

上海电子信息职业技术学院

来华留学生手册

**International Student Handbook of
Shanghai Technical Institute of Electronics and Information**



上海电子信息职业技术学院学校办公室（国交中心）

School Office (International Exchange Center) STIEI

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一、遵纪守法 Compliance with laws and regulations

1. 在中国期间，必须遵守中国的法律法规。

1. During the stay in China, must comply with Chinese laws and regulations.

2. 若出现触犯中国刑法或违反治安案件（盗窃、抢劫、吸毒、贩毒、打架斗殴、参与赌博、纵火、杀人、走私、酒后失控、性侵犯、卖淫嫖娼、诈骗、赌博、违法飚车、交通肇事、签证过期等），将会被处以刑罚或行政处罚（警告、罚款、行政拘留、限期出境、驱逐出境等）。

2. If there are cases that violate Chinese criminal law or public security (such as theft, robbery, drug use, drug trafficking, fighting, participating in gambling, arson, murder, smuggling, losing control after drinking, sexual assault, prostitution, fraud, gambling, illegal racing, traffic accidents, visa expiration, etc.), will be punished with criminal or administrative penalties (warning, fine, administrative detention, time limit for departure, expulsion, etc.).



二、安全须知 Safety instructions

1. 交通安全：严格遵守交通规章制度，不准酒后骑车驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶。

1. Traffic safety: Strictly comply with traffic rules and regulations, it is forbidden to ride or drive after drinking, or to drive motorcycles, fuel-powered vehicles and high-power electro mobiles, or to take people on bicycles, or speeding.

2. 宿舍防火：学校宿舍内严禁使用超大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用燃气。住在校外的同学务必安全用电、用气。

2. Fire prevention in dormitories: It is strictly forbidden to use ultra-high-power electrical appliances in the dormitory of the school, do not bring and store dangerous goods, do not pull wires indiscriminately, and use gas is strictly prohibited. Students who live off campus must use electricity and gas safely.

3. 防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包

和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。

3. Anti-theft: lock doors and windows when you go out, take good care of your documents, wallets and valuables when you go shopping or take transportation, do not go to remote places alone, no one else is allowed to stay overnight.

4. 防止被骗：不要将护照、校园卡等个人证件借给他人，不要将个人信息随意提供给他人，以防被人利用，不要将钱或手机借给不了解的陌生人，不要轻易相信网上信息或手机电话、短信息。

4. Prevent being deceived: Do not lend personal documents such as passports and campus cards to others, do not provide personal information to others casually to prevent being used by others, do not lend money or mobile phones to strangers who do not understand, and do not easily trust online information, mobile phone numbers, and short messages.

5. 严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒。

5. Strict Prohibition of alcoholism: Do not drink alcohol in the dormitory, and do not go out to drink late at night.

6. 严格控烟：不在教室、餐厅、电梯等公共场所抽烟。

6. Strict control of smoking: Do not smoke in public places such as classrooms, restaurants, elevators, etc.

7. 避免争执：保持宿舍安静，不大声喧哗，不大声播放音响，在与别人发生纠纷时保持克制，请有关管理人员调停处理，不要自行其是。

7. Avoidance of disputes: Keep the dormitory quiet, do not make loud noises, do not play audio loudly, exercise restraint in disputes with others and ask the relevant management personnel to mediate and deal with them instead of acting on your own.

8. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。

8. Food hygiene: Do not buy beverages and food at stalls that do not have hygiene licenses, and pay attention to washing and cooking when cooking by yourself.

9. 防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告所在学院有关老师。

9. Prevent infectious diseases such as influenza: If you have symptoms such as colds

and fever, please go to the hospital for treatment immediately and report to the relevant teachers of your college.

10. 防自然灾害: 遇雷击、暴雨等灾害性天气注意自我防护, 确保人身安全。

10. Prevention of natural disasters: In case of severe weather such as lightning strikes, heavy rains, etc., pay attention to self-protection to ensure personal safety.

11. 预防心理疾患: 树立心理健康意识, 增强心理调适能力, 如有心理困惑, 及时到医院或学校心理咨询点寻求帮助。

11. Prevention of mental illness: Establish mental health awareness and enhance the ability of psychological adjustment. If you are psychologically confused, go to the hospital or school psychological counseling point for help in time.

12. 遇到突发情况, 请保持冷静, 及时报告公安部门或有关老师。

12. In case of emergencies, please remain calm and report to the public security department or relevant teachers in time.



三、签证规定 Visa regulations

1. 入境签证 Entry visa

(1) X1 签证 X1 visa

来我校学习时间超过 180 天, 需申请 X1 签证入境, 入境后停留期限 30 天。学生应在我校规定时间内入境并来我校报到和缴付全部学费、准备相应材料, 在 X1 签证有效期内向出入境管理局申请办理学习类居留许可。居留许可在有效期内的入境次数为多次。

If you study at our school for more than 180 days, you need to apply for an X1 visa and stay for 30 days after entering the country. Students are required to enter our school within the designated time, report to our school, pay all tuition fees, prepare relevant materials, and apply for a study residence permit from the Exit Entry Administration within the validity period of their X1 visa. The number of entries for a residence permit within its validity period is multiple.

我校为被录取学生提供《录取通知书》和《外国留学人员来华签证申请表》

(JW201/JW202)。申请 X1 签证所需的材料、办理程序和费用等，学生需向中国驻所在国使领馆咨询。

Our school provides admission notices and visa application forms for foreign students studying in China (JW201/JW202) for admitted students. Students need to consult with the Chinese embassy or consulate in their host country regarding other materials, procedures, and fees required for applying for an X1 visa.

(2) X2 签证 X2 visa

来我校学习时间不超过 180 天，需申请 X2 签证入境并持 X2 签证在校学习。学生应在我校规定时间内入境并来我校报到和缴付全部学费、准备相应材料，否则所持 X2 签证将被注销。

To study at our school for no more than 180 days, you need to apply for an X2 visa to enter the country and hold an X2 visa to study on campus. Students should enter and report to our school within the designated time, pay all tuition fees, and prepare corresponding documents. Otherwise, their X2 visa will be canceled.

我校为被录取学生提供《录取通知书》和《外国留学人员来华签证申请表》(JW201/JW202)。申请 X2 签证所需的材料、办理程序和费用等，学生需向中国驻所在国使领馆咨询。

Our school provides admission notices and visa application forms for foreign students studying in China (JW201/JW202) for admitted students. Students need to consult with the Chinese embassy or consulate in their host country regarding other materials, procedures, and fees required for applying for an X2 visa.

2. 学习类居留许可办理 Application for Study Residence Permit

(1) 办理材料 Materials required for processing

首次办理常规材料：①护照原件；②照片 1 张；③《录取通知书》原件；④《外国留学人员来华签证申请表》(JW201/JW202)；⑤《外国人签证、居留许可申请表》；⑥学校证明函原件；⑦《境外人员临时住宿登记表》复印件；⑧体检或验证结果原件。

Regular materials for the first time: ① original passport; ② one ID photo; ③ original admission letter; ④ JW202 form; ⑤ "Foreigner Visa and Residence Permit

Application Form"; ⑥ original school certification letter; ⑦ copy of "Temporary Accommodation Registration Form for Overseas Personnel"; ⑧ original medical examination.

(2) 办理费用 Processing fees

居留许可有效期 1 年以下的办理费用为 400 元；1 年以上（含 1 年）、3 年以下的办理费用为 800 元；3 年以上（含 3 年）、5 年以下的办理费用为 1000 元。

400RMB/person for less than 1 year; 800RMB/person for more than 1 year (including 1 year) and less than 3 years.

(3) 材料提交 Submission of materials

入学后，我校组织学生集体至上海市出入境管理局提交申请材料。

After enrollment, our school organize students to submit application materials to the Shanghai Exit Entry Administration Bureau.



四、医疗保险 Medical insurance

所有学生必须在指定日期前根据我校指导，购买来华留学保险，保险费 400 元/学期。

All students must purchase study abroad insurance in China according to our school's guidance before the specified date, with a premium of 400 RMB per semester.



五、入学所需材料 Materials required for enrollment

1. 护照原件及复印件（照片页、签证页、入境章页）；
2. 录取通知书原件及复印件；
3. 外国留学人员来华确认表（DQ/JW202 表）；
4. 六张六个月内白底 2 寸彩色证件照片；
5. 最高学历学位证书英语版原件及复印件；
6. 学习成绩单英语版原件及复印件；

7. 无犯罪证明原件及复印件;
8. 六个月内健康检查记录原件, 包括所有体检相关的化验单及报告原件。

中泰申谷学院留学生需另持《中泰申谷学院联合培养项目登记表》原件。

1. Original and photocopy of passport (photo page, visa page, entry seal page);
2. Original and copy of admission notice;
3. Confirmation form for foreign students studying in China (DQ/JW202 form);
4. Six 2-inch color ID photos with a white background within six months;
5. Original and copy of the English version of the highest academic degree certificate;
6. Original and copy of the English version of the academic transcript;
7. Original and copy of certificate of no criminal record;
8. Original health examination records within six months, including all laboratory tests and original reports related to physical examinations.

International students from Shanghai-Bangkok International Institute are required to present the Original Registration Form Joint Program at Shanghai-Bangkok International Institute.



六、入学后手续办理 Procedures to be completed after enrollment

1. 派出所办理境外人员临时住宿登记;
 2. 办理电话卡与银行卡 (电话费以办理的套餐为准, 办理银行卡需要提供税号、工本费 20 元);
 3. 入境后体检 (材料: ①护照原件及复印件; ②录取通知书复印件; ③证件照 3 张 (3cm×4cm)。体检或验证的费用 512 元/人);
 4. 办理学习居留证 (所需材料详见前面第四部分里的学习类居留许可办理)。
1. Register temporary accommodation for overseas personnel at the police station;
 2. Apply for a phone card and a bank card (the phone fee is based on the package you applied for, and need to provide tax number and the cost of bank card production is 20 RMB);
 3. Physical examination after entry (materials: ① original and photocopy of passport;

② copy of admission notice; ③ 3 pieces of ID photo (3cm×4cm). Cost: 512RMB/person);

4. Apply for a study residence permit (The required materials can be found in the fourth part of the previous section on Application for Study Residence Permit) .



七、校内住宿 Accommodation

1. 宿舍楼 Dormitory building

(1) 生活园区宿舍楼 Dormitory building in the living park



(2) 四期新宿舍楼 New dormitory building constructed in VI. phase



2. 住宿规定 Accommodation regulations

入住前须在前台办理入住手续，根据学校安排的房间入住，需调换房间应向校办（国际交流中心）申请，不得私换房间、私配钥匙、将钥匙转借他人、留宿他人、私拆家具、饲养宠物、使用大功率电器。

Before check-in, you must complete the check-in procedures at the front desk. According to the school's arranged room check-in, if you need to change rooms, you should apply to the school office (International Exchange Center). You are not allowed to change rooms, provide keys, lend keys to others, stay overnight, dismantle furniture, keep pets, or use high efficiency appliances without permission.

3. 相关费用 Related costs

空调租赁费 500 元/年/间，水电费需留学生自行支付。

The air conditioning rental fee is 500 RMB/year/room, and the water and electricity fees need to be paid by international students themselves.



八、校内食堂 Canteen

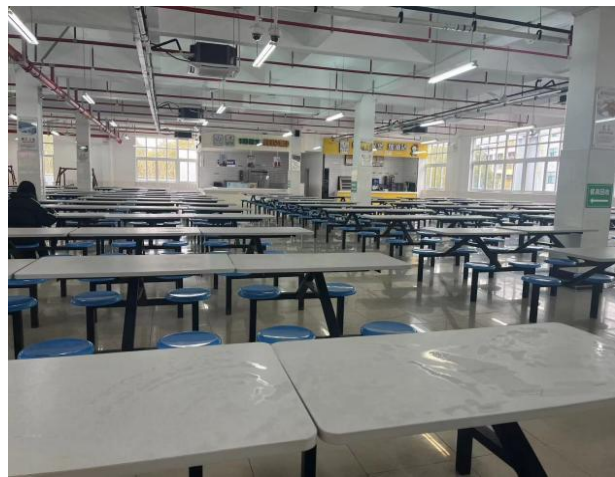
1. 奉贤校区东区第二食堂

1. The Second Canteen in the East District of Fengxian Campus



2. 奉贤校区东区第一食堂

2. The First Canteen in the East District of Fengxian Campus





九、校园周边 Surrounding service facilities

1. 中国工商银行（奉城支行）：川南奉公路 9718 号；
2. 洪庙派出所：洪中路 8 号；
3. 复美大药房：浦东路 120 号；
4. 上海市奉贤区奉城镇社区卫生服务中心：洪庙路 95 号；
5. 中国邮政洪庙邮政所：洪运路 8 号；
6. 联华超市：城大路 115 号；
7. 全家便利店：瓦洪公路 3109-3111 号。

1. Industrial and Commercial Bank of China (Fengcheng Branch): No.9718 Chuannan Fengtian Road;
2. Hongmiao Police Station: No.8 Hongzhong Road;
3. Fumei Pharmacy: 120 Pudong Road;
4. Fengcheng Community Health Service Center, Fengxian District, Shanghai: No.95 Hongmiao Road;
5. China Post Hongmiao Post Office: No.8 Hongyun Road;
6. Lianhua Supermarket: No.115 Chengda Road;
7. FamilyMart Convenience Store: No.3109-3111 Wahong Road.



十、公共交通 Public transit

1. 附近站点 Nearby stations

- (1) 新芦专线区间：洪中路瓦洪公路站
- (2) 江五线：瓦洪公路洪中路站
- (3) 邵鹤线：川南奉公路瓦洪公路站
- (4) 石南专线：川南奉公路瓦洪公路站
- (5) 地铁 16 号线：新场站

(1) Xinlu Special Line Section: Hongzhong Road Wahong Highway Station

(2) Jiangwu Line: Hongzhong Road Station on Wahong Highway

(5) Subway Line 16: Xinchang Station





十一、中国法定节假日 Chinese statutory festivals

节日 Festival	放假日期 Holiday date
元旦 New Year's Day	1 月 1 日 January 1st
春节 Spring Festival	农历除夕, 正月初一, 初二 Lunar New Year's Eve, the first and second day of the first lunar month
清明节 Tomb Sweeping Day	4 月 5 日 April 5th
劳动节 Labour Day	5 月 1 日 May 1st
端午节 Dragon Boat Festival	农历 5 月初 5 On the 5th day of the 5th lunar month
中秋节 Mid-Autumn Festival	农历 8 月 15 Lunar August 15th
国庆节 National Day	10 月 1 日, 2 日, 3 日 October 1st, 2nd, 3rd



十二、紧急情况 Emergency



警察 110 Police 110



救护车 120 Ambulance 120



火警 119 Fire alarm 119

遇到紧急情况，也请第一时间联系二级学院辅导员和校办（国际交流中心）相关教师。

In case of emergency, please contact the counselors of the secondary college and relevant teachers of the school office (International Exchange Center) as soon as possible.