SICHUAN UNIVERSITY

亲爱的老师：

欢迎您加入四川大学！

为了您在四川大学期间，更好地了解中国的法律法规，享受成都丰富多彩的生活，顺利完成科研教学任务，四川大学国际合作与交流处（以下简称为国际处）特制定该提示手册，供您随时查询参考，以减少和避免各种不必要的麻烦。

A　持Z签入境后，您需要：

1. 开具“住宿登记表”（请于入住后24小时内开具。住宿登记表当日可取，请妥善保管）。具体地址为：各住宿地所在辖区派出所。住宿登记表的开具需要：①护照原件，②住房合同/住宿证明（由住宿地物业公司，或由学校开具的住宿证明等）。

2. 进行健康体检（体检后大概2-3个工作日出报告）。具体地址为：（四川省出入境检验检疫局；亦为四川国际旅行卫生保健中心）成都市桐梓林北路1号；联系电话：028-85197251。健康体检的开具需要您带上：①护照原件，②早上11点前前往进行体检。由于需要查血，所以请注意③空腹前往。

3. 办理“外国人工作许可证”（大概15-20个工作日）。具体地址为：（由各学院外事秘书代办。详细地址请咨询贵院各位外事秘书）。

请注意Z签的有效时期为从入境日起30日，所以请各位老师入境后抓紧时间办理相关手续。

样　本

境外人员住宿登记表　TEMPLATE

Accommodation Registration Form for Aliens

英文姓 Surname		英文名 Given name		中文姓名 Name in Chinese	
性别 Sex	男(M) ○ 女(F) ○	国籍/地区 Nationlity/Region		职业 Occupation	
出生日期 Date of Birth		身份证件 Passport/ID Certificate	种类 Type	普通护照	
			号码 No.		
签证(注)/居留许可 Visa/Resident Permit	种类 Type		有效期限 Validity		
	号码 No.		签证机关 Issued By		
来华事由 Purpose of stay in china			工作机构 Employer		
入住日期 Move-in china		拟离开日期 Date of department			
住房种类 Type of Accommodation	宾馆 Hotel ○ 宿舍 Dormitory ○ 居民家 Home Staty ○ 其它 Others ○ 出租房屋 Rented House ○ 自购房屋 Self_purchased House ○				
住址 Address		本人联系电话 Telephone Number			
房主姓名 Name of home owner		房主身份证号码 ID No. of Home Owner			
		房主电话 Home Owner's telephone			
紧急情况下联系人 Connect in Energency		联系电话 Telephone Number			
备注 Remarks					

申报人签名：Signature:　　填表日期：Date: 2015 年 12 月 07 日

登记单位签章：Seal of Registering unit:　武侯区分局联合塔派出所

B　请特别注意您的护照、“外国专家证或外国人工作许可证”（外国人工作许可证）以及“中华人民共和国外国人居留许可”的有效期限。在有效期限前两个月，如果您仍打算与四川大学续签合同，继续在此工作生活，请及时向贵院外事秘书提供①护照原件，②合同（续签合同），③外国专家证或外国人工作许可证（原件）。④照片（2张，白底）⑤住宿登记表原件，接下来我们会协助您办理专家证延期手续。

您的专家证延期办好后，我们会通知您，请您携带①护照原件，②外国专家证或外国人工作许可证（原件），③住宿登记表原件，④签证表，⑤报告，⑥照片（1张）⑦签证费（400元/年/人）⑧涉外单位联系卡，赴成都市公安局出入境管理局办理您的居留许可延期。

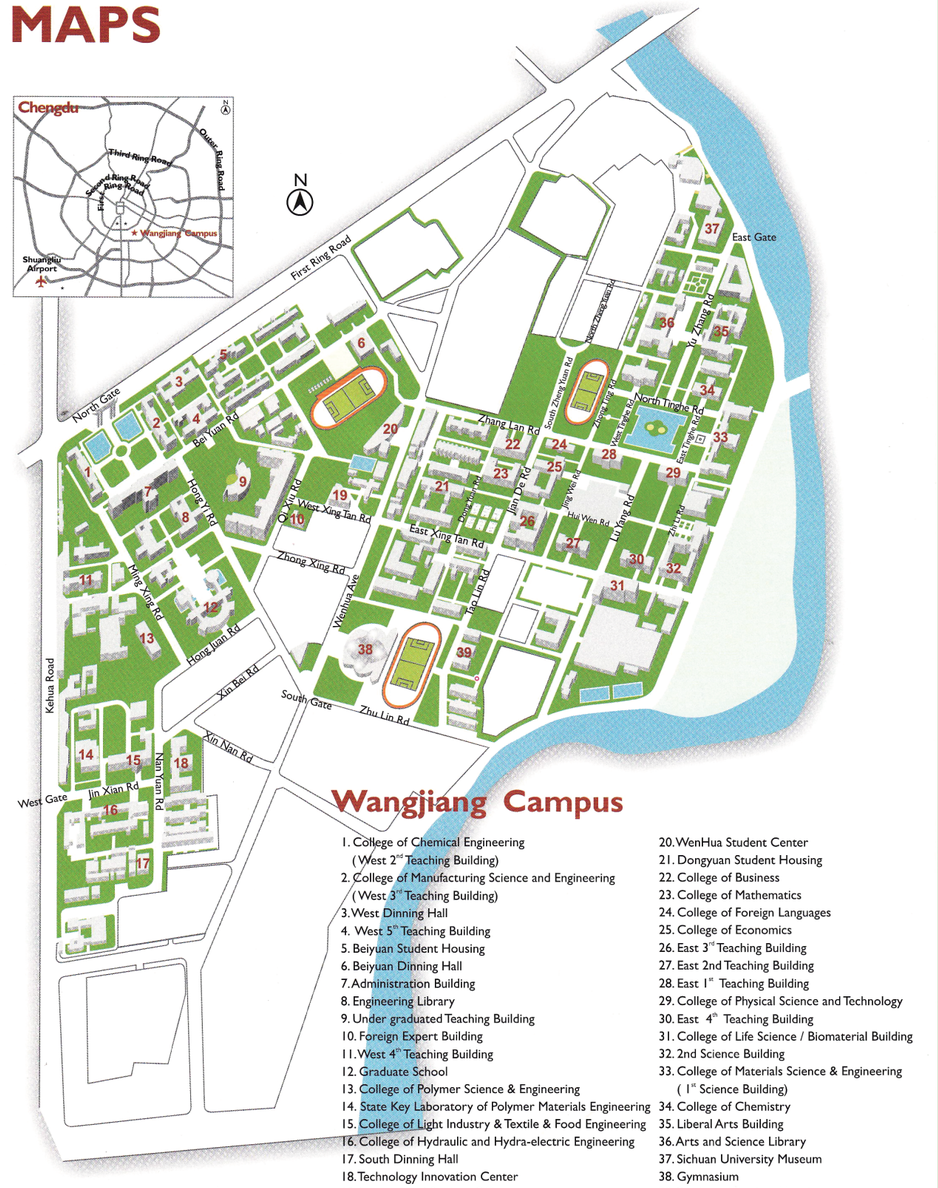
C　您的“外国专家证”或外国人工作许可证及“中华人民共和国外国人居留许可”如果超期未办理延长手续，您的“外国专家证外国人工作许可证”将会作废，则需要从头办理工作许可及出境办理工作签证，且出境生活的一切费用自理；同时居留许可逾期则为非法居留，您将会受到相关处罚。此规定参照《中华人民共和国出境入境管理法》（http://global.scu.edu.cn/?channel/49/192/_/1113）。

D　您启用了新护照吗？如果因原护照过期，遗失等原因使用新护照，请您在新护照启用后，①到当地派出所办理住宿登记表，②四川大学办证服务中心开具报告，③公安局出入境管理局办理登记更新护照居留许可程序（出入境一般需要三周来办理）。注意：请保留收到新护照时的凭证（如快递单等有日期证明的凭证），并向公安局出入境管理局出示该凭证。**请务必在10日内**完成以上①-③项步骤，否则您需要去当地派出所接受警告处罚，并携带处罚书才能去出入境办理护照变更手续。以上步骤结束后，向贵院秘书提交①护照原件（新旧），②住宿登记表（复印件），④外国专家证或外国人工作许可证（原件），⑤照片（2张，白底）以便办理您的专家证信息变更程序。

E　您的住址变了吗？如果搬了家，请您在搬家后10日内，到当地派出所办理住址变更及住宿登记手续。同时向贵院秘书提交①护照原件，②住宿登记表，③外国专家证（原件），④照片（2张，白底）以便办理您的专家证信息变更程序。

F　您有汽车或摩托车吗？如果有，请到成都市公安局交通管理局车辆管理所办理申请《中华人民共和国机动车行驶证》和《中华人民共和国机动车驾驶证》手续。

MAPS



SICHUAN UNIVERSITY

温馨提示

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

2800010515092900015

编号 No.

姓 / Surname　名 / Given names

性别 / Sex　出生日期 / Date of birth

国籍 / Nationality　证件号码 / Passport or ID No.

职业 / Occupation

公司 / 学校 / 其它 Company / School / others

通讯地址[中国] / Mailing address (China)

电话号码[中国] / Telephone No. (China)

照片 PHOTO

样　本 TEMPLATE

■ 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

孟　菁　MENG JING

签发日期 / Date of issue　签发地点 / Place of issue

Sep-29-2015　中国.四川省成都市桐梓林北路1号 Tongzilin North Road No. 1 Chengdu, Sichuan, P.R.C

Official Seal

[5-7(2003.1.1)*1]

AA0981239

或外国人工作许可证（原件），⑤照片（2张，白底）以便办理您的专家证信息变更程序。

附　有关部门联系方式

- 四川大学国际合作与交流处
  外国专家与交流科
  外事办证服务中心
  电话：028-85462930　028-85467116
  地址：望江校区（成都市一环路南一段24号）
  西区留学生公寓一楼
  工作时间：8：30-12：00；14：30-18：00
  （周一至周五，国家法定节假日及寒暑假除外）

- 成都市公安局出入境管理局
  地址：成都市青羊区人民西路2号
  成都市出入境接待中心3楼
  电话：028-86407067
  工作时间：9：00-12：00；13：00-17：00
  （周一至周五，国家法定节假日除处）

- 成都市外国专家局
  地址：成都市青羊区人民西路2号
  成都市出入境接待中心3楼11-14号窗口
  电话：028-62377790
  工作时间：9：00-12：00；13：00-17：00
  （周一至周五，国家法定节假日除处）

- 成都体检机构：四川国际旅行卫生保健中心（出入境检验检疫局）
  地址：成都市桐梓林北路1号
  电话：028-85197251
  工作时间：8：30-11：30
  （周一至周五，国家法定节假日除处）

紧急联络人

四川大学国际合作与交流处

朱佳赟　85462930　13693427893
zhujiayun2005@163.com

马凌晓　85467116　15928699889
lynne0324@163.com

Helpful Tips

SICHUAN UNIVERSITY

Dear teachers,

Welcome to Sichuan University!

To help you better understand the laws, rules and regulations of China, enjoy the colorful life in Chengdu and smoothly complete your research and teaching tasks during your stay in SCU, the International Office of Sichuan University (hereinafter referred to as "International Office") offers this information for your consulting or reference.

A. Upon entry with the "Z" visa, you are required:

1. To be issued with "the Accommodation Registration Form"(within 24 hours after check-in; it can be provided on the same day. Please properly keep it!), with the address as "the police station where the accommodation is located."
To issue such Accommodation Registration Form, the following documents shall be provided: ①original passport and②Contract of Lodging/Certificate of Lodging (or the Certificate of Lodging to be issued by the property management company of the lodging or SCU).
2. to have a physical examination (the report will be issued within 2-3 working days upon such examination).
Telephone: 028-85197251.
Address: (Sichuan Entry-exit Inspection and Quarantine Bureau, also called Sichuan International Travel Health Care Center) No.1, North Tongzilin Road, Chengdu; Contact
To issue the health care certificate, you shall ①bring original passport and ②have the physical examination before 11:00am. Due to the blood examination, you must ③keep your stomach empty.
3.Application for the Foreign Expert Certificate or Foreigner work Certificate (to be issued within 15-20 working days).
Address: (to be handled by the secretary for foreign affairs of your college. For details, please consult with the secretary

for foreign affairs of your college).
Upon completion of Step 1 and Step 2, you shall submit your ①original passport; ②original diploma; ③original medical examination report; ④original Accommodation Registration Form; ⑤three 3×4cm standard head photos in white ground, to the secretary for foreign affairs of your college at the earliest time. We will assist you in handling of Foreigner work Certificate.
4.Application for Alien Residence Permit (to be issued within about 15 working days.)
Address: (Exit & Entry Administration Division of Chengdu Public Security Bureau) 3/F, the Reception Center of Exit & Entry Administration Division of Chengdu Public Security Bureau, No.2, West Renmin Road, Qingyang District, Chengdu City; Tel: 028-86407067
Upon completion of the Foreigner work Certificate, please get the following documents at the secretary of foreign affairs of the college:①original Foreigner work Certificate; ②original passport; ③original health examination report; ④original Accommodation Registration Form and other application materials (including ⑤Residence Permit Application Form; ⑥Application Report; ⑦Work contact sheet),and bring⑧Visa application fee 400 RMB per year with you to PSB. Meanwhile, we will return to you the original diploma. Please properly keep them.Please note that, your original passport will be relinquished at the time of handling the residence permit, but a receipt there of will be given to you. With this receipt, you can lodge in a hotel or buy air tickets and travel within the territory of the People's Republic of China during the validity period of such receipt. You will need this receipt to collect your original passport after residence permit is processed.

Please note that the effective period of the "Z" visa is 30 days from the date of entry; thus you are requested to finish relevant procedures after registering in a timely manner upon entry into the People's Republic of China.

样 本

境外人员住宿登记表 TEMPLATE

Accommodation Registration Form for Aliens

英文姓 Surname		英文名 Given name		中文姓名 Name in Chinese	
性别 Sex	男(M) ○ 女(F) ○	国籍/地区 Nationlity/Region		职业 Occupation	
出生日期 Date of Birth		身份证件 Passport/ID Certificate	种类 Type	普通护照	
			号码 No.		
签证(注)/居留许可 Visa/Resident Permit	种类 Type		有效期限 Validity		
	号码 No.		签证机关 Issued By		
来华事由 Purpose of stay in china			工作机构 Employer		
入住日期 Move-in china		拟离开日期 Date of department			
住房种类 Type of Accommodation	宾馆 Hotel ○ 宿舍 Dormitory ○ 居民家 Home Staty ○ 其它 Others ○ 出租房屋 Rented House ○ 自购房屋 Self_purchased House ○				
住址 Address		本人联系电话 Telephone Number			
房主姓名 Name of home owner		房主身份证号码 ID No. of Home Owner			
		房主电话 Home Owner's telephone			
紧急情况下联系人 Connect in Emergency		联系电话 Telephone Number			
备注 Remarks					

申报人签名: Signature:　　填表日期: 2015年12月07日 Date: 2015 yy 12 mm 07 dd

登记单位签章: Seal of Registering unit:　　武侯区分局跳伞塔派出所

280001051509290015

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.

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

照片 PHOTO

样 本 TEMPLATE

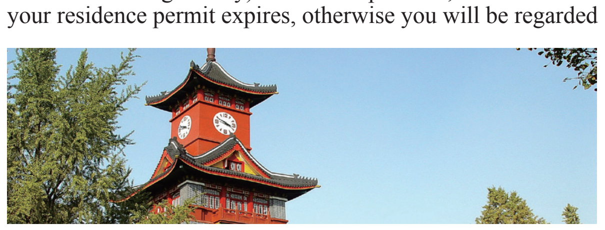
■ 兹证明此申请人所持健康检查记录，经过验证，符合要求。
■ 本证明自签发之日起，有效期为六个月。
This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.
This certificate is valid for six months from the date of issue.

医生姓名 / Name of Doctor　孟 菁　　医生签名 / Signature of Doctor　MENG JING
签发日期 / Date of issue　Sep-29-2015　　签发地点 / Place of issue　中国.四川省成都市桐梓林北路1号 Tongzilin North Road No. 1 Chengdu, Sichuan, P.R.C

Official Stamp

[5-7(2003.1.1)*1]　　AA0981239

B. Please pay special attention to the validity period of your passport, the Foreign Expert Certificate(or foreigner work certificate) and the Residence Permit for Foreigners in the People's Republic of China. If you intend to renew your Foreign Expert Certificate or Foreigner work Certificate and the Residence Permit, you shall submit①the original of your passport; ②the Contract (renewed contract) and③ the Foreign Expert Certificate or Foreigner work Certificate (original) ;④two 3×4cm standard head photos in white ground; ⑤original Accommodation Registration Form to the secretary of foreign affairs of your college at least two months in advance before your Foreign Expert Certificate or Foreigner work Certificate or Residence Permit expires, and then we will assist you in handling of your Foreign Expert Certificate or Foreigner work Certificate extension. After we get your renewed Foreign Expert Certificate or Foreigner work Certificate (It usually takes 15 working days), we will inform you to go PSB immediately, please make sure to bring the following documents with you ①original passport; ②original Foreign Expert Certificate or Foreigner work Certificate; ③original Accommodation Registration Form ④ Residence Permit Application Form; ⑤Application Report; ⑥One 3×4cm standard head photos ⑦Work contact sheet ⑧ Visa application fee 400 RMB per year and go to the PSB(Entry and Exit Administration Bureau of the Public Security Bureau of Chengdu City) as soon as possible, at least before your residence permit expires, otherwise you will be regarded as illegal resident.



C.If your Foreign Expert Certificate or Foreigner work Certificate and the Residence Permit for Foreigners in the People's Republic of China have exceeded the time limit, but you fail to finish the procedure of renewal thereof, your Foreign Expert Certificate or Foreigner work Certificate will be rescinded and then you shall leave China in order to reapply for such work permit and work visa; meanwhile, the overdue residence permit shall be regarded as illegal residence, then you will be punished accordingly as per *the Exit and Entry Administration Law of the People's Republic of China*
(http://global.scu.edu.cn/?channel/49/192/_/1113).

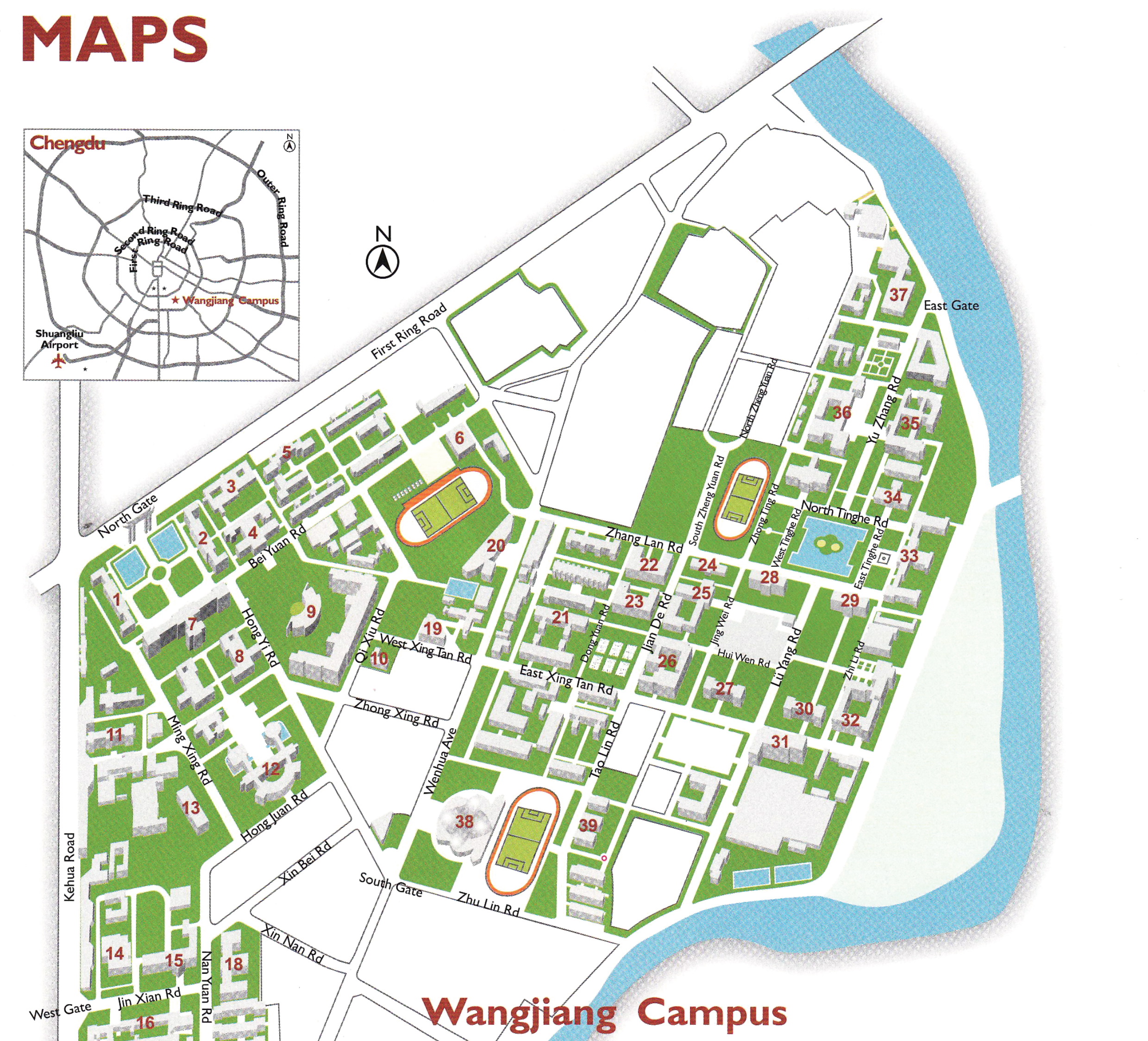
D.Have you started using your new passport? In case you use a new passport due to the expiration of passport or loss thereof, you are kindly requested to finish the following steps within ten days after you receive your new passport ①go to local police station to get a new Accommodation Registration Form, ②Bring your Foreign Expert Certificate or Foreigner work Certificate to us (Administration Service Centre for Overseas Affairs, Sichuan University, Add: Floor 1, West Oversea Students Dormitory , Wangjiang Campus) to get a Report, ○3Bring all the documents from①②, your passports (new and old passports) , Visa Application Form and Work contact sheet go to the PSB to transfer your residence permit from you old passport to your new passport(15 working days). (P.S. please keep the proof which can show the date you receive your new passports, and show it to the PSB, and make sure you finish all the above steps **within 10 days** from the day you receive your new passport otherwise you need to get a warning from the local police station and bring the punishment decision with you when you go to PSB.)
After you get your passports back from the PSB, please bring them to us, we will help you handing the procedure of your

Foreign Expert Certificate or Foreigner work Certificate information change.

E.Have you changed your address? If you have moved, you shall go to the local police station to handle the procedures of address change and accommodation registration within 10 days upon your relocation. Meanwhile, you shall submit ①the original of your passport, ②the Contract (renewed contract) and③the Foreign Expert Certificate or Foreigner work Certificate (original), ④two 3×4cm standard head photos to the secretary of foreign affairs of your college to go through the procedure of changing your information in your expert certificate.

F.Do you have a car or motorcycle? If so, please go to the Vehicle Management Station of the Transportation Bureau of the Public Security Bureau of Chengdu to apply for the Vehicle Driving License of the People's Republic of China and the Motor Vehicle Driving License of the People's Republic of China.

MAPS



Wangjiang Campus

1. College of Chemical Engineering (West 2nd Teaching Building)
2. College of Manufacturing Science and Engineering (West 3rd Teaching Building)
3. West Dinning Hall
4. West 5th Teaching Building
5. Beiyuan Student Housing
6. Beiyuan Dinning Hall
7. Administration Building
8. Engineering Library
9. Under graduated Teaching Building
10. Foreign Expert Building
11. West 4th Teaching Building
12. Graduate School
13. College of Polymer Science & Engineering
14. State Key Laboratory of Polymer Materials Engineering
15. College of Light Industry & Textile & Food Engineering
16. College of Hydraulic and Hydra-electric Engineering
17. South Dinning Hall
18. Technology Innovation Center
19. International Student Office
20. WenHua Student Center
21. Dongyuan Student Housing
22. College of Business
23. College of Mathematics
24. College of Foreign Languages
25. College of Economics
26. East 3rd Teaching Building
27. East 2nd Teaching Building
28. East 1st Teaching Building
29. College of Physical Science and Technology
30. East 4th Teaching Building
31. College of Life Science / Biomaterial Building
32. 2nd Science Building
33. College of Materials Science & Engineering (1st Science Building)
34. College of Chemistry
35. Liberal Arts Building
36. Arts and Science Library
37. Sichuan University Museum
38. Gymnasium
39. Graduated Student Housing

Please refer to *the Exit and Entry Administration Law of the People's Republic of China*
http://global.scu.edu.cn/?channel/49/192/_/1113

Contact:

Administration Service Centre for Overseas Affairs
Foreign Expert and Exchange Section
International Office
Sichuan University
Address: Administration Service Centre for Overseas ffairs, Floor 1, Oversea Students Dormitory (West Campus), Wangjiang Campus (No.24, South Section 1, Yihuan Road, Chengdu City)
Tel: 028-85402930 028-85467116
Working hours: 8:30-12:00; 14:30-18:00 (From Monday to Friday, excluding statutory holidays as well as winter and summer vacations)

Entry and Exit Administration Bureau of the Public Security Bureau of Chengdu City
Address: 3/F, Chengdu Municipal Entry and Exit Reception Center, No.2 West Renmin Road, Qingyang District, Chengdu City
Tel: 028-86407067
Working hours: 9:00-12:00; 13:00-17:00 (From Monday to Friday, excluding statutory holidays)

Bureau of Foreign Expert Affairs of Chengdu City
Address: No.11-14 Windows, 3/Floor, Chengdu Municipal Entry and Exit Reception Center, No.2 West Renmin Road, Qingyang District, Chengdu City
Tel: 028-62377790
Working hours: 9:00-12:00; 13:00-17:00 (From Monday to Friday, excluding statutory holidays)

Physical examination organization: Sichuan International Travel Healthcare Center (Entry-Exit Inspection and Quarantine Bureau)
Address: No.1 North Tongzilin Road, Chengdu City
Tel: 028-85197251
Working hours: 8:30-11:30 (From Monday to Friday, excluding statutory holidays)

Emergency contact:
Ms. Jiayun Zhu
85462930，13693427893，zhujiayun2005@163.com
Ms. Lingxiao Ma
85467116，15928699889，lynne0324@163.com