

## 第九节 其他

### Section 9 Others

#### 一、留学生无犯罪证明和护照丢失证明办理流程

##### 1、材料准备：

- (1) 护照原件或复印件
- (2) 学校开具的证明

##### 2、流程

- (1) 请携带护照原件或复印件到 213 办公室开具证明
- (2) 请携带护照和证明到中国地质大学保卫处加盖公章
- (3) 请携带护照或复印件、加盖公章的证明、境外人员登记表，到公证机关办理公证证明。

##### 3、护照遗失补办流程

- (1) 学生请在 213 办公室申请护照遗失证明；（一式两份）
- (2) 校内住宿学生请在 209 办公室申请住宿登记；校外住宿学生请在住所地辖区派出所申请住宿登记；（一式两份）
- (3) 学生携带上述材料至喻家山派出所华师警务室申请遗失证明；
- (4) 学生携带以上材料至武汉市出入境管理局（市民之家）办理相关材料；
- (5) 随后学生可在本国大使馆申请新护照；
- (6) 学生取得新护照后，请尽快至 209 办公室备案并申领新居留许可。

#### 1. Process for Applying for a Non-Criminal Record Certificate

##### Materials needed

1. Passport
2. Certificate of Non-Criminal Record Issued By The International Office
3. Temporary Residence Form For Overseas Visitors

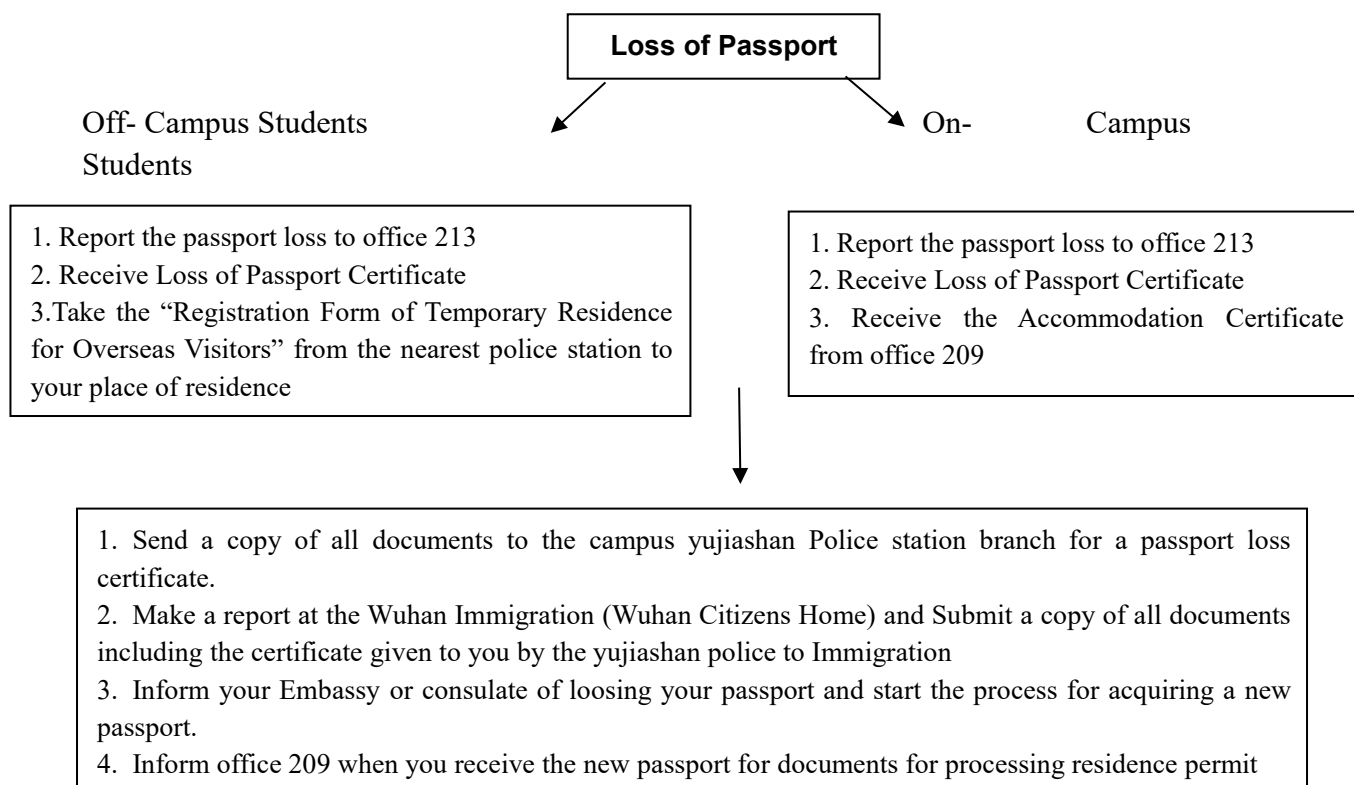
##### Process

1. To acquire a Certificate of Non-Criminal Record, the student has to give either their passport or passport copy to office 206.
2. Then submit both the Non-Criminal Record Certificate and passport or passport

copy to CUG's security department for stamping of the Non-Criminal Record Certificate.

3. The final step is to submit the passport or passport copy, stamped Non-Criminal Record Certificate, residence or accommodation form for overseas visitors to the notary office for a notarization certificate

### Process for Reporting the Loss of a Passport



### 一、学院微信公众账号

关注国际教育学院微信公众账号，及时获取最新、最重要资讯。

### Official Wechat of International Education College

You can get notice and information from official Wechat of International Education College.

Please download Wechat on your cellphone and add CUG Wechat by scanning the QR code below.



### 三、常用地址

#### (Commonly Used Addresses)

#### 1、出入境管理局(签证、居留许可)

##### Immigration Office (Visa, Residence Permit)

(1) 汉口：市民之家出入境管理局，江岸区金桥大道 117 号；乘坐地铁 2 号线在范湖站下车，换乘地铁 3 号线，在市民之家下车即到；

周一至周五：上午 9:00-12:00 下午 13:00-17:00

周六： 9:00-16:00

电话：85395370

Hankou:

Add: Wuhan Citizen's Home Immigration Office, Jin Qiao Road, No. 117,

Subway: Take metro line 2 first and get off at "FAN HU" station, then change to metro line 3 and get off at "WUHAN CITIZENS HOME" station.

Monday to Friday: 9:00-12:00, 13:00-17:00

Saturday: 9:00-16:00

Tel : 85395370

(2) 武昌：高新大道 777 号，高新大道与光谷四路交汇处（光谷公共服务中心）

周一至周五： 上午 9:00-12:00 下午 13:30-17:00

电话：50777171

Wuchang:

Add: The Optical Valley Public Service Center, Gaoxin Road, No. 777

Monday to Friday: 9:00-12:00, 13:30-17:00

Tel: 50777171

### (3) 体检中心-湖北国际旅行卫生保健中心

#### **Physical Examination - Hubei International Traveling Medical Care Center**

武汉市洪山区珞狮南路 457 号，中建三局医院对面，可乘坐 804 路，幸福村下车，马路对面即是。

周一至周五：上午 8:00-11:30

电话：87384283 87384289

Add: Luoshi South Road No.457, Hong Shan District, Wuhan. Across from the China Construction Third Bureau Hospital.

Bus: Take No. 804 Bus to Xingfucun Stop. The center is opposite to bus station.

Monday to Friday: 8:00-11:30

Tel: 87384283 87384289

### (4) 湖北省人民医院

#### **Hubei Provincial People's Hospital**

张之洞路 95 号；乘坐地铁 2 号线在中南路站下车，换乘地铁 4 号线，在复兴路站下车即到。

Add: Zhang Zhidong Road No. 95,

Subway: Take metro line 2 first and get off at "ZHONG NAN LU" station, then change to metro line 4 and get off at "FU XING LU" station。

### (5) 公证处 **Notary Offices for Translating and Notarizing Diploma**

#### ① 湖北省武汉市洪兴公证处

地址：洪山区珞珈山路 19 号中科开物大厦 13 楼

电话：027-87165050

Hong Xing Notary Office, Wuhan, Hubei

Address: 13<sup>th</sup> floor of the Zhongke Kaiwu BUilding, 19<sup>th</sup> Luojiashan Road, Hongshan District



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