

Essential Guide on Residence Permit Application



- Residence Permit Application
- Residence Permit Endorsement
for “Work to Support Study”
- Stay Permit Application
- Insurance

Residence Permit (Letter of Guarantee Collection)

PLEASE GET BELOW READY BEFORE COLLECTION

- ☐ Tuition, Insurance
- ☐ Appointment
- ☐ Other paperwork

For detailed instruction,
please scan the QR code



Visa Type		Collection Date	Collection Location	Collection Time	Documents Submission
X1 Visa / Entry Date	OTHER Visas / Expiration Date				
Before Aug 14 th	Before Sep 12 th	Sep 8 th	H719	14:00-17:00	Submit to immigration and collect on your own
Between Aug 15 th – 21 st	Between Sep 13 th – 19 th	Between Sep 9 th – 12 th	H719	14:00-17:00	
Between Aug 22 nd – 25 th	Between Sep 20 th – 23 rd	Sep 15 th	H719	14:00-17:00	
After Aug 26 th	After Sep 24 th	Sep 16 th – 17 th , 22 nd	B1-C-SISD	9:00-11:30 14:00-17:00	IEC submits all docs, but collect on your own

- ☐ Those who stay in China after the visa expires will receive penalty of 500 RMB per day, and maximum 10,000 RMB.

Prepare Documents

- ① Visa and Residence Permit Application Form
- ② Valid Passport, copies of ID page, valid visa and latest entry stamp pages
- ③ JW202/201 Form
- ④ Receipt of Visa Photograph for Foreigners in Guangdong Province and 1 blue-background ID photo
- ⑤ Registration Form of Temporary Residence
- ⑥ Medical Examination Report
- ⑦ Qualification Interview for Residence Permit
- ⑧ Letter of Guarantee



When collecting your Letter of Guarantee on Sep 16th – 17th , 22nd at B1-C-SISD

For X1 visa holders,
your entry date is after
Aug 26

OR

For other visa types,
your expiration date is
after Sep 24

1. **Make an appointment** through the PSB official website. The appointment date should be any date on or earlier than **Sep 22**.
2. **Print the application form** single sided by yourself after successfully making the appointment.
3. Download, print and fill in the **Qualification Interview for Residence Permit** at the bottom of:
http://en.hitsz.edu.cn/Incoming_Students/Residence_Permit_Application.htm
4. Prepare a **transparent plastic** document bag by yourself, containing **all your paperwork**, including the photo receipt (place the photo receipt page on the first page, so that **your student ID number** is immediately visible to us), temporary residence form, etc., for residence permit application.
5. Pick up your **medical report** if taking the bus with the group.
6. Wait for your document checking and get your appointed number for handing in your documents from **Sep 23-25**.

Prepare Documents

Document ④ Photo Reciept

(广东·深圳) 广东省外国人签证数字相片采集回执
Receipt of China Visa Photograph for Foreigners in Guangdong Province

服务单位: 中国电信办证直通车证件用数字相片采集服务中心

您的相片符合《中华人民共和国出入境证件数字相片技术要求》, 并已入库管理 (This notice confirms that the quality of your visa photo has met the requirement of the Entry & Exit Administration Department of Public Security of Guangdong Province, and it has been submitted to the Digital Photo Quality Inspection Center.). 相片图号为 (Receipt number): **Y16090524661802**, 请持此回执及您的护照证件前往居住地出入境管理部门办理证件 (本回执及数字相片1年内有效) (Please present this receipt and your passport at the local department of the Entry & Exit Administration when applying the visa. Please note that your visa photograph and the receipt are valid for one year.).

Photo Receipt SAMPLE

相片采集点信息
采集单位: 深圳市南山区云鸥照相馆
联系电话: 0755-26535281
采集时间: **2016-09-05 09:37:29**

重要提示:
请确认照片上的相片是否为您本人 (Please confirm that the subject in the above photo is yourself.)

本人签名 (Your signature): _____

- If you took the picture at registration (Sep 2-3), get from your School.
- If you are late for registration, go to any photo studio to take the photo. The following one is just for your reference:

Xinguangfa Photo studio
(新广发照相馆),
Pingshan county #341-2 Room
(near Vienna Hotel)

- The Receipt is valid for **One Year**. It **could be used for several times**. Do not lose it.

5 证件照采集 Photo Services

- 用于办理居留许可及在校各类证明。
Used for residence permit applications and university certificates.
- 费用: 45元 (现场交费)。
Fee: 45 RMB (payment on-site).
- 照片及回执将于3-5个工作日后发放。
Photos and receipt will be issued within 3-5 business days.
- 晚报到者需自行前往照相馆拍照, 并上传电子照片至:
<http://jw.hitsz.edu.cn>。
Late registrants must visit a photo studio and upload digital photos to:<http://jw.hitsz.edu.cn>.

Make an Appointment to PSB

Please scan the following QR Code.



Long Press this QR code

Then Click Here



If you received a screen shot of the following QR code

Registration Form of Temporary Residence

Step 1: Scan the QR code on WeChat.



Step 2: Click “Start Declaring”, fill in the information as required and go to the next step until the declaration is successfully submitted.

Two screenshots of a mobile application interface for temporary residence registration. The left screenshot shows the main menu with two buttons: '开始申报(Start Declaring)' and '登记查询(Query)'. The right screenshot shows the 'Announcement' page with a blue header, a back arrow, and a 'Next' button at the bottom. The text on the right page is in both Chinese and English, explaining the 24-hour registration requirement and the consequences of non-compliance. A red box highlights a checkbox with a blue checkmark, indicating that the user has read and agreed to the terms.

Registration Form of Temporary Residence

Step 3: Fill in the “Applicant Information” and “Household Information”.

The “Household number” and “Household Address” in the “Household Information” section must be obtained by clicking the “SCAN” button and scanning the house QR code. If you cannot find the QR code, please contact the Dormitory Center or the landlord. Please note that manually entering the number may not valid.

Students who live in Pingshan Apartments or Zhigu Apartments, choose “Company dormitory” in “Type of Household”.

Step 4: Scan the QR code again and click “QUERY” to check review status. When it shows “**APPROVED**”, please download it from your phone and print it out; if it is NOT “APPROVED” for more than one week, please **go to the police station in person to collect it.**



Make an Appointment to PSB

- Log on to the Appointment Website:
<http://ga.sz.gov.cn/>

- PSB is Public Security Bureau.



Make an Appointment to PSB

Please scan the following QR Code.



Long Press this QR code

Then Click Here



If you received a screen shot of the following QR code

Make an Appointment to PSB

政务服务	融媒资讯	警务公开	便民互动
无障碍浏览	进入关怀版		
停留证件首次 Stay permit			
停留证件换发 Stay permit renewal			
停留证件补发 Stay permit reissue			
普通签证延期 Visa extension			
普通签证换发 Visa renewal			
普通签证补发 Visa reissue			
居留证件首次 Residence permit (first time)			
居留证件延期 Residence permit extension			
居留证件换发 Residence renewal			
居留证件补发 Residence reissue			
出入境证 Entry and exit permit for foreigners			
旅行证件 Travel permit			

工作	备注：首次办理工作类居留证件的可预约 Working Residence permit (first time) appointment
学习	备注：首次办理学习类居留证件的可预约 Studying Residence permit (first time) appointment
记者	备注：首次办理记者类居留证件的可预约 Journalist Residence permit (first time) appointment
团聚	备注：首次办理团聚类居留证件的可预约 Family reunion Residence permit (first time) appointment
私人事务	备注：首次办理私人事务类居留证件的可预约 Private affairs Residence permit (first time) appointment
外籍工作人员家属	备注：首次办理外籍工作人员家属类居留证件的可预约 Family member Residence permit (first time) appointment
外籍留学生家属	备注：首次办理外籍留学生家属类居留证件的可预约 Family member Residence permit (first time) appointment

Make an Appointment to PSB

业务申请 (Business application information)

申请证件类型*:
(Certificate type you are applying for)

居留证件(Residence perr



申请居留事由(Residence permit type)*:

学习(student)



办证类别*:

(Application category)

首次(First)



申请居留期限至(valid until)*:



证件偕行人信息(非必填) (Information of The Accompanying person. (if available))

姓(Surname)

名(Given name)

中文姓名(Name in Chinese)

性别(Sex)

出生日期(Date of birth)

与申请人关系(Relationship with applicant)



Go to PSB to collect your Passport

外国人签证证件受理回执
VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION RECEIPT

英文姓 Surname	英文名 Given name
中文姓名 Name in Chinese	出生日期 1997 年 05 月 11 日 Date of birth Y M D
性别 Sex	国籍 Nationality
拟收费用 Fee	护照号码 Passport No.
受理人 Received by	申请项目 Application type
肖炯素	外国人停留证件
	取证日期 20240806 Collection date
	受理日期 20240726 Received on

注：本回执请申请人妥为保存，领证时交回
ATTENTION: PLEASE KEEP THIS RECEIPT SAFE AND RETURN AT RECEIPT OF THE DOCUMENT

在您的护照因为办理证件被收存期间，可以凭此受理回执在中国境内合法停留。
You may rely on this application receipt to legally stay in China if your passport is held by the exit-entry administration authority.

- Bridge of Exit-Entry Administration of the Nanshan Sub-bureau is a Subordinate Unit of Shenzhen PSB, where evaluates documents and issues **Residence Permit / Stay Permit**.
- Address: Second Floor, No. 3018 Nanshan Avenue, Nanshan District (南山区南山大道3018号南山公安分局出入境办证大厅)

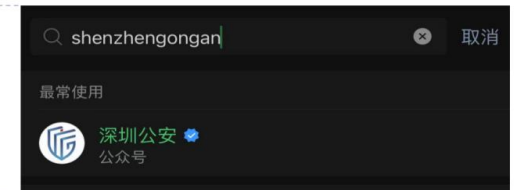
Office Hour		
Monday-Friday	Morning	9:00-12:00
	Afternoon	14:00-18:00
Contact Number: 0755-12367		

Check Progress

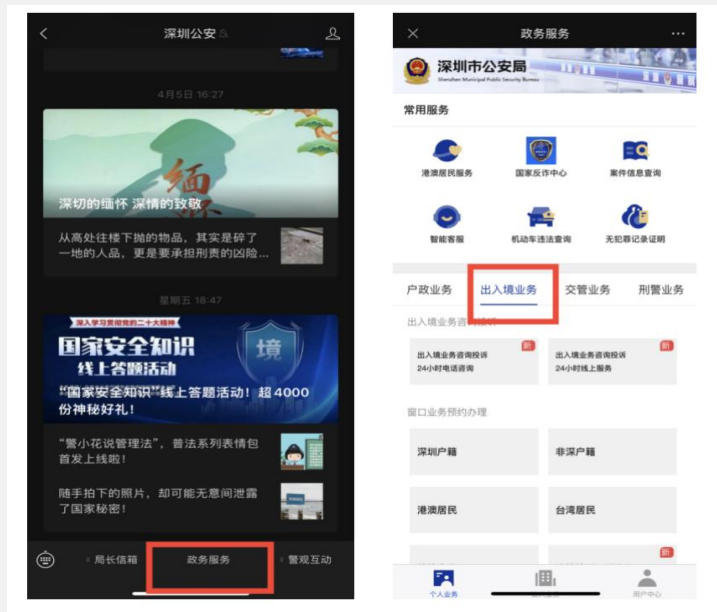
- Follow “深圳公安” mini program on your Wechat

• 深圳公安

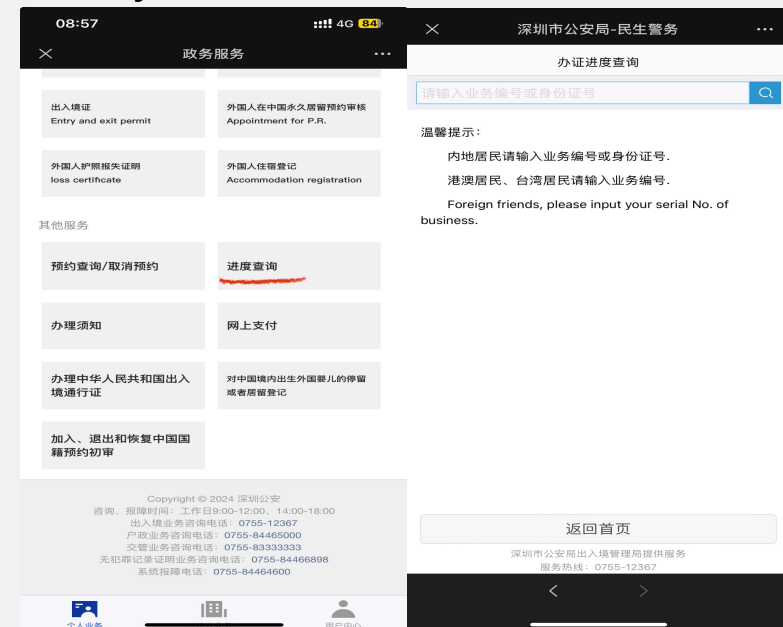
• shenzhengongan



- Enter the page of “Exit & Entry Service”



- Search your serial No. of business (on the receipt)



Last Step

Within 24 hours upon receiving your Residence Permit, please **update your information** in the **IS system** (Information Update->Residence Permit), at the same time,

- bring your passport and go to the police station where you are accommodated to renew your **Registration Form of Temporary Residence**.
- OR if you live in the **dormitory**, bring a photocopy of your Residence Permit to the lobby, and the dormitory staff will help you renew.

Some important notes

A **high attendance rate** and a **certain pass rate** in your subjects are needed for your residence permit extension.

Over 80% per academic year

- Solutions to scanning error when you are not late for classes: Always find your course teacher immediately with the evidence of attending the class, and your course teacher will help you to correct it.
- If you are late, your attendance will be considered as absence.

Some important notes

- It is suggested to proceed the **residence permit extension** before 30-60 days of expiring.
- Pick up *Letter of Guarantee* on **the 4th week of Summer semester (at the end of July)**.

Residence Permit Endorsement for “Work to Support Study”

Definition

“Work to Support Study” refers to legitimate off-campus work activities undertaken by international students within Shenzhen during non-academic hours to earn reasonable compensation for improving study/living conditions. This excludes curricular internships and social practices organized by the university.

Eligibility Criteria

Applicants must:

- ✓ hold a valid study residence permit (≥ 6 months remaining);
- ✓ have completed one consecutive academic year at HITSZ;
- ✓ maintained $\geq 80\%$ attendance and passing grades in core courses last semester;
- ✓ ensure employer registration with Shenzhen Exit-Entry Administration.

Residence Permit Endorsement for “Work to Support Study”

Application Procedures

Step 1: Sign Work to Support Study **Agreement** and complete **Application Form**.

Step 2: Obtain student affairs officer **approval** and college/school seal

(supervisor consent for graduates/academic secretary confirmation for undergraduates).

Step 3: Submit to International Education Center.

Step 4: Within 10 days, **apply at immigration office** with

both university and employer guarantee letters, enrollment proof, and transcripts, etc.

Residence Permit Endorsement for "Work to Support Study"

Rights and Obligations

Approved students may work ≤ 8 hrs/week during semesters (≤ 16 hrs/week during holidays). Endorsement validity ≤ 1 year and not exceeding residence permit duration. Students assume personal/property risks and must report labor disputes to school/authorities.



Full guidelines and forms
available via scan.

Consequences of Violation

Violations (academic termination, misconduct, fraud, or academic impacts) result in eligibility revocation and authority notification. Unauthorized work constitutes illegal employment with legal liabilities.



Q&A for "Work to Support Study"

Stay Permit Application

- When your enrollment status changes (due to withdrawal, suspension, program completion, or graduation), you must:
 - (1) Complete the procedures according to university regulations;
 - (2) Within **10 days** after the status change is approved, apply at the Immigration Office to replace the Residence Permit with a **Stay Permit** (valid for ≤ 30 days).
- **Failure** to comply will result in:
 - (1) The university reporting the Residence Permit cancellation to the Immigration Office;
 - (2) The student bearing all legal consequences arising therefrom, including illegal residence, penalty fee, repatriation, and negative effects on your future stay in China.

Stay Permit Application

Document List

- Visa Application Form (Book appointment via ga.sz.gov.cn)
- Guangdong Photo Receipt + 35×45mm Blue Photo
- Original Passport + Copies (ID page/Residence Permit/Entry Stamp)
- Temporary Residence Registration (Issued by police station)
- Enrollment Status Change Proof (e.g. Suspension/Withdrawal/Completion/Diploma)

Insurance

- All international students have to be medically insured throughout their study in China.
- Call the 24-hour hotline prior to getting medical treatment: 400-810-5119.
- For claims, you will be asked to get an application form, please contact the Student Affairs Officer of your School first to get your School seal, then follow the instructions from the insurance company.

垫付/理赔授权书

APPLICATION & POWER OF ATTORNEY

兹有：学校(School name)：_____, 国籍(Nationality)：_____,
性别(Gender)：_____, 年龄(Age)：_____, 证件类型(ID type)：_____,
证件号码(ID number)：_____, 中文名(Chinese name)：_____,
英文名(证件全名) English name (Full name on ID)：_____

CSC号(公费生)CSC number (Chinese government scholarship students)：_____,
本人因疾病或意外伤害在医院进行治疗，申请联华国际保险经纪(北京)有限公司进行医疗费用垫付，并授权联华国际保险经纪(北京)有限公司办理本次理赔申请，并同意保险公司将理赔款转账至联华国际保险经纪(北京)有限公司指定账户。

Due to illness / accidental injury go to the hospital for treatments. I hereby apply for advanced payment from Unichina International Insurance Brokers (Beijing)Co., Ltd and authorize Unichina International Insurance Brokers (Beijing)Co., Ltd apply claim and agree insurance company transfer the reimbursement to Unichina International Insurance Brokers (Beijing)Co., Ltd

账户名称：联华国际保险经纪(北京)有限公司
账号：1105019036000000169
开户行：中国建设银行股份有限公司北京月坛支行

本人郑重声明Solemnly Declare:

1. 本人声明上述填写内容,及本人提供的一切资料均完全属实,如有虚假不实或隐瞒情况,本人愿愿承担由此产生的一切法律后果。

All information in this form and all documents that I have provided are completely true and I shall willingly be held liable for any legal consequences should there be any falsification or concealment.

2. 本人同意平安财产保险股份有限公司将理赔款汇至联华国际保险经纪(北京)有限公司。

I agree and authorize Unichina International Insurance Brokers (Beijing)Co., Ltd to receive claim result from Ping An Property & Casualty Insurance Company of China, Ltd

3. 本人同意平安财产保险股份有限公司将理赔款汇至联华国际保险经纪(北京)有限公司指定账户。

I agree that the Ping An Property & Casualty Insurance Company of China, Ltd. will remit the claim payment to the designated account of Unichina International Insurance Brokers (Beijing)Co., Ltd.

4. 本人自愿签署申请及委托授权书, 即视为同意并遵守保险条款中的各项规定。

I voluntarily sign this application and power of attorney, and I shall be deemed to agree and comply with the provisions in the insurance clauses.

被保险人签字(Insured signature): _____
院校(盖章)(School seal): _____
日期 Date: _____

以上内容准确无误

The above contents are accurate

单位：联华国际保险经纪(北京)有限公司(盖章)
Unichina international insurance brokers (Beijing)Co.,Ltd (seal)
日期 Date: _____

Insurance

- Please refer to the following means for queries and more information.

Tel: 400-810-5119-1

Web: www.lxbx.net

WeChat Subscription Page: Insurance for International Students



Wechat Account: Study at HITSZ



Q & A