scholarship students will be partly subsidized by the university while self-funded students will have to bear all the expenses themselves.

## **X. Travel and Visa**

### **1. Travel**

With their valid visas or residence permits, aliens can go traveling in the areas open to foreigners according to the regulations of the Chinese government. Without permission, aliens should not enter the areas closed to foreigners. Breaking the rule will be subjected to penalty in accordance with the law governing the aliens administration.

Group travels may only be made at weekends, on holidays or during vacations and should not be made during the study period.

### **2. Re-entry visa, change of the visa-category and the renewal of the residence permit**

In line with the regulation by the Chinese government, those who come to China for their short study programs can hold F、 X2 visas for half a year. If they would like to continue their study programs after completing the six-month program, they should apply for the X visas. The formalities are: Come to the ISO the “**Visa Application For Study in China (JW202 Form)**” at least a month in advance, take your medical check-up at the **Guangdong International Travel Health Center** (please read the previous page for the address). Before the validity of your F、 X2 visas, you should apply to the **Section of Aliens Administration of the Municipal Public Security Bureau** for the X visa and residence permit together with your Admission Notice, the approved JW202 Form, an official letter from the university and the qualified **Physical Examination Record, Registration Certificate of Temporary Residence for Visitors**, **copies of the passport (photo page, visa page and the page with the stamp indicating your latest entry into China, a photo and the receipt of digital photo**. Anyone who fails to apply for the JW202 Form and medical check-up will be responsible for any problems incurred him/herself.

On the completion of study, the student should leave China before his/her visa or residence permit expires. In case of delay, the student should apply for the renewal of the visa or residence permit. On approval, pertinent formalities should be gone through.

**A fine will be imposed on those who fail to renew their visas or residence permits before their expiration. No alteration of or damages to the visa or other**

**official certificates are permissible. Violation of the rules will result in a penalty.**

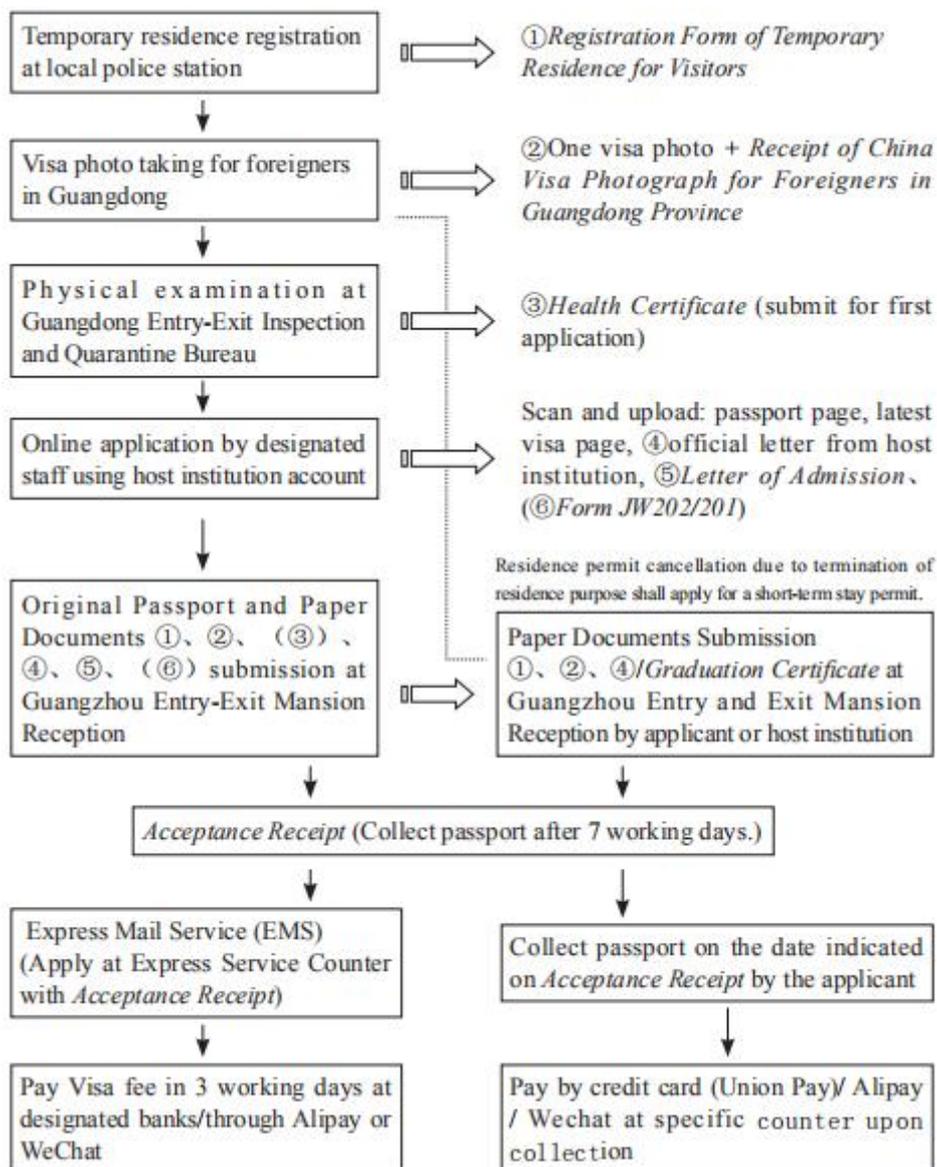
### **3. Notice for Carrying Identification Papers with You**

In line with the Chinese laws and the requirements from the Municipal Public Security Bureau, please carry passports and identification papers with you when you are away from campuses or away from your lodgings in case that the police should check you at any time. Please cooperate with the police initially if you are questioned by them and produce your passports and identification papers to them. Please do not stymie the police to implement their lines of duties on purpose. Otherwise, it is possible that a penalty be imposed on you.

### **4 Visa (changes will be announced on the board):**

It is your responsibility to apply for the right visa allowing you to study in GDPU as a international student. After being accepted by the program, we will send you the admission notice and JW202 form. Students with a study period of one semester can choose to apply for X2 visa while those who study more than two semesters apply for X1 visa.  **Holders with X1 visa are required to apply for resident permit within 30 days after their entries to China. If anything unclear, do speak to our staff at C456 office.**

**Procedures and documents needed:**



preparing documents for visa. students live on campus take the stamped Visa Certificate at Office C456 . Other documents must include:

**For residence permit extension:** Passport, visa photo and photo receipt, Registration Form of Temporary Residence for Visitors, tuition invoice and insurance receipt.

**For X2 visa application:** Passport, visa photo and photo receipt, Registration Form of Temporary Residence for Visitors, tuition invoice, insurance receipt and admission notice.

**For new residence permit application:** Passport, visa photo and photo receipt, Registration Form of Temporary Residence for Visitors, tuition invoice, insurance receipt, admission notice and JW202 form.

# 学生声明

## Statement

本人已经认真阅读过广东药科大学外国留学生手册，并愿意遵守所有的规定。

**I have already read through the International Student Handbook and I am willing to abide by all the rules and regulations in them.**

签字 (Signed by) : \_\_\_\_\_

国籍 (Nationality) : \_\_\_\_\_

护照号码 (Passport Number) : \_\_\_\_\_

日期 (Date) : \_\_\_\_\_

注：此页应该有装订线，放在封面后面，目录前面，目的是让学生填写签名后撕下来存档，本手册发给学生使用。