

**2016 Autumn Semester**

## **Manual for International Exchange Students**



**Guangdong University of Foreign Studies  
Institute for International Education (IIE)**

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**Office Hours: Monday-Friday**

**8:20 am-12:20 am, 2:00 pm-5:30 pm**

### **Welcome**

Welcome to Guangdong University of Foreign Studies! Thank you for choosing our university and we look forward to meeting you soon. Please use this manual as your guide while you are preparing to come to China. This material will also provide you useful information during your stay in China. More specific details will be presented during the orientation session here on campus.

**Study Period:**

2016 Autumn Semester: August 25 to December 23

Test time: 9:00-11:30, 14:00-16:00 August 25 and August 26(Thursday and Friday)

Test room: Room 215

Textbook purchases: August 29 Monday morning, after checking the class assignments on the bulletin board in the IIE lobby, take your class schedule and purchase the textbooks according to the schedule in IIE Room 105

Classes start: August 30 (Tuesday)

**Opening Ceremony and Introductory Conference for New Students:**

Opening Ceremony: August 29 (Monday) 14:00 pm, IIE Room 106

Introductory Conference for New Students: after the Opening Ceremony, IIE Room 106. In the conference, we will

- (1) Brief international students on administration rules and regulations;
- (2) Take any questions concerning the application of visas and residence permits.

**Suggested Arrival Time:**

August 23 or August 24 (Please make sure your arrival date is August 23 or 24 as the following physical examination reservation and group physical examination are tightly scheduled)

**Documents for application:**

**Please use the online application platform <http://gdufs.17gz.org/> to register !**

**Airport Pick-up:**

1. We only offer one free **group** student airport pick-up for each participating partner university. For individually arriving students, please come to the campus by taxi. The cost may be about RMB 80. **Do not accept any car rental service offered by strangers.** Please print out the address of the residence hall in Chinese: 白云大道北 2 号广东外语外贸大学北门（从云路）留学生公寓 and show it to the taxi driver. Take a photo of the taxi license number also.
2. Please inform us of your arrival information including flight number, arriving time and how many students in your group, etc at least one week prior to your departure. Do so by E-mail (please title the email message giving flight information for XX university) **and make sure that you have received our confirmation.** We will send you contact information for the volunteer who's in charge of the pick-up service. This will be sent by e-mail at least 24 hours before the flight takes off, please check the e-mail and acknowledge receipt.
3. One student should be chosen as the contact person for your program/group. If there is any change regarding the arrival, the contact person is responsible for informing IIE in via any form including SMS or email.

**Upon arrival:**

1. We strongly suggest you register in the IIE office right after your arrival. If you arrive after the office hour, please first finish check-in at the dormitory and go to the IIE office the day after that. You have to take care of several urgent affairs while making registration, including buying campus card at office 102, processing physical examination reservation and getting information about "Registration Form of

Temporary Residence for Visitors” in office 103. We are going to give you guidance on visa application as well.

2. We suggest you exchange money at the airport to pay for the dormitory fee and your pocket money after your arrival. You can also exchange money at the Bank of China near the main gate of our campus. Also, try to collect some maps of Guangzhou before departure and/or at the airport.

**Security:**

1. Upon arrival: **Do not speak to, or lend mobile phones to any strangers.**
2. In dormitory: Take care of your belongings. Pay due attention to fire safety and precautions against theft. Shut the door and lock the closet as you leave your room.
3. Off campus: Instead of carrying your passport, carry a copy of it and of your residence registration form and student ID when you go out. Take care of your personal belongings and do not ask strangers to do it for you. Do remember the emergency numbers, as provided, for emergency situations.

**Accommodations:**

1. International students pay fees at the IIE Room 102 and check in at the IIE residence hall reception desk with the voucher. An accommodation fee waiver is possible under the following two circumstances:
  - (1) Your home university is paying for you;
  - (2) Mutual exemption of accommodation fees as stipulated in the agreement signed between GDUFS and your home university.
2. Please abide by related rules and regulations for residence hall and pay fees due in line with “Room Rates”. Please sign “Letter of Security Commitment” as well.
3. Room Rates:  
Double room: RMB 4800/semester/bed; Four-bed room: RMB 2400/semester/bed  
Water and electricity fees, free Internet are included. Use of laundry and kitchen are free.  
Bedding: students buy bedding by themselves. Internet could be activated 72 hours after check-in.  
The exceeded part of water and electricity fee should be borne by students themselves.
4. Duration of stay in dormitory: from the check-in day (August 23, 2016) and up to 3 days, at most, after the end of the semester (December 26, 2016). Additional fees will be charged for exceeding the date).
5. International students staying in the residence hall during winter and summer holidays must pay fees.(Double Room: RMB 1200/person; Four-bed room: RMB 600/person)
6. Returning students please pay accommodation fees for the next semester at least one week before the current semester ends (before December 16, 2016 ). The dormitory offer free luggage storage to Keep-on-study students. For the luggage storage: Students are required to pack up and label their belongings beforehand and move them to the appointed place

***NO VALUABLES are accepted for luggage storage. We are not responsible for any loss or damages.***

**Meals:**

You can use the smart card for meals at the campus dining halls. There are 3 dining halls plus the “Qingyayuan Restaurant” on campus. Average cost is 8 to 10 Yuan/meal.  
Nearby the university there are a wide variety of restaurants and cafes to choose from.

Average cost is 20 Yuan/meal

**Smart cards and Student cards:**

1. Exchange students must purchase the smart card (100 Yuan) from Miss Huang in the IIE office 102. Students should go to the smart card center at No.2 Academic building to top up meal fee and go to the hot water center near No.2 canteen to top up hot water fee. The smart card is used for payment for meals, paying for the hot water supply in the dormitory; shopping in the supermarket in campus, entering the library and Wi-Fi.
2. Please submit three personal photos to Miss Wu in IIE office 102 after your arrival and get your student card from Miss Wu in the IIE office 102 in approximately two weeks after classes begin.

**Apply for the “Registration of Temporary Residence for Visitors” (changes will be announced on the IIE bulletin board)**

1. All the foreign students should apply for the Registration of Temporary Residence for Visitors within **24 hours after their arrival in Guangzhou**, after obtaining the new visa , they should also renew the Temporary Residence for Visitors within 24 hours. Those who fail to go through accommodation registration procedures will be fined or suffer even more serious punishment such as cancelling the visa.
2. For the students living in the north campus’ dormitory, they can apply at the police office near to the No.1 student canteen. For those who live outside the campus, they can go to the local police station to apply for the Registration of Temporary Residence for Visitors.
3. Documents required: the photocopy of passport and visa, one visa photo.

**Visa (changes will be announced on the IIE bulletin board):**

1. It is your responsibility to apply for the right visa allowing you to study in GDUFS as an exchange student. After being accepted by the exchange program, we will send you the *admission notice* and *JW202 form*. Exchange students with a study period of one semester can choose to apply for “X2” visa while those who study more than two semesters apply for “X1” visa. You can also apply for “L” visa in your home country and extend it after your arrival. Change for “X2” visa if you are to stay for one semester and change for “resident permit” if you are to stay for more than two semesters. **Holders with “X1”visa are required to apply for “resident permit” within 30 days after their entries to China. If anything unclear, do speak to our staff at 102 office.**
2. We suggest you to apply for L visa because: you have to pay for a physical examination before applying for “X1” visa in your home country. However, after your arrival, you still have to pay another RMB 450 for a physical examination before extending your “X1” visa. By contrast, changing an “L” visa to residence permit cost RMB 600 for the medical physical examination. To save you money, we suggest you to apply for “L” visa and pick up your JW202 at your registration.
3. Expenses for residence permit: RMB 400 for 11 months/RMB 800 for 12 months. **Please make sure your visa covers your entire stay in China.**
4. If you plan to continue your study after the exchange period, please go through the visa application procedure at office 102 **at least 40 days in advance of the expiration of your visa.**
5. Procedures and documents needed:

Aug. 23 and Aug. 24:	Physical examination reservation, Office 103.
Aug. 29:	Exchange students' physical examination, assembling at the lobby of IIE for physical examination each day at 7:00am.
Before Sep.2:	"Registration Form of Temporary Residence for Visitors". Students living on campus take it at the police office near to the No.1 student canteen, others file it by themselves.
Before Sep.6:	Preparing documents for visa, take the stamped "Visa Certificate" at Office 102. <u>Other documents must include:</u> <b>For "residence permit" extension:</b> Passport, visa photo and photo receipt, "Registration Form of Temporary Residence for Visitors" and insurance receipt. <b>For X2 visa application:</b> Passport, visa photo and photo receipt, "Registration Form of Temporary Residence for Visitors", insurance receipt and admission notice. <b>For new "residence permit" application:</b> Passport, visa photo and photo receipt, "Registration Form of Temporary Residence for Visitors", insurance receipt, admission notice and JW 202 form.
Before Sep.6	Online visa application at office 103. <u>Documents must be scanned and must include:</u> <b>For "residence permit" extension:</b> "Visa Certificate", passport, visa photo, photo receipt, and "Registration Form of Temporary Residence for Visitors" <b>For X2 visa application:</b> "Visa Certificate", passport, visa photo, photo receipt, "Registration Form of Temporary Residence for Visitors" and admission notice <b>For new "residence permit" application:</b> "Visa Certificate", passport, visa photo, photo receipt, "Registration Form of Temporary Residence for Visitors", admission notice and JW 202 form.
Sep.7	Obtain your physical examination report in Office 103
Sep.13 14:00	On-campus visa service by immigration officers in room 106. Please take the EMS envelop at office 103 in advance. <u>Documents must submitted to immigration officers include:</u> <b>For "residence permit" extension:</b> Visa Certificate, passport, visa photo, photo receipt, and "Registration Form of Temporary Residence for Visitors" <b>For X2 visa application:</b> "Visa Certificate", passport, visa photo, photo receipt, "Registration Form of Temporary Residence for Visitors" and admission notice <b>For new "residence permit" application:</b> "Visa Certificate", passport, visa photo, photo receipt, "Registration Form of Temporary Residence for Visitors", admission notice and JW202 form, physical examination report.

### Courses and Credits:

1. For Chinese language courses: Class hours are 8:30 to 11:30 in the morning or 13:00 to 16:00 in the afternoon, from Monday to Friday, 4 Chinese language courses meet each day. 20 credits for one semester's courses. Students can obtain additional credits by attending lectures held in the afternoon (see the curriculum for details).
2. Chinese Corner Activities: These activities are held from 18:30 pm to 20:00 pm in the afternoon, with activities such as Cantonese, Kongfu, calligraphy, and paper cutting (see the curriculum for details).
3. Optional Courses: You can select **no more than 3 optional classes** for each semester. Please fill out the "Selective Course Intention List for Course Exchange Students" after

your arrival. We will arrange for courses for you while considering your requests and our university's curriculum as a whole. Please confirm and take your course list to IIE office 104 within the first week of the new semester.

4. Credits and Transcripts: After completing courses and passing examinations, you will obtain course credits. IIE will send your transcript to your home university. Chinese language course scores can be checked through our website two weeks after the final examination; scores of selective courses can be checked through our website two weeks after the new semester begins. Students may check the results by themselves, please consult with IIE office 104 for details.

**Tuition:**

1. A waiver of tuition is provided for exchange students who are under the exchange program contract stipulating mutual tuition exemption.
2. A 15% reduction of tuition for self-supporting exchange students and for those who intend to continue their study after the exchange period. These students should pay tuition and get an invoice from the IIE office 102 after arrival.

**Insurance:**

1. All the international students must buy "Comprehensive Insurance and Protection Scheme for Foreigners Staying in China" according to provisions of Ministry of Education of the PRC. Cost: RMB600 /one year, RMB300 /6 months, RMB240 /3 months, RMB180/2 months.
2. Even if the exchange students have bought the other kinds of insurance in their home countries, they still must buy the above mentioned insurance in China. The 103 office will assist students with the settlement of claims.

**Medical Treatment:**

1. Please bring all medicines you normally use from your country;
2. If you are sick, you can go to the clinic on campus. You can also go to the Southern Hospital and the Hospital Affiliated with the University of Traditional Chinese Medicine near the university;
3. In case of a major illness or emergency, please contact the IIE office 103 as early as possible. We will help you go through the required formalities related to medical treatment and insurance claims.

**Contacts:**

If you have any problem, please tell the teacher who is in charge of Exchange Programs from your university. We will contact the teacher to learn the details of your problem and initiate appropriate actions.

Address: Room 102, Institute for International Education, No 7 teaching building,  
Guangdong University of Foreign Studies, Guangzhou City, Guangdong province, P.R.China  
Post code: 510420

Contact person: Ms. Zhou Quan (Director of Exchange Programs) ,  
Ms. Wu Jiayi (for Russian university programs)

Tel: 0086-20-36207142

Fax: 0086-20-36209309

Email: [jie@gdufs.edu.cn](mailto:jie@gdufs.edu.cn)

**IIE Staff responsibilities:**

**Admissions Office:** Room 102 , Ms. Huang, Ms. Wu, Tel: 0086-20-36207142

Airport Pick-ups, accommodations, smart cards, student cards, visa procedures, allowances.

**Registrars Office:** Room 104, Ms. Zhong, Tel: 020-20-36206067

Class grouping, Curriculum and schedule, class transfer, and transcript.

**Students Affairs Office:** Room 103, Mr. Cai, Tel: 0086-20-36206067

Safety, physical examination, "Registration Form of Temporary Residence for Visitors", insurance, on-line visa application.

**Dormitory: No.16 building :**36641339, **Dormitory C building:** 36614224

**University Security Services:** 36206999

**Emergency Calls on campus:** 36206729

**Police :** 110 **Fire:** Call 119 **Emergency :** 120