**外国留学生报到须知**

**UNIVERSITY OF JINAN**

Registration Notice

1、新生入学报到时应持相应的学习签证，学习时间为六个月以上者须持X1签证、短期学生可以持X2签证办理入学手续。

Freshman should take students visa to register and complete the entrance procedure, long term students(over 6 months) need “X1” visa and the short-term( less than 6 months) student may take “X2” visa.

2、新生应按照入学通知书规定的时间到校办理入学手续。如果提前或推迟报到，需提前一周通知留学生管理办公室。非极特殊原因，逾期一个月不报到者，视为自动放弃入学资格。

Freshman should register in the stated time on the Admission Letter. You should inform the International Students Office suppose you are ahead or late of schedule one week. You will lose your place in the university suppose you are overdue one month to register without notifying the school.

3、新生需在入校后24小时内，持护照原件到留学生公寓管理办公室办理入住手续。

Freshman should check in the dormitory procedure with your original passport at International Students Dormitory Administrative Office within 24 hours after your entrance register.

4、新生办理入学手续时，须持护照、《入学通知书》、(X1签证另需《外国留学人员来华签证申请书》（简称JW202表）和体检表（原件）)以及彩色照片（30mm×40mm）4张,按规定时间到外国留学生管理办公室报到。

The following are required for freshman entrance register: Passport, the original Enrollment Notice, (and for X1 visa students JW202 Form, and original Physical Examination Form are also required), 4 chromatic photos (30mm\*40mm). The register place: International Students Office.

5、学生报到时，除交验入学通知书、JW202表和体检表以外，还需提交入学申请时所提供的材料的原件, 经审查无误后,填写《入学登记表》等相关表格。缴纳所有费用后，才能获得注册资格，取得相关证件，并按规定时间办理居留事宜。入校后10个工作日内应交齐全部费用，将被取消入学资格。

Also submit the other original documents once offered in your enrollment application time except the above. You may fill Registration Form after your documents have been checked up inerrably. You will get the qualification to register and the relative certificates after you have paid the entire fee. The registration qualification will be cancelled suppose your entire fee cannot be paid within 10 working days after your arrival.

6、首次办理居留许可须持我校出具的介绍信、护照原件及主页、签证页复印件、《外国人签证、居留许可申请表》、JW202表第二联及体检表、（如体检表不符规定，须到济南出入境检验检疫局重新体检，费用自理）在入境后30日内到济南市公安局出入境管理处办理外国人居留许可。如需办理居留许可延期、更改等事宜须持我校出具的介绍信及相关证件自行办理。

For the first time residence permission application, you are required to hold our recommendation, original passport and the homepage copy, visa page copy, Foreigner Visa and Residence Permit Application Form, the second page of JW202 Form and Physical Examination Report (You will be asked to do the physical examination again in Jinan Inspection and Quarantine Bureau, and pay it by yourself, if the medical check-up report is not recognized ) to the Entry-Exit Department of Jinan Public Security Bureau. You may modify or postpone residence permit in the Entry-Exit Department of Jinan Public Security Bureau with our recommendation and the relative certificate.

7、为了保障留学生在华学习期间能够得到必要的医疗保障，所有来我校学习的留学生必须参加学校要求的意外伤害医疗保险，否则将不予以注册。学校鼓励学生在本国参加一些必要的医疗健康保险。

In order to ensure the international students to get the essential medical guarantee during studying in China, all international students study in our school must participate in the unexpected injury medical insurance that the school requires, otherwise no register. In addition, the school encourages students to participate in some essential medical health insurance in your own country.

8、各类学生在入学报到后七天内根据规定缴纳各项费用，费用一律以人民币形式支付。如有特殊原因不能按期缴纳者，应提交书面说明和延期缴纳费用申请书。推迟交款期最长不得超过一个月，否则取消入学资格。

You should pay the entire fee in RMB within seven days after your arrival. You may submit written explanation and application for your deferred payment. The deferred payment scheduled maximum period is one month, or else, the enrollment qualification will be cancelled.

9、建议新生入学第一年在校内住宿，由学校统一安排的校外集体住宿除外。学生须按指定房间住宿, 遵守公寓的各项规定。

9. Freshmen should live on campus in the first year except the collective residence outside of the campus arranged by International Students Dormitory Administrative Office. You must reside in the room appointed for you, and obey Dormitory Management Regulation.

10、每学期开学，学生要按规定时间返校，并在规定时间内到国际教育交流学院留学生管理办公室报到，办理注册手续，一次性交清全年学费、住宿费及杂费，如不能按时缴清各项费用，按自动退学处理。

In the beginning of every semester, you should return back on time and register in the International Education and Exchange College in the stated time, and pay up the year tuition, the room fee and other expenses at one time. Otherwise the student will be considered as automatic drop out of school.

11、报到地点：

山东省济南市南辛庄西路336号 济南大学（西校区） 国际教育交流学院

Registration Address：

School of International Education and Exchange,

University of Jinan（West Campus）

No. 336 Nanxinzhuang West Road, Jinan, Shandong

12、到达方式：

 （1）乘出租车从机场到达济南大学（西校区），人民币150元

 （2）乘机场大巴从机场到济南索菲特大酒店 (20元)，

 从济南索菲特大酒店到达济南大学（西校区）:

 ①乘公共汽车102路（1元） ②乘出租车 （30元）

**提示**：乘坐出租车前请向司机出示学校详细地址，付费前记得向司机索要发票；若您有任何问题，请致电济南大学国际教育交流学院招生管理办公室工作人员。电话：0531-82769389,0531-82765557

**Transportation from Airport to University of Jinan:**

(1) By Taxi from Airport to University of Jinan (West campus): CNY 150

(2) By Airport Bus from airport to Sofitel Hotel (CNY 20),

 From Sofitel Hotel to University of Jinan (West campus):

 a. By Bus No.102 (CNY1)

 b. By Taxi (CNY 30)

 ***Note***：When you take a taxi, show the driver the University address and remember to ask for the receipt before paying the taxi fee. If you have any question please contact the office staff of the School of International Education and Exchange at 0531-82769389,0531-82765557.