



華中師範大學

CENTRAL CHINA NORMAL UNIVERSITY

## 国际学生入学指南

### Guide for International Students

留学生管理工作办公室 国际文化交流学院

International Students' Affairs Office

College of International Cultural Exchange



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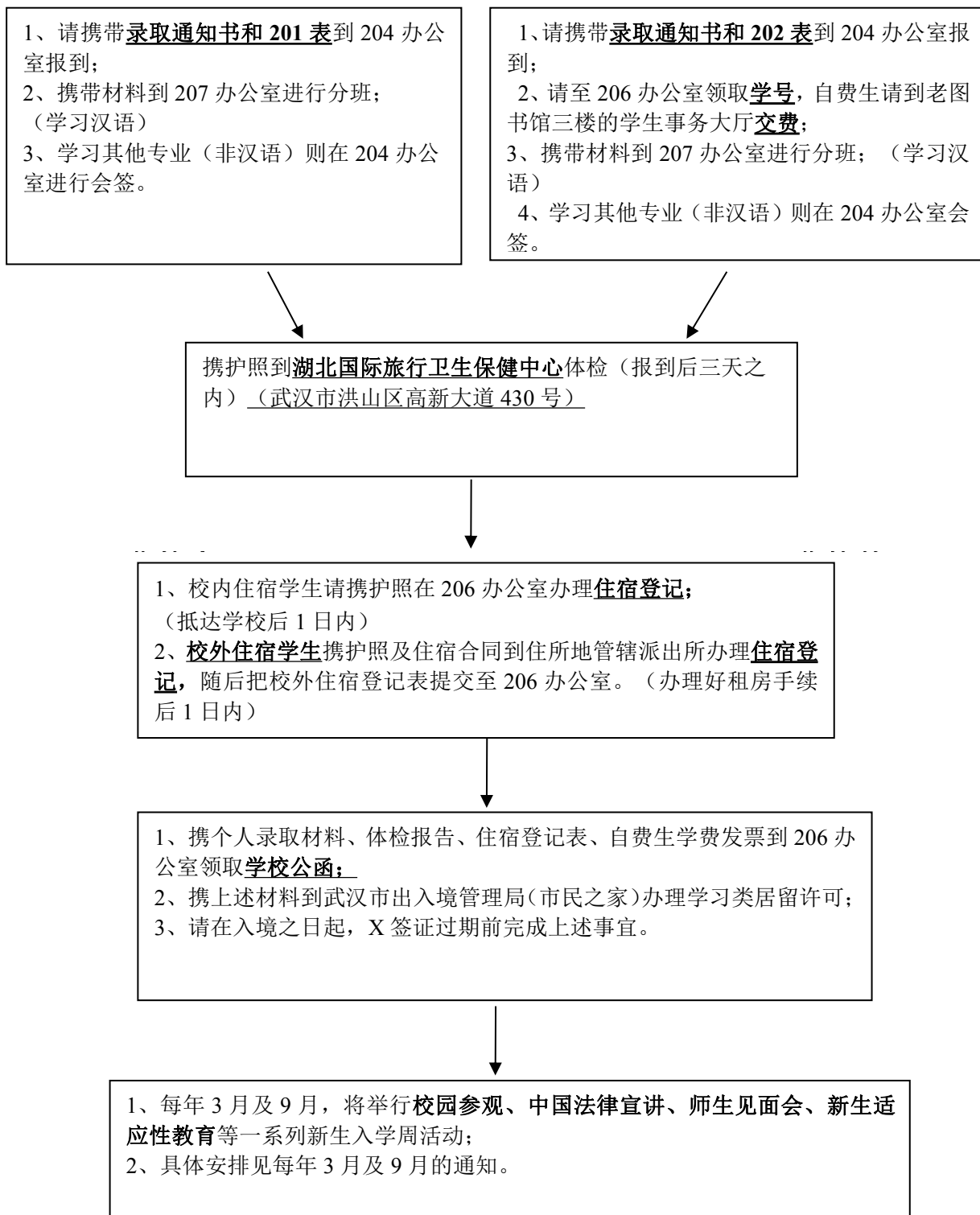
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# 一、国际学生报到注册

## (一) 新生入学报到流程图

### 中国政府奖学金生

### 孔子学院奖学金生、交换生、自费生



# 一、Registration

## (一) Registration Steps for the New Students

### Chinese Government Scholarship Students

- 1、Students should register at CICE Office 204 with their Admission Notice and JW 201 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\Exchange\Confucius Scholarship 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 self-supporting students pay tuition fee at the Financial Office (third floor of old library) .
- 3、 Chinese Language students should go to Office 207 with all their documents 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)  
Address: No.430 Gaoxin Avenue, Hong Shan District, Wuhan

1. A day after arriving in the university, students should take their passport to office 206 to register.
2. 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. 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 March/September: campus tour, education of Chinese laws, teachers and students meeting, educating freshmen on adaptability etc...
2. Check the notice in March/September for details.



## （二）新生报到与注册

凡被我校录取的国际学生，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、校际交换生携护照、《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）上述学生完成第一步后，请到 206 办公室领取《入学指南》，核对个人有效信息，采集人脸信息、办理学生证、银行卡、住宿登记。

（3）到湖北省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。

（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，测试结果作为分班依据。

（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》并到所在专业院系报到。

（6）在 206 办公室领取学习类居留许可所需的材料。（入境之日起，X 签证过期前）

## **(二) Registration**

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

### **1.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 out a registration form at Office 206 with your Passport, Admission Notice, and Visa Application Form for Study in China (Chinese Government Scholarship - JW201 Form, Confucius Scholarship and Exchange Students– JW202 Form) , then collect a Guide for International Students booklet. Check your personal information, undergo facial recognition, have your student card made and banking card, and register for accommodation.

(3) Students have to go to the Hubei Health & Quarantine Bureau to have a physical examination.

(4) 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.

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

## 2. 自费生报到注册

(1) 自费生携护照、《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) 上述学生完成第一步后携护照、《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》，办理学生证、办理住宿登记手续、缴纳保险费。在确认学号信息后，持护照及学号至学生事务大厅(文化公书林三楼)缴纳学费。

(3) 到湖北省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。

(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，测试结果作为分班依据。

(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) 在206办公室办理居留许可所需的材料。(入境之日起，X签证过期前)

### (三) 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，学籍将被注销以自动退学处理，自费生已缴纳学费不予退还。

自费生请在报到注册期内凭本人护照及学生卡至学生事务大厅(文华公书林三楼)缴纳学费；请在办理报到注册手续时，缴纳保险费。

## **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) 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.

After confirming the student number information, take your passport and student number to the student affairs hall(third floor of the old library) to pay the tuition.

(3) Students have to go to the Hubei Health & Quarantine Bureau to have a physical examination.

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

### **(三) 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 to have given up their studies and their status will be changed. Tuition paid is non-refundable.

Self-supporting students should pay their tuition at the student affairs hall ( the third floor of the old library ) with their passport and student card during the registration period; Please pay the insurance premium in Office 206 after they pay their tuition.

## 二、国际学生学费标准及缴纳

### (一) 学费收费标准

(单位：元/年)：

项目	金额			
		文科	理科	音乐、美术及体育
中文授课专业学费	本科	20000	22000	24000
	硕士	24000	30000	30000
	博士	30000	38000	38000
	专业进修	20000	22000	22000
	高级进修	24000	30000	30000
	语言进修	17000		
	预科	24000		
	英文授课专业学费	本科	24000	26000
硕士		30000	36000	36000
博士		34000	41000	41000
进修生		30000	38000	38000

### (二) 缴纳学费

1. 国际学生须持护照及学号信息到学生事务大厅（文华公书林三楼）缴纳学费。

2. 学费缴纳以学期为单位，请在报到注册期内交纳学费，否则将不予批准入堂上课，不予办理学习类居留许可，并收取滞纳金。

3. 针对境外学生，我校可接受境外汇款方式和学校缴费小程序方式缴纳学费。（汇款信息和小程序信息附后）

## 二、 Tuition and Payment

### (一) Tuition

(RMB/year) :

Items	Amount			
		Liberal Arts	Science	Music, Fine Arts and Physical Education
All majors in Chinese	Bachelor	20000	22000	24000
	Masters	24000	30000	30000
	Ph.D	30000	38000	38000
	General Studies	20000	22000	22000
	Advanced Studies	24000	30000	30000
	Language Student	17000		
	Prep.	24000		
	All majors in English	Bachelor	24000	26000
Master		30000	36000	36000
Ph.D		34000	41000	41000
General Studies		30000	38000	38000

### (二) Payment Procedures

1. when paying for tuition, students will need to show their passport and student ID cards to pay their tuition at the student affairs hall (the third floor of the 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.

3. As for students who are not in China, they can pay the tuition by overseas remittances and the payment mini-program of CCNU. (Details of overseas remittances and mini-program are attached below.)

### **三、国际学生居留许可、费用、处罚**

#### **(一) 居留许可办理**

1.国际学生必须持《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；学生应在进入中国境内后，X 签证过期前申请办理学习类居留许可；若学生在我校学习期限尚未结束，请于旧居留许可到期前一个月向我校申请延期。

2.国际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.国际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；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）；家属的居留许可不能超过国际学生居留许可有效期；凡携家属到我校就读的国际学生，请自行在校外租住住房。

#### **(二) 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（认证学生出具的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；

6.短期签证费：160 元。

### **三、Residence permit、Fees、Punishments**

#### **(一) How to apply for 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 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 the university's consent. Once in China, family members can apply for a 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 student's residence permit expiration date; students who bring their families to our school, please rent a house outside the school. **Students who bring their families to our university will not be provided with dormitory accommodation.**

#### **(二) Fees for Residence Permit:**

##### 1. Physical Examination Tests:

Complete physical examination for students without a valid physical examination certificate from their countries: 250 RMB;

Partial physical examination for students with a valid physical examination certificate from their country: 70 RMB. (The valid examination certificate should be within six months.)

2. Up to a year residence permit fee: 400 RMB;

3. More than one year and up to three years residence permit fee: 800 RMB;

4. More than three years residence permit fee: 1000 RMB;

5. Modification of residence permit: 200 RMB.

6. Short-term visa fee: 160 RMB.



### **(三) 处罚**

1.国际学生及其家属拿到护照后应该认真核查自己签证或居留许可的有效期。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。

2.护照首页、签证页及居留许可页均不得涂改、损坏，违者将受到处罚。

### **(四) 特殊情况**

1.若国际学生护照即将过期，请提前安排足够时间更新护照。更换护照需要较长时间的，请在护照过期前两个月到武汉市出入境管理局登记备案，以便事后向出入境管理局提出减免处罚申请。否则，因护照更换导致居留许可过期也将受到中国法律法规的处罚。

2.若学生无法足额缴纳学费和保险费，我校不予提供办理居留许可所需材料，请国际学生提前做好财务安排，以免发生非法居留的违法行为。

### **(三) Penalties:**

1. International Students and their families should carefully check the validity of their visas or residence permits. 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 500RMB per day for illegal residence and there is no upper limit for fines. Administrative punishments such as detention will be given if the circumstance is serious.

2. Various types of visas, residence permits, and passport pages shall not be altered or damaged. International students that violate this will be punished.

### **(四) Special Situations:**

1. If a student's passport is about to expire, the student should prepare well in advance to acquire 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 from the Wuhan entry-exit administration bureau two months before the passport expires to receive documents informing the Wuhan immigration of the expiration of the residence permit so as to receive a waiver.

2. International students who are unable to pay full tuition and insurance premiums will not be provided with materials for a residence permit. Therefore, students are advised to make financial arrangements well in advance before their residence permits expire. Failure to do so will mean that, the student will have to leave China before the residence permit expires to avoid illegal detention.

## 四、国际学生宿舍管理规定

### （一）宿舍收费标准

1.国际学生学生宿舍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、公费高级进修生、自费生、交换生）

双人间：900/月/人；（公费硕士生、自费生、交换生）

高低床：750/月/人；（公费预科生、公费本科生、自费生、交换生）

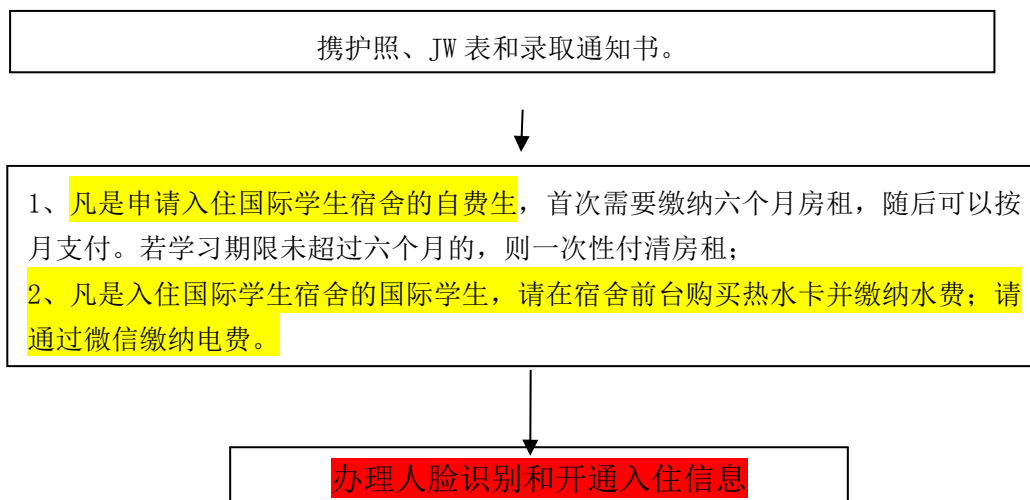
三人间：600/月/人；（自费生、交换生）

四人间：450/月/人；（自费生、交换生）

### 2.国际学生宿舍网络服务

我校为国际学生提供无线网络服务，国际学生可以在报道注册时获取学生卡号。通过学生卡号，每人每月均可享受固定流量的免费 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。

### （二）宿舍入住流程



## 四、Dormitory Regulations

### (一) Dormitory Fees

1.The Cost of rooms for the International Students' Dormitories varies depending on the type of room:

Single Room: 1200RMB/month/person (Scholarship Ph.D. Students, Self-supporting Students, Exchange Students)

Double Room: 900RMB/month/person (Scholarship Master Students, Self-supporting Students, Exchange Students)

Double Bunk Bed Room: 750RMB/month/person (Scholarship Pre-school Students, Bachelor Students, Self-supporting Students, Exchange Students)

Triple Room: 600RMB/month/person (Self-supporting Students, Exchange Students)

Quadruple Room: 450RMB/month/person (Self-supporting Students, Exchange Students)

### 2.Dormitory Internet Service

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

### (二) New Students' Check-In Process

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 RMB. The receipt should be kept well since the 300 RMB is refundable upon checking out of the dormitory. (Note\*\*\* The deposit cannot be refunded if the receipt is lost; The deposit can only be refunded through industrial and commercial bank of China.

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 50RMB

b. Electricity can be paid for using Wechat.

Undergo Facial Recorgintion and Check in

### （三）宿舍更换申请流程

国际学生入住国际学生宿舍，由学院统一安排，未经允许，国际学生不得私自调换宿舍。如有特殊原因需要调换宿舍的，在宿舍床位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、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缴清；

6.办公室同意学生更换房间的，若存在房费补差的情况，学生需要一次性补交六个月的房租。后续房租，学生可以按月支付；

- 7.审批不通过的同学不得私自调换。

### （四）噪音投诉及处理

1.为了给大家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；不得进行其他影响别人学习和休息的活动。

### **(三) Application Procedures for room changing**

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

1. The student should fill out the "Dormitory Exchange Application Form," acquired from office 206.

2. Then, the student should give the form to either his class teacher or supervisor for signing and submit the filled and signed form to office 206.

3. Students that have been accepted to change rooms can do this only on Tuesdays and Thursdays.

4. In a semester, a student can change room only once.

5. If the student owes rent, the student has first to pay his debt before changing the room.

6. After office 206 agrees the student to change the room, the student needs to pay the rent for six months at one time. The subsequent rent can be paid by students on a monthly basis. If the cost of the original room is different from the new room, students need to make up the room fee.

7. If room changing application is declined by Office 206, the student cannot change the dormitory themselves.

### **(四) Noise making**

1. 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 dances, private parties, or any kind of parties in the dorm. Loud music which results in disturbing others is prohibited.

## 2.对于违反上述规定的学生，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	不允许在宿舍居住
第三次噪音投诉	年度奖学金评审，做中止处理	勒令退学

## 3.噪音投诉具体办法：

(1) 所有学生一旦发现噪音问题（包括五、六号楼之间的花园区域）可立即向宿舍一楼工作人员投诉。

(2) 工作人员接到投诉后，应立即登记并制止噪音行为。

(3) 若学生不听劝告，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**

### （五）访客管理

国际学生的家属、朋友来华探望时，请学生自行在外，为访客预定房间，我校国际学生宿舍不提供住宿。

桂苑宾馆 Tel: 027-67866888

君宜王朝大饭店 Tel: 027-8768777

卓悦假日酒店 Tel: 027-87051888

未来城大酒店 Tel: 027-87158888

国际学生家属、朋友至宿舍拜访时，请携有效证件（护照、身份证或

学生证等)，于宿舍一楼工作人员处登记备案。访客不能留宿，需在晚上门禁关闭前离开宿舍。

国际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

#### （六）宿舍水电使用

学生宿舍电费标准：0.58 元/度；水费标准：1.9 元/吨。所有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、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。

#### （七）陪读家属管理

1.我校不向学生家属提供校内学生宿舍用房。

2.国际学生如邀请家属来华陪读，需自行在校外为家属租房。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，家属将被强制搬出，并给予国际学生相应处分。



## 2. 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	Living in the dormitory is not allowed	Not allowed to stay in the dorm
Third Noise Complaint	Annual scholarship review, do suspension processing	Expulsion from the school

### 3. Noise complaints specific measures:

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

(2) The dormitory will warn students who are reported for noise making.

(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 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**

#### (五) Visitors Management

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 international students' dormitories.

Contact of some hotels:

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

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

Junyi Wangchao Hotel    **Contact Number: 027-8768777**

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

### **(六) Water and power usage**

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

All high-powered electrical appliances like 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 flammable and explosive equipment is 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.

### **(七) Residence For Family Members Accompanying International**

#### **Students**

1.The university does not provide residence for their family members in the dorm.

2.If international students invite their 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、国际学生医疗保险

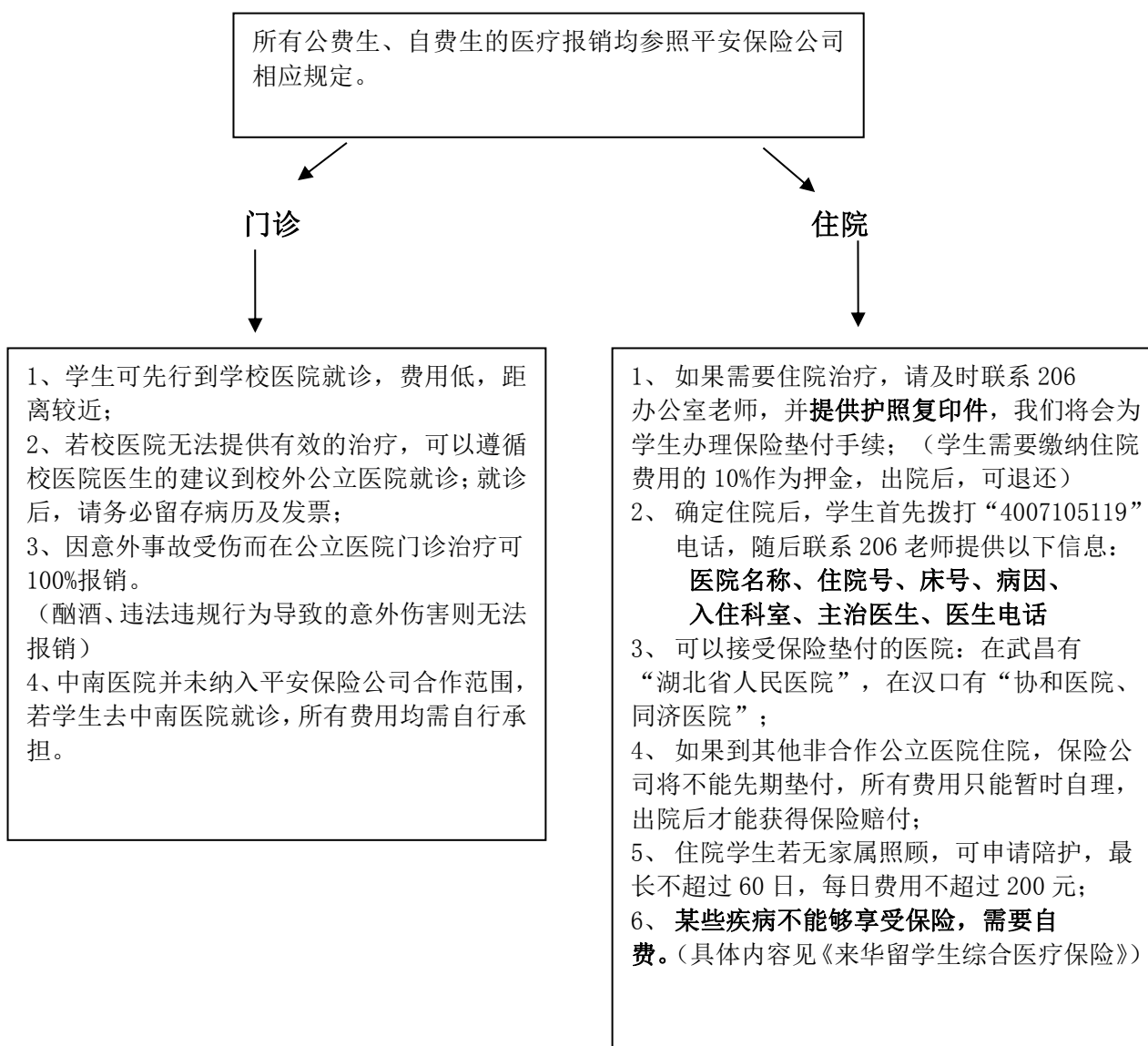
### (一) 国际学生保险及就医

根据中国政府相关规定，国际学生来校后，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（一年保险费为 800 元，学校发放给学生后，学生自行缴纳）

自费生（一年保险费为 800 元）



## 五、 Medical Insurance for International Students

### (一) How to make use of the Medical Insurance

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

**Scholarship Students** (The annual insurance premium is 800 RMB. The student needs to pay by themselves after the school giving out the money.)

**Self-supporting Students** (800 RMB for one year of 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 advise 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 "4008105119" 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 RMB.
- 5、 **Some sicknesses are not covered by the insurance, therefore students are required to pay.** (For details please check "Foreign Students Medical Insurance" guide) .

## （二）门诊就医保险费理赔说明

门诊就医理赔条件有两个：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 4 天，每天支出费用如下：

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

**\*就医后请务必将全部发票留存，发票时间需要和病例上的时间相匹配，否则将视为无效。**

**\*请在就医后两年内完成保险报销理赔，否则发票将视为无效。**

## (二) CALCULATION OF INSURANCE CLAIM FOR THE OUTPATIENT STUDENT

The refund can be done under the following conditions:

1. A day's cost should not exceed 600 RMB. If it exceeds, only 600RMB of that day's cost would be considered.
2. Monies spent over a period should exceed 650 RMB in total.

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

$$\text{(Total Cost Of Money Spent - 650 RMB)} * 85\% = \text{Money That Would be Refunded}$$

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

$$[(\text{day 1} + \text{day 2} + \text{day 3} + \text{day 4}) - 650] * 85\% = \text{amount that would be refunded}$$

That is:

$$\text{Step 1: } 500 + 600 + 450 + 400 = 1950$$

$$\text{Step 2: } (1950 - 650) * 85\% = 1105 \text{ RMB}$$

Therefore the amount that the insurance company would refund the student would be **1105 RMB**.

\*When you go to the hospital, please keep all receipts. The date of the receipts should match the date in the medical booklet; otherwise, it will be invalid.

\*Please finish the claim within two years from the date of the receipts; otherwise, it will be invalid.

## 六、公费生奖学金

### （一）公费生奖学金标准

1.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

2.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

3.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。

4.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。

5.预科生在预科学习期间不得申请校外住宿。

### （二）公费生奖学金发放办法

1.国际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 办公室开通人脸识别。领取本月奖学金后，请每位学生于次月 5 日-20 日在宿舍一楼进行人脸识别打卡，在指定时间内未打卡的学生**，下个月奖学金暂扣。每月最后一日（如遇休息日则时间前移）发放下个月奖学金。

2.请学生妥善保管银行卡，设置安全密码。

## 六、Government Scholarship Students

### (一) Standard and Content:

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

Bachelor, Pre-school student	2500
Masters Students, General Scholar	3000
Ph.D. students, General Advanced Scholar	3500

2. Confucius Institute Scholarship standard per month (RMB) :

Masters Students	3000
General scholar	2500

3. At the beginning of a semester, new students will have to register by the 15<sup>th</sup> of that month to be eligible to receive the full living stipend for the month. New students registering after the 15<sup>th</sup> 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.

4. Students who would like to stay off-campus will need to submit an off-campus accommodation application form and a temporary residence registration form for overseas visitors (acquired from the nearest police station to the off-campus residence) to office 206. Scholarship bachelor, master's and general scholars will be given 700 RMB each month, and doctoral and general advanced scholars will be given 1000 RMB for their off-campus accommodation.

5. Students in the Pre-School Chinese Language program are not allowed to stay off-campus during their preparatory studies.

### (二) Distribution Method of Government Scholarship Stipend

1. After registration, scholarship students need to go to the campus branch of the Industrial and Commercial Bank of China (ICBC) with their passports to open an account, submit the bank card number to office 206 and do facial recognition. Once completed, between the 5<sup>th</sup> and 20<sup>th</sup> of each month, scholarship students will need to do facial recognition at the first floor of the dormitory to receive the following month's stipend. If a student fails to do this, deductions from the next month's stipend will be made. Office 206 is in charge of sending monthly stipends into scholarship students' accounts. Students will receive their stipend on the last day of each month.

2. Students should appropriately secure bank cards and passwords.



### （三）银行卡遗失及更换

1.学生若不慎遗失银行卡，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正式挂失。

2.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，请务必将新卡号告知206办公室的负责老师。

3.银行系统会自动将遗失卡中的余额转存至新卡中。

### **(三) Loss and Replacement of Bank Card**

1. If a student loses their bank card, the student should contact the Industrial and Commercial Bank of China (ICBC) (**Service Call:95533**) to report the loss of the card, then go to the bank with his passport to have a new card.
2. 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.
3. 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

### (一) 中国政府奖学金年度评审

1. 评审对象:学习期限超过一年或毕业前申请延长博士学习的在校中国政府奖学金生。

2. 评审时间: 每年四月

3. 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, 将会被取消或中止奖学金。

#### 4. 评审流程:

(1) 在规定时间内, 按照年度评审流程, 登录“来华留学管理信息系统”, 填写个人自评;

(2) 学院审核学生自评材料, 并提交成绩后打分;

(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。

5. 毕业生不需要参加年度评审。

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

### (一) Annual review of Chinese Government Scholarships

1. Eligible: Chinese Government Scholarship students who have studied for more than a semester or Ph.D. students who have applied for an extended scholarship before graduation.

2. Time: April of each year

3. 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.**

4. Process:

(1) Within the specified time, log in to the "Chinese Government Scholarship Information System" and complete the personal self-assessment per the annual assessment process.

(2) Colleges will review and score students' self-assessment materials.

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

(4) A report from the review committee will be compiled and submitted to CSC

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

5. Graduating students do not have to participate in the review.

## （二）孔子学院奖学金年度评审

1. 评审对象：学习期限超过一年的在校孔子学院奖学金生。

2. 评审时间：每年四月

3. 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。

### 4. 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、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汉办；

（5）将最终结果通报给学生。

## （三）华中师范大学学校奖学金年度评审

1. 评审对象：学习期限超过一年或毕业前申请延长学习的华中师范大学学校奖学金生。

2. 评审时间：每年五月

3. 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，**如果被评为不合格，将会被取消奖学金或暂停奖学金。**

### 4. 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。

## **(二) Confucius Institute Scholarship Annual Review**

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

2. Time: April of each year

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

4. 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.

## **(三) CCNU Scholarship Annual Review**

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

2. Time: April of each year

3. Content: Students' 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.

4. Process:

(1) Download the "CCNU Scholarship Students Annual Review Form," fill in the form, and hand it to 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 announced to the students.

#### （四）中国政府奖学金生延期申请办法

1. 申请对象：本学年应毕业但未能顺利毕业的公费博士研究生

2. 申请时间：每年四月

3. 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，如果学院有中期考核的，务必提交中期考核结果。

奖学金年度评审合格是获得奖学金延期的前置条件。

4. 评审流程：

（1）在规定时间内，按照年度评审流程和延期申请流程，登录“来华留学管理信息系统”，填写年度评审个人自评及延期申请；

（2）学院审核学生自评材料，并提交成绩后打分；同时针对学生延期给予意见；

（3）召开评审研讨会核定结果；

（4）将审核结果上报国家留学基金委；

（5）将最终结果通报给学生。

#### （五）学习期限延长的申请

1. 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。206 办公室将根据延期申请表核算，学生应补缴学费、答辩费、保险费。学生履行完上述手续，才可办理居留许可延长手续。

2. 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，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，若获批延长则可缴纳学费、保险费并至 206 办公室办理居留许可延期；若未获批延长则请于居留许可到期前离校。

## ( 四 ) Chinese Government Scholarship Students Study Extension

### Application Procedure

1. Eligibility: Ph.D. scholarship students who are supposed to graduate within that particular academic year.

2. Time: April of each year

3. Content : Students' academic performance, learning attitude, attendance, behavior performance, rewards, and punishments since admission. If the college has a mid-term assessment, it is necessary to submit the mid-term assessment results. Passing the annual evaluation of the scholarship is a necessary condition for obtaining the extension of the scholarship.

4. Process:

( 1 ) Within the specified time, log in to the “Chinese Government Scholarship Information System” and complete the personal self-assessment and extension application annual review and extension application process;

( 2 ) The college will review and score every student's self-assessment and offer advice on extension applications in the meantime;

( 3 ) Hold a review meeting to determine the results;

( 4 ) Report the audit results to CSC;

( 5 ) Announce final results to the students.

## ( 五 ) Application for Extending Study Period

1. 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 fill in a Study Extension Application Form carefully. Once this is done and submitted, tuition and thesis defense fees will be calculated for every student. Upon completing all payments, documents for extending the residence permit will be given to the student for visa extension.

2. General scholar students who would like to extend their study period must first 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 depending on the student's class teacher's recommendations. If approved, the student will need to go to office 206 for tuition and health insurance payments. Once payments are completed, documents for residence permit extension will be given to the student. If the application is denied, the student will need to leave the school before the residence permit expires.



## 八、国际学生行为准则及处分

### (一) 国际学生行为准则

1. 国际学生应当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。

2. 国际学生不得有酗酒,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。

3. 学校发现国际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。

4. 国际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。

5. 国际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。

### (二) 学校处分规定

国际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,构成刑事犯罪的;
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。

### (三) 校园十大禁

1. 拒绝毒品;(包括恰特草、大麻、冰毒等)
  2. 不在校内进行传教;
  3. 不组织和参与宗教聚会等活动;
  4. 不酗酒、不滋事、不打架斗殴;
  5. 不偷不抢;
  6. 不留宿他人;
  7. 不在宿舍使用大功率电器;
  8. 严禁非法居留;
  9. 禁止考试作弊;
  10. 严禁论文抄袭、代写;
- 请严格遵守以上禁令,如有违反,自行承担法律责任。

## 八、Regulations for International Students and Penalties

### (一) Regulations to Follow

1. The student has to abide by all the laws of the People's Republic of China, regulations set by 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, fighting, gambling, drug use, dissemination, and production of illegal materials, whether audio, books, or visual. Shall not participate in unlawful religious activity or perform cult or feudal superstitious activities. Shall not participate or harm other students in any way. Public order shall be preserved at all times. The student shall also practice self-preservation and protect himself at all times. Office 206 and the police can be contacted in situations of emergency.

2. 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.

3. Students shall abide by the laws of China and the university on internet use. The student shall not log on to illegal or pornographic websites and shall not participate in disseminating 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.

### (二) 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 a criminal offense.

3. Punished by the Public Security Bureau due to breaking 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 and writes dissertations for others.

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.

### (三) Ten Prohibitions for CCNU International Students

1. No drugs like khat, cannabis, cocaine, methamphetamine, etc.;

2. No missionary work on Campus;

3. No religious activity or participation on Campus;

4. No drunk behavior, No fighting;

5. No Robbery or Stealing;

6. No entertaining of Visitors overnight in the dorm;

7. No usage of high-powered electrical appliances in the dorm;

8. No over-due residence in China;

9. No cheating;

10. No plagiarism and no thesis writing for others;

Note: Any violation of the above prohibitions will bring him trouble, even a legal penalty.

## 九、其他事务

### (一) 请假流程

1. 国际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。

### 2. 注意事项

(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；在规定学制内（含学习延长期限）回国调研请假，仅限一次，最长不得超过六个月；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。

(2) 对于请假频繁的学生，武汉市出入境管理局将根据学生出勤情况及学习情况决定是否核发居留许可。

### (二) 国际学生无犯罪证明办理流程

#### 1. 材料准备：

护照原件或复印件；

#### 2. 流程：

(1) 请携带护照原件或复印件到 206 办公室提交无犯罪记录证明申请；

(2) 每周三 206 办公室向武汉市公安局洪山分局提交申请；

(3) 请大家不要错过每周的申请时间。（周三以前）

### （三）护照遗失补办流程

1. 学生在发现护照遗失后尽快至 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。

### （四）各类系统登录事宜

1. 请所有学生拿到学号后尽快登录“华中师范大学信息门户”，修改密码做好身份认证。登录名为学号，初次登录密码为护照后六位，如果后六位有字母，请用小写。如果初始密码不正确，验证不通过，请本人携带学生证和护照到一卡通中心进行密码重置操作。登录网址为：[www.ccnu.edu.cn](http://www.ccnu.edu.cn)。

2. 请所有学生到校后，尽快登录“华中师范大学国际学生服务平台”。登录名为护照号，初始密码为“CCNUat0086”，登录后请及时修改密码，如果出现登录问题，请携带学生卡和护照到 206 办公室操作。登录网址为：<https://ccnu.at0086.cn/student>。

3. 请所有中国政府奖学金生到校后，尽快登录“中国政府奖学金来华留学管理信息系统”。登录名为你的“csc 号码”，密码为你申请中国政府奖学金时设置的密码，如果登录出现问题，请携带学生卡和护照到 206 办公室操作。登录网址为：<https://studyinchina.csc.edu.cn>。

## 九、 Other Affairs

### (一) Procedure for Asking for Leave

1.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.

### 2.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.

### (二) Process for Applying for a No Criminal Record Certificate

#### 1. Materials needed

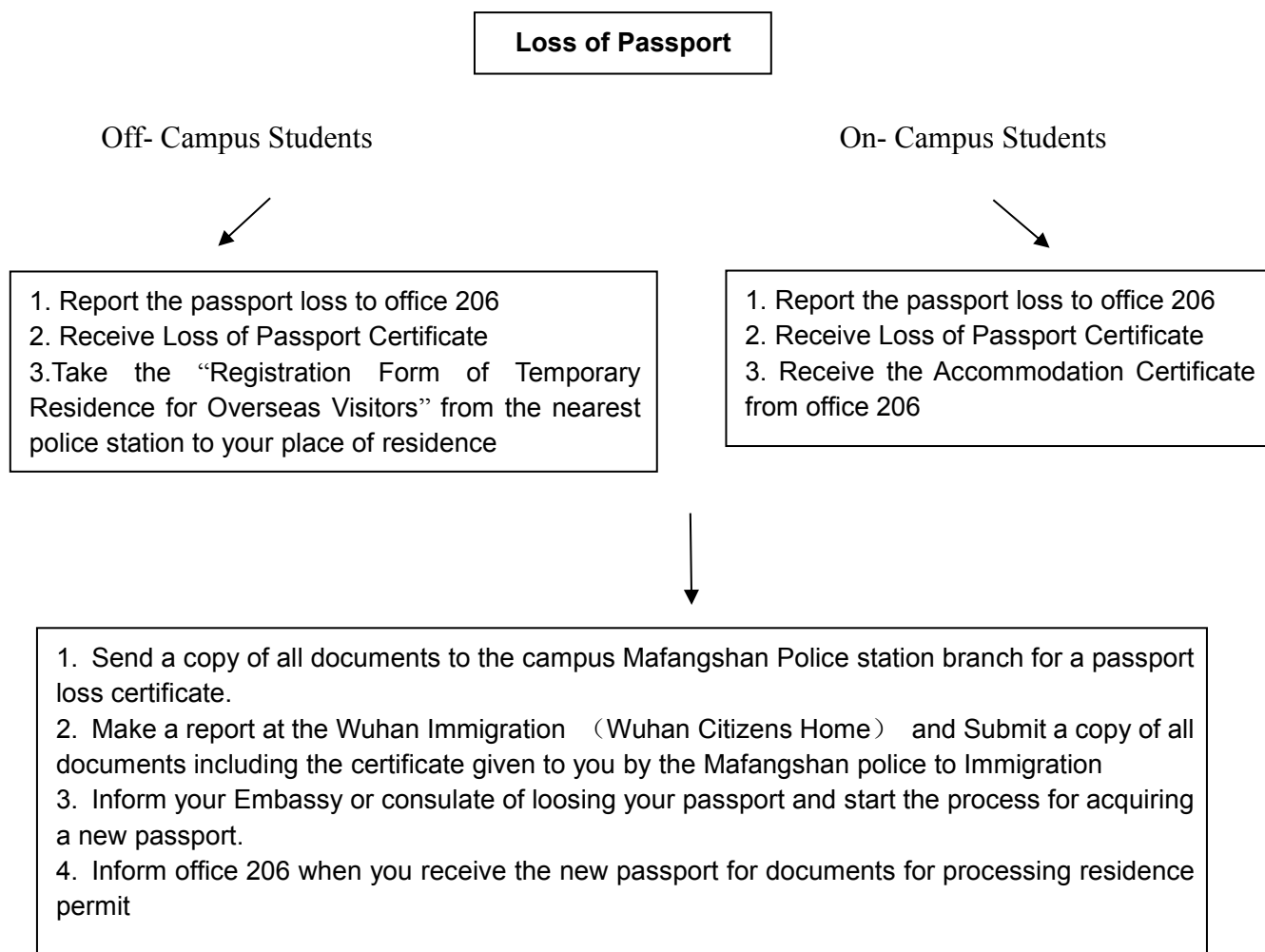
(1) Passport or copy of passport

#### 2.Process

(1) Submit the "No Criminal Record Certificate Application Form" and passport or passport copy to office 206. All applications should be made before Wednesday.

(2) Office 206 will submit all applications to the Hongshan Branch of the Wuhan Public Security Bureau every Wednesday.

### (三) Process for Reporting the Loss of a Passport



### (四) System Login Matters

1, After having your student number, you should log in to [www.ccnu.edu.cn](http://www.ccnu.edu.cn) immediately, change your password and verify your identity. The username is your student number, and the initial password is the last six digits of your passport (if the last six digits involve letters, please use lowercase letters). If you cannot log in to the system, please take your student ID card and passport and go to the Campus Card Center to reset your password.

2, Again, you should log in to the “International Students Management System”: <https://ccnu.at0086.cn/student> as soon as possible. The username is your passport, and the initial password is “CCNUat0086”. After logging in, please change your password. If you cannot log in to the system, please bring your student ID card and passport to Office 206.

3, Students under the Chinese Government Scholarship should log in to the “Chinese Government Scholarship Information System”: <https://studyinchina.csc.edu.cn> as soon as possible. The username is your CSC number, and the password is the same as the one used when applying for the Chinese Government Scholarship. If you have difficulties logging in to this system, please bring your student ID card and passport to Office 206.

### （五）国际学生微信公众号

使用智能手机的国际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。



### **(五) Wechat of International Students' Affairs Office**

You can download Wechat on your cellphone and add Wechat of the International Students' Affairs Office by scanning the QR code below.





## (六) 常用地址及联系方式

### (Some Addresses Contact Information You Should Know)

#### 校外 Off Campus

#### 1. 武汉市出入境管理局 (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

### 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**

地址：武汉市洪山区高新大道 430 号。乘坐地铁 2 号线于武汉站下车，步行 10 分钟即可到达。

周一至周五：上午 8:00-11:30

电话：87384283 87384289

Add: 430 Gaoxin Avenue, Hong Shan District, Wuhan.

Subway: Take subway Line 2, get off at Wuhan East Station, and walk for ten minutes.

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

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

### 校内 On Campus

1. 文华公书林三楼大厅（支付学费，住宿费）

**3<sup>rd</sup> floor of the old Library (tuition fee, rent fee)**

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. 一卡通中心（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)**

**1<sup>st</sup> floor of Guixiangyuan Canteen (Charge student card for paying for electricity and other stuff)**

**5.校医院 University Hospital**

九号楼附近 (Behind Building 9)

急诊电话: 67867177

Emergency Call: 67867177

**6.各办公室电话、传真 Telephone and fax of each office**

学生事务办公室 Student Affairs Office (Office 206) : 67868889

招生与海外交流办公室 Admissions Office (Office 204) : 67865607

教学办公室 Teaching Office (Office 207) : 67865527

**7.学校银行账号信息**

(1) 账户名/Account Name: 华中师范大学 (CENTRAL CHINA NORMAL UNIVERSITY)

(2) 账号/Account Number: 559957528361

(3) 开户行/Bank Name: 中行武汉广埠屯支行 : Bank of China, Wuhan City Guang Bu Tun Agency)

(4) 路邮/Swift Code: Bkchcnbj600

(5) 财务电话/Phone Number: 86-27-67868082