

# INSTRUCTION

- **Please read this instruction carefully!!!**
- **Foreigners whose visas indicate that they need to apply for a residence permit upon entry shall, within 30 days from the date of entry, apply to the exit-entry departments of China's public security organs in the place of residence where they intend to reside for handling the residence permit.**
- **Must check your documents and bring all required materials!!!**
- **Save the soft copy** (scanning copy) of JW Form, Admission Letter, Registration Form of Temporary Residence, etc. in case you need them in the future.
- **Make the photocopy** of your materials especially the JW Form, Admission Letter, Health Certificate. (The staffs will check your original documents and may only keep the photocopies)
- **ALL forms must be filled in black ink!**

## **PART 1. Go to Hubei International Travel Healthcare**

### **Center for Health Certificate:**



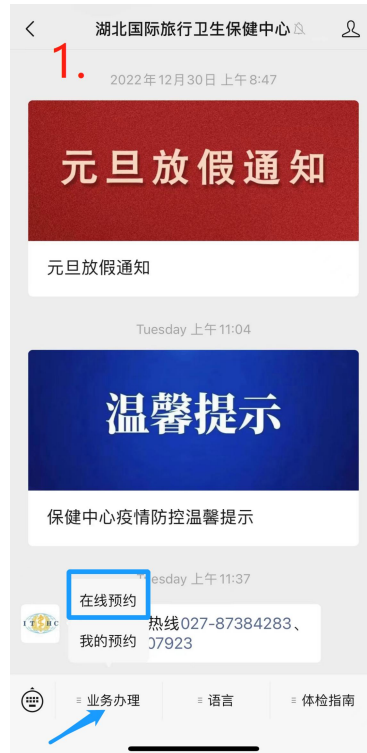
#### ■ **Hubei International Travel Healthcare Center 湖北国际旅行卫生保健中心（武汉海关口岸门诊部）**

**Location 地址:** 武汉市东湖高新技术开发区高新大道 430 号，  
武汉海关综合实验楼附楼（光谷一路与雄楚大街高架桥交叉  
西南 150 米，华新集团大厦隔壁）

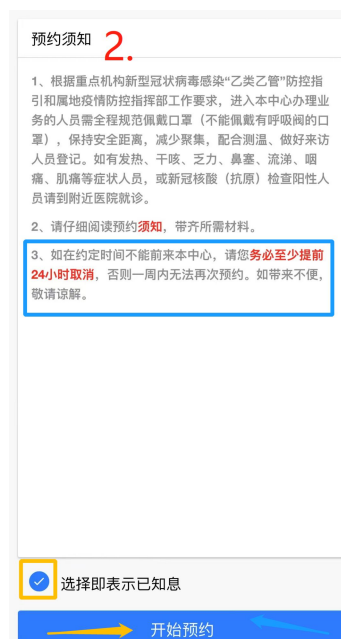
- International students must apply for a residence permit with a valid Health Certificate verified by related government departments.

#### ■ **MUST make an appointment in advance:**

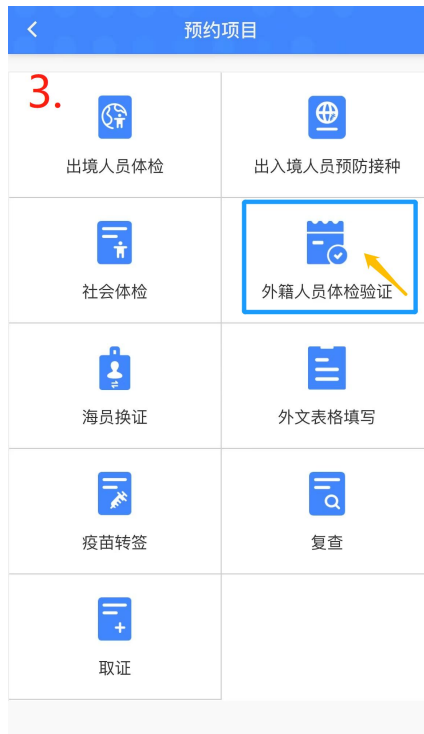
**Step 1:** Follow the WeChat official account 湖北国际旅行卫生保健中心 and tap 业务办理 to choose 在线预约.



**Step 2:** Tick off and start appointment (Reminder: if you can't come to the center at the appointed time, you must cancel at least 24 hours in advance, otherwise you can't make another appointment within 1 week).



**Step 3:** Click this icon:



**Step 4:** Chose your intended appointment time



**Step 5:** Fill in the online form and confirm your appointment by tapping 确认预约

外籍人员体检验证 5.

预约日期	2023-01-05
预约时段	08:30-12:00
姓名	passport name
证件类型	护照
证件号码	passport number
联系电话	mobile phone in China

确认预约

**Step 6:** Automatically jump to this page if the appointment is done

湖北国际旅行卫生保健中心 HUBEI INTERNATIONAL TRAVEL HEALTHCARE CENTER

外籍人员验证 6.

Yang

预约编号: 10

预约日期: 2023-01-05

预约时段: 08:30-12:00

当前时间: 2023-1-5 9:7:33

签到

我的预约 - 湖北保健中心预约挂号

6.

签到

详细信息

预约日期	2023-01-05
预约时段	08:30-12:00
证件类型	护照
证件号码	12345
联系电话	13212778702
姓名	Yang

取消预约

The English service is provided as well:



### ■ **Required materials:**

- (1) Remember to take your passport and the copies (a. the passport personal information page; b. the visa page together with entry seal);
- (2) at least 2 colorized ID photos of you with the size of 2 inch 2寸登记照;
- (3) Don't eat breakfast if you're going to do the exam;
- (4) Prepare **at least 278 yuan**, cash money or deposit in your Ali pay account/WeChat payment (To use the cash money, prepare some changes as well).

**NOTE:**

**HEALTH CERTIFICATE TAKES 3 WORKDAYS TO COME OUT,**

**SO THE STUDENTS THAT HAVEN'T RECEIVE**

**HEALTH CERTIFICATE YET, THEY CANNOT GO TO THE**

**IMMIGRATION.**





## PART 2. Go to Immigration for Residence Permit:



**Wuhan Citizens Home**

**Guanggu Administrative Service Center**

*International Student Office, HUST*

### ↑ Two Immigrations in Wuhan ↑

**/New comers should go to Wuhan Citizens Home**

## APPLY FOR VISA

**Tuition fee (学费)**

Pay your tuition fee and bring the proof of transfer.

(Excluding scholarship students)

**Accommodation form (住宿登记表)**

Contact your dormitory management about the residence form. Bring the police certified paper.

**Alipay Qr code (支付宝二维码)**

Scan the QR code below using alipay, Fill in the form according to the visa type.

**Insurance (保险)**

Search the URL below in a browser and buy insurance equivalent to the visa period.

[Lxbx.net](http://Lxbx.net)








**1. 【KEY POINT】 ISO: Issue the RP Application Form and Official Permission Letter for RP**

■ **BEFORE application:**

- (1) Self-supported students should complete the tuition and accommodation fee payment;
- (2) All students should purchase Insurance for International Students in China, the duration of which will be equivalent to your permit period ([www.lxbx.net](http://www.lxbx.net)).

■ **Follow the procedures to apply in advance for 2 materials (RP application form & Permission letter for RP) from ISO:**

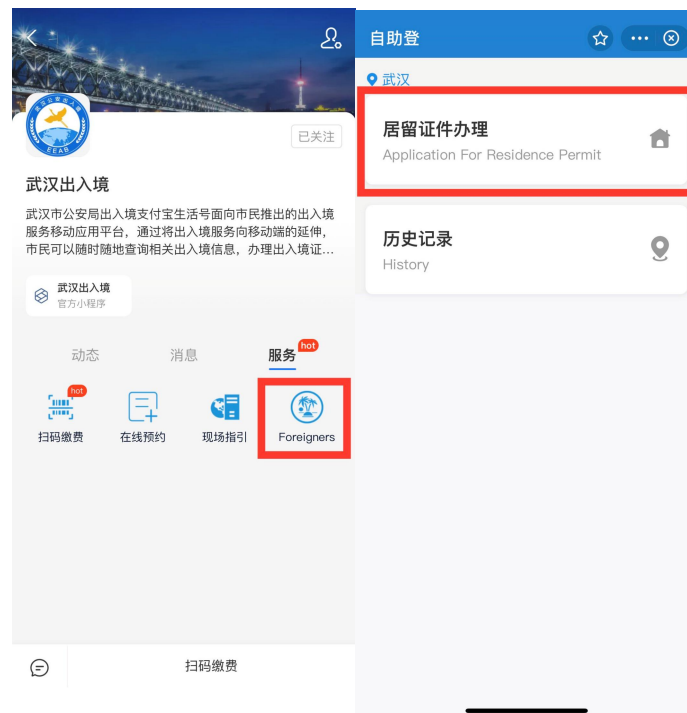
**Step 1:**

**Complete the mini-program application in Alipay**

- (1) Scan the QR code below via Alipay 支付宝 to submit the online application in the mini-program of 武汉出入境



## (2) Tap the Application For Residence Permit



## (3) Select one option from three different types of application



**1. Holding a Visa and Apply for Residence Permit**

**2. Holding a Residence Permit and Apply for Extension**

**3. Replacement of Passport or School Application for Renewal of Residence Permit**

(4) **Fill in the online form carefully and precisely**, otherwise the application will be invalid.

The screenshot shows a mobile application interface for filling out a form. The form is titled '自助登' (Self-Registration) and includes fields for '出生地' (Place of birth), '个人信息' (Personal Information), '中文姓名' (Name in Chinese), '本人电话' (Own Phone), and '电子邮箱' (Email Address). The '在华单位' (Institution/University) field is highlighted with a red box, and a dropdown menu is open below it. The dropdown menu lists several institutions, with '华中科技大学 (主校区)Huazhong University...' highlighted by a red box. The other institutions listed are: '武汉大学 Wuhan University', '中国地质大学 China University of Geoscienc...', '华中师范大学 Central China Normal University', '华中农业大学 Huazhong Agricultural University', '华中科技大学 (同济校区)Huazhong Universi...', and '湖北中医药大学 Hubei University of Chinese...'. The dropdown menu also includes a '在华联系人' (Institution Contact) field.

**Institution  
(University):  
“主校区”  
HUST Main  
Campus**

The screenshot shows the same mobile application interface as above, but with the '在华单位' (Institution/University) field filled with '华中科技大学 (主校区)Huazhong University...'. The '居留事由' (Purpose of Residence) field is highlighted with a red box, and a dropdown menu is open below it. The dropdown menu lists several purposes, with '学习' (Study) highlighted by a red box. The other purposes listed are: '工作' (Work), '私人事务' (Private Affairs), and '团聚' (Reunion). The dropdown menu also includes a '在华联系人' (Institution Contact) field.

**Purpose of  
Residence:  
“学习”  
Study**

## **Step 2:**

**After the submission in Alipay, send an application email in required subject format to philophilos@hust.edu.cn**

**(Otherwise the application will be invalid):**

**(1) Application Email's Subject Format MUST be**

**RP application+your student ID+your passport number**

收件人 :	philophilos@hust.edu.cn ×
抄 送 :	
主 题 :	RP application+I202322111+AB1234567

**(2) MUST attach the soft copy/photo of your passport**

**personal information page,**

**registration form of temporary residence**

## **Step 3:**

**Collect the 2 materials (RP application form &**

**Permission letter for RP) at ISO during 14:30-17:30pm of**

**the next workday after the application mail was successfully sent.**

## **Step 4:**

**Go to Immigration with all required materials.**

### **Step 5:**

**MUST send the permit submission email in required subject format with the attachment of the soft copy/photo of your residence permit to *philophilos@hust.edu.cn* (Otherwise your future visa/permit application will face disadvantage)**

**(1)Submission Email's Subject Format MUST be:**

**RP submission+your student ID+your passport number**

收件人 :	philophilos@hust.edu.cn ×
抄 送 :	
主 题 :	RP submission+I202322111+AB1234567

### **2. Required materials for RP application:**

(1)<Passport and the copies>: a. the passport information page;  
b. the visa page together with entry seal

(2)<Visa and residence permit application form; Stick your id photo to the form; Sign your name on the back of form where the signature is required>; (to be printed by ISO)



境外人员住宿登记表  
Registration Form of temporary Residence For Visitors From Overseas

英文名 Name	ENDY	英文名 Surname	SIARFUL ALIM	护照号码 Passport Number	
国籍 (国家) Nationality (Country)	印度尼西亚 Indonesia	性别 Gender	男 Male	出生日期 Date of Birth	1971-07-02
证件类型 Type of Card	普通护照 Ordinary Passport	证件号码 Number of Card	B522044	发证地点 Place of Issue	印度尼西亚
证件有效期 Valid up to Date	有效期至 Valid to Date	发证日期 Date of Issue	2018-09-06	发证机关 Issuing Authority	2018-09-06
住宿地址 Address of Stay	2018-10-05	姓名拼音 Name in Pinyin	李慕雷	联系电话/手机号码 Telephone Number	15820402018
旅行社 Travel Agency	北京新时空国际旅行社有限公司烟台分公司				
住宿地点 Type of Lodging	亲戚家 Relative's Home	入住日期 Date of Lodging	2018-09-07	本人联系电话 My Telephone	15123147603
紧急联系人 Emergency Contact	紧急联系人 Emergency Contact	姓名拼音 Name in Pinyin	王明	紧急联系电话 Emergency Telephone	15123147603
接待单位 Reception Unit	接待单位 Reception Unit	名称/地址 Name/Address	烟台大学	接待人姓名 Receptionist Name	2018-09-05
单位 Unit					

填报人 (Signature) : ENDY SIARFUL ALIM 受理民警 : 张磊 申报时间 : 2018-09-07

境外人员住宿登记表回执单

受理民警 : ENDY SIARFUL ALIM 号 2018-09-07 烟台新时空国际旅行社有限公司烟台分公司  
住址 : 北京朝阳区东三环中路1号北京外国语大学国际公寓100004  
申报日期 : 2018-09-05  
本人联系电话及手机号码 : ENDY SIARFUL ALIM 15123147603  
受理民警 : 张磊

烟台市公安局  
2018年9月7日

(5) <At least 2 colorized ID photos of you with the size of 2 inch; white background>

(6) <Fees, 400-1000RMB>

Within 1 year: 400 yuan; 1-3 years (including 1 year): 800 yuan; 3-5 years (including 3 year and 5 year): 1000 yuan

**[Materials No.7, 8, 9 10, 11 are not required for those applying for permit extension or permit replacement]**

(7) <JW201/202 form> (The original paper material issued by Admission Office)

(8) <Admission notice/letter> (The original paper material issued by Admission Office )

(9) <Health certificate from the physical exam centre>

(10) <NOC/Invitation letter-the document provided by the university to prove that you're allowed to return to school>; (to be



printed by Window 1 if the original one is lost)

(11) <Certificate of Enrollment or Statement of Situation (Not required for freshmen/first-year students)>. (to be printed by Window 1)



## NOTES:

(1) MUST complete the 5 parts on the RP application form

BEFORE going to the Immigration:

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

(请用黑色或蓝色墨水笔填写内容)  
Please complete the form in black or blue ink

1. 姓名: Surname MERUVA, 中文姓名: 孟媛, 国籍: 印度, 出生日期: 2004 Y 8 M 16 D, 性别: 女, 出生地: 印度, 电子邮件地址: 2@icloud.com, 申请人电话: Tel 18988703702

2. 护照种类: 普通 (Ordinary), 护照号码: T9717093, 有效期至: 2030 Y 8 M 20 D

3. 签证种类: 普通 (Ordinary), 签证号码: 100810830, 有效期至: Y M D

4. 使用同一护照的随行人: 姓名, 性别, 出生日期, 与申请人关系

5. 申请签证填写: F访问, S2私人事务, 团体签证, 入境次数, 停留天数, 申请日期: Y M D

6. 申请停留证件填写: 免签, 船员, 退籍, 人道主义, 其他

7. 申请居留证件填写: 工作, 学习, 记者, 团聚, 私人事务

8. 申请其他证件填写: 外国旅行证, 外国居留证, 外国公民入境许可, 留学或校外实习加注, 学生证, 换发, 补办, 延期

9. 申请变更填写: 姓名, 护照号码, 事由, 增减随行人数

10. 备注: 我保证以上填写的内容真实、准确、完整, 并保证在停留居留期间遵守中华人民共和国的法律。

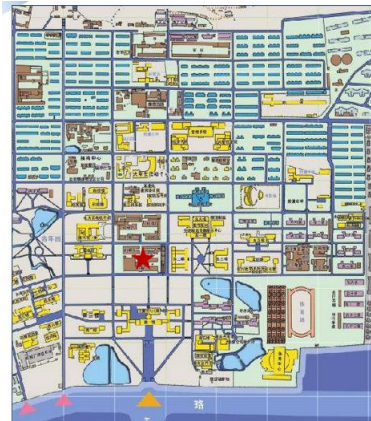
申请人签字: \_\_\_\_\_  
Agent's signature

联系电话: \_\_\_\_\_  
Agent's Tel

申请日期: \_\_\_\_\_  
application date

单位印章: \_\_\_\_\_  
Company/School's seal

## **(2) HUST Administrative Service Center 师生服务中心**



★ Student Service Center

Next to the *Central Parking Lot*  
& *Library*

*Window 1* for International Students

*International Student Office, HUST*

**(The red building of main campus)**

**Working hours of ISO and Window 1 (except holidays):**

AM: 8:00-11:50;

PM: 14:00-17:30 (Autumn Semester)/

14:30-18:00 (Summer Semester)