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一、签证

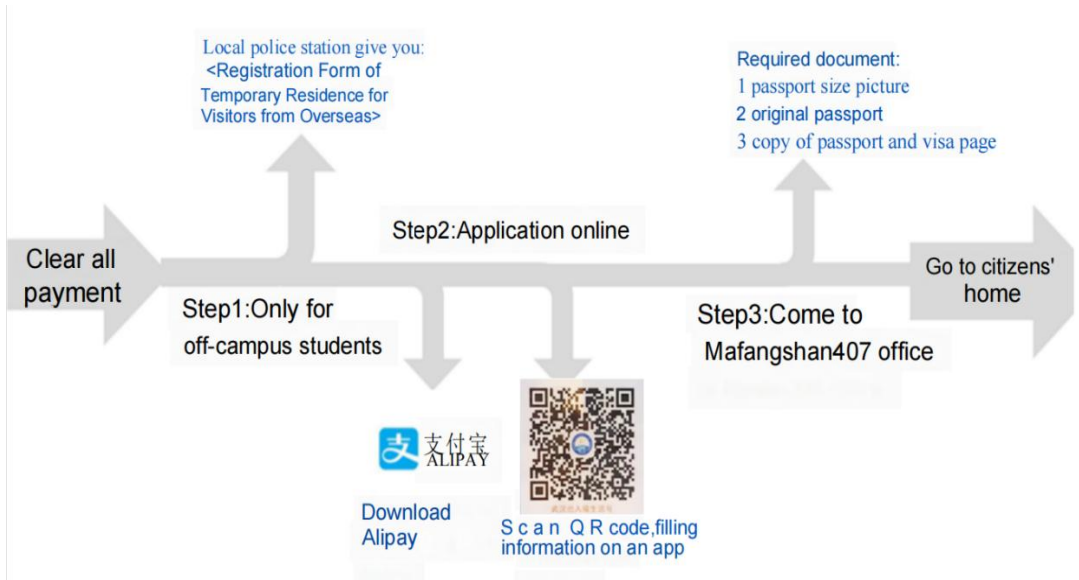
Visa Issue

Mafangshan Campus: Office Room 407, Teaching Building 4 Tel: 87608608

Contact Teacher: **Ouyang Zhou** E-mail: ouyangzhou@whut.edu.cn

1. 需要办理签证, 准备什么材料, 办理流程是什么?

1. For visa application, what materials are to be prepared, and what is the process?



2. 邀请家属来华, 有邀请函吗?

学校不开具邀请函, 请前往马房山东院校区教4楼402教学办公室开具“在读证明”。

2. I would like to invite my family members to visit China; will school issue an invitation letter to them?

The school does not issue an invitation letter. Please go to room 402 in the teaching building 4 of Mafang Shan campus to have a 'Student Certificate' issued.

3. 家属是未成年人，要不要体检？要不要办理住宿登记？

未满 18 岁的家属，无需体检证明；必须入境 24 小时内属地派出所办理住宿登记。

4. 家属来华需要什么类型的签证？

(1) 在华停留超过 180 天的，需持 S1 签证，S1 签证自入境后，有效期为 30 天，有效期前，需换成居留许可；

(2) 在华停留少于 180 天的，需持 S2 签证，S2 签证自入境后，有效期不超过 180 天，无需换成居留许可。

5. 家属在华，需办居留许可，要办什么手续？

第一步：携带亲属关系证明、保险单，前往日常管理办公室，获得批准；

第二步：家属抵华 24 小时内前往派出所办理住宿登记；前往检疫局体检；

第三步：请按照第 1 问题步骤办理居留许可延期。

6. 护照丢了，该怎么办？

第一步：在护照丢失地点拨打 110 报警，前往派出所开具“个人财产遗失证明”；

3. If family members are under the age of 18, do they need a medical examination? Do they need to register for accommodation?

Family members under the age of 18 do not need a medical certificate and they must register at the local police station within 24 hours of entry.

4. What type of visa should the family member have for visiting China?

If the family member visits China for more than 180 days, an S1 visa is required. The valid period of S1 visa is 30 days since it is issued. Before the expiring date, it is necessary to change S1 into a residence permit.

If the family member stays in China for less than 180 days, an S2 visa is required. The valid period of S2 is no more than 180 days, and it is not necessary to change it into a residence permit.

5. Family members are in China, they need to apply for residence permit, what procedures do they need ?

Step 1: Bring the kinship certificate and insurance certificate, and go to the International Students Office for daily affairs to get a permission.

Step 2: The family members must go to the police station to register for accommodation within 24 hours after the arrival in China and go to the quarantine bureau for medical examination.

Step 3: Please follow the question 1 to apply for a residence permit extension.

6. If I lost my passport, what should I do?

Step 1: Call 110 at the place where you lost passport and then go to the police station to issue a ‘Certificate for Personal Property Loss’.

第二步：持上述证明，护照、居留许可复印件前往“市民之家”备案；

第三步：个人向本国大使馆申请新护照，同时开具护照办理中的相关证明；待新护照办好后，请按照第 1 问题的相关步骤办理居留许可延期。

7. 武汉市市民之家在哪里？

地址：武汉市公安局出入境管理局位于武汉市江岸区金桥大道 117 号市民之家。

8. 怎么去市民之家？

地铁：街道口上车→地铁 2 号线（天河机场方向）→宏图大道下车；

宏图大道上车→地铁 3 号线（沌阳大道方向）→市民之家（D 出口）下车；

乘地铁全程约 1 小时 20 分钟；

出租车：从武汉理工大学马房山校区乘车，约 30 分钟，大约 70 元。

9. 市民之家什么时间上班？

周一至周五 9:00am-12:00am,
下午 13:30pm-17:00pm;
周六 9:00am-12:00am。

10. 办理居留许可需要多少钱？

短期停留 200 元；
1 年以内 400 元；
1 年整至 3 年以内 800 元；
3 年整及 5 年以内 1000 元。

Step 2: With the certificates stated above, a copy of the passport and residence permit to the 'Citizen's home' for the record;

Step 3: Apply new passport from your embassy, and at the same time get the relevant certificates necessary for the passport processing; after the new passport has been made, please follow the question 1 to apply for the extension of the residence permit.

7. Where is the Wuhan Citizen's Home?

Address: Wuhan Municipal Public Security Bureau Exit-Entry Administration, located at No. 117 Jinqiao Avenue, Jiang'an District, Wuhan City.

8. How to get to the Citizen's Home?

To take the Subway for about 1 hour and 20 minutes: Get on the Jie Daokou Station→ Subway Line 2 (direction to Tianhe Airport) → Get off at Hongtu Avenue to transfer to → Subway Line 3 (direction of Zhuanyang Avenue)→ Get off at the Citizen's House (Exit D)

Taxi: From the Wuhan University of Technology Ma Fangshan Campus, about 30 minutes, about 70 yuan.

9. Open hours of Citizen's Home?

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

10. Cost of application for residence permit?

Short stay200 yuan
Up to 1 year..... 400 yuan
1 year to less than 3years800 yuan
3 years to 5 years.....1000 yuan

11.我换护照了，后面还要做什么？

第一步：请前往马房山东院教4楼407办公室登记新的护照信息；

第二步：按照问题1的步骤申请签证换发，办理相关手续即可；

补充：如需办理其他手续，可前往马房山教4楼407办公室开具护照变更证明，证明新旧（两个）护照为同一持有人。

12.我是老生，现在在我的国家，我的签证到期了，怎么回学校？

第一步：请缴清欠费；

第二步：请携带“JW表”和录取通知书的扫描件前往本国驻华大使馆办理X1签证；

第三步：回校后，请在入境30日内，按照第1问题办理居留许可。

13.签证已经超期，该怎么处理？

第一步：请前往武汉市公安局出入境管理局缴清罚款；500元人民币/天，严重者可能面临取消学习资格、拘留审查及强制出境；

第二步：完成处罚后，请按照第1问题流程办理签证延期手续。

11. I have changed my passport, what should I do next?

Step 1: Please go to the office 407, teaching building 4, Mafang Shan campus to register new passport information;

Step 2: Follow the steps in question 1 to apply for a visa renewal and go through the relevant procedures.

Supplement: If you need to go through other formalities, you can go to the Office 407, teaching building 4, Mafangshan campus to issue a passport change certificate to prove that the old and new (two) passports are the same holder.

12. I am old students , and I am in my country now, my visa has expired, how can I go back to school?

Step 1: Please pay the arrears;

Step2: Please bring a scanned copy of the 'JW Form' and the offer letter to the China Embassy in the home country to apply for an x1 visa;

Step3: After returning to the school, please apply for a residence permit in accordance with the first question within 30 days of entry.

13.The visa has expired. What should I do?

Step 1: Please go to the Exit and Entry Administration Bureau of Wuhan Public Security Bureau to pay a fine of 500 yuan/day. In severe cases, you may face cancellation of students status, detention review and force to leave China;

Step 2: After completing the penalty, please follow the procedure of question 1to apply for visa extension.

14.外国学生或家属在中国生了小孩，怎么办？

第一步：新生儿出生后 60 天内，持出生证明到武汉市出入境管理局备案；

第二步：到本国驻华大使馆为子女申请护照并购买保险；

第三步：拿到护照后，按照第 1 问题流程办理居留许可。

15.本人新生，请问到哪体检？

体检地址：武汉东湖新技术开发区高新大道 430 号；

前往建议：地铁 2 号线 ----武汉东站---(步行) 目的地。

16.体检中心几点上班？

周一至周五 上午 8:00-11:30;

17.去体检要带什么材料？

本国体检证明原件、1 张 2 寸照片、护照及现金 300 元。

14. What should I do if an international student or family member has a child in China?

Step 1: Within 60 days after the birth of the newborn, the birth certificate is submitted to the Wuhan Entry and Exit Administration for the record;

Step 2: Apply for a passport and purchase insurance for the child at the Embassy in China;

Step 3: After obtaining the passport, apply for a residence permit according to the steps as question 1.

15.I am a freshman, where can I do the physical examination ?

Physical examination address: No. 430, Gaoxin Avenue, East Lake New Technology Development Zone, Wuhan

Suggestion: Transportation: Subway Line 2 ---- Wuhan East Station--- (walking) destination

16.When does the working hours for medical examination center ?

Monday to Friday 8:00-11:30 am;

17.What materials should I take for physical examination?

Original medical certificate in the home country, a 2-inch photo, passport and the cash of 300 yuan.

18.本人毕业了，签证到*月号到期，但是我还想在中国，如何办理延期签证？**

(1) 对于毕业学生，学校不能办理延期签证，请在签证到期日前尽快离境，若签证超期，学校将概不负责，个人自行承担后果；

(2) 尽快申请本校更高层次学位继续学习，并缴纳一年学费、住宿费，可以延期居留许可；

(3) 申请其他中国高校继续学习，向其他中国高校缴费，由其他中国高校承担办理居留学许可工作。

19.持 X2 签证的交流学生，要不要办理居留许可？

(1) 如果是一个学期的学习，不需要办理居留许可；

(2) 如果是两个学期的学习，请尽快完成体检，按照第 1 问题步骤办理。

20.持 X2 签证的交流学生，延长学习一个学期，签证怎么办？

第一步：请在 admission.whut.edu.cn 重新申请；

第二步：按照第 1 问题流程办理。

18. I graduated, and the visa expires on the *month **, but I still want to apply for an extension visa to stay in China, how can I do visa extension ?

For graduated students, the school cannot apply for an extension of visa. Please leave the country as soon as possible before the visa expiration date. If the visa is expired, the school will not be responsible for the consequences;

Apply to the higher level degree at Wuhan University of Technology as soon as possible to continue the study, and pay one year tuition and accommodation fees, and you can extend the residence permit;

Apply to other Chinese universities to continue studying, paying fees to other Chinese universities, and other Chinese universities are responsible for applying for residence permit.

19. Do you need a residence permit for an exchange student with an x2 visa?

If you are studying for one semester, you do not need to apply for a residence permit;

If you are studying for two semesters, please complete the medical examination as soon as possible and follow the steps in the first question.

20.Exchange students with x2 visas, extend the study for one semester, what should I do?

Step 1: Please re-apply at admission.whut.edu.cn;

Step 2: follow the steps in the first question.

21.我持学习类的居留许可，我想在校外勤工助学或者实习，怎么办？

第一步：必须经所在学校同意，请学生前往马房山教4楼407办公室了解校内申请的相关程序。

第二步：向出入境管理局申请居留证件加注实习相关信息。学生学习的第一年不允许校外实习。

21.A student holding a residence permit for study intends engage in off campus work-study or internship, what should I do?

Step1:ask the approval of the university. Please go to the office 407, teaching building 4, Mafang Shan campus to ask the application materials and procedures

Seop2:apply to the exit/entry administration of public security organ for the resident permit with the internship information.

二、宿舍管理

Dormitory management

Nanhu Campus: Office Room 204, N9 Dormitory Tel: 87590525

Contact Teacher: **Wang Zeng** Email: wangzeng@whut.edu.cn

1. 宿舍安排的原则是什么？

(1) 学校分单人间和双人间，校内住宿奖学金预科生、本科生、硕士生原则上安排双人间，博士生安排单人间；

(2) 奖学金本科生和硕士研究生如果想住单人间，可在有房源的情况下按照标准补足单人间差价后更换宿舍；

(3) 所有年级奖学金预科生、本科生以及一年级研究生原则上限住校内；

(4) 尽量按照同国别、同宗教、同专业、同层次的标准安排宿舍。房源不足的情况下，服从ISO安排。

dormitory arrangements?

Single rooms and double rooms are prepared for on campus accommodation. Foundation students、undergraduate and master students with scholarship are arranged in double rooms in principle, and doctoral students with scholarship are arranged in single rooms.

Undergraduate students and Master students with scholarship who want to live in a single room can pay the price difference according to the standard and change the dormitory if there is a vacancy;

All grades of foundation students with scholarship, undergraduate and first-year graduate students are subject to live on campus;

As far as possible, the dormitories are arranged according to the priority of the same country, the same religion, the same discipline, and the same level .In the event of insufficient accommodation, students are subject to ISO arrangements

1. What are the principles of the

2. 学校住宿费用标准是多少？

单人间：12000 元/年/间（或 1200 元/月/间，长期生一学期以上起租），短期生按月计算；

双人间：7500-8400 元/年/间（或 750-840 元/月/间，长期生一学期以上起租，短期生按月计算）。

3. 如何办理宿舍入住和退房手续？

入住：

填写“住宿登记表”一式两联、“武汉理工大学留学生宿舍物品清单”一式三联和外国留学生手册承诺书，交师傅后审批签字，学生只保留黄联单据。

退房：

(1) 在 ISO 拿《离校手续单》；

(2) 无欠费，房间物品没有任何损毁、遗失；如有，应照价赔偿；

(3) 学生将保留物品清单的黄联单据、钥匙、水卡和电卡等交给师傅，师傅在离校手续单上签字；

(4) 到 ISO 交离校手续单。

4. 宿舍人脸门禁系统如何登记？

在值班室找宿舍管理员进行登记和信息录入。

2. What is the standard of fees for on campus accommodation ?

Single room: 12,000 yuan / year / room (or 1,200 yuan / month / room, long-term students live for more than one semester), short-term students by month.

Double room: 7500 -8400 yuan / year / room (or 750-840 yuan / month / room, long-term students live for more than one semester, short-term students by month).

3. How to check in and check out of a dormitory?

Check-in:

Fill in the ‘Accommodation Registration Form in duplicate and the ‘Wuhan University of Technology International Student Dormitory List’ in triplicate and the International Student Handbook Commitment. Once approved by the staff, the student will keep only the dormitory list receipt in yellow.

Check-out:

Take the ‘Departure Procedures Form’ from the International Students Office;

No arrears, no damage or loss of room items; if have, have to make up the payment;

The student submit the dormitory list receipt, keys, water cards and electric cards to the staff, and the staff will sign the Departure Procedures Form;

Leave the Departure Procedures Form to the International Students Office.

4. How to register for facial recognition system?

Contact dormitory manager in reception room to register and update information.

5. 宿舍没有电怎么办？

在水电中心购电，在你所住的校区（马房山、南湖、鉴湖）的对应充值点办理。

充值时间：8:30am-11:30am;
2:00pm-4:30pm

地点：马房山东院（靠近大门）、南湖西北门、鉴湖 7 号楼对面。

6. 门禁失效或电卡不能用了怎么办？

(1) 如果门禁失效，请携带护照签证页联系宿舍管理员进行门禁延期；

(2) 如果电卡不能使用或需要充值，请联系水电中心解决。

7. 什么情况可以换宿舍？

(1) 房间不适宜居住；

(2) 房屋结构问题或维修问题得不到解决；

(3) 房源充足的情况下想从双人间换至单人间；

(4) 任何因个人原因或与室友相处不和的换房申请，学制内仅能申请一次；

(5) 老生学期最后一个月，新生开学第一个月换宿舍。

8. 如何申请更换宿舍？

5. What to do if there is no electricity in the dormitory?

Electricity purchase at the Water and Electricity Center and use it at the corresponding recharge Center of the campus where you live in (Mafangshan、Nanhu、Jianhu).

Recharge time: 8:30am-11:30am
2:00pm-4:30pm

Location: East Campus of MaFangshan (near the entrance gate), Northwest gate of Nanhu campus, Opposite to Building 7 of Jianhu Campus

6. What should I do if I cannot go through the dorm gate or electricity card cannot be used?

If the campus card is invalid, please bring the passport with the visa page to contact the dormitory manager to extend the access card;

If the electricity card cannot be used or needs to be recharged, please contact the water and electricity center.

7. For what reason may I change my dormitory?

The room is not suitable for living;

The problem of the housing structure or the maintenance cannot be solved;

You may change from a double room to a single room when there are vacancies;

Any application for room change due to personal reasons or disagreement with roommates, Can only be accepted for one time during the whole study years.

Application Period: last month for old-students and first month for new students each semester.

8. How to apply for changing a dormitory?

Inform the International Students Office

(1) 告知 ISO，领取日常事务变更申请表；

(2) 填写日常事务变更申请表，并让导师/班主任批准和签字；

(3) 去银行缴清所有住宿费用；

(4) 将日常事务变更申请表及缴费收据提交至 ISO；

(5) 领取换房证明单，先退房再换房。

9. 宿舍内有哪些规定？

(1) 住户应互相关照、互相谅解，主动协助驻楼留学生联络员实行自我管理；

(2) 请勿在公寓内大声喧哗，开放大音量收录机、电视等音响设备，应避免影响他人学习和生活；

(3) 租房不得污损墙壁、地面、天花板、家具等公用物品；

(4) 不得在房间墙壁上，门上钉钉子，也不得在房间内做饭；

(5) 邀请非住宿人员来访时应向师傅出示证件并填写《来访会客登记表》，公寓会客时间为：8:00-22:00，来访者应在 22:00 前离开；

(6) 23:00-6:00 进出本楼须在晚归登记本上登记；

(7) 留学生公寓内的公用电器及公用生活设施只能在指定公共区域使用，不得带入个人房间；

(8) 公寓内的公共设备、物品不得转借、自行拆装和损毁。

10. 宿舍需要维修怎么办？

to obtain a 'Application Form for Change of Daily Affairs';

Fill in the daily business change application form and have the supervisor/ tutor approve and sign.

Pay all accommodation fees at the bank.

Submit the daily business change application form and payment receipt to the International Students Office;

Receive a certificate of changing dormitory, then check out and then change to the new room.

9. What are the dormitory regulations ?

Residents should take mutual care and understanding and take the initiative to assist the international dormitory coordinator to achieve self-management.

Do not talk loudly in the dormitory , do not open the loud volume radio, television and other audio equipment, should not affect the study and life of others;;

Residents should not deface shared public objects such as walls, floors, ceilings, furniture, etc.;

No nails on the walls or doors of the rooms, no cooking in the rooms;

Invited non-residential personnel visitors, should show their Identity to the Shifu and fill out the 'Visit Registration Form'. The visiting hours for dormitory is 8:00-22:00, and visitors should leave before 22:00.

Entry and exit of dormitory building from 23:00-6:00 must be registered on the registration book for late returning;

Public electrical appliances and public living facilities in international student dormitories can only be used in the designated public areas and cannot be brought into living rooms;

Public facilities and items in the dormitory shall not be borrowed, disassembled or damaged.

10. What should I do if my dormitory needs repair?

找宿舍师傅登记房间号及房内需要维修的设备，由师傅联系专业人员处理。

11. 新生可否申请住校外？

一年级新生不允许住校外。

12. 如何申请校外住宿？

(1) 未婚学生需要提供家长签字的同意书或邮件（邮箱发至：wangzeng@whut.edu.cn）；

(2) 无旷课挂科记录；

(3) 提前一个月提交书面申请；

(4) 到 ISO 领取《日常事务变更申请表》和《校外住宿承诺函》；

(5) 填写《日常事务变更申请表》，并由班主任和班导师签字及学院盖章；

(6) 准备与房东签订的合同复印件和当地警察派出所的登记复印件；

(7) 上交文件至 ISO，拿到《退房证明》；

(8) 交《退房证明》给师傅，确认房间设施无误后可以搬出。

13. 校外奖学金生住房补贴政策是什么？

(1) 本硕 700 元/月，博士 1000 元/月；

(2) 每年发放两次，一般为 7 月和 1 月，每次发放前 6 个月补贴；

(3) 搬离宿舍当月不再发放补贴。

Look for the dormitory staff to register the room number and the equipment in the room that needs to be repaired.

11. Can a freshman apply to live off campus?

First-year freshmen are not allowed to live off campus.

12. How to apply for off-campus accommodation?

Unmarried students are required to provide a signed consent letter or email from the parent (mailed to: caicai123@whut.edu.cn);

No records of failure or absence of classes;

Submit a written application one month in advance;

To get the 'Application Form for Change of Daily Affairs' and 'Off Campus Accommodation Commitment Letter' to the International Students Office;

Fill in the 'Application Form for Change of Daily Affairs' and to be signed by the supervisor and tutor, sealed by host School;

A copy of the contract signed with the landlord and a copy of the registration of the local police station;

Submit the documents to the International Students Office and get the 'Check out Certificate';

Give the 'Check out Certificate' to the staff and confirm that the room facilities are in place and no damage then check out.

13. What is the housing subsidy policy for scholarship students living off campus?

Undergraduate and master students 700 yuan / month, Doctoral students 1000 yuan / month

Issued twice a year, usually in July and January, six-month subsidy Will be given together.

The subsidy of the checking-out month will not be included.

14. If I am leaving school, what should I

14.如果本人离校了,宿舍物品怎么办?

(1) 学生离校请务必带走自己东西;

(2) 学校将在学生搬离后3天清理房间,损失由学生自行承担;

(3) 异动及肄业生学校会发邮件告知清理房间,如无回复损失由学生自行承担。

15.我的家人朋友来华可以住在学校吗?

学生家属在华期间不得入住学校留学生宿舍

16.校外住宿学生,在什么情况下必须搬回校内居住?

(1) 每学期有挂科课程;

(2) 每学期连续二次未指纹签到;

(3) 有迟到、旷课、早退记录,情节严重;

(4) 有打架、斗殴、酗酒及其他违反校内外各项规定,受到学校警告及处分;

(5) 多次无故不参加学校组织的各种活动;

(6) 被居住小区居民或环境部门多次投诉的;

(7) 其它被学校认定为不适于校外居住的;

出现以上任何一条,学生必须无条件迁回校内居住。

do with the dormitory items?

Students must take away their own things when they leave school;

The school will clean the room 3 days after the student moves out, and the loss will be borne by the student;

Students who change students status or dropping out will be sent an email to inform the room to clean up. If there is no reply, the loss will be borne by the student;

15.Can my families and friends come to China to live on campus?

Students' families are not allowed to live in the school dormitory during their stay in China.

16.Under which circumstances, students must move back to live on campus?

There are courses fail in each semester;

Two consecutive Fingerprints are not checked in each semester;

There are serious class records of being late、absent or early leave;

There are fighting, alcoholism and other violations of the school regulations, subject to school warning and disciplinary action;

Repeatedly fail to participate in various activities organized by the school for no reason;

Many complaints from residents or environmental departments of the residential community;

Others are deemed by the school to be unsuitable for living off campus;

In the event of any of the above, the student must move back to live on campus unconditionally.

三、费用

Fees

Office 407 of Mafangshan Campus Tel: 87608608

Contact teacher: **Huang Xin** Email: huangxin92@whut.edu.cn

1. 如何支付学费和住宿费？

学生应于每学年开学时按照学校规定的缴费时间、缴费标准和缴费方式缴清一学年学费及住宿费。

(1) 马房山校区弘毅楼 407 办公室线上支付

仅接受支付宝和微信支付

(2) 中国工商银行银行现金存款

汇款时请在备注栏写明学生的申请编号, 例如: 备注 2016ZF001; 并务必及时将附有“现金凭证”的发票回单交到留学生管理办公室

学校境内账号信息

户名: 武汉理工大学

账号:3202006729200016973

开户行: 中国工商银行洪山支行

备注: 此账号仅限接受学费、住宿费, 不能接收新生注册费

(3) 国际汇款

如进行境外汇款, 汇款时请在备注栏写明学生申请编号、名字或护照号码, 并务必及时提交一份汇款单复印件到留学生管理办公室

学校外汇帐号信息:

3202006709000475962 (接收人民币或其他货币)

2. 如果选择境外付款, 多长时间能够到达学校账户?

1. How to pay tuition and accommodation fees?

Students should pay the tuition and accommodation fees for one academic year at the start of each school year in accordance with the payment schedule, payment standards and payment methods stipulated by the school.

Pay Online : Office room 407, Hongyi Building, Mafangshan Campus

Only Alipay or Wechat Pay

Cash Deposit: Industrial and Commercial Bank of China.

With remittance, please indicate the student application number in the remarks column, for example: Remarks 2016ZF001; and be sure to return the invoice promptly with the 'Cash Voucher', to the International Students Office.

Account information:

Payee: WU HAN LI GONG DA XUE(武汉理工大学)

Account Number: 3202006729200016973

Bank(TO): The Industrial and Commercial Bank of China, Hongshan Branch

Remarks: This account is limited to tuition and accommodation fees, and does not accept new registration fees.

International remittance

For international remittance, please indicate the student application number, name or passport number in the remarks column. Be sure to submit a copy of the remittance slip to the International Student Office in time.

Account information:

Foreign Account (A/C):

3202006709000475962

Bank(TO): The Industrial and Commercial Bank of China, Hongshan Branch

Swift Code: ICBKCNBJHUB

Name(Payee): WU HAN LI GONG DA XUE

Address: No. 205 Luoshi Road, Mafangshan, Wuhan, P.R.China

汇款人付款后请及时将付款凭证提交到留学生管理办公室, 通常 1-2 周时间汇款到

达学校账户。

2. How long does it take to get to the school account if you choose

3. 如何开具费用清单？如何查询个人收费信息？

请到留学生管理办公室开具和查询

4. 多交了学费或住宿费，如何处理退费？

请携带付款凭证，到留学生管理办公室办理。

友情提示：学习期间经批准休学的，休学期间费用不予退还，复学后可继续使用；学生私自离校和因自身原因按规定被学校开除学籍或因触犯刑律不能继续学习的，所缴学费、住宿费不予清退。

5. 学费及住宿费标准是多少？

项目(每人每年)	类别		中文授课	英文授课
学费	本科生	理科类专业	20000	24000
		经济及管理类专业	18000	20000
		艺术类专业	25000	30000
	硕士生	理科类专业	26000	30000

to pay abroad?

After the remitter pays, please submit the payment receipt to the International Students Office in time, usually send the money to the school account within 1-2 weeks.

3. How to get the expense invoice? How to check personal charge information?

Please go to the International Students Office to get and inquire.

4. How to apply for a refund if paying more than required tuition or accommodation fees?

Please bring your payment receipt to the International Students Office.

Friendly reminder: If you are approved to suspend your studies during the study period, the expenses will not be refunded during the suspension period. You can continue to use it after returning to school. If a student leaves school without permission and expelled from school for her/his own reasons, or he / she cannot continue studies because of breaking the law, the accommodation and tuition fees are not refundable.

5. Lists of the tuition and accommodation fees

Item (per person per year)	category	Taught in Chinese	Taught in English	
tuition	Science	20000	24000	
	Economics and Management	18000	20000	
	Arts	25000	30000	
	Master student	Science	26000	30000

	研究生	经济及管理类专业	23000	27000
		艺术类专业	33000	38000
		MBA	30000	34000
	博士研究生	理科类专业	32000	35000
		经济及管理类专业	30000	33000
		艺术类专业	41000	45000
		语言类预科	17000	
		非语言类预科	23000	
住宿费		双人间	8400	
		单人间	12000	

		Economics and Management	23000	27000
		Arts	33000	38000
		MBA	30000	34000
	Doctoral student	Science	32000	35000
		Economics and Management	30000	33000
		Arts	41000	45000
		Preparatory student (Language training)	17000	
		Preparatory student	23000	
Accommodation fee		Double room	8400	
		Single room	12000	

6. 如因不可抗力因素导致无法按时缴清费用，该怎么办？

需由本人提出书面申请，经留学生管理办公室审批。

7. 欠费有什么后果？

- (1) 不予注册；
- (2) 在校内一定范围内公示学生名单；
- (3) 取消本学年度学校各类奖学金和个人评先评优的参评资格；
- (4) 不予受理自费来华留学生的签证、居留证件等有关申请；
- (5) 暂缓该生参加毕业论文开题、中期考核和毕业答辩；
- (6) 暂缓办理未缴清学费、住宿费毕业生的毕业证书和学位证书。

6. What if a student is unable to pay the fees on time due to force majeure?

The student must submit a written application to the International Students Office for approval.

7. What are the consequences being in arrears with payment?

- Not allowed to be registered;
- Publication of the list of students within a certain scope of the school;
- Cancellation of the qualifications for the various scholarships and individual evaluations of the school in the relevant school year;
- Disapproval of relevant applications for visas and residence permits for international self-paying students;
- Suspension of the student's participation in thesis proposal, mid-term assessment and thesis defense;
- Suspension of the degree certificates of graduation certificate.

四、奖学金

Scholarship

Office 407 of Mafangshan Campus Tel: 87608608

Contact teacher: **Huang Xin** Email: huangxin92@whut.edu.cn

1. 什么是人脸签到?

所有在校已注册学生都需在每月 20 号至 25 日期间到就近留学生管理办公室进行人脸签到, 作为考勤的一部分。

2. 公费生每月获取奖学金依据是什么?

奖学金生应于每月 20 号至 25 日到就近留学生管理办公室进行人脸签到, 学校根据人脸签到情况造表发放。

3. 怎样才能知晓人脸签到成功?

留学生管理办公室会在学生人脸签到成功后发送确认邮件, 并对未人脸签到学生发送提醒邮件。

4. 如果人脸签到一直不成功怎么办?

请到留学生管理办公室办理。

5. 奖学金一般什么时候发放?

一般情况下, 奖学金将于每月 15 日左右发放。本月在规定时间内(20—25 日)进行人脸签到次月全额发放。次月 1-7 日在就近的留学生管理办公室进行补签, 奖学金在下一个全额补发; 次月 8-15 日补

1. What is facial sign up?

All students registered at the school are required to go to the International Students Office during the period from 20th to 25th of each month to have the facial sign up as part of their attendance.

2. What is the condition to receive monthly scholarship?

Scholarship students must go to the International Students Office from the 20th to the 25th of each month to have the facial sign up as part of their attendance. The scholarship will be issued according to documents depending on the facial sign up.

3. How can student know if the facial is successful?

The International Students Office will send a confirmation email when the student's facial sign up has been done successfully. Otherwise, a reminder email is sent to students who haven't done the facial sign up.

4. What if the facial sign up has been unsuccessful?

In this case, the student must go to the International Students Office.

5. When is the scholarship usually issued?

In general, scholarships will be awarded around the 15th of each month. If a student does the facial sign up from 20th -25th of the month will receive the scholarship in full in the next month. If a student makes up for sign up in the International Students Office between 1st and 7th of that month, then, the scholarship allowance can be paid in the following month. If it is between 8th and 15th of that month, the suspended scholarship allowance can only be

签，奖学金在下一个补发一半。如未按期补签，则当月奖学金不再补发。如遇节假日，则奖学金发放时间顺延。

6. 每月奖学金什么时候可以收到？

奖学金将于每月 15 日左右由学校财务直接划入学生登记的个人账户，如遇到节假日可能有所延后。学生个人账户如有变更，应及时去银行打印客户卡内账户详细清单，提交留学生管理办公室。

7. 休学期间能否享受奖学金待遇？

奖学金学生休学期间不享受奖学金生待遇，往返派遣国及居住地的一切费用自理。

8. 如果错过人脸签到时间，应该怎么办？

如果学生未在规定时间内人脸签到，可在次月的 1 号至 15 号进行纸质补签，补签必须由本人签名，其他人不可代签。公费生若在 1 号至 7 号补签，当月奖学金可于下月全额补发；若在 8 号至 15 号进行补签，当月奖学金将于下月补发一半；如未按期补签，当月奖学金不再补发。

9. 如果人脸签到或者补签期间都不在学校，还能收到当月的奖

paid in half amount in the following month. The scholarship must be signed in person and it can't be signed by others. If the facial sign up is not completed on time, the scholarship for the month will not be reissued. In the event of an holiday, the scholarship will be postponed.

6. When can a student expect to receive monthly scholarship?

A scholarship will be transferred directly to a student's registered personal bank account from the school's financial department around the 15th of each month. This may be delayed in the event of a holiday. If there is any change in the student's personal bank account, the student must go to the bank and print a detailed list of the account in the client card and submit it to the International Student Office.

7. Can scholarships be received during the period of suspension?

Scholarship students are not eligible for scholarship payments during a period of suspension, and all expenses to and from the sending country and the original place of residence must be self-funded.

8. What should a student who misses a monthly sign up do?

If a student does not have a facial sign up at the specified time, he/she may make a paper supplement at the 1st to the 15th of the following month. The replacement must be signed by the student and not by another person. If it is done from 1st to 7th of the month, the scholarship for the current month can be reissued in full in the next month; If it is done from the 8th to the 15th of the month, the scholarship for the current month will be re-issued half of the amount in the next month; if it is not made up in the specific time, the Scholarship of that month for is no longer reissued.

9. If a student is not in the school during the facial sign up or making up period, can the scholarship still be given for the current

学金吗？

如果未经同意逾期不归者，超过期限，奖学金停发。请假获批者，应及时销假并书面通知留学生管理办公室，奖学金将于次月补发。

10.银行卡丢了，怎么办？

请及时到开户银行挂失补办新卡，办理完成后打印客户卡内账户详细清单，提交给留学生管理办公室。

11.如何办理银行卡？

请携带在读证明和护照到银行办理开户手续。在读证明可在教学办公室 402 办理。

12.如果更换护照，而银行卡留的是旧护照信息，该怎么办？

请携带新护照、旧护照以及证件信息更新证明到银行办理护照信息更新手续。证件信息更新证明可在留学生管理办公室开具。

13.放假期间奖学金如何获得？

放假前一周是人脸签到时间。如按时人脸签到，则可按时获取放假期间的奖学金。

14.奖学金本科生、硕士生住宿单人间需要交费吗？

month?

If the applicant does not return after the deadline, the scholarship will be suspended. If the leave is approved, he/she should promptly notify the International Students Office in written as soon as he/she returns to school. The scholarship will be reissued in the following month.

10.If the bank card is lost, what should a student do?

The student must go to the account bank to report the loss and promptly apply for a new card . After the completion of the transaction, print the detailed list of the new account on the student's card and submit it to the International Students Office.

11.How to apply for a bank card?

Please bring a Study Certificate and your passport to the bank to open an account. The certificate can be processed at the teaching office402.

12.What should I do if I change my passport and the bank card retains old passport information?

Please bring your new passport, old passport and certificate of information update to the bank and update your bank passport information. The certificate of information update can be issued at the International Students Office.

13.How is the scholarship obtained during the holiday?

The week before the holiday is the facial sign up time. If you do it on time, you can get the scholarship on time during the holiday .

14.Is there a fee for scholarships for undergraduate or master students to stay in a single room?

校内住宿奖学金预科生、本科生、硕士生原则上安排双人间，博士生安排单人间；奖学金预科生、本科生、硕士研究生如自愿按照每年 3600 元标准补足单人间差价后，在房源充足的前提下可申请入住单人间。

15. 请假期间保留奖学金政策是什么？

有正当理由，经留学生管理办公室负责老师获批请假者，应及时销假并书面通知留学生管理办公室，奖学金将于次月补发。

16. 公费生购买保险的钱如何报销？

公费生购买保险后，请于购买当月持来华人员保险信息清单至 407 办公室进行报销，逾期不再办理报销。

In principle, foundation students, undergraduate and master students with scholarship are arranged in double rooms on campus living. Doctoral students with scholarship are arranged in single rooms. For who want to apply for a single room when there are vacancies shall make up the price difference of single room 3600 yuan/year

15. What is the policy of retaining scholarship during the period of asking for leave?

If the leave is approved, he/she should promptly notify the International Students Office in written as soon as he/she returns to school. The scholarship will be reissued in the following month.

16. How to get the refund of the insurance payment (for scholarship students)

After buying the insurance, the student should come to 407 office with the list of insurance information for foreign staying in China within the month of the purchase.

五、保险

Insurance

Nanhu Campus: Office Room 204, N9 Dormitory Tel: 87590525

PHD Contact Teacher: **David** Email: gjm@whut.edu.cn

Mafangshan Campus: Office Room 407, Teaching Building 4 Teacher 87608608

Bachelor Contact teacher: **Li Kexin** Email: likexin@whut.edu.cn

Master Contact teacher: **Wang Zhaodi** Email: wangzhaodi@whut.edu.cn

1. 保险购买条件是什么？

所有学生统一自行购买保险，无保险的学生将不允许注册学籍和注册。费用：一学期 400 元/人，一年 800 元/人

2. 如何就医？

(1) 普通疾病可到校医院看诊，但是要全部自费；

(2) 复杂疾病需要去校外，可以就诊一般的公立医院（中南医院除外）。首要推荐：省人民医院。

3. 学生就医，医药费用报销有什么规定？

(1) 在校外公立医院就诊时应先打电话 **4008105119**/咨询（有英文服务），按照保险公司的提示进行就诊；如需保险公司垫付医疗费用的，必须在住进医院后 24 小时内电话（**4008105119**）报案，并明确说明需要保险公司垫付医疗费用，没有在 24 小时内打电话申请的，将无法享受垫付医疗费用的服

1. What are the conditions for international students to purchase social insurance?

All students will purchase insurance on their own, and students without insurance will not be allowed to register in t. Insurance Fee: 400 RMB per person one semester ;800 RMB per person one year

2. How to obtain medical care?

For general diseases students may go to the school hospital for examination, but all at their own expense;

For complex diseases, it is necessary to go to a public hospital(except Zhongnan Hospital). First recommendation: The People's Hospital of Hubei Province.

3. What are the regulations for medical treatment and medical expense reimbursement?

When visiting a public hospital outside the school, you should first call 4008105119 for consultation (with English service), and follow the instructions of the insurance company to see the doctor; If an insurance company is required to pay for medical expenses, the case must be reported to insurance company within 24 hours after entering the hospital (4008105119), and clearly state that the insurance company is required to pay for medical expenses. If you do not apply within 24 hours, you will not be able to obtain

务。

(2) 在校外公立医院就诊时应向医生声明本人属于公费医疗，以便医生使用公费医疗报销范围内的药品，否则公费医疗之外的药品费用需由本人承担。住院只能住普通病房；

(3) 在校外公立医院就医的医疗费用由本人先行垫支，如需住院治疗，学生本人必须先支付 15% 住院押金，出院时可退还押金。住院期间的伙食费、交通费等费用以及保险公司按规定不予报销的部分由学生本人承担；

(4) 请注意保存保险理赔的医疗记录、相关发票等一切原件（复印件无效）。

4. 门诊理赔是什么政策？

(1) 如果门诊费用总额超过 650 元，且少于 2000 元。（如未达 650 元可以在有效期内将门诊金额累加）；

(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）；

(3) 最终学生可获得理赔金额为（支出总额-650）x 85%。

medical expenses support.

When visiting a public hospital outside the school, before receiving a diagnosis and a treatment, you should inform the doctor that you expect a free medical care, so that the doctor can prescribe appropriate medicine following insurance regulations. In otherwise case, the student has to pay for the medicine not included on the list of socialized medicine. Hospitalization can only be in a general ward;

The medical expenses for medical treatment in public hospitals outside the school shall be paid in advance by the student. If hospitalization is required, the student must first pay a 15% hospital deposit and return the deposit upon discharge. The expenses for meals, transportation expenses, etc. during the hospitalization period and the part of the insurance company that is not reimbursed according to the regulations shall be borne by the student;

Please pay attention to all the originals (copies are invalid) of the medical records and related invoices for the insurance claims.

4. What is the policy for outpatient claims?

If the total outpatient cost exceeds 650 yuan and is less than 2,000 yuan. (If the amount is less than 650 yuan, the outpatient amount can be accumulated within the validity period);

The maximum daily expenditure limit is 600 yuan (the portion exceeding 600 yuan is not calculated);

The final student can obtain the claim amount (total expenditure -650) x 85%.

5. 怎样进行保险理赔?

(1) 扫码在线申请;

(2) 发票原件上要两章(医院门诊发票章和湖北省财政监制章)齐全, 赔付文件中须附上被保险人银行帐号信息单, 部分理赔文件需本人签字及学校盖章;

(3) 若一次保险事故分别在两家(含)以上医院就诊, 须出具每次就诊的诊断证明书、病历复印件等相关文件。

理赔应备文件如下:

(1) 身故或意外伤残

- ✓ 被保险人护照复印件及居留许可页复印件
- ✓ 被保险人伤残时需提供伤残鉴定证明(由指定鉴定机构出具鉴定报告)
- ✓ 被保险人死亡证明
- ✓ 被保险人与所有受益人关系证明及受益人身份证明复印件。
- ✓ 如意外事故须提供意外事故证明及相关部门的定性材料(如: 交通事故须出具交通管理部门的交通事故责任认定书, 高坠、溺水等须公安机关或相关部门出具事故属意外或自杀的定性材料, 饮酒导致事故须出具酒精含量定量报告)

有效投保凭证复印件

(2) 意外伤害医疗

- ✓ 被保险人护照复印件及签证页复印件

5. How to make insurance claims?

Scan the code to apply online;



The original invoices should have two seals (the hospital outpatient seal and the Hubei provincial financial supervision seal) in place, and the insured's bank account information sheet must be attached to the insured documents. Some of the claim documents need to be signed by the applicant and require to be sealed by the school;

If an insurance accident occurs in two or more hospitals, it is necessary to issue a diagnosis certificate and a copy of the medical record for each visit.

The claims should prepare documents as follows:

(1) Death or accidental disability

A copy of the insured passport and a copy of the residence permit page.

When the insured is disabled, a disability identification certificate is required (the appraisal report is issued by the designated appraisal agency)

Insured death certificate.

A copy of the relationship between the insured and all beneficiaries and a copy of the beneficiary's identification.

In case of accidents, it is necessary to provide proof of accident and qualitative material of relevant departments (eg, traffic accidents must be issued with the traffic accident responsibility certificate of the

- ✓ 意外事故经过及证明，包括时间、地点、受伤经过（如是交通事故出具交通部门的交通事故责任认定书等）
- ✓ 收费收据原件
- ✓ 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- ✓ 有效投保凭证复印件
- (3) 门急诊医疗
- ✓ 被保险人护照复印件及签证页复印件
- ✓ 收费收据原件
- ✓ 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- ✓ 个人银行信息单
- 起赔标准为 650 元，单日支出不超过 600 元。
- (4) 住院医疗
- ✓ 被保险人护照复印件及签证页复印件
- ✓ 如意外事故须提供意外事故证明（如是交通事故出具交通部门的交通事故责任认定书等）
- ✓ 住院收据原件、费用明细原件
- ✓ 出院小结或住院病历复印件
- ✓ 有效投保凭证复印件

transportation department, fall accident from high place, drowning, etc., and the public security organs or relevant departments must issue accidental materials for accidents or suicides. Drinking alcohol causes an accident should prepare a report of alcohol content)

Copy of valid insurance certificate

(2) Accidental injury medical treatment

Copy of the insured passport and copy of the visa page

Accidents and proofs, including time, place, and injury (if it is a traffic accident, the traffic accident responsibility certificate, etc.)

Original receipt of payment

Corresponding to each medical record, cost details, inspection, and copy of the test report

Copy of valid insurance certificate

(3) emergency medical care

Copy of the insured passport and copy of the visa page

Original receipt of payment

Corresponding to each medical record, cost details, inspection, and copy of the test report

Personal bank information sheet

The starting price is 650 yuan, and the single-day expenditure is no more than 600 yuan.

(4) Hospitalization

Copy of the insured passport and copy of the visa page

If an accident occurs, must provide proof of accident (if it is a traffic accident, the traffic accident responsibility certificate, etc.)

Original hospital receipt, original cost details

Discharge summary or a copy of the patient's medical record

Copy of valid insurance certificate

6. 护工费理赔有什么要求？

(1) 学生在校外住院期间，需要请人照顾，须提供住院期间医院或护工服务公司出具的护工费发票原件；

(2) 护工单位出具的护工费申请，被保险人签字及加盖申请单位公章；

(3) 留学生同胞及自愿陪护者可享受 110 元/天的补贴（只限一人陪护）

7. 什么情况下，学生自行承担医疗费用？

(1) 因打架斗殴及自杀、自伤、酗酒、交通肇事、吸毒等造成的诊疗费一律由学生本人全部自理。

(2) 不按保险公司或医院规定自行就医、自购药品者，所有费用一律全部自理。

(3) 就医时，挂号费、交通费、会诊费、一次性消耗用品（如一次性注射器）等，费用均自理。

(4) 先天性疾病、整形美容手术、洁牙、人工牙种植、各种保健治疗或在入学前发现的疾病等，费用均自理。

6. What are the requirements for the caregiver claim?

During the hospitalization of students outside the school, they are required to be taken care of. The original invoice for caregiver fee issued by the hospital or the care worker service company during the hospitalization period shall be provided;

The application for the caregiver fee issued by the care worker service company shall be signed by the insured and stamped with the official seal of the school.

International student compatriots and voluntary caregivers can enjoy a subsidy of 110 yuan/day (only one person is accompanying)

7. Under what circumstances will the student bear the medical expenses?

The medical expenses incurred by the fights, suicides, self-injury, alcoholism, traffic accidents, drug abuse, etc. are all borne by the students themselves.

Those who purchase medicines without following the regulations of the insurance company or hospital will be responsible for all the expense.

At the time of the medical treatment, registration fees, transportation expenses, consultation fees, disposable consumables (such as disposable syringes), etc., are all self-funded.

Congenital diseases, Cosmetic surgery, dental cleaning, artificial tooth implants, various health care treatments or diseases found before enrollment, etc., all at the student's own expense.

8 从 2024 年 9 月开始，增加了一家保险公司供国际学生选择：中国（深圳）教育企业股份有限公司。其联系客服电话：4008699260，可以添加其微信公众号和微信扫码进行投保。



From September 2024, Another insurance company was added for international students to choose: China (Shenzhen) Education Enterprise Co., LTD With the customer service number: 4008699260, students can add its wechat public number or click the following website for insurance. <https://cbps-wx.joinusibc.com/ssr/project/xpn/product/detail/?productId=2&referrerId=55741>

六 学生活动

Students Activities

Mafangshan Office 407, 027-87608608,

Contact teacher: **Li Kexin** Email: likexin@whut.edu.cn

1. 学校有哪些实践活动？如何参加？

有春、秋季文化实践、文化节、运动会、迎新晚会等，我们会通过邮件提前通知，请关注邮件信息；

可以通过 ICEA 了解部分活动信息。

2. 我为什么要参加实践活动？

(1) 了解中国文化，提高汉语水平；

(2) 部分活动可认定为《中国文化体验》必修课课外学分。

序号	时间	活动内容	学时	备注
1	9月	新生开学典礼及入学教育	4	一年级必选
2	10月	图书馆、医疗、安全等知识讲座及消防演习	4	一年级必选
3	10月	秋季市郊文化体验	2	可选
4	11月	秋季运动会	2	一年级必选
5	12月	法律法规考试	4	二选一

1. What are the practical activities in the school ? How can I participate in?

Each year there are spring and autumn activities, cultural festivals, sports meetings, and welcoming parties. Students will be notified by email of each activity in advance ,please check your mail regularly;

Parts of activities can be known from ICEA (International Culture Exchange Association)

2. Why students are encouraged to participate in practical activities ?

Understanding Chinese culture and improve skills of Chinese.

Also some activities can be used as credits for the compulsory course of Chinese Culture Experience as shown in the following table.

No.	Time	Activities	Hours	Notes
1	Sept.	Opening Ceremony and Orientation	4	Required for 1st year
2	Oct.	Lectures on Library, Medical Service and Safety, Fire-drill	4	Required for 1st year
3	Oct.	Autumn Excursion--Cultural Experience of Suburb of Wuhan	2	Elective
4	Nov.	Autumn Sports Meeting	2	Required for 1st year
5	Dec.	Examinations on Laws and Regulations	4	Alternative

序号	时间	活动内容	学时	备注
6	3月	春季黄鹤楼文化体验	4	可选
7	4月	在线法律法规考试	4	二选一
8	5月	风行国际美食节、文体、公益活动	2	可选

3. 学生可自行举办活动吗？

留学生不得擅自在校内宣读、散发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校内举行 20 人以上活动应至少提前二周到留学生管理办公室填写申请书，经批准后方可举行。

留学生禁止在校内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

4. 留学生有哪些学生社团？如何加入？

目前我校有专门的留学生组织——国际文化交流协会（International Culture Exchange Association），每年新学期开学后的9月或10月会统一进行社团招新，学生可以通过申请、面试通过后加入。协会分为联络部、文体部、学习部和实习部。学生也可以自行加入学校内的其他感兴趣的社团。

No.	Time	Activities	Hours	Notes
6	Mar.	Spring Excursion—Cultural Experience of Yellow Crane Tower	4	Elective
7	Apr.	Online Examinations on Laws and Regulations	4	Alternative
8	May	International Food Festival, Sports, Public Benefit Activities	2	Elective

3. Can students organize activity by themselves?

International students are not allowed to post or hand out propaganda materials without permission by the university administration. Students are also not allowed to organize any group activities across districts or universities without permission. If they want to organize any activity with 20 or more people involved, they should submit a written application at least two weeks in advance and get the permission from the International Students Office prior to the due activity.

International students are prohibited from preaching and religious gatherings on campus. International students are legally engaged in collective religious activities and are limited to local legal religious sites.

4. how many student clubs for international students? How to join?

At present, our school has a special international student exchange organization, the International Cultural Exchange Association. Every year, in September or October after the start of the new semester, the club will recruit new club members. Students may join after an application and interview. The association is divided into the liaison department, the cultural and sports department, the learning department and the internship department. Students can also join other interested associations in the school.

七 请假办理

Asking for leave

Nanhu Campus: Office Room 204, N9 Dormitory Tel: 87590525

PHD Contact Teacher: **Cai cai** Email: caicai123@whut.edu.cn

Mafangshan Campus: Office Room 407, Teaching Building 4 Tel:87608608

Bachelor Contact teacher: **Li Kexin (Nicole)** Email: likexin@whut.edu.cn

Master Contact teacher: **Wang Zhaodi (Jodie)** Email: wangzhaodi@whut.edu.cn

1. 外出多久需要请假?

寒暑假期间:10 天前报办公室
备案;

非假期时间: 提前一周办理书
面请假手续;

期末考试期间: 非紧急情况时间
段禁止请假;

遇学生派遣国的重大节日, 可
据其本人申请准假 1—2 天, 该类
请假每学期不超过两次。

2. 如何办理请销假流程?

请假程序及准假权限为:

(1) 一天以内, 须经任课教师
批准 (在外实习期间由带队教师批
准);

(2) 一天以上三天以内, 书面
申请经导师或者班主任批准;

(3) 三天以上一周以内, 书面
申请经导师或者班主任同意、所在
专业学院批准、留学生管理办公室
备案;

(4) 一周以上两周以内, 书面
申请经导师或者班主任同意、所在

1. How long does it take to ask for leaving?

During the summer and winter vacations:
report to the office for the record 10 days
before leave;

Non-holiday time: go through procedures
of leaving in written one week in advance;

Final exam period: no leave is allowed
during the final exam period in non-emergency;

In case of a major holiday of the student`s
own country, he/she may apply for a 1-2 day
leave, which is not more than twice per
semester.

2. How to ask for leave and report back after leave?

The leave procedure and the leave permit are:

Within one day, subject to the approval of
the course teacher (approved by the team
teacher during the internship);

Within three days but more than one day,
the written application shall be approved by
the tutor or the head teacher;

Within a week but more than three days, the
written application shall be agreed by the tutor or
supervisor, approved by the school where the
student is studying, and further to the International
Students Office for the record; Within two weeks
but more than one week, the written application
shall be approved by the tutor or supervisor,
signed by the school where the student is
studying, and approved by the relevant

专业学院会签、留学生管理办公室责任岗批准；

(5) 两周以上四周以内，书面申请经导师或者班主任同意、所在专业学院会签、留学生管理办公室责任岗初审、留学生管理办公室负责人批准；

(6) 四周以上，书面申请经导师或者班主任同意、所在专业学院、留学生管理办公室责任岗会签、留学生管理办公室负责人初审，国际教育学院主管院长批准。一学期累计事假四周以上及病假两个月以上应办理休学手续、退学手续。休学申请经导师或班主任同意、留学生管理办公室审核、国际教育学院主管院长审查后报上级主管部门批准；

(7) 请假未经批准而离校，以旷课论处。两周不请假，视为自动放弃学籍，学校将按自动退学处理，并通知公安机关取消合法居留资格。

申请流程：学生提交日常事务变更表→相关人员审核（具体参见1-7）→留学生管理办公室审核

销假：学生返校后，到留学生管理办公室报到（原则上应由批假人员办理销假手续）。

responsible staff of the International Students Office;

Within four weeks but more than two weeks, the written application shall be approved by the tutor or the supervisor, signed by the school where the student is studying, initially checked by the relevant responsible staff of the International Students Office and then approved by the Head of the International Students Office.

More than four weeks, the written application shall be agreed by the tutor or the supervisor, signed by the school where the student is studying, initially checked by the Head of the International Students Office and then approved by the Dean who is in charge of international students affairs at the School of International Education. Any leave for personal affairs over four weeks or any sick leave over two months shall result in suspension or withdrawn from school. The application of suspension of school shall be agreed by the supervisor or tutor, initially checked by the International Students Office, further reviewed by the Dean in charge of the international students affairs at the School of International Education and submitted to the higher authority for approval.

Leaving school without approval is regarded as truancy. If a student leaves the school for more than 2 weeks without any approval, it will be considered as voluntary withdrawn, the school authority will inform the Public Security Bureau to cancel the residence permit of that student.

Application process: students submit the Application Form of Changing Daily Affairs → reviewed by the relevant staff (refer to 1 -7 for more details) → reviewed by the International Students Office .

The procedures of reporting back from leave should be went through in the International Students Office after the time limit of the leave(in principle, the staff who approved the leave should go through the formalities of reporting back from leave).

八 其他事务

Other Affairs

1. 校园卡丢失了或无法使用怎么办？

教 4-500 办公室或 407 办公室前台（学生助理处）开具证件丢失证明，然后去鉴湖校区（中国工商银行内卡务中心）或者东院 ICBC 旁边的制卡中心补办。联系电话：鉴湖 027-87669108，东院 027-87859108，余区 027-86539108，校园卡务 24 小时语音服务电话 027-87651807。

如果校园卡不能在图书馆借书，需找图书馆工作人员（一楼前台）进行身份核实，查明原因，再向 ISO 咨询办理和解决。

2. 护照换了，在哪开新旧护照为同一人的证明？

教四-407 办公室前台（学生助理处）开具证明。

3. 用不了校园网络怎么办？

登录校园网网址，账号为申请编号，密码为护照号后六位。如果未解决可以咨询学南湖办公室 204，Tel: 027-87590525。

1. What should I do if the campus card lost or cannot be used?

Go to the Office 500 in the teaching building 4 at Mafangshan Campus or reception (Student Assistant) of the office 407 to get a certificate of applying a new card and then go to the Jianhu Campus (the Card Center is in the ICBC) or the Card Center next to ICBC at the East Campus.

Contact Numbers: Jianhu 027-87669108, East Campus 027-87859108, Yujiatou Campus 027-86539108, 24-hour voice service call of the campus card issues 027-87651807.

If the campus card cannot be used to borrow books in the library, it is necessary to find the library staff (first floor front desk) for identity verification, find out the reason, and then consult to resolve with the International Students Office.

2. My passport has been changed. Where can I get a certificate to certify that the person holding the new passport is the same person of holding the old one?

Go to the reception (Student Assistant) of the office 407 in the teaching building 4 at Mafangshan Campus to get a certificate.

3. What can I do if I can't use the campus network?

Log in to the campus network website, the account number is the application number, and the password is the last six digits of the passport number. If it is not resolved, you can consult the Nanhu Office 204, Tel: 027-87590525.

4. 收不到办公室发过来的邮件怎么办？

到就近的留学生管理办公室更正邮箱。

5. 注册报道的时间及要求是什么？

每学年第一学期开学时，留学生须缴纳本学年规定费用，一个月内凭缴费发票到留学生管理办公室办理注册手续，未按规定缴纳有关费用者不予注册。每学年第二学期开学时，凭学生证直接到留学生管理办公室办理注册手续。公费生和自费生均需指纹签到并在学生证上盖章，注册时间已过，均不予以盖章；无学生证者，可到留学生管理办公室申请补办登记，进行指纹签到，领取新证后补盖。

留学生每学期应按学校规定的报到时间到校办理学籍注册手续，对不按时办理注册手续的留学生，根据以下情况进行处理：

(1) 在规定的报到注册时间内，本人因在校外从事科研/调研/撰写论文/社会实践等，不能按时注册的，须在报到注册时间内出具有关证明，申请暂缓注册。如遇亲属逝世、生育等，请假最多 15 天；因病住院治疗，返校后予以注册；如因个人原因请假超过 1 个月一律按休学处理。

(2) 对在学校规定的报到注册时间内未申请暂缓注册的，或本人虽在学校但不按时办理报到注册手续的，以旷课论处（每天按旷课

4. What should I do if I can't receive emails from the office?

Go to the nearest International Students Office to update the mailbox.

5. What is the time and requirements for enrollment?

At the beginning of the first semester of each academic year, international students are required to pay the prescribed fees for the current school year. Within one month, they must go to the International Students Office with the payment receipt to go through procedures of enrollment. Those who fail to pay the relevant fees will not be enrolled. At the beginning of the second semester of each academic year, you should go directly to the International Students Office with the student book for enrollment.

Both scholarship students and self-funded students are required to have the fingerprint and the student book stamped. Once beyond the enrollment time, the students book will not be stamped. Those who have no student book can apply for a replacement, do the fingerprint, and have stamped once they receive the new student book.

International students should go to the school each semester to go through procedures of enrollment in accordance with the enrollment time specified by the school. For international students who do not enroll on time, they will be dealt with according to the following conditions:

Students who are unable to enrol within the specified enrollment period due to scientific research/research/writing the paper/social practice outside the school must provide a certificate for suspension of enrollment. In case of death or birth of a family member, the period of leave shall not exceed 15 days; For students who are hospitalized for illness shall enrol after returning to school; Asking for leave for personal reasons

for more than 1 month shall be considered as suspension. Students who have not applied for suspension of enrollment within the

4 学时计)。对逾期两周未注册的,按自动退学处理。

specified enrollment period, or who are in the school but do not enroll on time shall be considered as truancy (4 hours per day). Those who have not enrolled for more than two weeks will be considered as automatic withdraw from school.