

目录 Contents

1. 签证的相关规定 Visa Policy	3
1.1 中华人民共和国出境入境法 Exit and Entry Administration Law of the People's Republic of China	3
1.2 北京外国语大学留学生办公室关于签证的规定 Visa Policy of the Overseas Students Affairs Office of Beijing Foreign Studies University	3
2. 教您看懂中国签证 Introduction of Chinese Visa	5
2.1 X1 签证 X1 VISA	5
2.2 境外签发的 X2 签证 X2 Visa Issued Overseas	6
2.3 境内换发的 X2 签证 X2 Visa Renewed in China	7
2.4 居留证件 Residence Permit	8
3. 健康检查的办理 Requirements on Medical Examination	9
3.1 保健中心的信息 Healthcare Center Information	9
3.2 健康检查所需的材料 Materials Required in Beijing International Travel Healthcare Center	12
3.3 体检报告的领取 Collection of Certificate of Verification	13
4. 办理签证所需要的材料 Documents Required for Visa Application	15
4.1 X1 签证→居留证件 X1 Visa → Residence Permit	15
4.1 居留证件延期 Residence Permit Extension	15
4.3 X2 签证增加入境次数 X2 Visa with Additional Entries	15
4.4 居留证件、X2 签证→停留证件（休学或退学）Residence Permit/X2 Visa → Stay Permit (Suspension or Withdrawal from Schooling)	16
4.5 本地（北京）由其他学校办理的居留证件→居留证件延期 Local (Beijing) Residence Permit Applied by Other Universities → Renewal of Residence Permit	16
4.6 异地（非北京）学习类居留证件/由其他学校办理的居留证件→居留证件（北京）换发 Residence Permit for non-local (outside Beijing) international students / Residence Permit applied by other universities → application for Residence Permit (Beijing)	16
4.7 工作类居留证件→学习类居留证件 Employment Residence Permit→Student Residence Permit	17
5. 签证办理方式简介 Introduction to Visa Application	18
5.1 正常办理 Normal Procedure	18
5.2 签证服务公司办理 Visa Application Through Visa Service Company	19
5.3 补充说明 Additional Notes	19
6. 常用地址的信息 Useful Addresses	21
6.1 北京市公安局出入境管理处（办理签证或居留证件）Exit-Entry Administration of Beijing Municipal Public Security Bureau (for Visa or Residence Permit)	21
6.2 万寿寺派出所（丢失护照后办理报失证明，签证或居留证件过期办理处罚）Wanshousi Police Station (Report the Loss of Passport and Pay the Penalty for Expiry of Visa or Residence Permit)	23
6.3 北京市公安局海淀分局（签证或居留证件过期办理处罚）Haidian Branch of Beijing Municipal Public Security Bureau (Pay the Penalty for Expired visa or Residence Permit)	24
7. 其他特殊情况的解决方案 Solutions to Other Special Cases	25
7.1 护照到期更换新护照 Renewal of Expired Passport	25
7.2 丢失护照 Loss of Passport	25
7.3 实习加注 Off-campus Internship Annotation Application for International Students	26
7.4 签证/居留证件过期 Expiry of Visa/Residence Permit	27

8. 附录 Annex	28
8.1 校园地图 Campus Map.....	28
8.2 健康检查申请表 Application for Medical Examination	29
8.3 外国人签证证件申请表 VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM.....	29
8.4 临时住宿登记表 REGISTRATION FORM OF TEMPORARY RESIDENCE	29
8.5 外国来华留学人员签证申请表（JW201/202） Visa Application for Study in China (JW201/202).....	31
8.6 入学通知书原件 The Original Copy of Letter of Admission	32
8.7 体检报告原件 CERTIFICATE OF VERIFICATION.....	33
8.8 外国人签证证件受理回执 VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT.....	34
8.9 护照报失证明 CONFIRMATION OF REPORTING THE LOSS OF PASSPORT	35



1. 签证的相关规定 Visa Policy

1.1 中华人民共和国出境入境法 Exit and Entry Administration Law of the People's Republic of China

[中文版 Chinese](#)

[英文版 English](#)

1.2 北京外国语大学留学生办公室关于签证的规定 Visa Policy of the Overseas Students Affairs Office of Beijing Foreign Studies University

- a) 国际学生应遵守《中华人民共和国出境入境法》的规定，及时办理签证延期或者申请居留证件手续。
International students should abide by the provisions in the *Exit and Entry Administration Law of the People's Republic of China*, and apply for visa extension or residence permit in time.
- b) 国际学生需持因私普通护照和 X1 或 X2 签证注册学习，免签入境的学生不能办理注册手续。
International students should hold private passport and X1 or X2 visa for enrollment in China. Those who enter China visa-free cannot be enrolled.
- c) 国际学生签证过期的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。由北京市公安局下属分局或派出所执行。
For those international students with expired visa, the overstay penalty is a fine of 500 yuan per day and less than 10,000 yuan in total or a detention of 5 days to 15 days. The penalties are executed by subordinate bodies or police stations of Beijing Municipal Public Security Bureau.
- d) 在校外住宿的学生，应在入住后 24 小时内到当地派出所办理临时住宿登记，警方将在必要时检查您的临时住宿登记，如不办理住宿登记或更新住宿登记，公安机关将对其进行 500 元人民币以下的罚款或警告，处罚结果将对签证申请、在华学习等产生不良影响。
Those who live off campus shall attend to the REGISTRATION FORM OF TEMPORARY RESIDENCE from the local police station within 24 hours after check-in. The police may inspect your registration for temporary residence when necessary. Those who fail to register or update the registration for temporary residence will entail a fine of less than 500 yuan or a warning by public security organs. Such penalties will have negative impact on visa application or study in China of overseas students.
- e) 根据《北京外国语大学学生纪律处分规定》第三章第十四条之规定：触犯国家法律、法规，受到公安、司法部门处罚的，视情节轻重，给予警告以上处分。
According to the Article 14, Chapter 3 of *Disciplinary Rules for Students at Beijing Foreign Studies University*, those who violate laws and regulations of China and are punished by public security or judicial departments shall be given a punishment severer than a warning in line with the seriousness of the circumstances.
- f) 我校不会为国际学生家属办理来华签证提供任何证明。
BFSU will not provide any certificate for the family members of international students to apply for Chinese visa.
- g) 由于特殊情况不能按时缴纳学费的，需在签证或居留证件到期前一周主动与学院办公室和负责老师沟通。
Those who cannot pay the tuition in time due to special circumstances shall actively contact the office of corresponding colleges and teachers in charge at least a week before the expiry of visa/residence permit.
- h) 关于签证的期限：

申请签证前需按时足额缴纳学费，签证延长期限和学费缴纳期限一致

About the validity period of visa:

Students should pay the full tuition in time before applying for a visa. The extended visa period will be consistent with the period covered by the tuition.

示例:

非学历生: 2018 年 3 月申请, 缴费一学期, 期限至 2018 年 7 月 31 日
 2018 年 3 月申请, 缴费两学期, 期限至 2019 年 1 月 31 日
学历生: 2018 年 3 月申请, 缴费一学期, 期限至 2018 年 9 月 30 日
 2018 年 3 月申请, 缴费两学期, 期限至 2019 年 3 月 30 日

预计 2018 年 6 月毕业的学生: 2018 年 3 月申请, 缴费一学期, 期限至 2018 年 7 月 31 日

预计 2019 年 1 月毕业的学生: 2018 年 3 月申请, 缴费两学期, 期限至 2019 年 1 月 31 日

以此类推。

Examples:

Non-degree students:

Apply in March 2018, pay one-semester tuition; visa period will be extended to July 31, 2018;

Apply in March 2018, pay two-semester tuition; visa period will be extended to January 31, 2019;

Degree students:

Apply in March 2018, pay one-semester tuition, visa period will be extended to September 30, 2018;

Apply in March, 2018, pay two-semester tuition, visa period will be extended to March 30, 2019;

Students expected to graduate in June 2018:

Apply in March 2018, pay one-semester tuition, visa period will be extended to July 31, 2018;

Students expected to graduate in January 2019:

Apply in March 2018, pay two-semester tuition, visa period will be extended to January 31, 2019.

And so on.

- i) 持 X2 签证入境且只学习一学期的学生可以申请增加入境次数 1 次或者 2 次, 不能申请居留证件。
Those students who hold an X2 visa and study for one semester could apply for one or two additional entries but cannot apply for a residence permit.
- j) 护照即将到期的学生请提前联系贵国驻华使馆询问新护照办理的事宜。
For those whose passports will expire soon, please contact the corresponding embassies in China in advance and consult the matters related to the renewal of passports.
- k) 签证是国际学生正常在华学习和生活的前提, 请于来华后尽快完成签证办理手续, 以免造成不良后果。
A valid visa is the prerequisite for an overseas student to live and study in China. Please complete the visa application as soon as possible to avoid unwanted consequences.
- l) 有签证问题请本人携带护照来[学生服务中心 \(地图上标注东校区★1 Overseas Students Affairs Office 的位置\)](#) 咨询, 电话及邮件有可能无法给出准确答复。
If you have any issues concerning visa application, please resort to the [Student Service Center\(Map: East Campus★1 Overseas Students Affairs Office\)](#) with your passport in person. Enquiries through e-mail or phone calls may not be responded accurately.
- m) 其他语言版本仅为方便国际学生阅读, 产生歧义时以中文版本为准。留学生办公室保留对内容的解释权和修改权。
Versions in foreign languages are exclusively used for international students' reference. In case of any ambiguity, the Chinese version should prevail. Overseas Students Affairs Office reserves the right to interpret and amend the text.

2. 教您看懂中国签证 Introduction of Chinese Visa

2.1 X1 签证 X1VISA

X1 签证为中国驻外使馆签发，针对在中国境内长期（超过 180 天）学习的人员，有效期为 30 天，在入境后 30 天内必须办理居留证件。

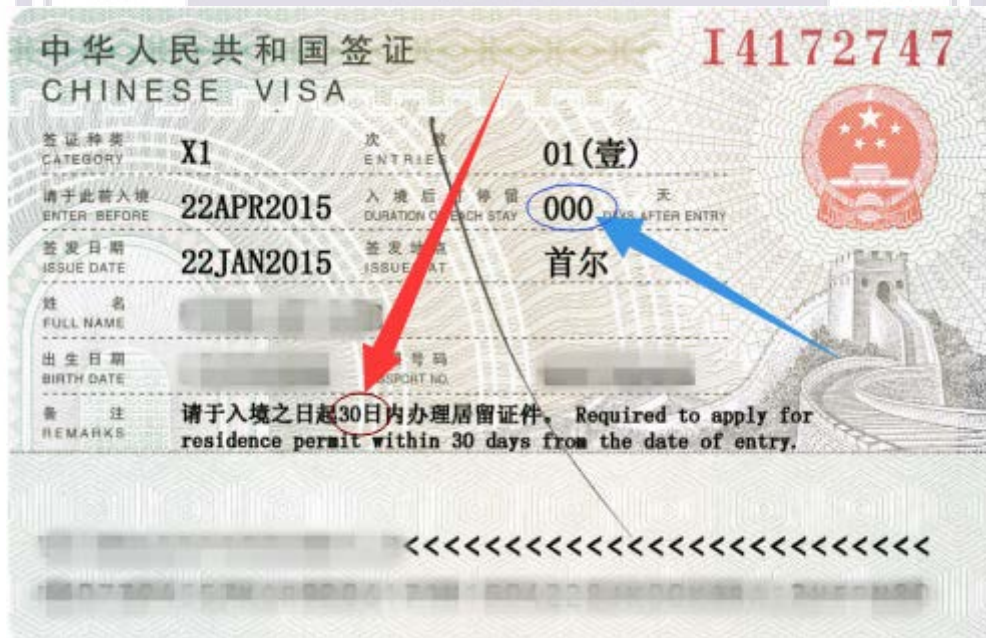
000 表示入境后可停留 30 天。

X1 visa is issued by the Chinese Embassies with valid period of 30 days, which is suitable to those who intend to study in China for a long term (more than 180 days). X1 visa holder is required to apply for residence permit within 30 days from the date of entry.

000 means that the visa holder can stay for 30 days from the date of entry

图 1 X1 签证

Picture 1 X1 VISA



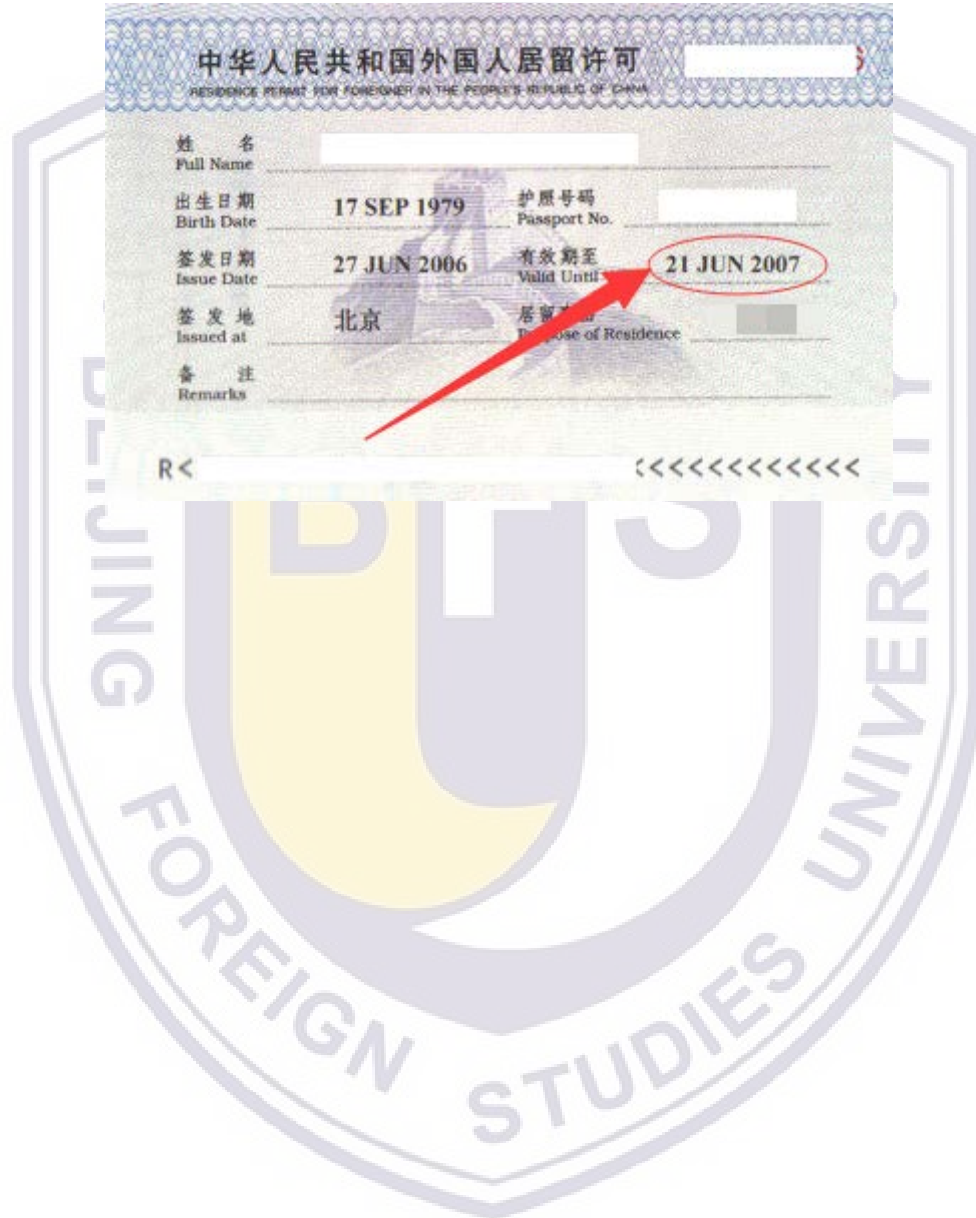
2.4 居留证件 Residence Permit

居留证件为北京市公安局出入境管理处签发，可以多次出入境，有效期为红色圆圈内显示日期。

The residence permit is issued by Exit-Entry Administration of Beijing Municipal Public Security Bureau, which allows multiple exits and entries. The date of expiry is indicated in the red circle.

图 IV 居留证件

Picture IV Residence Permit



3. 健康检查的办理 Requirements on Medical Examination

持 X2 签证入境且只学习一个学期的国际学生不需要做健康检查。

持 X1 签证入境的国际学生需要做健康检查。

持境外签发的短期类签证且在中国境内长期（超过 180 天）学习的人员需要做健康检查。

International students who entered China with X2 visa and intend to study in China for only one semester are not required to have medical examination.

International students with X1 visa are required to have medical examination.

Holders of short-term visa issued overseas who intend to study in China for a long term (over 180 days) are required to have medical examination.

在本国做过体检的同学，需携带本国医院提供的体检报告原件(中文或英文)到北京市出入境检验检疫局保健中心进行验证。

Those students who have done health examination in their own countries shall take the original copy of the health examination record (in Chinese or English) to Beijing International Travel Healthcare Center to get it verified.

开学报到后，学校会在规定时间提供免费的巴士（BFSU 字样的蓝色巴士）前往保健中心，车票数量有限，发完为止，如果错过车票时间需自己前往保健中心。上车前必须出示车票，没有车票的同学无法乘坐学校巴士。学校巴士会在保健中心停留一小时后返回，体检结束后可选择乘坐巴士返回或自行返回。

The university has arranged free buses (blue buses with BFSU logo) to the health center at specified times after registration. Bus tickets will be distributed while supply lasts. If you miss the bus scheduled for your ticket, you must go to the health center by yourself. You need present the ticket before getting on the university bus; those without tickets will not be able to board the bus. The university bus will return to the campus after waiting in the health center for 1 hour. Upon completion of the physical check, you can take the university bus or choose other means of transport to return to the campus.

3.1 保健中心的信息 Healthcare Center Information

体检时间：周一至周五 8:30-11:00

Open hours for health examination: Monday to Friday 8:30-11:00

电话：(010) 8240 3675（请在办公时间电话咨询，办公时间之外为录音信息）

Telephone: (010) 8240 3675 (Please make calls in working hours, otherwise the calls may be answered automatically.)

地址：北京市海淀区西北旺德政路 10 号中国检验检疫大楼西侧配楼。

Address: West Wing of China Inspection and Quarantine Building, No.10 Dezheng Road, Xibeiwang Town, Haidian District, Beijing

网站：www.bithc.org.cn

Website: www.bithc.org.cn

交通指南：

出租车：从北京外国语大学乘坐出租车到达保健中心大概需要 40 元。

地铁：地铁 16 号线西北旺站下，出 B 口，向东步行 400 米即到。

公共汽车：乘坐公交 365、909、963、982 路到西北旺镇政府站下即到。

Transportation:

By taxi: About 40 RMB from BFSU

By subway: Take Line 16 and get off the train of Xibeiwang Station, then walk 400 meters east through Exit B.

By bus: Take Bus No. 365, No. 909, No. 963, or No.982 to Xibeiwang Town Government Stop.

温馨提示:

可以通过保健中心网站进行预约 <http://tjyy.bithc.bjciq.gov.cn/Login.aspx>, 网站提供中文和英文两种版本, 由于语言问题无法预约的同学请在 8:30 前到达保健中心, 否则可能因为体检人员太多无法受理。

Please kindly note:

You can make an appointment on the website of the Healthcare Center: <http://tjyy.bithc.bjciq.gov.cn/Login.aspx>, which is in both Chinese and English. For those who fail to make an appointment online due to language barriers, please reach the Center by 8:30, otherwise there may be too crowded to receive the service.



出租车: 约 12 公里, 40 元

By taxi: about 12 kilometers, 40 yuan



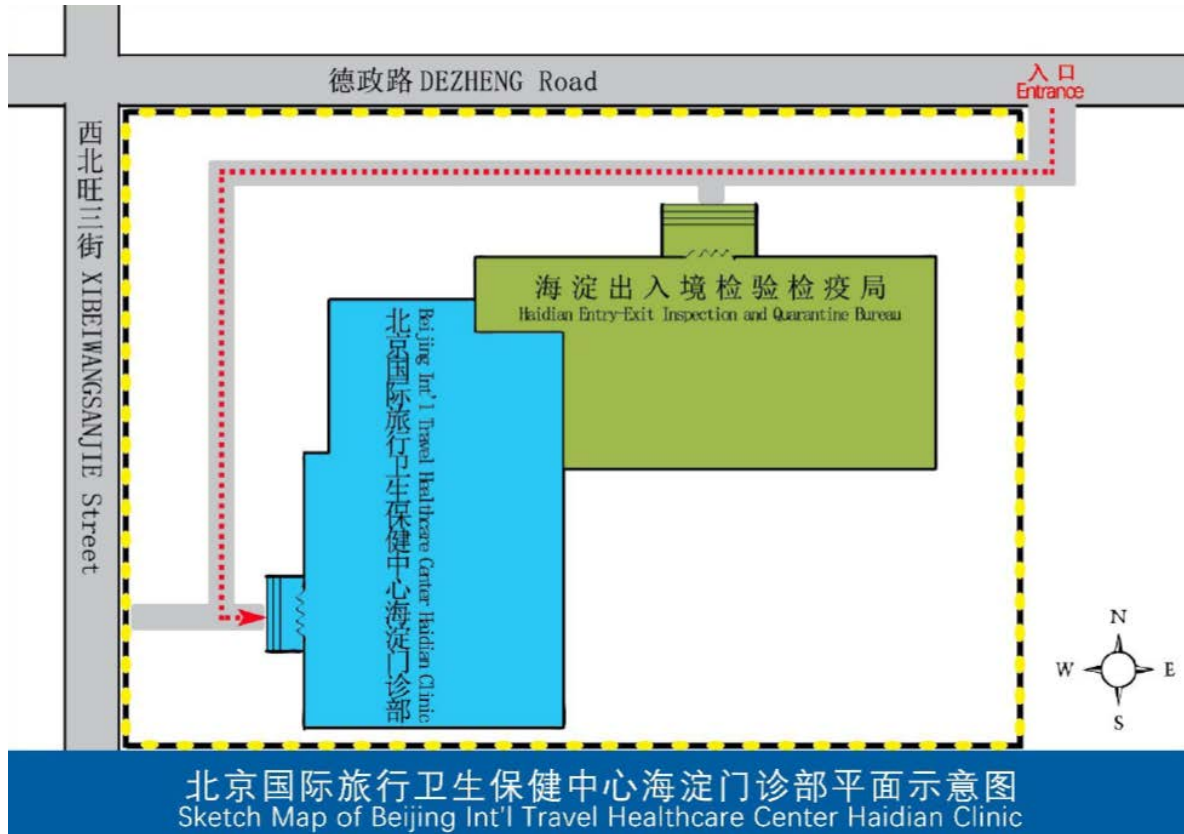
公交: 魏公村站上车 (4 号线安河桥北方向) → 西苑站换乘 (16 号线北安河方向) → 西北旺站下车 (B 东北口出) → 向东步行 1 公里

Public transport:

Take subway Line 4 towards Anheqiao North Station at Weigongcun Station → Transfer to subway Line 16 at Xiyuan Station

towards Beianhe → Get off at Xibeiwang Station (Exit B - the northeast exit) of → Walk 1 kilometer east.





3.2 健康检查所需的材料 Materials Required in Beijing International Travel Healthcare Center

去北京市出入境检验检疫局保健中心需携带的材料：

Materials required in Beijing International Travel Healthcare Center:

必须携带：（如果无法提供以下材料，保健中心无法办理体检）

Mandatory: (Without the following materials, you cannot get the physical examination.)

——照片-3张2寸（35mm×49mm）大小的近期半身正面免冠彩色照片

Three 2" (35mm×49mm) bareheaded and full-face color recent photos

——护照

Passport

——现金（不超过400元）

Cash (no more than 400 yuan)

选择携带：（如果携带可以节省办理时间和费用）

Optional: (With the following materials, you can save some time and expenses.)

——[健康检查申请表](#)（可下载后自行打印，也可以在医院领取）

[Health Examination Application Form](#) (You can download it or collect it from the hospital.)

——[外国来华留学人员签证申请表（JW201/202）](#)及复印件（如符合条件，医院将免费提供体检或验证）

Origin and copy of [Visa Application for Study in China \(JW201/202\)](#) (If you are eligible, the hospital will offer free health examination or examination record verification)

——[入学通知书](#)及复印件（如符合条件，医院将免费提供体检或验证）

Origin and copy of [Admission Notice](#) (If you are eligible, the hospital will offer free health examination or examination

record verification)

——[外国人签证证件申请表](#) -请自行填写 1、2、3 项中的内容后粘贴照片（下载后自行打印）

[VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM](#); Fill in Part 1, Part 2, and Part 3; paste up the photo (It could be downloaded and then printed.)

3.3 体检报告的领取 Collection of Certificate of Verification

完成所有体检项目后，将健康检查申请表交到收表柜台，同时按要求提交符合要求的照片，工作人员会交给您一张取证凭条，上面会注明领取结果证书的日期和时间。领取结果证书可以由本人亲自到海淀门诊部领取，也可以请人代领。领取结果证书必须出示取证凭条，如果取证凭条丢失，需携带申请人护照或其他身份证件（原件或复印件）领取。

After completing the health examination, please submit the Health Examination Application Form to the **Form Collecting Counter**, along with the required photos. The staff will give you a receipt stating the time to collect the examination result. The Certificate of Health Examination could be collected from the Outpatient Department of the Healthcare Center in person or by proxy. One has to present the receipt to collect the Certificate. If the receipt is lost, please collect the Certificate using the passport or other ID of the applicant (origin or copy).

申请人可以办理有偿邮递服务寄送体检报告，该服务由第三方机构办理，需要支付额外的费用，详情请咨询保健中心服务台。

The applicant may use the paid express service provided by a third party to deliver the CERTIFICATE OF VERIFICATION. Please consult the service counter in the Healthcare Center for more details.

重要提示：如果您没有交回《健康检查申请表》及照片将无法按时得到体检报告。领取体检报告的时间将延续到您交回申请表后的下一个期限。

按照取证凭条上注明的日期和时间，携带取证凭条到海淀门诊部取证柜台领取体检报告（如果获批）。

Please note: if you do not submit the Health Examination Application Form and photos, you will not get the examination result in time. The result collection time will be extended to the next round of collection after the submission of the Health Examination Application Form.

In conformity with the date and time specified on the receipt, please bring the receipt to collect the CERTIFICATE OF VERIFICATION (if being approved) at the Counter for Report Collection of Haidian Outpatient Service Department.

为方便学生，北京市公安局出入境管理处的警官会不定期在保健中心提供面见服务，完成此步骤的学生可以选择直接在学校通过签证服务公司办理签证。没有完成此步骤的学生可能需要前往北京市公安局出入境管理处进行面签。完成健康检查的所有步骤后，可携带护照和外国人签证证件申请表到保健中心二层 215 房间面见警官。如果 215 房间没有警官值守，可忽略此步骤。

For the convenience of students, officers from the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau will have interviews in the Healthcare Center irregularly. Those students who have been interviewed may apply for the visa through visa service company on campus. Those who do not finish the step have to go to the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau for a face-to-face interview.

After completing all steps involved in the health examination, the applicant could take the passport and the VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM to meet the officers in Room 215, on the Second Floor of Healthcare Center. If there is no officer on duty, please ignore this step.

收到体检报告之后请携带办理居留证件所需的材料前往北京外国语大学[学生服务中心](#)（地图上标注东校区★1

[Overseas Students Affairs Office](#) 的位置) 梁老师处提出申请。

After receiving the CERTIFICATE OF VERIFICATION, please take all materials required for applying the residence permit to [Student Service Center](#)(Map: [East Campus★1 Overseas Students Affairs Office](#)) and file an application with Mr. Liang.



4. 办理签证所需要的材料 Documents Required for Visa Application

4.1 X1 签证→居留证件 X1 Visa → Residence Permit

X1 签证有效期为入境之日起 30 天，学生必须在 30 日内办理居留证件。

Required to apply for residence permit within 30 days from the date of entry.

——护照

Passport

——2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片

Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))

——[临时住宿登记表](#)

[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

——[入学通知书](#)

[The original copy of the Admission Notice](#)

——[体检报告（18 周岁以上）](#)

[CERTIFICATE OF VERIFICATION \(18 years old or higher\)](#)

4.1 居留证件延期 Residence Permit Extension

——护照 Passport

——2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片

Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))

——[临时住宿登记表](#)

[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

4.3 X2 签证增加入境次数 X2 Visa with Additional Entries

X2 签证可申请增加 1 次或者 2 次入境次数

Those students who hold an X2 visa may apply for one or two additional entries.

——护照 Passport

——2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片

Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))

——[临时住宿登记表](#)

[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

——[JW201 或 JW202](#)

[Visa Application for Study in China \(JW201/202\)](#)

——[入学通知书](#)

[Letter of Admission](#)

4.4 居留证件、X2 签证→停留证件（休学或退学）Residence Permit/X2 Visa → Stay Permit (Suspension or Withdrawal from Schooling)

- 护照 Passport
- 2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

4.5 本地（北京）由其他学校办理的居留证件→居留证件延期 Local (Beijing) Residence Permit Applied by Other Universities → Renewal of Residence Permit

- 护照 Passport
- 2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[Registration Form Of Temporary Residence](#)
- [JW201 或 JW202](#)
[Visa Application for Study in China \(JW201/202\)](#)
- [入学通知书](#)
[Letter of Admission](#)
- 其他学校的结业证书、学习证明复印件或转学证明原件
Copy of course completion certificate, studying certificate or original copy of school transfer certificate.

4.6 异地（非北京）学习类居留证件/由其他学校办理的居留证件→居留证件（北京）换发 Residence Permit for non-local (outside Beijing) international students / Residence Permit applied by other universities → application for Residence Permit (Beijing)

- 护照 Passport
- 2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)
- [JW201 或 JW202](#)
[Visa Application for Study in China \(JW201/202\)](#)
- [入学通知书](#)
[Letter of Admission](#)
- 前一就读学校的结业证书、学习证明复印件或转学证明原件
Copy of course completion certificate or studying certificate of the previous university or original copy of school transfer

certificate.

4.7 工作类居留证件→学习类居留证件 **Employment Residence Permit**→**Student Residence Permit**

- 护照 Passport
- 2 寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)
- [JW201 或 JW202](#)
[Visa Application for Study in China \(JW201/202\)](#)
- [入学通知书](#)
[Letter of Admission](#)
- 离职证明复印件（从落款之日起算，十日内有效）
Copy of Certificate of Resignation (Valid within ten days since the date of inscription)



5. 签证办理方式简介 Introduction to Visa Application

从申请办理签证至获得新签证期间，住宿地址不能变更。如计划更换住址，请在申请办理签证前说明，以免造成不便，延误签证办理时间。

From the application to the receipt of new visa, do not change the place of residence. If the place of residence is about to be changed, please specify the situation before visa application to avoid inconvenience that may postpone the procedures of visa processing.

签证办理有两种方式：

Two ways of visa application:

5.1 正常办理 Normal Procedure

学生服务大厅申请→本人去出入境管理处递交材料→出入境管理处取护照

Apply in the hall of Student Service Center → Submit the required materials to the Exit-Entry Administration Department in person → Collect the passport from the Exit-Entry Administration Department

a) 携带办理签证需要的所有材料到学生服务中心大厅梁老师处提出申请

Take all materials required for visa application to Mr. Liang in the hall of the Student Service Center

b) 老师帮助您检查材料并且领取正式的签证申请表

A teacher will check all the submitted materials and give you the formal VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM

c) 学生中心二层留学生办公室给相关材料盖章（非常重要，否则出入境管理处将无法受理）

Get all required stamps from the Overseas Students Affairs Office (This is very important. Without the required stamps, the Exit-Entry Administration Department may not accept the application.)

住校内的学生需要盖章的材料有：签证申请表第二页左下角，临时住宿登记表

住校外的学生需要盖章的材料有：签证申请表第二页左下角

Students who live on campus should have the following documents being stamped: the left bottom of the 2nd page of visa application form and temporary accommodation registration form.

Students who live outside the campus should have the following documents being stamped: the left bottom of the 2nd page of visa application form.

d) 本人携带护照和所有材料前往[北京市公安局出入境管理处](#)（东城区安定门东大街2号）办理

Take your passport and all required materials to the [Exit-Entry Administration Department of Beijing Municipal Public Security Bureau](#) (Address: No. 2 Andingmen East Street, Dongcheng District)

e) 收到[签证受理回执](#)

Get the [receipt for visa application](#)

f) 按照规定时间（自受理之日起，签证和停留证件7个工作日办结，居留证件10个工作日办结）再次前往[北京市公安局出入境管理处](#)缴纳费用并取回护照，具体价格以北京市出入境管理处规定为准。

Pay related fees in and collect your passport from the [Exit-Entry Administration Department of Beijing Municipal Public Security Bureau](#) according to the stipulated time (in 7 working days from the date of acceptance for visa and stay permit; in 10 working days from the date of acceptance for residence permit); the fees are subjected to the regulations of the Exit-Entry Administration Department.

g) 签证办理期间可以凭[受理回执](#)在中国境内乘坐飞机、火车，入住酒店。

Before the issuance of the visa, the applicant may book flight tickets, train tickets, or hotels using the [receipt for visa application](#).

5.2 签证服务公司办理 Visa Application Through Visa Service Company

学生服务大厅申请→本人在学生服务大厅递交材料→宿舍前台领取护照

Apply in the hall of the Student Service Center → Submit the required materials in the hall of the Student Service Center in person → Collect the passport from the reception of the dormitory

- a) 携带办理签证需要的所有材料到学生服务中心大厅梁老师处提出申请

Take all materials required for visa application to Mr. Liang in the hall of the Student Service Center

- b) 将护照、申请单和所有材料递交给签证服务公司的工作人员并缴纳费用（具体价格以签证服务公司规定为准）签证服务公司的工作人员在我校服务时间为每周二和周五 10:00-12:00，开学报到时会根据情况增加工作时间，会在学生服务大厅公示服务时间。

Submit your passport, visa application form, and other required materials to the staff of visa application agency and pay related fees (subjected to the agency's stipulation); working hours of the staff of the agency on campus are 10:00 – 12:00 on Tuesday and Friday; the service time will be extended at the beginning of each semester if necessary and will be announced in the hall of the Student Service Center.

- c) 首次在京申请居留许可的学生需要接受面签，签证服务公司的工作人员会通知学生本人何时何地去参加面签（在保健中心 215 房间面见过警官的学生递交已盖章的外国人签证证件申请表可免去此步骤）

Applicant who applies for the residence permit for the first time needs to be interviewed face-to-face. The staff of visa service agency will notify the applicant when and where to attend the interview (Applicants will be exempted from the interview if they have submitted the stamped VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION FORM after meeting the officers in Room 215 of the Beijing International Travel Healthcare Center).

- d) 收到签证公司的取件凭证。按照签证服务公司告知的时间（约 3 周左右）领取护照。住西院的同学去[西院白楼服务台（West Campus 4）](#)领取，住东院的同学去[东院国交楼服务台（East Campus 9）](#)领取，住校外的同学在学生服务大厅找梁老师领取。

Get the receipt for visa collection from the visa application agency. Collect your passport according to the time notified by the agency (around 3 weeks). Those who live in the West Campus could collect the passport from the reception of [International Student Dormitory \(West Campus - 4\)](#); those who live in the East Campus could collect the passport from reception of [International Student Dormitory \(East Campus - 9\)](#); those who live outside the campus could collect the passport from Mr. Liang in the Student Service Center.

- e) 签证办理期间**不可以**在中国境内乘坐飞机、火车，入住酒店。如果需要加急等其他服务请咨询签证服务公司工作人员。签证公司工作人员工作时间会在学生服务中心大厅公示，请留意。

Before the issuance of visa, the applicant is **NOT** allowed to book flight tickets, train tickets, or hotels. Please contact staff of the visa application agency if you need urgent or other services. Please pay attention to the service time of the staff of the visa application agency announced in the hall of the Student Service Center.

5.3 补充说明 Additional Notes

- a) 居留证件参考价格：400 元/6 个月，800 元/12 个月

Residence permit reference fee: 400 yuan / 6 months; 800 yuan / 12 months

- b) 签证服务费参考价格：100 元/次，如需其他个性化服务，请咨询签证服务公司工作人员

Reference service fee for visa application: 100 yuan per time; for other customized service, please contact staff of the

visa application agency

- c) 实际费用以北京市公安局出入境管理处以及签证服务公司对外公布价格为准，北京外国语大学不收取任何费用。
Actual expenses are subject to the prices publicized by the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau and the visa application agency; BFSU does not charge any fee.
- d) 签证服务公司为北京市公安局出入境管理处指定的服务公司。
The visa application agency is authorized by the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau.
- e) 护照递交后请妥善保管护照收取方提供的收据。
Please keep the receipts properly from the passport collector.
- f) 护照和材料一经递交无法撤回，请您认真规划外出行程。
Your passport and materials, once submitted, cannot be recalled. Please plan your travel accordingly.
- g) 通过签证服务公司办理签证的学生需要保持电话畅通。
Keep your phone in service if you apply the visa through the visa application agency.
- h) 选择任何一种办理方式，签证办理期间都无法在银行柜台办理业务，护照复印件和签证受理回执无法在银行柜台使用，自动取款机和电子银行业务不受影响。
For either channel of visa application, visa applicant cannot have bank counter services before visa is issued, since copy of passport and receipt of visa application are not accepted by bank counter, while use of ATM and e-banking services will not be interrupted.
- i) 选择不同的办理方式，需要提交的材料有可能不一致，具体要求以护照收取方的要求为准。
Materials to be submitted may be different for different channels of visa application, which are required by passport collectors.
- j) 北京市公安局出入境管理处可能会根据具体情况要求提交其他申请材料，学校无法提前告知。
The Exit-Entry Administration Department of Beijing Municipal Public Security Bureau may require additional materials that the university cannot inform you in advance.

6. 常用地址的信息 Useful Addresses

地图中标出的出发点均为北京外国语大学东校区

All starting points marked on the map are the East Campus of Beijing Foreign Studies University (BFSU)

6.1 北京市公安局出入境管理处（办理签证或居留证件）Exit-Entry Administration of Beijing Municipal Public Security Bureau (for Visa or Residence Permit)

地址：北京市东城区安定门东大街2号（雍和宫以东）

Address: No. 2 Andingmen East Street, Dongcheng District, Beijing (East to Yonghegong Lama Temple)

电话：010-84020101

Telephone: 010-84020101

工作时间：星期一至星期六（法定节假日除外）9:00-17:00

Working hours: 9:00-17:00 Monday to Saturday (except official holidays)

出租车：约13公里，40元

By taxi: about 13 kilometers, 40 yuan



公交：

魏公村站上车（4号线天宫院方向）→西直门站换乘（2号线内环）→雍和宫站下车（C西南口出）→向东步行1公里

Public transport:

Take subway Line 4 towards Tiangongyuan at Weigongcun Station → Transfer to subway Line 2 at Xizhimen Station → Get off the train at exit C (the southwest exit) of Yonghegong Lama Temple Station → Walk eastward for 1 kilometer

北京外国语大学留学生办公室



6.2 万寿寺派出所（丢失护照后办理报失证明，签证或居留证件过期办理处罚） Wanshouci Police Station (Report the Loss of Passport and Pay the Penalty for Expiry of Visa or Residence Permit)

地址：北京市海淀区紫竹院路一号
电话：010-68419305
工作时间：8:30-11:30 13:30-18:00
出租车：约 4 公里，15 元

Address: No. 1 Zizhuyuan Road, Haidian District, Beijing
Telephone: 010-68419305
Working hours: 8:30-11:30 13:30-18:00
By taxi: about 4 kilometers, 15 yuan



步行：约 1.4 公里

By walk: about 1.4 kilometers



6.3 北京市公安局海淀分局（签证或居留证件过期办理处罚） Haidian Branch of Beijing Municipal Public Security Bureau (Pay the Penalty for Expired visa or Residence Permit)

地址：北京市海淀区长春桥路 15 号

Address: No. 15 Changchunqiao Road, Haidian District, Beijing

电话：010-82519750

Telephone: 010-82519750

工作时间：8:00-11:30 13:30-17:30

Working hours: 8:00-11:30 13:30-17:30

出租车：约 1.6 公里，13 元

By taxi: about 1.6 kilometers, 13 yuan



步行：1.3 公里

By walk: 1.3 kilometers



7. 其他特殊情况的解决方案 Solutions to Other Special Cases

7.1 护照到期更换新护照 Renewal of Expired Passport

- a) 在中国境内更换护照且持居留证件的同学在取得新护照十天之内必须办理居留证件更新手续
Students holding a residence permit who renewed their passport in China must also apply for the renewal of the residence permit within 10 days from the date of obtaining the new passport.
- b) 在境外取得新护照的同学在入境时需要向中国海关出示新旧两本护照，并在新护照上盖入境章。
Students who obtained a new passport outside China shall present both old and new passports to China Customs and get the stamp on the new passport when entering China.
- c) 取得新护照后立即办理新的临时住宿登记表（用新护照号码登记）
Update the REGISTRATION FORM OF TEMPORARY RESIDENCE immediately after obtaining a new passport (using the new passport number)
- d) 学生服务中心大厅找梁老师领取正式的签证申请表
Get a formal VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM from Mr. Liang at Student Service Center
- e) 学生中心二层留学生办公室，在签证申请表第二页盖章
Get the stamp on the second page of visa application form at the Overseas Students Affairs Office on the second floor of the Student Service Center
- f) 携带所需材料前往[北京市出入境管理处](#)（地址：东城区安定门东大街2号，小街桥签证大楼）办理
Bring all necessary materials to [Exit-Entry Administration Department of Beijing Municipal Public Security Bureau](#) (Address: Visa Building near the Xiaojie Bridge, No. 2 Andingmen East Street, Dongcheng District)

所需材料：Materials required:

- 新旧两本护照 Old and new passports
- 2寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)（必须使用新护照号码并盖章）
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#) (using the new passport number and stamped)
- 签证申请表（需盖章）
VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM (stamped)

7.2 丢失护照 Loss of Passport

- a) [派出所](#)办理《[护照报失证明](#)》
Get the [CONFIRMATION OF REPORTING THE LOSS OF PASSPORT](#) at [local police station](#)
- b) 大使馆申请办理新护照
Apply for a new passport at the Embassy
- c) 取得新护照后立即办理新的[临时住宿登记表](#)
Update the [REGISTRATION FORM OF TEMPORARY RESIDENCE](#) immediately after obtaining a new passport
- d) 学生服务中心大厅找梁老师领取正式的签证申请表

- Get a formal Visa/Stay Permit/Residence Permit Application Form from Mr. Liang at Student Service Center
- e) 学生中心二层留学生办公室，在签证申请表第二页盖章
Get the stamp on the second page of visa application form at the Overseas Students Affairs Office on the second floor of the Student Service Center
- f) 携带所需材料前往北京市出入境管理处（地址：东城区安定门东大街2号，小街桥签证大楼）办理
Bring all required materials to Exit-Entry Administration Department of Beijing Municipal Public Security Bureau (Address: Visa Building near the Xiaojie Bridge, No. 2 Andingmen East Street, Dongcheng District)

所需材料：Materials required:

- 护照 Passport
- 2寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)
- 签证申请表（需盖章）
VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM (stamped)
- [护照报失证明](#)
[CONFIRMATION OF REPORTING THE LOSS OF PASSPORT](#)

7.3 实习加注 Off-campus Internship Annotation Application for International Students

实习加注办理办法（在华学习期限超过180天的学生可申请）：

How to add the internship information to the Residence Permit (students who study in China for more than 180 days can apply):

- a) 学院办公室，提出申请并得到学院批准
File an application to the office of the corresponding college and get the approval
- b) 留学生办公室，取得实习同意函
Get Letter of Consent on Internship from the Overseas Students Affairs Office
- c) 学生服务中心大厅一层梁老师，领取正式的签证申请表
Get a formal Visa/Stay Permit/Residence Permit Application Form from Mr. Liang at Student Service Center
- d) 学生中心二层留学生办公室，在签证申请表第二页盖章
Get the stamp on the second page of visa application form at the Overseas Students Affairs Office on the second floor of the Student Service Center
- e) 携带所需材料前往北京市公安局出入境管理处（东城区安定门东大街2号，小街桥签证大楼）办理
Bring all necessary materials to Exit-Entry Administration Department of Beijing Municipal Public Security Bureau (Address: Visa Building near the Xiaojie Bridge, No. 2 Andingmen East Street, Dongcheng District)

所需材料：Materials required:

- 护照 Passport
- 2寸（35mm×49mm）大小的近期半身正面免冠彩色照片
Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))
- [临时住宿登记表](#)
[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

——签证申请表（需盖章）

VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM (stamped)

——实习单位出具接收实习的证明(证明应为中文)或实习合同，应注明接受实习的留学生的基本信息、就读院校和实习时间，实习单位联系人联系电话

Confirmation Letter of Internship (should be in Chinese) or internship contract provided by the employer, which should indicate the basic information, college and time of internship, as well as the contact information of the intern.

——留学生办公室出具的实习同意函

Letter of Consent on Internship issued by the Overseas Students Affairs Office

7.4 签证/居留证件过期 Expiry of Visa/Residence Permit

a) 办理新的[临时住宿登记表](#)，住校内的学生需要持临时住宿登记表到留学生办公室盖章。

Submit new REGISTRATION FORM OF TEMPORARY RESIDENCE. Students who live on campus should have a stamp of the Overseas Students Affairs Office on the [REGISTRATION FORM OF TEMPORARY RESIDENCE](#).

b) 携带护照和临时住宿登记表前往居住地所在派出所办理签证过期处罚手续，住校内的学生需前往[万寿寺派出所](#)办理。处罚手续办理完成后会收到公安机关开具的《行政处罚决定书》。

Go to local police office for formalities of overstay penalty with passport and REGISTRATION FORM OF TEMPORARY RESIDENCE. Students live on campus should go to Police Station in Wanshouci. Students will receive the Administrative Punishment Decision after completing the procedure.

c) 学生服务中心大厅一层梁老师，领取正式的签证申请表

Get a formal Visa Application Form from Mr. Liang, 1/F of Student Service Center.

d) 学生中心二层留学生办公室，在签证申请表第二页盖章

Get the stamp on the second page of visa application form at the Overseas Students Affairs Office on the second floor of the Student Service Center

e) 携带所需材料前往北京市公安局出入境管理处（东城区安定门东大街2号，小街桥签证大楼）办理

Bring all necessary materials to Exit-Entry Administration of Beijing Municipal Public Security Bureau (Address: Visa Building near the Xiaojie Bridge, No. 2 Andingmen East Street, Dongcheng District)

所需材料：Materials required:

——护照 Passport

——2寸（35mm×49mm）大小的近期半身正面免冠彩色照片

Color photos (recent full-face and bareheaded photos, 2" (35mm × 49mm))

——[临时住宿登记表](#)

[REGISTRATION FORM OF TEMPORARY RESIDENCE](#)

——签证申请表（需盖章）

VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM (stamped)

——行政处罚决定书

Administrative Punishment Decision

8. 附录 Annex

8.1 校园地图 Campus Map

图 V 北京外国语大学校园地图

Picture V Campus Map



8.2 健康检查申请表 Application for Medical Examination

[点击下载打印](#)

[Click to download for printing](#)

8.3 外国人签证证件申请表 VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION FORM

[点击下载打印](#)

[Click to download for printing](#)

8.4 临时住宿登记表 REGISTRATION FORM OF TEMPORARY RESIDENCE

住在校内的学生，住宿登记样式如下图所示：

The registration form for those who live on campus is as follows:

临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE

入住时间 Arrival Date	2017/09/05	退房时间 Departure Date	2018/02/02	房号 Room No.	
中文姓名 Chinese Name		英文姓 Surname		英文名 First Name	
证件类型 Type of Certificate	普通护照	证件号码 Certificate No.		性别 Sex	男 出生日期 Date of Birth
国籍 Nationality		职业 Occupation		来京理由 Purpose of Arrival	
签证类别 Type of Visa	短期学习签证	签证有效期 Valid Visa	2018/02/02	签证单位 Issued by	
签证编号 Visa NO.		入境口岸 Entry port		接待单位 Received by	北外
入境日期 Date of Entry into China		离境日期 Date of Exit From China		备注 Remarks	

临时住宿登记表办理地点：

住在北外西院的同学：[西院白楼服务台（West Campus 4）](#)

住在北外东院的同学：[东院国交楼服务台（East Campus 9）](#)

Places to apply for the REGISTRATION FORM OF TEMPORARY RESIDENCE

For those living on West Campus: Service Counter at [International Student Dormitory \(West Campus - 4\)](#)

For those living on East Campus: Service Counter at [International Student Dormitory \(East Campus - 9\)](#)

校外住宿的学生，住宿登记样式如下图所示：

The Registration Form for those who live off campus is as follows:

No. 02414

临时住宿登记表 表(三)

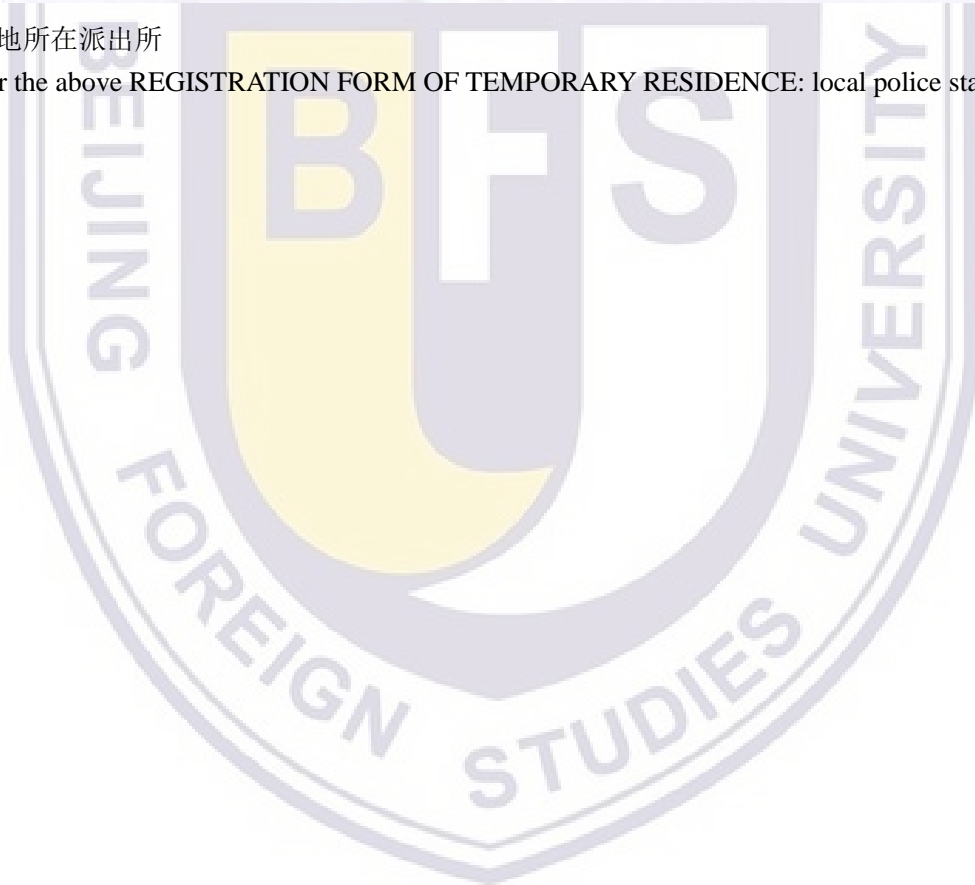
REGISTRATION FORM OF TEMPORARY RESIDENCE

英文姓 Surname	英文名 First Name	性别 Sex
中文姓名 Name in Chinese	国籍 Nationality	出生日期 Date of Birth
证件类型 Type of Certificate	证件号码 Certificate No.	签证类别 Type of Visa
签证有效期 Valid Visa	抵达时间 Date of Arrival	离开时间 Date of Departure
住房种类 Housing Status	住址 Address	社区民警 Community Police

派出所联系电话:

办理地点：居住地所在派出所


Places to apply for the above REGISTRATION FORM OF TEMPORARY RESIDENCE: local police stations.



8.5 外国来华留学人员签证申请表 (JW201/202) Visa Application for Study in China (JW201/202)

外国留学人员来华签证申请表
Visa Application for Study in China

中华人民共和国教育部印制/Printed by the Ministry of Education (MOE) of PRC JW202

No. [REDACTED] /	接受院校/Host Institution: 北京外国语大学			
由 接 受 留 学 人 员 院 校 填 写	姓名: 姓/Family Name [REDACTED] 名/Given Names [REDACTED] Name: [REDACTED]			
	国籍/Nationality: [REDACTED]	护照号码/Passport No.: [REDACTED]	性别/Sex: 男	婚否/Marital Status: 单身
	出生日期: 年 月 日 Date of Birth: 1996 y. m. d.	出生地点/Place of Birth: [REDACTED]		
	家庭地址和电话/Home Add.&Tel: [REDACTED]			
	最后学历/Highest Academic Degree Obtained: 本科		职业/Occupation: 学生	
	工作或学习单位/Employer or Institution Affiliated: [REDACTED]			
	来华学习专业/Field of Study in China: 中国商务研究		学习期限: 自 2018 年 03 月至 2018 年 07 月 Duration: from 2018 y. m. to 2018 y. m.	
	学生类别/Student Status: 普通进修生		注册截止日期/Deadline for Registration: 2018 年 03 月 01 日/d.	
	推荐单位和电话/Reference & Tel: [REDACTED]			
	在华事务担保人和电话/Guarantor in China & Tel: [REDACTED]			
经费来源/Source of Funding: 奖学金/Scholarship <input type="checkbox"/> ; 自费/Self-supporting <input type="checkbox"/> ; 其他/Other <input type="checkbox"/> 经济担保人或机构/Financial support will be provided by: [REDACTED]				
审 批 机 关 盖 章	Authorized by:  (印章/Seal)		中 请 人 签 字: Signature of Applicant: 年 月 日 y. m. d.	
备 注	1. 此表仅限于非政府渠道接受的外国留学人员使用。 2. 请持本表前往中国使(领)馆申请来华学习签证。 3. 请持本表到校注册。 Notes: 1. This form is for private and inter-institutional students. 2. Please present this form to apply for student entry visa at the Chinese Embassy or Consulate General. 3. Please present this form to register at the host institution.			

8.6 入学通知书原件 The Original Copy of Letter of Admission

北京外国语大学
录取通知书

女士:

我们高兴地通知您，经审查您的申请材料，我校决定录取您作为普通进修生，自2017年09月起至2018年01月到我在中国语言文学学院学习汉语言专业，授课语言为汉语。

在华期间，您的一切费用根据校际交流协议执行。

如果您自愿遵守中国的法律、法规和学校的校纪、校规，请您持本《录取通知书》、《外国留学人员来华签证申请表》(JW202)表、《外国人体格检查记录》及血液化验报告（均为原件），前往中国大使馆（领事馆）申请来华学习签证，并于2017年09月06日至2017年09月07日期间，持上述证明到我校报到，因故不能按期报到，必须事先征得我校同意。否则，将视为自动放弃入学资格。

学生本人签字

年 月 日**注意事项:**


- 1、请您一定持来华学习签证入境。否则，一切后果由本人自负。
- 2、请准备8张照片（与本人护照照片一致）。
- 3、入境后，请立即到学校办理报到手续，并在留学生办公室登记签证信息，如个人原因导致签证过期，所受处罚的一切费用自理。

地址：北京市海淀区西三环北路19号留学生办公室

电话：08610-8881-6549

Email: wsclxb@bfsu.edu.cn

8.7 体检报告原件 CERTIFICATE OF VERIFICATION



中华人民共和国出入境检验检疫
ENTRY-EXIT INSPECTION AND QUARANTINE
THE PEOPLE'S REPUBLIC OF CHINA
境外人员体格检查记录验证证明
CERTIFICATE OF VERIFICATION
(FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)

正本

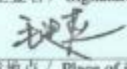
编号 No. 100001021705


姓 / Surname	名 / Given names
性别 / Sex	出生日期 / Date of birth
女 / Female	
国籍 / Nationality	证件号码 / Passport or ID No.
职业 / Occupation	
学生 Student	
公司 / 学校 / 其它 Company / school / others	
北京外国语大学	
通讯地址 [中国] / Mailing address (China)	
无	
电话号码 [中国] / Telephone Number (China)	
无	

- 兹证明此申请人所持健康检查记录，经过验证，符合要求。
- 本证明自签发之日起，有效期为六个月。

This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.

This certificate is valid for six months from the date of issue.

医生姓名 / Name of Doctor	医生签名 / Signature of Doctor
毛迅燕 MAOXUNYAN	
签发日期 / Date of issue	签发地点 / Place of issue
SEP-11-2017	北京市海淀区西北旺镇德政路10号 NO. 10 Dezheng Road, Haidian District, Beijing.



Official Stamp

[5-7(2003.1.1)*1]



8.8 外国人签证证件受理回执 VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION

RECEIPT

选择去出入境管理处办理签证或居留证件的学生，递交护照和申请材料后会得到外国人签证证件受理回执，办理期间可凭此回执在中国境内乘坐飞机、火车，入住酒店。绿色箭头显示，取护照时需要缴纳的费用，红色箭头显示取护照的地点，蓝色箭头显示取护照的日期。此回执非常重要，不能丢失。

Those who apply visa through the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau, after getting the Visa/Stay Permit/Residence Permit Application Receipt, may book flight tickets, train tickets, or hotels using the receipt. The fee to be paid when collecting the passport is marked by the green arrow as follows. The red arrow points out where to collect the passport. The blue arrow points out when to collect the passport. Please take good care of this very important receipt.



编号: 0079593

V00000009438239

外国人签证证件受理回执

VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION RECEIPT

英文姓	英文名		
Surname	Given name		
中文姓名	出生日期	年	月
Name in Chinese	Date of birth	M	D
性别	国籍	护照号码	申请项目
Sex	Nationality	Passport No.	Application
拟收费用	取证地点	取证日期	居留证件申请
Fee	W011 Collection site	20131220	
受理人	申请人签名	Collection site	20131204
Received by	Application's signature	受理日期	20131204
		出入境管理总队	Received on

8.9 护照报失证明 CONFIRMATION OF REPORTING THE LOSS OF PASSPORT

编号: 15030901

护照报失证明
CONFIRMATION OF REPORTING THE LOSS OF PASSPORT

姓名 _____ 性别 _____ 出生日期 _____ 国籍 韩国
Name in Full _____ Sex _____ Date of Birth _____ Nationality _____

于 2015 年 3 月 9 日向我局报告他（她）的护照（号码: _____）
Reported at our bureau on (Date) _____ that his/her passport (No. _____)

于 2015 年 3 月 9 日在 北京（地点）丢失。
was lost on (Date) _____ at (Where) _____


盖章: _____
STAMP: _____
出入境管理大队

日期: 2015 年 3 月 9 日
DATE: _____


BEIJING FOREIGN STUDIES UNIVERSITY