

第三节 居留许可及签证（住宿登记）

一、办理居留许可

1、留学生必须持《录取通知书》、《JW 表》在中国驻外使领馆申请 X 签证后，方可至我校报到注册。留学生应在进入中国境内后 X 签证过期前申请办理居留许可。学生所持旧居留许可到期前一个月到 209 办公室申请延期。

2、留学生在居留许可有效期内可以自由往返于中国和国籍国，不需要再申请其他签证，但离境前必须到留学生办公室登记备案。

3、留学生家属如需来华陪读，应经我校同意后向中国驻外使领馆申请签证。留学生家属可持使领馆盖章的亲属关系证明、中文翻译件，及健康证明申请居留许可（陪读）。家属的陪读居留许可不能超过留学生居留许可有效期。

4、护照首页、各类签证、居留许可、均不得涂改、损坏，违者将受到处罚。

二、费用及处罚

1、费用

办理居留许可各阶段所需费用如下：

（1）体检费：250 元；认证费（只认证不检查）：70 元；（学生携带在本国体检并在有效期内的报告）

（2）一年及一年以下居留许可费：400 元；

（3）一年以上，三年以下居留许可费：800 元；

（4）三年以上，五年以下居留许可费：1000 元；

（5）居留许可事项变更费：200 元。

2、处罚

留学生及其家属应该认真核查自己签证或居留许可的有效期并务必在有效期终止前 10 日内到留学生办公室申请延期。居留许可办理的有效期限最短期限为 6 个月，留学生须足额缴纳学费及保险费。

根据《中华人民共和国出境入境管理法》，外国人非法居留一天罚款 500 元，且罚款无上限。情节严重者，将被采取行政拘留等行政处罚措施。

3、特殊情况

(1) 若留学生护照即将过期，请提前安排足够时间更新护照。如果因为护照更换而导致居留许可过期的，也将受到中国法律法规的处罚。更换护照需要较长时间的，请在护照过期前两个月到留学生办公室登记备案，以便向出入境管理局提出减免处罚申请。

(2) 无法足额缴纳学费的留学生，我校无法提供办理居留许可所需的材料，请留学生提前做好财务安排，否则必须在居留许可到期前离境，以免非法滞留引起处罚。

三、严禁非法打工

根据《中华人民共和国出境入境管理法》第四十三条的有关规定，外国人有下列行为之一的，属于非法就业：

- (1) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；
- (2) 超出工作许可限定范围在中国境内工作的；
- (3) 外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

一旦发现有非法打工，将根据《中华人民共和国出境入境管理法》第八十条的有关规定，对外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

请全体留学生注意不要在校外任何单位参与非法打工和交易。此外，根据《中国地质大学学生违纪处分办法》第十五条，受到治安管理处罚或违法犯罪受到行政拘留或刑事拘留，情节严重、性质恶劣的，给予开除学籍处分。

出入境管理部门和学校绝不会包庇和纵容非法打工的留学生。请全体留学生一定不要参与非法打工或其他商业性及非商业性就业活动。

Section 3 Resident Permit & Visa

1. Resident Permit

(1) Before entering China, international students will have to apply for an X-Visa from a Chinese embassy or consulate in the country of their residence with their admission letter and JW form. Once in China, students must apply for a residence permit before the X Visa expires. Continuing students will need to apply for a new residence permit at office 209 one month in advance before the old residence permit expires.

(2) Students with a valid residence permit do not need to apply for other visas, but must go to international office to register.

(3) If an international student invites a family member, the family member will need to first apply for an entry visa from the Chinese embassy or consulate in their country of residence with consent of the university. Once in China, family members can apply for residence permit with the kinship certificate, Chinese translation of the kinship certificate which they can acquire from the embassy or consulate in China and Physical Examination certificate. Residence permit for family members cannot exceed the international students residence permit expiration date.

(4) Various types of visas, residence permits, and passport pages shall not be altered or damaged. International students that violates this will be punished.

2. Cost for Physical Examination and Residence Permit:

(1) Physical Examination Tests: Complete physical examination for students without a valid physical examination certificate from their countries: 250 Yuan;

Partial physical examination for students with a valid physical examination certificate from their country: 70 Yuan. (The valid examination certificate should be within six months.)

(2) Up to a year residence permit fee: 400 Yuan;

(3) More than one year and up to three years residence permit fee: 800 Yuan;

(4) More than three years residence permit fee: 1000 Yuan;

(5) Modification of residence permit : 200 Yuan.

3. Penalties:

International Students and their families should carefully check the validity of

their visas or residence permits and within 10 days before the visa or residence permit expires, they must apply for an extension in international office. Minimum validity of residence permit is 6 months. Self-supporting students are required to pay tuition and health insurance in full before an extension can be carried out.

According to the People's Republic of China's Law on entry and exit, if a visa or residence permit expires, foreigners will be fined 500 yuan per day for illegal residence and there is no upper limit for fines. If the circumstance is serious, administrative punishments such as detention will be given.

4. Special Situations:

(1) If a student's passport is about to expire, the student should prepare well in advance for acquiring a new passport from their embassy or consulate in China. If the resident permit expires due to failure to acquire a new passport on time, punishment or charges pertaining to expired residence permit will apply. If a longer time period is needed to apply for a new passport, permission should be sought for in international office two months before the passport expires in order to receive documents informing the Wuhan immigration of the expiration of residence permit so as to receive a waiver.

(2) International students who are unable to pay full tuition, will not be provided with materials for residence permit. Students are therefore advised to make financial arrangements well in advance before their residence permits expires. Failure to do so will mean that, the student will have to leave China before the residence permit expires to avoid illegal detention.

5. Illegal Working is Forbidden

According to the relevant provisions of Article 43 of "Exit and Entry Administration Law of the People's Republic of China", any of the following acts of foreigners shall be deemed unlawful employment:

(1) Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations;

(2) Work in China beyond the scope prescribed in the work permits;

(3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

According to the relevant provisions of Article 80 , Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

All international students are requested to be careful not to participate in unlawful employment and transactions in any unit off campus. In addition, in accordance with Article 15 of the Regulations on CUG Disciplinary Action for Students, those who are subject to public security management penalties or illegal or criminal offences are subject to administrative detention or criminal detention, and the circumstances are serious , they shall be expelled from university.

Exit and Entry Administration Departments and University's will never shelter or condone international students who work unlawfully. All international students must not participate in unlawfully jobs or other commercial and non-commercial employment activities.

