**广东工贸职业技术学院**

**国际学生汉语言进修班入读须知**

各位国际学生：

欢迎报读我校的汉语言进修班，为了使你能更快地办理相关入读手续和融入我校汉语言进修学习氛围，学有所成，请你按照以下的要求进行相关流程的准备和学习。

一、录取前准备材料：

1、填写《外国留学生入学申请表 （语言生）》，按申请表要求填写，要求资料真实完整，并贴上本人大一寸免冠相片，同时需再提交大一寸免冠相片一张。

2、提供申请人护照，有效签证页和入境盖章页，由学校工作人员负责录入系统。

3、提供学历证明、转学证明、成绩单，材料需包含原来学校学习的出勤率和成绩。

4、确认有效的中国住址、联系方式和添加有效的微信账号。

5、提供住宿登记表，住宿登记表所登记应为非酒店固定场所，且连续居住时间应达到或超过一个学习周期。

6、签署《留学生纪律声明书》和《留学生安全责任书》。

二、到出入境办理相关手续：

如果你被我校确认录取，你可携带以下相关资料到广州市内指定出入境管理处办理相关手续。

1、如果办理X2签证的，需要提供本校录取通知书和在读证明、申请人护照、住宿登记表；如果是转学到我校的，还需提供转学证明及成绩单。

2、如果办理居留许可，除需要提供上述资料以外，还需提供JW202表以及由广东国际健康体检中心出示的健康体检表，JW202表的办理需提前约30天。

三、到出入境办理签证的第二天，请你将出入境办理的回执提交给我校，并按要求来我校进行学习，拿到新签证的第二天将最新签证页提交给我校。上课考勤时间从你领取我校的资料起开始计算。

广东工贸职业技术学院

年 月 日

**Points for Attention**

**Chinese Language Program Registration**

Dear Foreign students:

Welcome to apply for Chinese language program in our school. In order to make the process of relevant admission procedures faster and better integration into the learning environment of our school, you are asked to obey the following requirements for preparations and learning.

First. The materials you should hand in before admission:

1. Fill in the《Application Form for Admission(language program)》", make sure they are true and complete, and paste an inch photo.

2. Sign the 《Statement of School Discipline》 and 《Statement of Safety Obligations》.

3. Provide passport page、the latest visa page and the latest entrance stamp page for the staff to input personal information into school systems.

4. Provide proof of education、transfer certificate、 transcripts, including the former attendance and scores.

5. Provide a valid Chinese address、 telephone number and WeChat in China.

6. Provide accommodation registration form, required to be a fixed (non-hotel) place, with continuous contract to exceed the whole learning period.

7. For the student who is under 18 years old, you are asked to provide birth certificate and passport information of guardian in China, the guardian should have a residence permit in China during the study period of the student.

Second. Go to the immigration for the relevant procedures:

If you are admitted by our school, you can bring the following materials to the designated immigration offices for the related procedures in Guangzhou.

1. Immigration system number which our school apply for you.

2. For X2 visa, you should provide the《Letter of Admission》 and the《Certificate of Study in Progress》from our school, your passport and the registration form of temporary residence for visitors. If you are transferred student, you should provide transfer letter、transcript and attendance letter.

3. For the type of residence permit, you should provide JW202 form and the health physical examination form, but please pay attention that it takes one month to prepare well for JW202 form.

Third. You are required to attend the class in our school, you should submit the new visa page to our school once you come back from immigration. The attendance rate is calculated from the time you get the admission letter from our school.

**Guangdong Polytechnic of Industry and Commerce**

**广东工贸职业技术学院**

**外国留学生汉语言进修班在读学员须知**

各位国际学生：

为了营造良好的学习氛围，给大家提供一个良好的学习环境，保证课堂教学活动的顺利完成，请你遵守以下事项：

1、根据《留学生纪律声明书》要求，我校将对你在读期间进行严格考勤，考勤时间从你领取我校的资料起开始计算，在上课前提前10分钟到课室，在上课前打卡和签到放学打卡和签到方算有效考勤。对于考勤率低于80%的学生，我校将根据学生本人的实际出勤情况发布警告信。你若收到2封警告信仍不改进，将会收到第3封的不是警告信而是学籍开除通知书并被开除，一旦被开除你将会被遣返回国。

2、根据《留学生安全责任书》要求。严禁你在签证有效期内进行就业、打工，以及赌博、酗酒、打架斗殴、卖淫、嫖娼、吸毒、贩毒等行为，如若违反，我校将立即开除并上报相关机关。

3、你如若更换最新住址和联系方式，在更换的第二天请你将新的住址（合同等资料）提交给我校相关负责人。

4、但凡你到出入境办理手续等相关手续需要1天的请假，请提前和我校相关负责人请假，请假方式可通过微信提交，超过2天的请假需向我校提交书面申请。

5、到出入境办理签证的第二天，请你将出入境办理的回执提交给我校，并按要求来我校进行学习，拿到新签证的第二天将最新签证页提交给我校。以便我校及时更新你的签证信息，以便提醒你下一次办理签证。

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年 月 日

**Rules & Regulation of Chinese Language Program**

Dear students:

In order to create a good learning atmosphere and make the progress of your registration smoothly and effectively，please follow the rules and regulation as below:

1. According to the requirements of the《Statement of School Discipline》. Our school will be strict with your attendance. The attendance rate is calculated from the time you get the admission letter from our school. You should come to classroom in 10 minutes before class begin and it is effective just while you sign before the first class and sign after classes. For the student whose attendance rate is below 80%, our school will give you a warning letter based on the actual situations. If you receive 2 warning letters, you will directly get a dismissal letter and then be sent back to your country.

2. According to the requirements of the《Statement of Safety Obligations》. No gambling、 overdrinking or fighting. No prostitution、 drug-taking or trafficking of drugs. Any commercial or non-commercial employment is forbidden. Off-campus work is not allowed. If the violation occurs, our school will dismiss you immediately and give reports to relevant organizations. Once you are dismissed from our school, you will be sent back to your country.

3. If there will be a replacement of the latest address or contact information changed, you should submit the new address、contact or other information to the teacher of our administration office.

4. If you have an appointment with immigration to deal with visa issues, please inform the teacher who is in charge of absence in advance. If there will be an absence within one day, you can inform through WeChat, if there will be more than 2 days’ leaving, you need to hand in a written application paper to our school.

5. You should submit the new visa page to our school once you come back from immigration so that our school can update your visa information in time to remind you of the next visa.

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