



華中師範大學

CENTRAL CHINA NORMAL UNIVERSITY

国际学生入学指南

Guide for International Students

留学生管理办公室. 国际文化交流学院

International Students' Affairs Office

College of International Cultural Exchange

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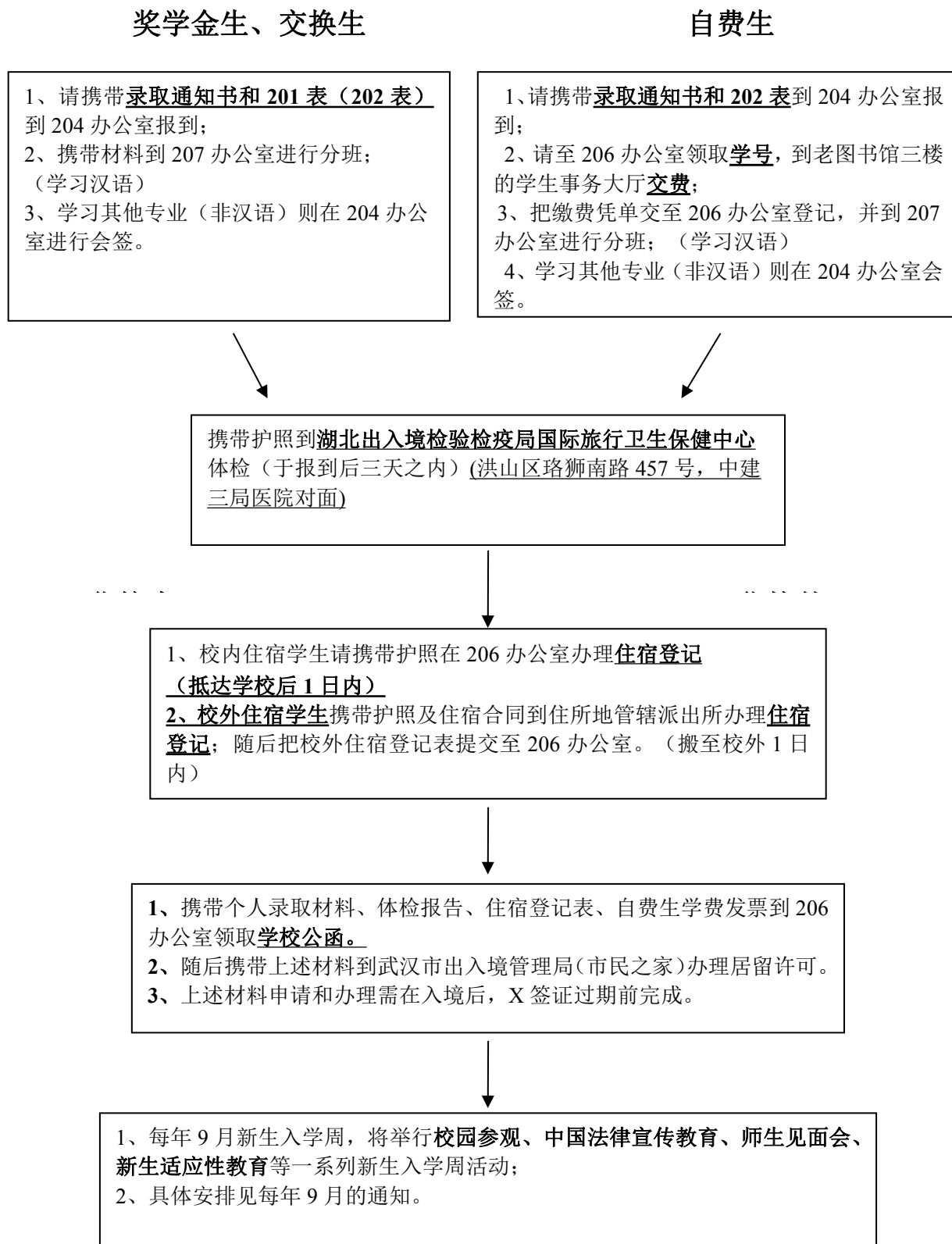
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一、报到注册

1、新生入学报到流程图



一、Registration

1、Registration Steps for the New Students

Scholarship and Exchange Students

- 1、Students should register at CICE Office 204 with their Admission Notice and JW 201 OR 202 Form.
- 2、Chinese Language Students should go to Office 207 with all their documents to be assigned a class.
- 3、Other major students (not Chinese Language) will be introduced to the departments by office 204

Self-supporting Students

- 1、Students Should register at CICE Office 204 with their Admission Notice and JW 202 Form.
2. Receive student number from Office 206 and pay tuition fee at the Financial Office (third floor of old library) .
- 3、After Registration and Payment of tuition, Chinese Language students should show their tuition receipt to the staff of Office 207 to be assigned a class.
- 4、Other major students (not Chinese Language) will be introduced to their departments by office 204

Students should go to the Hubei Health & Quarantine Bureau with their passport to take a physical examination (within 3 days after registration)
Add: No.457 Luoshi South Avenue, Hong Shan District

1. A day after arriving in the university, students should take their passport to office 206 to register.
2. Students wishing to stay in the dormitory can register on the first floor in either building 5 or 6.
3. Students wishing to stay off-campus should find an off campus accommodation and sign a residence contract. Afterwards they should take their passport and residence contract to the local police station and register.
4. A day after moving off campus and completing registering at the local police station, students should submit a copy of the Registration Form for Overseas Visitors in office 206.

- 1.Submit admission letter, JW form, medical report, accommodation registration form, tuition fee receipt (for self-supporting students) to office 206 to receive materials for residence permit Application (within 2 weeks after entry into China).
- 2.Apply for Residence Permit at the Wuhan Immigration (Wuhan Citizen's Home) with all documents received from office 206 (Confirmation of Study Letter, Residence Permit Application Form, Housing Certificate, Health Certificate, Admission Notice, 201 (202) Form) (within the X visa period)

1. Every year, there are freshmen activities in the enrollment week of September: campus tour, education of Chinese laws, teachers and students meeting, educating freshmen on adaptability etc...
2. Check the notice in September for details.

2、新生报到与注册

凡被我校录取的留学生，应按照《录取通知书》规定的时间到校报到注册。

(1) 奖学金生及交换生报到注册

1)、中国政府奖学金生、孔子学院奖学金生、校际交换生报到注册持护照、《录取通知书》、《外国留学人员来华签证申请表》（中政奖 JW201 表，孔院奖 JW202 表，交换生 JW202 表）到 204 办公室报到注册。

2)、持护照、《录取通知书》、《外国留学人员来华签证申请表》（中政奖 JW201 表，孔院奖 JW202 表，交换生 JW202 表）到 206 办公室领取《入学指南》，核对个人有效信息，并开通信息门户办理学生证、办理银行卡、办理住宿登记。

3)、在国际文化交流学院学习的学生，到 207 办公室进行分班测试，学院将根据测试结果为其编班。

4)、在其他学院学习的学生，到 204 办公室领取《华中师范大学外国留学生会签单》到所在专业院系报到。

5)、到湖北出入境检验检疫局国际旅行卫生保健中心体检并办理健康证明。

6)、到 206 办公室领取办理居留许可所需的材料。

2、 Registration

If you enrolled by CCNU, you need to register on time and the procedures are as follows:

(2) Scholarship and Exchange Students Registration

1)、 Please register at Office 204 with your Passport, Admission Notice, Visa Application Form for Study in China (Chinese Government Scholarship – JW201 Form, Confucius Scholarship and Exchange Students – JW202 Form)。

2)、 Fill a registration form at Office 206 with your Passport, Admission Notice, Visa Application Form for Study in China (Chinese Government Scholarship - JW201 Form, Confucius Scholarship and Exchange Students– JW202 Form) to receive a Guide for International Students booklet. Check your personal information, have your student card made and banking card, and register for accommodation.

3)、 Students who will be studying in the College of International Cultural Exchange (CICE) should take part in the placement test done in Office 207. You will be assigned a class depending on the exam result and your Chinese proficiency.

4)、 Students who will not be studying in CICE should go to office 204 for a registration form to be able to register at their colleges.

5)、 Students have to go to the Hubei Health & Quarantine Bureau to have a physical examination done.

6)、 The Student will be given materials needed for Residence Permit application from Office 206.

(2)、自费生报到注册

1)、持护照、《录取通知书》、《外国留学人员来华签证申请表》(JW202表)到 204 办公室报到注册。

2)、在 206 办公室确认学号信息后,持护照及学号至财务处(老图书馆三楼)缴纳学费。

3)、持护照、《录取通知书》、《外国留学人员来华签证申请表》(JW202表)到 206 办公室领取《入学指南》,开通信息门户办理学生证、办理住宿登记手续、缴纳保险费。

4)、在国际文化交流学院学习的学生,到 207 办公室进行分班测试,学院将根据测试结果为其编班。

5)、在其他学院学习的学生,到 204 办公室领取《华中师范大学外国留学生会签单》到所在专业院系报到。

6)、到湖北出入境检验检疫局国际旅行卫生保健中心体检并办理健康证明。

7)、到 206 办公室领取办理居留许可所需的材料。

3、在校生报到注册

自开学之日起,在校生 15 日内必须到 206 办公室办理报到注册手续;因故不能按时注册者,须提前请假;无故不按时注册者,按自动退学处理,学校按规定注销其学籍,所交学费不予退还。

自费生请在规定时间内凭本人护照及学生卡至财务处(老图书馆三楼)缴纳学费。

(2) 、 Self-supporting Students

1)、 Please register at Office 204 with your Passport, Admission Notice, Visa Application Form for Study in China (JW202 Form), receive a form to pay tuition and pay tuition at the Financial Office.

2)、 Go to the Financial Office (third floor of old library) with your passport and student number which you will receive from Office 206 to pay your tuition.

3)、 Fill the registration form at Office 206 with your Passport, Admission Notice, Visa Application Form for Study in China (JW202 Form) to receive a Guide for International Students booklet, have your student card done, register for accommodation and pay for health insurance.

4)、 Students who will be studying in CICE would have to take part in the placement test in Office 207 to be assigned a class depending on their test result and Chinese language proficiency level.

5)、 The students who will not be studying in CICE should go to office 204 for a registration form to be able to register at their colleges. .

6)、 Students have to go to the Hubei Health & Quarantine Bureau to have a physical examination done..

7)、 Receive documents needed for Residence Permit application from Office 206.

(3) 、 Continuing Students

When the new semester starts, continuing students are required to register within 15 days. If for any reason students are unable to register on time, formal permission should be sought from office 206 in advance before the deadline. If permission is not sought and registration is not done within the time frame, the student will be considered as having giving up their studies and the students status will be changed. Tuition paid is non-refundable.

Self supporting students will need to show their passport and students ID card when paying for tuition at the Financial Office (third floor of old library).

二、自费生学费缴纳

1、学费收费标准

(单位:人民币元):

项目 Items	金额			
		文科	理科	音乐、美术及体育
中文授课专业学费	本科	18000 元/年	20000 元/年	22000 元/年
	硕士	22000 元/年	28000 元/年	28000 元/年
	博士 PhD	28000 元/年	36000 元/年	36000 元/年
	专业进修	18000 元/年	20000 元/年	
	高级进修	22000 元/年	28000 元/年	
	语言进修	17000 元/年		
	预科	24000 元/年		
	英文授课专业学费	本科	22000 元/年	24000 元/年
硕士		28000 元/年	34000 元/年	34000 元/年
博士		32000 元/年	39000 元/年	39000 元/年
进修生		28000 元/年	36000 元/年	28000 元/年

2、缴纳学费

1)、留学生须持护照及学号信息到财务处(老图书馆三楼)缴纳学费。

2)、自费留学生缴纳学费以学期为单位,开学前至少缴纳一个学期的费用,如不在规定时间内交纳学费,将不予批准入堂上课,不予办理居留许可,并收取滞纳金。

二、 Tuition fee for self-supporting

1、 Tuition

(RMB/year):

Items	Amount			
		Liberal Arts	Science	Music, Fine Arts and Physical Education
All majors in Chinese	Bachelor	18000 元/年	20000 元/年	22000 元/年
	Masters	22000 元/年	28000 元/年	28000 元/年
	PhD	28000 元/年	36000 元/年	36000 元/年
	General Studies	18000 元/年	20000 元/年	
	Advanced Studies	22000 元/年	28000 元/年	
	Language Student	17000 元/年		
	Prep.	24000 元/年		
All majors in English	Bachelor	22000 元/年	24000 元/年	24000 元/年
	Master	28000 元/年	34000 元/年	34000 元/年
	PhD	32000 元/年	39000 元/年	39000 元/年
	General Studies	28000 元/年	36000 元/年	28000 元/年

2、 Payment Procedures

1) 、 when paying for tuition, students will need to show their passport and student ID cards in order to pay their tuition at the Financial Office (Located on the third floor of old library) .

2) 、 Self-supporting students will need to pay at least one semester tuition before classes start. If tuition is not paid within the specified time, students will not be allowed to take classes, documents for residence permit application will not be given and late fee charges will apply.

三、居留许可、费用、处罚

1、居留许可办理

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向我校申请延期。

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 206 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。

2、居留许可相关费用

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。

三、 Residence permit、 Fees、 Punishments

1、 How to apply the Residence 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 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 office 206 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、 Fees for 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、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 206 办公室申请延期。居留许可办理的有效期最短期限为 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。

4、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 206 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。

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 office 206. 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 500yuan 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 office 206 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.

四、留学生宿舍管理规定

1、宿舍收费标准

1)、留学生学生宿舍 5、6 号楼根据房间类型设定如下不同标准:

单人间: 1200/月/人; (公费博士生、自费生、部分交换生)

双人间: 900/月/人; (公费硕士生、本科生、自费生、交换生)

高低床: 750/月/人; (公费预科生、自费生、交换生)

三人间: 600/月/人; (自费生、交换生)

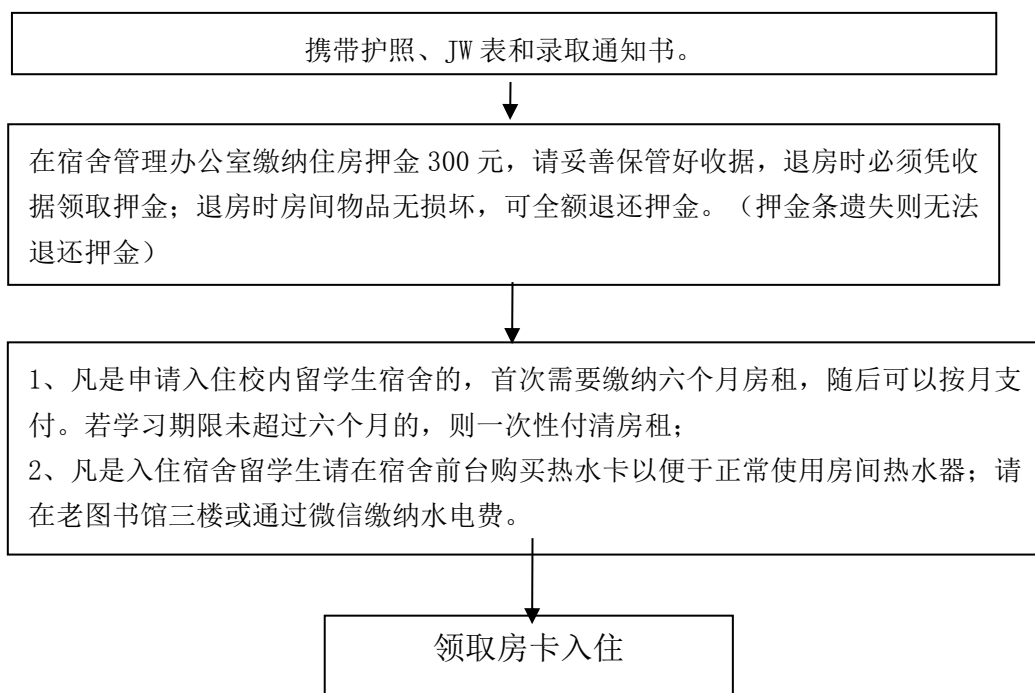
四人间: 450/月/人; (自费生、交换生)

2)、留学生宿舍网络服务

我校为留学生提供无线网络服务, 留学生可以在报道注册时获取学生卡号。

通过学生卡号, 学生每个月均可享受一定流量的免费 4G 服务。免费 4G 流量超过后, 学生可以通过购买中国移动、中国联通或者中国电信的流量服务来使用互联网。

2、新生入住宿舍流程



四、Dormitory Regulations

1、Dormitory Fees

1)、The Cost of rooms for the International Students' Dormitories 5 and 6 varies depending on the type of room:

Single Room: 1200yuan/month/person (Scholarship PhD students, self-supporting students, some exchange students)

Double Room: 900yuan/month/person (scholarship masters students, self supporting students, bachelor students, exchange students)

Double Bunk Bed Room: 750/month/person (scholarship Pre-school students, self-supporting students, exchange students)

Triple Room: 600yuan/month/person (self -supporting students and exchange students)

Quadruple Room: 450yuan/month/person (self -supporting students and exchange students)

2)、Dormitory Internet Service

The international students dormitory is equipped with a free Wi-Fi service. Students can access the internet with their student numbers which is given during registration. Each month, students are given free 4G worth of internet credit. Once they completely use it, they will need to buy an internet package from either China Mobile, China Unicom or China Telecom for extra credit to browse on the school's network.

2、Process for Checking New Students into the Dormitory

Submit a copy of the Admission Notice, JW202/201 and passport to the Dormitory Management Office

Every student is required to pay a deposit of 300 yuan. The receipt should be kept well since the 300 yuan is refundable upon checking out of the dormitory. (Note*** The deposit cannot be refunded if the receipt is lost)

1. Self-supporting students wishing to stay inside of the dormitory are expected to pay a one time payment of six months rent and after, can pay monthly. If your study period is not more than six months, you should pay all the rent one time.

2. Water and electricity must be paid for upon entering the room.

a. To be able to use the water or hot water, hot water card as well as water for the bathroom can be paid for and acquired from the first floor dormitory management office. The hot water card is being sold for 50yuan

b. Electricity can be paid for using Wechat, swiping the money from the student card in the building 6 dormitory management office and using cash at the electricity ATM machine found on the first floor of the administration's annex building and the third floor of the old library.

Receive Room Card

3、更换宿舍申请流程

申请入住留学生宿舍楼的留学生由学院统一安排住宿，未经允许，留学生不得私自调换宿舍。如有特殊原因需要调换宿舍的，在学院床位条件允许的前提下可以申请调换，具体流程如下：

- 1)、学生可以在 206 办公室获取“房间更换申请表”并填写完整；
- 2)、学生将申请表给班主任老师或者导师签字后提交至 206 办公室；
- 3)、206 办公室仅在每周二、三、四提供换房审批服务；
- 4)、每位学生每学期只能提交一次申请，超过一次视为无效；
- 5)、申请人所欠现住房间费用需要交清；
- 6)、办公室同意学生更换至单人间的，学生需要一次性补交六个月的房租。
- 7)、同意学生更换至其他房间的，学生需要一次性补交三个月的房租。后续房租，学生可以按月支付；
- 8)、审批通过的同学可以调换，审批不通过的同学不得私自调换。

4、噪音投诉及处理

为了给每位学生提供一个安静的学习生活环境，学院将严格对宿舍的噪音进行管理。学生及家属不能在宿舍举办舞会、私人聚会；不能使用大功率的音响设备；不得在宿舍大声喧哗以及不得进行其他影响别人学习和休息的活动。

3、 Application Procedures for room changing

International students' dormitory and the international student office will arrange rooms for students who wishes to live in the dorm. Students are forbidden to change rooms without seeking the office permission. If there is a special reason why a student wishes to change room and the conditions for room change are favourable, students can apply to change. Process for changing room is as follows:

1) 、 The student should fill the “Dormitory Exchange Application Form” which is acquired from office 206.

2) 、 Then the student should give the form to either his class teacher or supervisor for signing.

3) 、 Then the filled and signed form should be submitted to office 206.

4) 、 Students that have been accepted to change room can do this only on Tuesdays, Wednesdays and Thursdays.

5) 、 In a semester, a student can change room only once.

6) 、 If the student is owing rent, the student has to first pay his debt before the room will be changed

7) 、 Students wishing to stay in a single room have to first pay a one time rent of 6 months before they will be allowed to move into the room. Afterwards they can pay monthly.

8) 、 Students wishing to stay in a double, bunk bed, triple or quadruple room will have to pay a one time rent of three months before they will be allowed to move into the room. Afterwards they can pay monthly.

4、 Noise making

In order to provide each student with a quiet learning environment, the college pays special attention to noise control management in the dormitory. Students are not allowed to hold any kind of parties in the dorm. Loud music which results in disturbing others is prohibited.

对于违反该规定的学生，我们的处罚如下：

	公费生	自费生
第一次噪音投诉	严重警告	严重警告
第二次噪音投诉	不允许在宿舍居住 暂扣奖学金	不允许在宿舍居住
第三次噪音投诉	勒令退学	勒令退学

噪音投诉具体办法：

1)、所有学生一旦在发现周围的噪音问题（包括五、六号楼之间的花园区域）可立即向所在宿舍的一楼保安投诉。

2)、保安接到投诉后，应立即登记并制止噪音行为。（可采取断电方式）

3)、若学生不听保安劝告，继续制造噪音，学院将按照上述规定给予学生处分。

禁止噪音时间：白天：12:00 am ---2:30 pm；晚上：11:30 pm---8:00am

5、访客管理

留学生的家属、朋友来华探望时，请学生自行在有外事接待资质的酒店，为访客预定房间，我校留学生宿舍不提供住宿。

桂苑宾馆 Tel: 027-67866888

汉庭酒店 Tel: 027-87615757

未来城大酒店 Tel: 027-87158888

Penalties for Students who Violates the Dormitory Management Regulations

	Government Scholarship Students	Self-supporting Students
First Noise Complaint	Serious warning	Serious Warning
Second Noise Complaint	Suspended scholarship and not allowed to stay in the dorm	Not allowed to stay in the dorm
Third Noise Complaint	Expulsion from the school	Expulsion from the school

Noise complaints specific measures:

1) 、 All students once found making unnecessary noise in the dormitory (including the surrounding areas of the dormitory) can be reported immediately to the security personnel found on the first floor of each dormitory management staff.

2) 、 Students who are reported for noise making will be warned by the dormitory.

3) 、 If the student does not listen to the security personnel and continues making noise, the student will be reported to the international student staff and will be punished in accordance with the above provisions for curbing noise in the dorm and its environs.

Noise Prohibition Time: Day: 12: 00 am --- 14:30 pm; Night: 11: 30 pm --- 8:00 am

5、 Visitors

International students who have invited friends and family members to China for a visit are required to reserve rooms for their visitors in a hotel. The university does not provide accommodation for non-students in the international students dormitories.

Contact of some hotels:

Guiyuan Hotel (University's Hotel) **Contact Number: 027-67866888**

Hanting Hotel **Contact Number: 027-87615757**

Future City Hotel **Contact Number: 027-87158888**

留学生亲朋至学生宿舍拜访时，请携带有效证件（护照、身份证或学生证等），于留学生宿舍一楼管理员处登记备案。访客不能留宿，需在晚上门禁关闭前离开留学生宿舍楼。

留学生宿舍楼门禁时间：

周日---周四：11:30pm——6:00am

周五---周六：12:00pm——6:00am

6、宿舍水电使用

留学生宿舍电费标准：0.58 元/度；水费标准：1.9 元/吨。所有留学生均需自行购买水电。

电炊具只限在公共厨房内使用，严禁在个人房间内使用；同时大功率电器，例如，取暖器、热得快、煤气罐等易燃易爆品严禁在宿舍楼内使用。一经发现，将予以没收，并给予处分。

7、陪读家属管理

1)、 我校不向留学生配偶或家属提供校内留学生宿舍用房。

2)、 留学生如邀请配偶及家属来华陪读，需自行在校外为家属租房。配偶或家属可在涉外宾馆临时住宿，不能在留学生宿舍过渡。在提供校外住宿登记、购买保险后，我校才能为家属办理签证或居留许可。

3)、 如有违反者，将予以强制搬出，并给予留学生警告等处分措施。

When visiting students in the dormitory, visitors are required to register with the security personnel on the first floor of the dormitory with a valid ID (passport, national ID card or student ID card). visitors are not allowed to stay overnight in the dormitory. They will need to vacate the dorm before the doors are closed for the night.

Dormitory Closing Times

Sunday - Thursday: 11:30pm - 6:00am

Friday and Saturday: 12:00am - 6:00am

6、 Water and power usage

Dormitory electricity standard: 0.58 yuan / kwh; water standards: 1.9 yuan / ton.

All high powered electrical appliances like the electric cookers, ovens, microwaves, toasters, kettles etc. should be used only in the kitchens provided on each floor in the dormitory. The use of heaters of all kinds, gas cylinders and other highly inflammable and explosive equipment are prohibited in the dorm. Random periodic checks are carried out to make sure the right equipment are used in the dorm. Prohibited appliances if found will be seized and culprits will be punished.

7、 Residence For Family Members Accompanying International Students

1) 、 The university does not provide residence for spouses and their family members in the dorm.

2) 、 If international students invite their spouses and family to accompany them for their studies, they will have to rent their own off campus accommodation. They can temporarily stay in a hotel till they rent their own off-campus accommodation. They are not allowed to stay in the international students dormitory. After providing the office with the temporary accommodation registration form and also after self-supporting students have paid health insurance, they will be provided with document for residence permit application.

3) 、 Violators will be forced to move out of the dorm and the student will be punished and other punishment measures will apply.

五、留学生医疗保险

1、留学生保险及就医

根据中国政府的有关规定，留学生来校后，须参加华中师范大学集体投保的综合医疗保险，不参加综合医疗保险的，不能注册入学。

与我校合作的保险公司为中国平安保险公司。

公费生（保险费由中国教育部统一交纳）

自费生（一年保险费为 800 元）

所有公费生、自费生的医疗报销均参照平安保险公司相应规定。

门诊

住院

- 1、学生可先行到学校医院就诊，费用低，距离较近；
- 2、若校医院无法提供有效的治疗，可以遵循校医院医生的建议到校外公立医院就诊；就诊后，请务必留存病历及发票；
- 3、因意外事故受伤而在公立医院门诊治疗可 100% 报销。
(酗酒、违法违规行为导致的意外伤害则无法报销)
- 4、中南医院并未纳入平安保险公司合作范围，若学生去中南医院就诊，所有费用均需自行承担。

- 1、如果需要住院治疗，请及时联系 206 办公室老师，并提供**护照复印件**，我们将会为学生办理保险垫付手续；（学生需要缴纳住院费用的 10% 作为押金，出院后，可退还）
- 2、确定住院后，学生首先拨打“400”电话，随后联系 206 老师提供以下信息：
**医院名称、住院号、床号、病因、
入住科室、主治医生、医生电话**
- 3、可以接受保险垫付的医院：在武昌有“湖北省人民医院”，在汉口有“协和医院、同济医院”；
- 4、如果到其他非合作公立医院住院，保险公司将不能先期垫付，所有费用只能暂时自理，出院后才能获得保险赔付；
- 5、住院学生若无家属照顾，可申请陪护，最长不超过 60 日，每日费用不超过 200 元；
- 6、**某些疾病不能够享受保险，需要自费。**（具体内容见《来华留学生综合医疗保险》）

五、 Medical Insurance for International Students

1、 How to make use of the Medical Insurance

According to the relevant provisions of the Chinese government, students must have a comprehensive medical insurance with the university. The insurance company the university uses is the Ping An Insurance Company of China.

Scholarship Students (health insurance is paid by the Chinese Ministry of Education)

Self supporting Students (800yuan for one year health insurance)

Reimbursement of medical expenses for both scholarship and self-supporting students is based on Ping An insurance Company's regulation.

Outpatients

1. For lower expenses and short distance, students can firstly choose to seek treatment in the university's hospital
2. If the university's hospital cannot treat a student, the doctors will advice the student to seek medical help from a public hospital outside the campus. After treatment the student will need to keep both the hospital booklet and receipts for insurance purpose.
3. Treatment received in a public hospital due to accident or injury can be reimbursed 100%
4. Ping An Insurance Company does not have any cooperation with Zhongnan Hospital. Therefore students are advised not to seek medical treatment there. If a student chooses to seek medical treatment at Zhongnan Hospital, the insurance company will not cover any expense borne by the student.

Inpatients

- 1、 If a student has to be hospitalized, the student should contact the staff of office 206 and provide a copy of their passport. The office will help in the handling of insurance. The student will need to firstly deposit an amount usually 10% of the hospital fees which is refundable upon discharge to the hospital.
- 2、 immediately after hospitalization, the student will need to firstly dial "400" to inform the insurance company of their hospitalization. Then secondly inform the staff of office 206 providing the following information:
Name of Hospital, Hospitalization Number, Bed Number, Name of Sickness, Hospitalization Department, Attending Doctor's Name, Doctor's Contact Number.
- 1、 Hospitals the insurance company Covers:
Wuchang: Hubei Renmin Hospital
Hankou: Union Hospital and Tongji Hospital
- 2、 If a student is hospitalized in a public hospital that does not have any cooperation with the insurance company, the student will firstly need to pay for his medical expense and after treatment receive claim from the insurance company.
- 3、 If on admission and there is no care for the student, the student can apply for help of an escort from the hospital. Help from an escort should not exceed 60 days and the daily fee should not exceed 200 yuan.
- 5、 **Some sicknesses are not covered by the insurance, therefore students are required to pay.** (For details please check "Foreign Students Medical Insurance" guide).

2、保险费理赔说明

理赔条件有两个：

- 1)、费用总额需超过 650 元，
- 2)、单日支出费用最高限额为 600 元（超出 600 元的部分不予计算）

最终学生可获得理赔金额=（支出总额-650） x 85%

假如学生生病住院 4 天，每日支出费用如下：

日期	实际支出金额	理赔计算金额
第一天	500	500
第二天	660	600
第三天	450	450
第四天	400	400

由于该生第二天支出 660 元 >600 元，只按 600 元计算，

因此支出总额=500+600+450+400=1950

理赔金额=(1950-650) x 85% =1105 元

2、CALCULATION OF INSURANCE CLAIM FOR THE OUTPATIENT STUDENT

Refund can be done under the following conditions:

1) 、 A day's cost should not exceed 600yuan. If it exceeds, only 600yuan of that day's cost would be considered.

2) 、 Monies spent over a period should exceed 650yuan in total.

If these two conditions are followed the calculation for refund would be

(Total Cost Of Money Spent – 650yuan)*85% = Money That Would Be Refunded

Example:

Assuming a student goes to the hospital for four days and monies spent daily reads:

Day	Money spent	Amount calculated
Day 1	500	500
Day 2	660	600
Day 3	450	450
Day 4	400	400

As shown above, on the second day, the student spent 660yuan which exceeded the 600yuan allowance. In this instance only 600yuan of the 660yuan spent would be used for the calculation. Therefore the calculation would be

[(day 1+day 2+day 3+day 4) – 650]*85%= amount that would be refunded

That is:

Step 1: 500+600+450+400 = 1950

Step 2: (1950 – 650)*85% = 1105 yuan

Therefore the amount that the insurance company would refund to the student would be **1105yuan**

六、公费生奖学金

1、公费生奖学金标准

中国政府奖学金生每月奖学金标准（人民币）：

本科生、预科生	2500 元
硕士研究生、普通进修生	3000 元
博士研究生、高级进修生	3500 元

孔子学院奖学金生每月奖学金标准（人民币）：

硕士研究生	3000 元
普通进修生	2500 元

全额奖学金新生在开学当月的 15 日前（含 15 日）报到注册的，领取全月生活费；15 日以后报到注册的，领取半个月生活费；毕业月份生活费按照标准的一半发放。

公费生如果申请校外住宿，需向 206 办公室提交校外住宿申请表及派出所提供的住宿登记表。校外住宿的本科生、硕士生、普通进修生每个月补助 700 元；博士、高级进修生每个月补助 1000 元。

预科生在预科学习期间不得申请校外住宿。

2、公费生奖学金发放办法

留学生到校后请及时到中国工商银行办理银行卡，并把卡号上交至 206 办公室，同时在 206 办公室录入指纹。领取本月奖学金后，请每位学生于次月 5-20 日到 206 办公室进行指纹打卡，凡是未进行指纹打卡的，下个月奖学金暂扣。206 办公室每月最后一日（如遇休息日则时间前移）发放下个月奖学金。

请持卡学生妥善保管银行卡，设置安全密码。

六、 Government Scholarship Students

1、 Standard and Content:

The Chinese Government Scholarship living allowance for each month (RMB):

Bachelor, Pre-school student	2500
Masters Students, General Scholar	3000
PhD students, General Advanced Scholar	3500

Confucius Institute Scholarship standard per month (RMB):

Masters Students	3000
General scholar	2500

At the beginning of a semester, new students will have to register by the 15th of that month to be eligible to receive the full living stipend for the month. New students registering after the 15th will receive half of that month's living stipend. Graduating students will also receive half of the living stipend for their final month in the university.

Students that will like to stay off-campus will need to submit an off campus accommodation application form as well as a temporary residence registration form for overseas visitors (acquired from the nearest police station to the off campus residence) to office 206. Scholarship Bachelor, masters and general scholars will be given 700 yuan each month and doctoral and general advanced scholars will be given 100yuan for their off-campus accommodation.

Students on the Pre-School Chinese Language programme are not allowed to stay off campus during their preparatory studies.

2、 Distribution Method of Government Scholarship Stipend

After registration, scholarship students will need to go to the campus branch of the Industrial and Commercial Bank of China (ICBC) with their passports to open an account. Once this is done, the student will need to submit the bank card number to office 206 and also have their fingerprint taken. Once completed, between the 5th and 20th of each month, scholarship students will need to scan their fingerprints to receive the following months stipend. If a student fails to do this, deductions will be made from the next months stipend. Office 206 is in charge of sending living stipends into scholarship students accounts. Students will receive their stipend the last day of each month.

Bank cards and passwords should be appropriately secured by students.

3、银行卡丢失及更换

若留学生不慎遗失银行卡，首先可以拨打中国工商银行服务电话（95533）口头挂失，随后的7日内务必携带本人护照到银行柜台进行挂失。

挂失后7个工作日，银行将会发放新的银行卡，此时卡号已经发生变化，领取新卡的学生一定要及时将新卡号告知206办公室的负责老师。

银行系统会自动将遗失卡中的余额转存至新卡中。

3、 Loss and Replacement of Bank Card

If a student should lose his bank card, the student should contact the Industrial and Commercial Bank of China (ICBC) (**Service Call: 95533**) to report the loss of the card. When reporting the loss, the student should go to the bank with his passport to have a new one done.

The bank will provide the student with a new bank card 7 days after the report. After receiving a new bank card, should inform the staff of office 206 of the new bank card's number.

The bank will automatically transfer the balance of the lost card to the new one.

七、奖学金评审、延长、及学习期限延长的申请

1、中国政府奖学金年度评审

评审对象：学习期限超过一年或毕业前申请延长学习的在校中国政府奖学金生。

评审时间：每年四月

评审内容：学生自入学以来的所有学习成绩、学习态度、考勤情况、行为表现和奖惩情况等，**如果被评为不合格，将会被取消奖学金或中止奖学金。**

评审流程：

- 1)、在规定时间内，下载《中国政府奖学金评审表》，本人填完后交由任课老师（或导师）填写并签字；
- 2)、学院审核并盖章后交 206 办公室；
- 3)、召开评审研讨会核定结果；
- 4)、将评审结果上报国家留学基金委；
- 5)、将最终结果通报给学生。

特别说明：凡在我校学习超过一学年(两个学期)以上者，或申请延长奖学金期限的博士生均必须参加奖学金年审。

毕业生不需要参加年审。

七、Scholarship Application, Length of Study and Study Period Extension

1、Annual review of Chinese Government Scholarships

Eligible: Chinese Government Scholarship students who have studied for more than a semester or have applied for extended study before graduation.

Time: April of each year

Content: Students' complete academic records、 study attitude、 class attendance、 personal behavior and rewards and punishments. If a student is unfit to continue the scholarship, **the scholarship will be canceled or suspended depending on the severity of the situation.**

Process:

1) 、 Download the “Chinese Government Scholarship Students Annual Review” form, after filling in the form, hand it to the teachers from your department for signing and stamping

2) 、 After verification and stamping in your department, please submit the signed and stamped document to office 206

3) 、 A review committee will be formed to review and verify all forms

4)、Once results have been arrived at, a report will be compiled and sent to CSC

5) 、 Final results will be announced to the students.

Attention : Students who have studied in CCNU for more than one semester and those who have extended their study period will all need to participate in the reviewing of scholarship.

Graduating students do not have to participate in the review.

2、孔子学院奖学金年度评审

评审对象：学习期限超过一年的在校孔子学院奖学金生。

评审时间：每年四月

评审内容：学生自入学以来所有的学习成绩、综合表现（学习成绩总排名、学习态度、行为表现、考勤等）、汉语能力为学生提供全额奖学金、部分奖学金或停发奖学金。

评审流程：

1)、在 206 办公室领取《孔子学院奖学金生年度评审表》，本人填完后交由任课老师（或导师）填写并签字；

2)、学院审核并盖章；

3)、召开评审研讨会核定结果；

4)、将评审结果上报国家汉办；

5)、将最终结果通报给学生。

3、华中师范大学学校奖学金年度评审

评审对象：学习期限超过一年或毕业前申请延长的华中师范大学学校奖学金生。

评审时间：每年五月

评审内容：学生自入学以来所有的学习成绩、学习态度、考勤情况、行为表现和奖惩情况等，如果被评不合格，将会被取消奖学金或暂停奖学金。

评审流程：

1)、在规定时间内，下载《华中师范大学学校奖学金评审表》，本人填完后交由任课老师（或导师）填写并签字；

2)、学院审核并盖章；

3)、召开评审研讨会核定结果；

4)、将最终结果通报给学生。

2、 Confucius Institute Scholarship Annual Review

Eligible: Confucius Institute Scholarship Students who have studied for more than a semester.

Time: April of each year

Content: Student's complete academic records、 integrated performance (total ranking of academic records 、 study attitude 、 personal behavior 、 class attendance,etc.) and Chinese Proficiency

Process:

1) 、 Get the “Confucius Institute Scholarship Students Annual Review” Form from 206 office. After filling in the form, hand it to the teachers from your department for signing and stamping

2) 、 After verification and stamping in your department, please submit the signed and stamped document to office 206

3) 、 A review committee will be formed to review and verify all forms

4) 、 Once results have been arrived at, a report will be compiled and sent to CSC

5) 、 Final results will be announced to the students.

3、 CCNU Scholarship Annual Review

Eligible: CCNU scholarship students who have studied for more than a semester or who have extended their study period before graduation..

Time: April of each year

Content: Student's complete academic records、 study attitude、 class attendance、 personal behavior, rewards and punishments.If the student is assessed as disqualified, the scholarship will be canceled or suspended.

Process:

1) 、 Download the “CCNU Scholarship Students Annual Review” form, after filling in the form , hand it to the teachers from your department for signing and stamping

2) 、 After verification and stamping in your department, please submit the signed and stamped document to office 206

3) 、 A review committee will be formed to review and verify all forms

4) 、 Final results will be announce to the students.

4、中国政府奖学金生延期申请办法

申请对象：本学年应毕业的公费博士研究生

申请时间：每年四月

申请材料：

1)、下载《中国政府奖学金生延长奖学金期限申请表》、《中国政府奖学金生年度评审表》，本人填好后，交由导师签字并盖学院公章；

2)、提交大使馆出具的同意延期函。

上述材料准备好后，请及时提交至 206 办公室。

上述各类申请表：《中国政府奖学金生年度评审表》、《华中师范大学学校奖学金评审表》、《中国政府奖学金生延长奖学金期限申请表》均可在国际文化交流学院网站中下载。（<http://cice.ccnu.edu.cn/>）

5、学习期限延长的申请

在校本科生、硕士研究生、博士研究生若不能按期毕业，必须提前至 206 办公室领取延期申请表，认真填写后提交。以便于 206 办公室延长学生的学习期限，并核算学费、答辩费后办理居留许可延长手续。

在校普通进修生若申请延长进修时间，必须提前至 206 办公室领取延期申请表，认真填写后提交至 204 办公室。204 办公室将根据班主任老师意见确定是否予以延长，若获批延长则可至 206 办公室缴纳学费、保险费并办理居留许可延期；若未获批延长则请于居留许可到期前离校。

4、 Chinese Government Scholarship Students Study Extension Application

Procedure

Eligibility: PhD scholarship students who are supposed to be graduating within that particular academic year.

Time: April of each year

Content:

1、 Download the Chinese government scholarship extension application form as well as the Chinese government scholarship students annual review form. After filling in both forms, hand it over to your supervisor for signing and stamping from your department.

2、 Take a letter of approval from your Embassy. When you have all documents ready please submit them to office 206.

The Chinese government scholarship students annual review form、 Central China Normal university school scholarship review form、 The Chinese government scholarship students scholarship extension application form all can be download from the International Cultural Exchange school website (<http://cice.ccnu.edu.cn/>)

5、 Application for Extending Study Period

Bachelor, Masters and Doctoral Graduating Students who are unable to graduate on time, need to apply for study extension in office 206. They will need to carefully fill in a Study extension application form. Once this is done and submitted, tuition and defence fees will be calculated for students. Once all payments are done, documents for extending residence permit will be given to the student for extension.

General scholar students who will like to extend their study period will need to firstly fill out a study extension application form in office 206 and then submit it to office 204. Office 204 will determine whether to extend the student's study period or not depending on the student's class teachers recommendations. If approved, the student will need to go to office 206 for tuition and health insurance payment. Once payments are completed, documents for residence permit extension will be given to the student. If application is denied, the student will need to leave the school before the residence permit expires.

八、留学生行为准则及处分

1、留学生行为准则

留学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，积极参与文明校园创建活动，尊师重教，增强环保意识，创造和维护文明、整洁、优美的学习和生活环境，并树立安全风险防范和自我保护意识，保障自身合法权益。

留学生不得有酗酒，打架斗殴，赌博，吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

学校发现留学生在校内有违法行为或者严重精神疾病可能对他人造成伤害的，可以依法采取或者协助有关部门采取必要措施。

留学生应当遵守国家和学校关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等；不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

留学生应当遵守学校关于学生住宿的管理制度。鼓励和支持学生通过制定公约，实施自我管理。

2、学校处分规定

留学生有下列情形之一，学校可以给予开除学籍处分：

- 1)、违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；
- 2)、触犯国家法律，构成犯罪的；
- 3)、受到治安管理处罚，情节严重、性质恶劣的；
- 4)、代替他人或者让他人代替自己参加考试、组织作弊、向他人出售考试试题或答案牟取利益以及其他严重作弊或扰乱考试秩序行为的；
- 5)、学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；
- 6)、违反学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；
- 7)、侵害其他个人、组织合法权益，造成严重后果的；
- 8)、屡次违反学校规定受到纪律处分，经教育不改的。

八、Regulations for International Students and Penalties

1、Regulations to Follow

The student has to abide by all the laws of the People's Republic of China, regulations set by the immigration and the university's rules and regulations. The student will show respect to teachers and others and will actively participate in creating a civilized learning and living environment. The student shall not engage in alcoholism, fight, gambling, drug use, dissemination and production of illegal materials whether audio, books or visual. Shall not participate in an illegal religious activity, or carry out cult or feudal superstitious activities. Shall not participate or harm other students in any way. Public order shall be preserve at all times. The student shall also practice self preservation and protect himself at all times. Office 206 as well as the police can be contacted in situations of emergency.

If the university realizes that a student is mentally unstable, engages in illegal activities or has the potential to harm himself and others, the university will assist the relevant department in taking out the necessary measure in accordance with the laws of China.

Students shall abide by the laws of China and the university on using the internet. The student shall not log on to illegal or pornographic websites and shall not take part in the dissemination of illegal messages whether audio or visual. The student shall not fabricate or share false or harmful information and shall not attack, hack, or invade other people's computers and mobile communication network systems.

2、Penalties

A student can be expelled from the university if any of the following circumstances occurs:

1) 、 Violates the laws of The People's Republic of China, undermines stability and unity and causes social disorder.

2) 、 Violates National laws which constitutes as criminal offence.

3) 、 Punished by the Public Security Bureau due to breaking of laws and causing harm to others.

4) 、 Engaging in all forms of exam malpractice. That is letting others take the exam instead of the student taking the exam himself, taking part in cheating, selling exam questions and answers and causing any form of disorder during exams.

5) 、 Academic misconducts such as plagiarism, falsification and forgery of dissertations and published articles. The student shall be punished depending on the seriousness of the situation. The student shall again be punished if the student buys or sells as well as writes other students thesis.

6) 、 Violation of the university's rules, seriously and negatively affecting the learning, living and teaching order of the university as well as causing public disorder.

7) 、 Infringing on the right and interests of other individuals and organizations leading to serious consequences for affected people.

8) 、 Refusing to change despite breaking the rules repeatedly and receiving numerous previous disciplinary actions regardless of being reprimanded.

九、其他事务

1、请假流程

留学生在未经老师同意的情况下，擅自旷课，将被记录在考勤系统中，旷课率超过 30%则不能参加期中或期末考试，情况严重者还将给予勒令退学的处分。因病休息或治疗一定要请病假并出示相关证明。

- 1)、有事需要请假的同学到 206 办公室领取请假条，填写相关信息
- 2)、填好请假条后，找任课老师或者所在院系的老师签字
- 3)、将老师签字的请假条交至 206 办公室
- 4)、请假期满后到 206 办公室销假

注意：

1)、奖学金硕士生、博士生在论文开题答辩通过后经批准可离境或者回国结合论文选题进行调研，其奖学金自离境下月起暂停，分别在答辩前至少三个月回校；请假半年及以上返校签到后可以补发最多六个月奖学金，超期部分或未按期返校者不再补发。规定学制（含批准延长期限内）内此类申请仅限一次。

- 2)、出入境将根据学生出勤情况及学习情况决定是否核发居留许可。

2、留学生无犯罪证明办理流程

材料准备：

- 1)、护照原件或复印件
- 2)、学校开具的证明

流程：

- 1)、请携带护照原件或复印件到 206 办公室开具证明
- 2)、请携带护照和证明到华中师范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。

九、 Other Affairs

1、 Procedure for Asking for Leave

If an international student should miss class without seeking class teacher's permission, it will be recorded as been absent. If a student should be absent for a total of 30% of class hours for a semester, the student will not be allowed to take the semester's final exam. Depending on the situation, if a student's absenteeism rate is well above the permissible 30%, the student will be expelled. If a student wishes to be absent from class, permission should be sought for from class teacher and proof should be shown if the student is sick.

- 1) 、 Fill the Leave Application Form in office 206
- 2) 、 Class teacher should sign the Leave Application Form after seeking their permission
- 3) 、 Hand in the signed Leave Form to office 206
- 4) 、 After returning to school, please inform the office of your return.

Attention:

1) 、 Approval will be given to scholarship masters and PhD students for data collection once thesis topics have been approved. Scholarship stipends will be suspended the following month once approval has been given. Students are expected to return to the school at least 3 months before defense. Permission will be given for up to six months for data collection. Stipend for the number of months the student was absent from school will be returned once the student returns on time. Failure to return on time will mean that stipend for the months missed will not be returned. Application to be absent from school for data collection will be given just once within the study period including the approved study extended period.

2) 、 Wuhan Immigration will determine whether to issue residence permit or not based on students attendance and study.

2、 Process for Applying for a No Criminal Record Certificate

Materials needed

- 1) 、 Passport
- 2) 、 Certificate of No Criminal Record Issued By The International Office
- 3) 、 Temporary Residence Form For Overseas Visitors

Process

1) 、 To acquire a Certificate Of No Criminal Record, the student has to give either their passport or passport copy to office 206.

2) 、 Then submit both the No Criminal Record Certificate and passport or passport copy to the university's security department for stamping of the No Criminal Record Certificate.

3) 、 The final step is to submit the passport or passport copy, stamped No Criminal Record Certificate, residence or accommodation form for overseas visitors to the notary office for a notarization certificate.

3、护照遗失补办流程

- 1)、学生请在 206 办公室申请护照遗失证明；（一式两份）
- 2)、校内住宿学生请在 206 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马房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 206 办公室备案并申领新居留许可。

3、 Process for Reporting the Loss of a Passport

Loss of Passport

Off- Campus Students

On- Campus Students

- 1. Report the passport loss to office 206
- 2. Receive Loss of Passport Certificate
- 3. Take the “Registration Form of Temporary Residence for Overseas Visitors” from the nearest police station to your place of residence

- 1. Report the passport loss to office 206
- 2. Receive Loss of Passport Certificate
- 3. Receive the Accommodation Certificate from office 206

- 1. Send a copy of all documents to the campus Mafangshan Police station branch for a passport loss certificate.
- 2. Make a report at the Wuhan Immigration (Wuhan Citizens Home) and Submit a copy of all documents including the certificate given to you by the Mafangshan police to Immigration
- 3. Inform your Embassy or consulate of losing your passport and start the process for acquiring a new passport.
- 4. Inform office 206 when you receive the new passport for documents for processing residence permit

4、留学生 QQ 群、微信公众账号

留学生 QQ 群（**180030683**）将作为留学生将作为学院的电子布告栏，公布学院的一系列通知，华师留学生请积极加入。加入群的步骤如下；

1)、登录 QQ

2)、搜索 QQ 群 **180030683**

3)、加入群。（在该步骤中，请同学们在验证信息中注明自己的国籍和姓名，否则加入请求将被拒绝。）

4)、加入成功。Approve your request

使用智能手机的留学生可下载手机微信，并添加 206 办公室微信公众账号，及时获取最新、最重要资讯。



4、 International Students QQ Group, Wechat Group

International Students QQ Group (180030683) will be the e-announcement of CICE. Adding the QQ Group as follows:

- 1) 、 Sign-in your QQ account
- 2) 、 Search for QQ Group 180030683
- 3) 、 Add Group (Please enter your name and nationality to be accepted)
- 4) 、 Approve your request

(You can download QQ here <http://im.qq.com/qq/all.shtml> 下载 QQ)

You can download Wechat on your cellphone and add CICE Wechat by scanning the QR code below.



常用地址

(Some Addresses You Should Know)

一、校外 Off Campus

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

Han Kou:

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, Gao Xin Road, No. 777

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

Tel: 50777171

2、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

3、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。

4、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: 13th floor of the Zhongke Kaiwu BUilding, 19th Luojiashan Road, Hongshan District

TEL: 027-87165050

2)、湖北省武汉市楚信公证处

地址：湖北省武汉市武昌区水果湖广场 B 座 3 楼

电话：027-87363962 027-87233500

Chu Xin Notary Office, Wuhan, Hubei

Address: Shui Guo Hu Square Tower B Third Floor, Wu Chang District

TEL:027-87363962 027-87233500

二、校内 On Campus

1、老图书馆三楼大厅(支付学费，住宿费，电费)

3rd floor of the old Library (tuition fee, rent and electricity payment)

喷泉广场对面 located opposite the fountain close to the university's administration building

周一至周四：上午 8:00-11:30 下午 14:00-16:00

Monday to Thursday: 8:00-11:30 , 14:00-16:00

2、中国工商银行 ICBC BANK

新图书馆楼下右侧

Below the new library, on the right side

3、网络中心（学生卡办理）中国工商银行北侧

Internet Center (Please take along your passport when having a student card done) Next to the ICBC BANK (below the new library)

4、桂香元餐厅一楼（学生卡充值）

1st floor of Guixiangyuan Canteen (Charge student card for paying for electricity and other stuffs)

5、校医院 University Hospital

九号楼附近（Behind building 9）

急诊电话：67867177

Emergency Call: 67867177