**重要提示— Important Notice**

★临时住宿登记

根据外管法的有关规定，留学生每次从国外、香港、澳门或台湾到达开封以后，都必须让房东或旅店服务员在24小时之内到辖区派出所办理临时住宿登记；如果留学生在留学生楼居住，每次从国外、香港、澳门或台湾回来以后，都必须让服务员帮助办理临时住宿登记。

Temporary Living Registration

According to the *Implementation of the Law of the PRC on the Entry and Exit of Aliens*, **every time** when overseas students arrive Kaifeng from abroad or Hong Kong or Macao or Taiwan, all of them should ask house-owner or hotel staff to help them to report temporary living to the district police station within 24 hours; if they stay in overseas students’ building, they should ask the clerk who works here to help them to do it within 24 hours.

★签证和居留许可有效期提醒

持X签证入学的同学在来中国入境后30天内必须获得居留许可，并将有关资料提前两周送国际汉学院，由国际汉学院协助办理居留许可所需资料：

1. 护照复印件；B小二寸照片1张；

C 身体检查表复印件1份（身体检查表须经中国国家出入境检疫部门确认，否则重新体检。）；D JW202表（有学校帮助办理）

E外国人签证，居留许可申请表；F 河南大学录取通知书

G 居留许可收费400元。

备注：留学生（包括持F签证，L签证或其他签证的留学生）在河南大学学习期间，不得在中国就业。留学生一定要注意在自己的签证或居留许可的有效期截止日期前两周到国际汉学院提交申请延期资料。签证或居留许可超期，每天罚500元人民币。切记！

Reminder of the Validity of Visa and Resident Permit

Overseas students should offer the required materials two weeks before their overdue date and ask ISCLC to help them to obtain a Resident Permit. The materials for making resident permits are in the following:

A: Passport copy

B: One piece of passport copy

C: A copy of their health card (approved by Entry&Exit Inspection and Quarantine of the PRC, otherwise they must obtain a physical examination again.)

D: JW202 Form

E: Visa and Resident Permit Application Form

F: Adimission Notice for Overseas Students at Henan University

G: If your visa or resident permit is under 350 days, you will be charged 400RMB.

Notice: Overseas students **are forbidden to work in China** when they study at Henan University, besides they **must pay attention to the deadline of their visa or resident permit carefully**, and they should offer the required materials to ISCLC **two weeks before their overdue date**. If not, they will be fined **500RMB per day and it is their full responsibility.**

如果您已阅读以上内容且明白其重要性，请在下面签字！

 IF YOU READ THE CONTENT ABOVE AND COMPLETLEY UNDERSTOOD ITS IMPORTANCE, PLEASE MAKE SIGNATURE IN THE FOLLOWING.

姓名（NAME）：

 日期（DATE）：

 河南大学国际汉学院

 2012-4-23