



留学生手册

Registration Guidebook
For International Students



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A. 校长致辞 / President's Welcome Message

西南财经大学自 1925 年成立至今,始终以一流的学术和科研助推国家发展,并视之为己任。在充分传承其历史积淀之时,西南财经大学也正朝着建设特色鲜明高水平研究型财经大学这一宏伟目标稳步前进。

成都市是四川省省会,也是中国西部首屈一指的经济、文化、旅游中心和交通通讯枢纽。早在 4 千多年前,成都平原就孕育出史前时代的金沙文化。这片美丽的土地因其山水灵秀、物产丰富而获得“天府之国”的美誉。位列中国国际形象最佳城市第三位的成都市有着舒适宜人生活环境,并曾因此获得联合国人居环境奖。

立足于这座精彩的城市,西南财经大学在若干年中培养了数千名来自世界各地的留学生。今天我们将以一贯的热情以及高水平的教学和服务欢迎每一位留学生,让你们在这里的学习和生活充满美好回忆。

让我们相约在西南财经大学!

校长 张宗益



Since its foundation in 1925, SWUFE has been shouldering its responsibilities to rejuvenating the nation through research and academic endeavors. While recognizing the strength of its heritage and traditions, SWUFE is striding into an era of rapid development to be a differentiated, research led and finance-oriented institution of higher learning that addresses the needs of an ever changing, knowledge-based world.

Chengdu, located in Southwest China, is the capital of Sichuan province. It is also the most important economic, cultural, tourist, transportation, and communication hubs in Western China. More than four thousand years ago, the pre-historic culture of Jinsha established itself in this region. The fertile Chengdu Plain, on which Chengdu is located, is called Tianfuzhiguo in Chinese, which literally means "the Country of Heaven", or more often seen translated as "the Land of Abundance".

Standing on this great city, we are proud to have seen thousands of international students graduated from SWUFE. Today we are welcoming every international student with our hospitality as well as high-standard teaching and service as always, making sure your stay here will be full of wonderful memories.

Let's meet in SWUFE!

ZHANG Zongyi, President

B. 学校简介 / Brief Introduction to SWUFE

西南财经大学是教育部直属的国家“211 工程”和“985 工程”优势学科创新平台建设的全国重点大学,也是国家教育体制改革试点高校。

天府之国,钟灵毓秀;巴山蜀水,俊采星驰。学校坐落在成都平原,携光华、柳林两校区,辖地 2300 余亩,校园湖光柳影,芳草绿树,翩翩学者,蔚为大观,是著名的“园林式院校”。

学校始于 1925 年创建的上海光华大学,至今有近 90 年的办学历史。学校自 1996 年开始招收留学生,并于 2001 年成为全国招收和培养留学生的重点高校。至今,学校已接收和培养上千名来自世界各地的留学生。

SWUFE is a national key university under direct administration of the Ministry of Education and is listed in both “Project 211” and “985 Innovative Platforms for Key Disciplines Project” of the Chinese government as part of the national

endeavor to build world-class universities in the 21st century. It is also selected as one of the trial spots for nation-wide educational reform.

Located in the city of Chengdu, SWUFE now has two campuses, the Guanghua Campus and the Liulin Campus. With an overall area of about 380 acres, SWUFE is also known for its picturesque campus scenery.

SWUFE with long and fine cultural and revolutionary legacy was originally founded as the Shanghai Guanghua University in 1925. SWUFE began enrolling and training foreign students in 1996. In 2001, it was listed as one of China's key universities for enrolling and training foreign students. Since 1996, SWUFE has trained thousands of international students from countries all over the world.

C. 留学生管理规定 / Important Regulations For International Students

西南财经大学留学生相关规定

Regulations for International Students, SWUFE

一、本规定中的一些缩略语：/ **Some abbreviations in this document:**

1. **CIE, SWUFE:** 指西南财经大学，国际教育学院；/ **CIE, SWUFE:** refers to College of International Education, Southwestern University of Finance and Economics.
2. **学生:** 指来华学习的留学生；/ **Student(s):** refers to international student(s) studying in China (SWUFE).
3. **招生办公室、管理办公室、行政办公室:** 指西南财经大学国际教育学院留学生招生办公室、留学生管理办公室、行政办公室；/ **Admission Office, Student Affairs Office, Internal & Financial Office:** refer to those offices in CIE, SWUFE.
4. **签证:** (除非特殊说明时)指中华人民共和国签证、停留许可及居留许可；/ **Visa:** (unless particularly indicated) refers to visa and/or staying permit and/or residence permit.

二、本规定中包含若干个涉及留学生在西南财经大学学习和生活方面的子规定。留学生须仔细阅读，并在理解和同意的情况下签署所有规定后，方可正式获得入学资格。/ **This document contains several sub regulations related to international students' life and studies in Southwestern University of Finance and Economics. A student should read, understand, agree and sign this document to complete his/her admission procedure.**

三、本规定所有文本均包含中英文两种语言，但英文信息仅供参考。如果中英文信息不一致，以中文为准。/ **All texts in this document are in Chinese and English. The English part will be for reference only. If there's any English information different from the Chinese version, please refer to the Chinese version.**

四、学生在签署每一项规定前应将任何不确定的信息及时提出。一旦签署，则视为完全理解并接受。/ **Students should be sure to enquire about any uncertain information before signing each regulation. Once signed, it is regarded that you have fully understood and accepted all of the regulations.**

五、本规定及所有子规定于2014年2月20日开始实施。西南财经大学拥有最终解释权。/ **This document and all its sub regulations take effect on February 20, 2014. SWUFE holds the final authority of explanation over said regulations.**

西南财经大学留学生缴费相关规定

Regulations on Payment for International Students, SWUFE

费用表 (报名费、学费、教材费、住宿费) / **Fee List (application fee, tuition, textbooks, room fee)**

汉语培训项目 / **CHINESE TRAINING PROGRAMS**

每学期/ One semester	7,000
每学年/ One academic year	14,000
报名费 (仅新生) / Application fee (new students only)	400
教材费/ Textbooks	按实际金额收取/ Actual price
学历项目/ DEGREE PROGRAMS	
本科 (汉语授课) / Bachelor's (conducted in Chinese)	16,000 每年/ each academic year
本科 (英语授课) / Bachelor's (conducted in English)	20,000 每年/ each academic year
硕士 (汉语授课) / Master's (conducted in Chinese)	20,000 每年/ each academic year
硕士 (英语授课) / Master's (conducted in English)	25,000 每年/ each academic year
MBA (汉语授课) / MBA (conducted in Chinese)	25,000 每年/ each academic year
博士 (汉语授课) / Doctorate (conducted in Chinese)	25,000 每年/ each academic year
博士 (英语授课) / Doctorate (conducted in English)	30,000 每年/ each academic year
报名费 (仅新生) / Application fee (new students only)	400
教材费 (本科, 预收并在结束学习时根据实际金额退还) / Textbooks (Bachelor's, refund given at end of term if the actual value of the textbooks used was less than 800)	800 每年/ each academic year
教材费 (其它学习项目) / Textbooks (for other degree programs)	按实际金额收取/ Actual price
住宿费/ ACCOMMODATION	
博学 2 舍 (新房间) / Boxue #2 (Recent Furnished Rooms)	4,000 每学期/ each semester
博学 2 舍 (老房间) / Boxue #2 (Old Rooms)	2,500 每学期/ each semester
慎思园 A 座/ Shensiyuan #A	2,500 每学期/ each semester
春秋学期间隔/ Interval between fall & spring semester	800 博学 2 舍 (新房间) / Boxue #2 (Recent Furnished Rooms) 500 博学 2 舍 (老房间) 或慎思园 A 座/ Boxue #2 (Old Rooms) or Shensiyuan #A
15 天临时短期住宿 (仅提供给新生报到, 且不得延期) / 15-Day temporary stay (only applicable to new students arriving for the registration period and non-extendable past that point of time)	500 博学 2 舍 (新房间) / Boxue #2 (Recent Furnished Rooms) 300 博学 2 舍 (老房间) 或慎思园 A 座/ Boxue #2 (Old Rooms) or Shensiyuan #A
押金 (在宿管办支付和退还) / Deposit (Paid and refunded at the Dormitory Gate Office)	1,000
电费/ Electricity	每月 30 度免费, 超出部分按市价收取/ 30 kwh free each month, any extra usage charged at market price
保险/ INSURANCE	
保险费 (强制购买) / Insurance (compulsory)	150 每年/ each year

以上金额单位均为人民币, 并可能进行变更/ All fees listed above are in RMB and are subject to change

一、所有学生, 无论公费自费或其它经费形式, 均应在到校注册之日起 5 个工作日内, 持本人护照和国际教育学院留学生招生办公室开具的注册单 (仅适用于新生), 在行政办公室完成所有应缴费用的缴纳或审核。/ All students,

either self-funded or on a scholarship, must pay all necessary fees (or complete the Funding-Confirmation Procedure) at The Internal & Financial Affairs Office, within 5 working days from your registration day at SWUFE. A registration paper issued by The Admissions Office (applicable to new students only) and a passport will be needed.

从学生到校注册之日后第 6 个工作日开始，仍未缴纳完所有应缴费用的学生须同时支付滞纳金，逾期 15 日以内（含），滞纳金为待缴纳总费用的 5%；逾期 15 日以上，滞纳金为待缴纳总费用的 15%。/ From the 6th working day on, a student will also have to pay a penalty for unpaid fees that are late. The penalty will be 5% of the total unpaid fees due if the overdue period is within 15 days, or 15% if the overdue period is more than 15 days.

二、学历项目学费按学年缴纳，非学历项目学费可按学期或学年缴纳。/ Tuition for degree programs must be paid on a yearly basis. Tuition for non-degree programs may be paid on a semester or a yearly basis.

三、住宿费一般按学期缴纳。秋季学期的最早入住时间为 8 月 20 日，最晚退房时间为次年的 1 月 19 日；春季学期的最早入住时间为 2 月 20 日，最晚退房时间为 7 月 19 日。此为秋/春季学期的“住宿期”。在此期间，无论学生何时入住，何时退房，均需缴纳整个学期的住宿费。/ Dormitory fees can be paid on a semester basis. For the fall semester, the earliest check-in day is August 20 and the latest check-out day is January 19 of the following year. For the spring semester the earliest check-in day is February 20 and the latest check-out day is July 19. This is called “The Accommodation Period” for each respective semester. During The Accommodation Period, students should pay their dormitory fees for a whole semester regardless of when exactly they check-in or check out.

新生在首次报到时可申请临时短期住宿。如果获得批准，可最长入住 15 天，不得延期。在此期间，无论实际入住天数为多少，均需一次性缴纳整个临时短期住宿期的住宿费。/ Temporary accommodation is available for new students during their first registration period at SWUFE. If a student’s application is approved, he/she can stay for a maximum of 15 days in the dormitory; however, no extension is possible. During these 15 days, students must pay the full amount of the “temporary stay room fee” no matter how many days he/she actually stays.

每年 1 月 20 日至 2 月 19 日、7 月 20 日至 8 月 19 日为学期“间隔期”。需要在间隔期期间继续住宿的老生，需按照《西南财经大学留学生住宿管理规定》进行申请并缴纳相关费用后方可获许住宿。/ January 20 to February 19 and July 20 to August 19 is called the “Interval Period” between fall/spring semesters. Current students, who need to continue to stay in the dorm during the interval period, should apply under the “Regulation on Dormitory and Accommodation for International Students, SWUFE” and pay all related fees before he/she can be approved to stay during the interval period.

学生除缴纳住宿费及押金外，还应及时缴纳电费等相关费用。/ Besides the room fee and safety deposit, students must pay all other related fees such as the electricity bill on time.

四、每学期开学两周内（从该学期第一天上课开始计算）申请办理退学者（包括任何原因导致无法继续学习的），退还该学期全部学费，学院另扣除 600 元人民币的办理退学手续费。开学两周后申请办理退学者，当期学费一律不予退还。/ Any student who withdraws from SWUFE within 2 weeks of a semester beginning (counted from the semester’s first day of class) will get a full refund of tuition, but a withdrawal fee of RMB 600 will be charged. After 2 weeks have been completed, tuition paid for the semester will not be refunded.

五、中途退房的学生，需先办理退房手续，持退房手续单到行政办公室办理住宿费余额退换。退还住宿费只按月退，并进行取整，例如：剩余 1 个半月，按剩余 1 个月算（此处每个月定义为 30 天）。另收取退房手续费 200 元。/ Any student who checks out before the “Accommodation Period” finishes must complete all check-out procedures first and then apply for a partial refund of the room fee at The Internal & Financial Office with the completed check-out form. Partial refunding of the room fee will be counted by months only (here 1 month equals 30 days) and will be rounded down. For example: 1 and a half month prior to the last day of “The Accommodation Period” will be regarded as 1 month. An extra fee of RMB 200 will also be charged.

六、如果学生从收费标准较高的宿舍换到收费标准较低的宿舍，所缴纳的住宿费将不予退还。反之，则需按照学期为单位补齐当期差额。/ If a student changes rooms from a higher-priced dormitory to a low-priced dormitory, a partial refund of the room fee will not be given. On the contrary, he/she will need to pay the difference on a semester’s basis.

七、学生有义务在购买教材时检查所选教材的准确性、完好性。所有教材一经售出，无论何种原因均不予退换。/ Students are obliged to confirm that the textbooks he/she purchased are correct and in good condition. All textbooks

are non-returnable and cannot be exchanged once sold.

- 八、除非学生已在中国境内购买覆盖其整个学习期的保险且保额不低于国际教育院所指定的保险保额，否则需购买指定保险。/ Unless a student has already purchased insurance in PRC mainland which covers his/her whole period of study and the sum insured is no less than the sum of the insurance designated by CIE, he/she will have to purchase the insurance designated by CIE.
- 九、学生在未缴纳清所有应缴费用（包括学费、报名费、住宿费、住宿押金、电费、保险费及其它费用）的情况下，学院不予开具任何形式的文书（包括学生证、签证申请、在读证明、成绩单等）。/ Students will not be issued any documents of any form (including Student ID, Visa Application Documents, Certificate, Transcript, etc) by SWUFE if he/she still has any unpaid fees due (including tuition, application fee, room fee, room deposit, electricity bill, insurance, etc).
- 十、学生因违反中华人民共和国法律法规或西南财经大学规章制度导致签证被取消的，已缴纳的一切费用一律不予退还。学生因违反学校住宿规定，导致被清退出宿舍的，已缴纳的住宿费、住宿押金、电费一律不予退还。/ Students whose visa is canceled because of violations of PRC Laws and regulations or SWUFE rules and regulations, will not be refunded any fees already paid. Students who are expelled from the dormitory because of violations against related regulations of the university will not be refunded the room fee, deposit or electricity fee.

西南财经大学留学生住宿管理规定

Regulation on Dormitory and Accommodation for International Students, SWUFE

一、 住宿办理流程/ Process of Accommodation

1. 入住/ Checking-in

- 1) 学生应持本人护照和国际教育学院招生办公室开具的注册单（仅适用于新生），在行政办公室完成所有应缴费用的缴纳或审核后，办理入住手续。/ Before checking in, students should pay all fees due (or complete the Funding-Confirmation Procedure) at The Internal & Financial Affairs Office, bringing the Registration Form issued by The Admission Office (applicable to new students only) and his/her passport.
- 2) 秋季学期的最早入住时间为 8 月 20 日，春季学期的最早入住时间为 2 月 20 日。/ For the fall semester, the earliest check-in day is August 20, and for the spring semester the earliest check-in day is February 20.
- 3) 新生在首次报到时可申请临时短期住宿。如果获得批准，可最长入住 15 天，不得延期。/ Temporary accommodation is applicable to new students during their first registration period at SWUFE. If a student's application is approved, he/she can stay for a maximum of 15 days.
- 4) 学生住宿需服从学校的统一安排，按指定房间入住。/ Students should follow SWUFE's room arrangement and stay in his/her assigned room.
- 5) 学生入住时，应按房间物品清单核对物品是否齐全和完好，若有缺失或损坏需及时上报。/ Students should check all equipment and devices according to the Item List when checking-in. Any missing, damaged or non-functioning items should be reported upon check-in.

2. 换房/ Changing Rooms

- 1) 学生无权转租或自行调换房间，房间出现任何问题（包括物品损坏、被投诉、意外事件等）学校都将直接追究该房间登记学生的责任。/ Students are not allowed to rent out his/her room or change rooms without completing the formal procedure. Students must take responsibility for any issues in the room that he/she is registered to (including equipment damage, receiving complaints, accidents, etc).
- 2) 如因合理原因需要换房，需向管理办公室提出申请，审核通过后方可更换。换房只允许在学期中进行，间隔期、临时住宿期不得换房。/ Students should apply at The Student Affairs Office for changing rooms if he/she has proper reasons to do so. Room changing can only be done after the application has been approved. Room changing is applicable only during the semester and is not applicable during the Interval Period or during the temporary accommodation period.
- 3) 换房申请通过后 48 小时内，学生应完成房间更换的一切程序，退还原房间钥匙。/ Students should finish

changing rooms and return any previous room keys within 48 hours of his/her application for changing rooms has been approved.

3. 退房/ Checking-out

- 1) 秋季学期的最晚退房时间为次年的1月19日，春季学期的最晚退房时间为7月19日。/ For the fall semester, the latest check-out day is January 19 of the following year and for the spring semester the latest check-out day is July 19.
- 2) 1月20日至2月19日、7月20日至8月19日为春秋学期间隔期。/ January 20 to February 19 and July 20 to August 19 is called "The Interval Period" between fall/spring semesters.
- 3) 学生应持本人护照和押金收据在管理办公室办理退房。/ Students should check-out at The Student Affairs Office, bringing his/her passport and the room deposit receipt.
- 4) 学生需在退房时退还房间钥匙，钥匙未退还者押金不予返还。/ Students should return his/her room key when checking out, otherwise his/her deposit will not be refunded.
- 5) 退房时，住宿房间状况（包括卫生与房间设备状况）应与入住时保持一致。如退房检查时查出任何问题，将从押金中扣除相应的赔偿费、清洁费等。/ The room condition (including cleanliness, equipment and devices) at check-out should be the same as at check-in. The room deposit will be deducted for any problems found at check-out.
- 6) 每年秋季学期1月20日起、春季学期7月20日起（或间隔期的2月20日、8月19日），学校将对宿舍进行清理，任何遗留在空房中的私人物品将清离并不予保管。任何未办理间隔期（或新学期）住宿手续的学生将被要求当天搬离，且房内所有私人物品将被清离并不予保管。/ On January 20 (for the fall semester) or July 20 (for the spring semester) or February 20/August 19 for The Interval Period, all rooms will be cleaned. Any personal belongings left in vacant rooms will be regarded as abandoned and will be taken away. Students who haven't completed the procedures for staying during The Interval Period (or the following semester) will be asked to leave on the above mentioned day, and any personal belongings left in his/her room will be regarded as abandoned and will be taken away.

4. 间隔期住宿/ Staying during the Interval Period

- 1) 间隔期需要住宿的学生，应在每年秋季学期12月20日（含）之前，春季学期6月20日（含）之前向管理办公室提出续住申请，学校将视房源及其他相关情况决定是否批准。/ Students should apply for staying during The Interval Period at The Student Affairs' Office by December 20 (for the fall semester) or by June 20 (for the spring semester). SWUFE may approve or not approve the application depending upon room availability and other related conditions.
- 2) 间隔期的最晚退房时间为间隔期的最后一天。退房按退房规定执行。/ The last day of The Interval Period will be considered the latest check-out day. All normal check-out regulations will apply.
- 3) 新学期入住按入住规定执行。/ All normal check-in regulations will apply for staying in a new semester.

二、 住宿相关规定/ Other Regulations Related to Accommodation

1. 学生应遵守中华人民共和国法律法规和西南财经大学规章制度，不得在宿舍（包括房间和公共区域）进行任何损害他人利益的活动。/ Students should obey PRC Laws and regulations as well as SWUFE rules and regulations. Any activity that may affect others' rights is prohibited in the residential areas (including rooms and other public areas).
2. 严禁一切可能损害自身或他人人身及财产安全的活动。/ Any activity which may harm one's or others' safety or property is prohibited.
3. 宿舍内严禁存放易燃、易爆物品，住宿区域内严禁烧烤等需要使用明火的活动。若有因违反此项规定而造成损失的，由学生承担一切责任并赔偿所有损失。/ Any inflammable or explosive materials or any activity which requires fire, such as a barbecue, should be kept away from the residential area. Students will have to take full responsibility and pay the losses caused by damages if he/she violates this regulation.
4. 学生应注意用电安全，在宿舍内禁止使用电炉、电磁炉、取暖器、电热毯、电热杯、热得快和微波炉；在公用厨房禁止使用电炉、电烤炉、电烤箱和电炒锅。学生在厨房做饭时不能离开厨房；使用电器以后必须关闭电源开关。学生离开宿舍后需关闭电源。因违反此项规定而造成损失的，由学生承担一切责任并赔偿

所有损失。/ Students should pay attention to the use of electricity. Electric cookers, induction cookers, electric apparatuses, electric blankets, electric cups, electric bars or microwave ovens are prohibited in the rooms. Electric cookers, electric ovens, electric roasters and electric pans are prohibited in the public kitchens. Students are not allowed to leave the public kitchen while cooking. All devices should be switched off after use or if there's no one remaining in the room. Students will have to take all responsibility and pay the losses caused by damages if he/she violates this regulation.

5. 学生应保持宿舍及住宿公共区域清洁，不得在宿舍内饲养宠物。/ Students are obliged to keep his/her room and the public areas clean and tidy. Pets are prohibited in the dormitories.
6. 学生应保持宿舍安静，不得在室内或公共区域大声喧哗及播放高音量的音乐，不得以任何形式打扰他人学习与休息。/ Students are obliged to keep quiet in the residential areas. Speaking loudly, making noise, playing high-volume music, or any other activity that may affect other students is prohibited.
7. 学生不得擅自更换房间内家具，不得损坏、拆卸宿舍楼和房间内设施。/ Students are not allowed to replace the furniture in the room or damage any equipment or devices in the residential areas.
8. 若房间内有任何设备损坏，学生应及时报修。/ Students should report on time anything damaged or not functioning properly in the room.
9. 宿舍楼的过道及住宿区域内其它公共场所，不得堆放任何物品。/ Nothing is allowed to be put in the corridor or other public sections of residential area.
10. 在住宿区域的公共场所禁止吸烟。/ Smoking is prohibited in the public sections of the residential area.
11. 自行车、电瓶车及摩托车等不得进入住宿区域内。/ Bicycles, electric bicycles or motorcycles are not allowed to be taken into the residential area.
12. 学生不得在寝室留宿任何人。访客应在 22:00 前离开，否则视为留宿。/ Students are not allowed to keep anyone overnight in his/her room. Visitors are required to leave by 22:00, otherwise they will be considered overstayed.
13. 学生首次违反上述规定之任何一条将被给予口头警告，第二次违反将被给予书面警告，第三次违反将被清退出留学生宿舍。在学生违纪情况严重时，将直接被给予书面警告甚至直接被清退。/ Students who violate any of the above regulations for the first time will be given a verbal warning. On the second time, a written warning will be given. On the third time, the student will be expelled from the dormitory. If there's a severe violation, a student may be directly given a written warning or expelled from the dormitory.
14. 在住宿区设有公告栏，重要通知将会进行公示，学生有义务自行查看。/ Important information will be announced on the bulletin board in the residential area. Students are obliged to check it regularly.
15. 学校有权在以下几种情况发生时，不经学生许可而使用备用钥匙进入学生房间：/ Under the following circumstances, SWUFE may enter a student's room without permission from the student:
 - 1) 房内设施需要维修、翻新或装修；/ Renovation or maintenance of the room or of in-room equipment and devices.
 - 2) 不定期例行检查；/ Occasional routine inspection.
 - 3) 发生紧急情况（包括火灾、地震、意外事故等）。/ Emergencies (including fire, earthquake, accident, etc).

西南财经大学留学生签证相关管理规定

Regulation on Visa Related Affairs for International Students, SWUFE

一. 签证与居留许可/ Visa and Residence Permit

1. 学生须持普通护照和签证在我校学习，外交护照或外交签证将不被接受。/ Students should carry ordinary passports and visas. Diplomatic passports or visas will not be accepted.
2. 新生需持学习 X1 (X) 签证或 X2 (F) 签证入境，并在入境后 72 小时内国际教育学院注册。学生还应在成功注册后 48 小时内，按照国际教育学院的指导在辖区派出所办理住宿申报及根据个人情况完成其它签证相关手续。/ New students should enter China with a X1 (X) or X2 (F) visa and register in person at the CIE,

SWUFE within 72 hours of entering China. Within 48 hours of successful registration, students should register his/her living address at the local police station and complete all other visa-related procedures under the guidance of the CIE.

3. 在华期间，学生应随时查看自己所持签证的有效期，并在到期前 20 日向国际教育学院管理办公室报告，办理延期等相应手续。如学生不清楚自己的签证信息，请及时咨询办公室人员。因学生本人原因（包括：不清楚/错误理解签证有效期、未在签证到期前及时报告、未及时准确地提供签证申请的相关材料、未缴清所有应缴费用，等）而导致签证超期的，学生将承担全部责任。/ Students should check the validity of his/her visa regularly during his/her stay in China and report to The Student Affairs' Office 20 days prior to visa expiration. If a student is not clear about his/her visa information, he/she should consult with CIE staff immediately. For overstay due to a student's own negligence (including: unclear of/misunderstanding the validity of the visa, failure to report on time before the visa expires, failure to submit all related documents for visa application, failure to pay all necessary fees, etc), the student will take full responsibility.
4. 办理任何签证手续前，学生应缴清当学期所有应缴费用，否则国际教育学院将不予出具相关文件。/ Students must pay all necessary fees before visa application, otherwise CIE will not issue related documents.
5. 学生在每次申请或延期签证时，需缴纳签证押金。该押金在学生取得新的签证并在其签发之日起 20 天内将新的签证原件带回国际教育学院留学生管理办公室备案后可全额退还，否则不予退还。/ Students will need to pay Visa Deposit each time at visa application/extension. This Visa Deposit will be fully refunded only if students take the original new visa back to Student Affairs' Office for copy within 20 days after the Issue Date of the new visa.
6. 学生办理新的签证或签证延期时原则上将获得多次入境有效的居留许可，其有效期为 3 月 31 日（针对秋季学期）和 9 月 30 日（针对春季学期）。但未在学期报到期内报到的学生（包括中途插班的学生），将只能获得 0 次入境有效的 X2 学习签证，有效期仍为 3 月 31 日（针对秋季学期）和 9 月 30 日（针对秋季学期）。/ Normally a student will get a multiple-entry Residence Permit when applying for a visa (or visa extension), and the validity will be until March 31 (for the fall semester) or September 30 (for the spring semester). Students who fail to register within the registration period of a semester (including students who join a program in the middle of a semester) will only get a zero-entry X2 visa with its validity until March 31 (for the fall semester) or September 30 (for the spring semester).
7. 寒暑假期间一般不办理签证事宜，请学生提前做好计划，在学期结束前或新学期开始后进行处理。/ Visa application services at CIE will be closed during the summer/winter holidays. Students should make plans in advance and apply for visas before the semester ends or after the new semester begins.
8. 学生在护照或签证信息有任何变更后应在 48 小时内将护照原件带到留学生管理办公室备案。/ Within 48 hours of any change in the information of a student's passport or visa, he/she must take his/her passport to The Student Affairs' Office and record the new information.
9. 在发生特殊情况时，例如：小孩在中国出生、护照遗失、等，学生应在 24 小时内向留学生管理办公室报告以获得相应指导。/ In unique cases such as a baby being born in China, passport being lost, etc, students should report to The Student Affairs' Office within 24 hours to receive guidance.
10. 在某些情况下（严重违法违规、退学等），学生的签证将可能被取消，并获得一个临时签证。如因学生本人原因导致签证取消的手续无法正常办理，西南财经大学将直接通报出入境管理局并强制取消签证，强制取消签证将导致超期居留、限制入境等，其所有后果由学生承担。/ Under certain circumstances (for example severe violation to laws or regulations, withdrawing from school, etc), a student's visa may be canceled and he/she will receive a temporary visa. If the proper procedures for visa cancellation is unsuccessful due to a student's own fault, SWUFE will report to The Exit and Entry Bureau who will terminate the student's visa directly. Termination of the visa will lead to overstay, restriction of re-entry, etc. The student will have to take full responsibility for any related consequences.

二. 考勤及课堂管理/ Attendance and In-class Requirements

1. 进入专业学习的留学生的考勤等管理按照西南财经大学学工部相关规定执行。除非特殊说明，本“考勤及

课堂管理”相关规定均针对在非学历项目学习的留学生。/ Attendance requirement for students in degree programs will follow related regulations by SWUFE’s Student Affairs Department. Unless particularly indicated, rules in “Attendance and In-class Requirements” apply to students in non-degree programs as well.

2. 学生的最低出勤率为 80%，享受各类奖学金的学生的最低出勤率为 90%。出勤率以周为单位进行统计，学期内任何一周未达到最低出勤率的学生，首次将被给予口头警告，第二次将被给予书面警告，第三次将被直接取消签证。/ The minimum requirement of attendance is 80% (for scholarship students of any type it will be 90%). Attendance will be summed up on a weekly basis. A student who fails to meet the requirement in any week of a semester will be given a verbal warning on the first occasion. On the second violation a written warning will be given. On the third violation, the student’s visa will be canceled.
3. 学生请假应在事前向留学生管理办公室提出，管理办公室有权视具体情况决定批准或不批准。请假只有在获得书面批准（纸质、短信、邮件）后方可生效，且获准请假的时间以书面批准的时间为准，如需延长请假则需重新履行请假手续。/ Any request for a leave of absence should be made in advance at The Student Affairs’ Office, and the request may or may not be approved depending on various factors. Only after formal approval (paper, text message, or email) will a request for leave be considered valid. The student’s leave of absence must not exceed the length of time outlined in the formal approval. A new request by the student must be made if a student needs to further extend his/her leave of absence.
4. 学生请假 5 天及以上的，需由本人在留学生管理办公室提供相应的证明材料（作为例外，病假证明材料可在事后补交）；请假 30 天及以上的，除提供证明材料外，必须将现有学习签证转为其它种类的签证，否则将被强制取消签证。/ Any request for a leave of 5 days or more should be made in person at The Student Affairs’ Office with all related proof materials. In addition, for any request of leave for 30 days or more, a student will have to change his/her current student visa to another type of visa, otherwise his/her student visa will be terminated directly.
5. 有下列情况的，将被视为当天缺勤：/ The following will be regarded as being absent for the day:
 - 1) 缺课并未提前请假，或请假未获得书面批准的；/ Failure to attend class without requesting for a leave in advance, or failure to attend class when the request for leave is not formally approved.
 - 2) 超过获准请假的时间未返校上课的；/ Failure to return to class after a period permitted to leave.
 - 3) 迟到加早退的总时间超过 60 分钟。/ The total time of being late and/or departing early exceeds 60 minutes.
6. 如果学生连续缺勤达到 10 天，且国际教育学院无法通过各种方式（电话、短信、邮件等）联系到学生本人，将强制取消学生的签证。/ If a student is absent from class for ten consecutive class days and cannot be contacted by any means (phone call, text message, email, etc), his/her visa will be terminated directly.
7. 学生应遵守课堂纪律。扰乱课堂纪律、影响他人学习的，将按照出勤率警告办法给予口头警告、书面警告直至取消签证。/ Students should comply with classroom discipline rules. Students that disrupt teaching or negatively affect others in class will be given a verbal warning, written warning, or visa cancellation.

三. 其它重要规定/ Other Important Rules

1. 学生外出应随身携带护照首页及有效签证页的复印件以备警察检查。/ Students should carry his/her passport and current visa photocopies with him/her for occasional examination by police.
2. 希望勤工助学的留学生应在工作前向留学生管理办公室提出申请，获得勤工助学证并由出入境管理局在签证上进行相应签注后方可开始工作，否则将被视为非法工作。勤工助学的的时间不超过每周二十小时，不得从事任何与娱乐行业相关的工作，不得自行从事经营活动。/ Students who plan to work part-time should apply at The Student Affairs’ Office. Only after obtaining a Part-time Work Permit, and receiving the special notation on the visa, is a student allowed to commence part-time work. A maximum of 20 hours per week is allowed for part-time work; however, working in any entertainment related place or doing the student’s own business is prohibited.
3. 学生必须在获得中华人民共和国核发的有效驾驶证，并确保机动车经过合法登记、拥有有效保险和牌照后，方可驾驶机动车（包括摩托车）。/ In order to drive a vehicle (including a motorcycle), students must obtain a

PRC Driving License and make sure that the vehicle is legally registered, insured, and plated.

4. 学生不得从事任何传播宗教的活动。/ Any form of missionary work is prohibited.
5. 违反上述 2-4 条相关规定的, 或涉及其它严重违法违纪行为的, 将被强制取消签证。/ Violations to the above clauses 2-4, or any other severe violations to laws or regulations, will lead to visa termination.

D. 重要通知 / Important Information

请各位新老留学生同学关注我们的官方微信号，在这里你可以获得从申请报名到校园生活的最新资讯，包括重要的信息和各种活动通知等。具体方式请见下图： / Please follow us via WeChat APP (available for iOS, Android & Windows Mobile). You will get the most up-to-date information and notices here, from your first step of application to your life in Chengdu. Please see below:

西南财经大学
国际教育学院
College of International Education, SWUFE

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留学资讯

Activities for Overseas Students
留学生活动

Official Notices from CIE
国教院通知推送

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Enriching Your World
衣食住行样样通

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E. 2016/17 学年秋季学期校历 / Academic Calendar of Fall Semester 2016/17

2016/17 学年秋季学期校历
Academic Calendar for Fall Semester 2016/17

月 Month	周 Week		周日 Sun	周一 Mon	周二 Tue	周三 Wed	周四 Thu	周五 Fri	周六 Sat
	C/P	D/P							
9							1	2	3
			4	5	6	7	8	9	10
		1	11	12	13	14	15	16	17
	1	2	18	19	20	21	22	23	24
	2	3	25	26	27	28	29	30	
10	2	3							1
	2	3	2	3	4	5	6	7	8
	3	4	9	10	11	12	13	14	15
	4	5	16	17	18	19	20	21	22
	5	6	23	24	25	26	27	28	29
	6	7	30	31					
11	6	7			1	2	3	4	5
	7	8	6	7	8	9	10	11	12
	8	9	13	14	15	16	17	18	19
	9	10	20	21	22	23	24	25	26
	10	11	27	28	29	30			
12	10	11					1	2	3
	11	12	4	5	6	7	8	9	10
	12	13	11	12	13	14	15	16	17
	13	14	18	19	20	21	22	23	24
	14	15	25	26	27	28	29	30	31
1	15	16	1	2	3	4	5	6	7
	16	17	8	9	10	11	12	13	14
			15	16	17	18	19	20	21
			22	23	24	25	26	27	28
			节假日 Holiday			非节假日 Non-Holiday			
			接机日 Airport Pick-up			开学典礼 Orientation			

C/P & D/P: 汉语项目/学历项目教学周 Teaching weeks of Chinese Language Program / Degree Programs

汉语项目起止 **Chinese Program:** 9月19日至1月13日 September 19 - January 13

学历项目起止 **Degree Program:** 9月12日至1月13日 September 12 - January 13

F. 出发前的重要准备 / Prepare to Travel

* **成都的天气情况 / Weather in Chengdu**

查询成都的实时天气情况 / To check instant weather forecast of Chengdu:

中文版 / Chinese: <http://www.nmc.gov.cn/publish/forecast/ASC/chengdu.html>

英文版 / English: <https://weather.yahoo.com/china/sichuan/chengdu-2158433/>

* **电源及插座 / Electricity & Plugs**

中国通用的电源为 220 伏、50 赫兹，标准的插头样式见下图 / In China, voltage/frequency is 220v/50Hz, and the following outlets/plugs are commonly used:



* **家属关系证明 / Family Relationship Certificate**

如果有父母、子女或配偶同行陪读，请务必在其来华前准备好家属关系证明，否则将影响其来华后的签证办理。该证明需经中国驻外大使馆或领事馆认证后方为有效 / If there's any of your parents or children or spouse coming to China with you, please make sure to prepare a Family Relationship Certificate for their future visa extension in China. The Certificate has to be NOTARIZED BY CHINESE EMBASSY OR CONSULATE OVERSEAS.

* **体检证明 / Medical Certificate**

如果在来华前已获得中国大使馆或领事馆认可的官方机构出具的体检证明，请将其随身携带并在报名时出具 / If you have got Medical Certificate issued by organizations which is officially recognized by Chinese Embassy or Consulate overseas, please take it with you and show to our visa officer.

* **现金 / Cash**

到达中国后，你可能需要支出各种临时费用，并且根据我们的住宿管理规定，在入住留学生宿舍前需缴纳至少一学期的房费及住宿押金。请确保你带有足够的现金（银行卡支付仅限中国国内银行卡，且仅限工作时间） / There might be some incidental cost after your arrival in China. In addition, according to our regulation, if you plan to stay in our dormitory you have to pay deposit and room fee for at least one semester. Please make sure you have enough cash with you (bank card payment only available for Chinese domestic bank cards at office hours on workdays).

G. 校区地图 / Campus Maps

光华校区地图 / SWUFE Guanghua Campus Map

SWUFE Guanghua Campus





一号航站楼 / T1



二号航站楼 / T2

我们在每学期开学前将安排两天提供接机（本学期接机时段请参考校历），其它时段到达的学生可选择乘坐出租车前来学校 / A 2-day airport pick-up will be arranged before Registration Day every semester (please refer to the Academic Calendar). Students arriving on the other days are recommended to take a taxi to the university.

* 需要接机服务的学生，请确保你的航班在我们的接机日的工作时间（9:00-17:00）到达成都机场，并将详细的航班信息（包括航班号、预计到达日期、预计到达时间、到达人数及姓名等）于接机日前至少一周通过邮件发送至 zhangxinyun@swufe.edu.cn。收到我们的确认邮件后方可视为接机安排成功。

在到达机场取得行李后，请确保从正确的出口离开，并在出口处注意发现打印有你的名字的接机牌。如果遇到行李遗失等特殊情况，请先出来告诉我们的接机人员后再返回办理相关手续。我们的接机人员将在机场通知的接机口等待 1 个小时（飞机实际降落后 1 小时），如果仍未等到学生，接机人员将离开。

Students who need airport pick-up service please make sure your flight will land at office hours (9:00-17:00) on Airport Pick-up Days, and send the detailed arrival information (including flight number, expected arrival day/time, passengers' names, etc) to zhangxinyun@swufe.edu.cn at least ONE WEEK prior to Airport Pick-up Days. Your booking for airport pick-up service is only successful after you receive a confirmation email from us.

Upon arrival at the airport, please leave the arrival hall from the correct exit, and look for your name (which will be

printed on a paper). In case of luggage lost or other special issues, please come out and inform our staff first. Our staff will be waiting for one hour (from actual land-off time) at the exit informed by the airport.

- * 如需乘坐出租车，请根据机场提示在正规的出租车等候处上车（绿色车身、车顶有“TAXI”顶灯、车牌号前面几位为“川AT”）。从机场到学校的费用大约为 70-100 元（视白天、夜晚等因素有所不同）。请将下面一段文字打印出来并随身携带，在上车后向出租车司机出示： / Students who will take a taxi please go to the official taxi stop according to the information at the airport (official taxi has a green body, a “TAXI” top light, and a plate starts with “川AT”). Estimated cost will be around RMB 70-100 (day/night). Please print out the following words and show it to the taxi driver:

请带我到：西南财大北三门（地铁四号线“文化宫”站B出口，金沙车站斜对面，紧挨青羊大道

成温进城高架桥上桥匝道处）

出租车预计将停靠在学校北三门附近（请参考光华校区地图）。请从北三门进入，直行约 150 米至停车场，右前方即为国际教育学院办公楼（博学二舍） / The taxi will take you to our university's 3rd North Gate or nearby (please refer to our Guanghua Campus Map). Please enter the university from the 3rd North Gate and go straight for around 150m till you reach the parking lots. Our office building is on your right hand side (inside “Boxue #2” Dormitory Building).

I. 住宿相关事宜 / Accommodation

每学期宿舍的最早可入住日即为接机日的第一天，如果学生提前到达，将无法入住宿舍。如果选择在校外租房，可尝试联系下面的中介或自行搜寻房源。光华校区附近的公寓价格约在 1500-2500 元/月（套二房型，设施齐全），柳林校区附近的公寓价格约在 1000-2000 元/月（套二房型，设施齐全） / Each semester the earliest check-in day of international students' dormitory is the first Airport Pick-up Days. Dormitory is NOT open if you arrive earlier than that. Students seeking for apartment off-campus may refer to the following real estate agencies or look for rooms by yourself. Rent for a two-bedroom apartment with all necessary facilities will be around RMB 1500-2500/month near Guanghua Campus or RMB 1000-2000/month near Liulin Campus.

- * 21 世纪不动产光华店 / Century 21 China Estate
地址 / Add.: 四川省成都市青羊区光华大道瑞联路 39 号附 10 号
电话 / Tel.: 400-666-3277 (Ext: 0066)
<http://chengdu.koofang.com/rent/t3/>
- * 链家地产 / Homelink Estate
地址 / Add.: 青羊大道 104 号 4 栋 1 楼 104 号
电话 / Tel.: 400-700-1001
<http://chengdu.homelink.com.cn/zufang/>
- * 伊诚地产 / Ecen Estate
地址 / Add.: 东坡北三路 503 号齐力光华商务港 1 楼
电话 / Tel.: 88880808
<http://www.ecen.com.cn/rent/>

J. 报到流程 / Registration Process

国际教育学院的日常工作时间为 9:00-17:00。我们的各办公室职能及负责人联系方式等请见下表。

Our office hour is from 9:00 to 17:00. Below is a list of our office duties and staff contact.

人员 / Faculty		职责 / Duty	联系方式 / Contact
Ms. LIANG Ting	院长 Dean	全面负责学院整体工作 Overall operation of the College	(86) 28 87092500 liangt@swufe.edu.cn (Office in Liulin Campus)
Mr. WANG Xin	副院长 Vice Dean	分管招生和汉语教研办公室 In charge of: Admission Office, Chinese Teaching Office	(86) 28 87356378 xinwang@swufe.edu.cn (#203, CIE Office Building)
Mr. WANG Binyu	院长助理 Dean Assistant	分管管理和行政办公室 In charge of: Student Affairs' Office, Financial & Internal Affairs' Office	(86) 28 87357349 wangbinyu@swufe.edu.cn (#202, CIE Office Building)
Section	Faculty	Section Description	Contact
招生办公室 Admission Office (#201, CIE Building)	Mr. ZHANG Zhaohui	主任 Director	(86) 28 87355437 zhangzh@swufe.edu.cn
	Ms. ZHANG Xi	项目专员 Program Officer	(86) 28 87355437 zhangx1008@swufe.edu.cn
管理办公室 Student Affairs Office (#A518, Tongbolou Building in Liulin Campus & #206, CIE Building)	Mr. XIAO Hongchao	主任 Director	(86) 28 87092378 xiaohc@swufe.edu.cn
	Ms. JIN Lu'er	行政专员 Executive Officer	(86) 28 87353263 jle0023@swufe.edu.cn
	Ms. ZHANG Xinyun	行政专员 Executive Officer	(86) 28 87355173 zhangxinyun@swufe.edu.cn
行政办公室 Financial & Internal Affairs Office (#205, CIE Building)	Ms. LIU Jing	行政专员 Executive Officer	(86) 28 87356398 liujing03109@swufe.edu.cn
汉语教研办公室 Chinese Teaching Office (#101, CIE Building)	Ms. DENG Fan	主任 Director	(86) 28 87352359 df2003@swufe.edu.cn
	Mr. HU Peijia	教师 Teacher	(86) 28 87352359 6897493@qq.com
	Ms. CHEN Mo		(86) 28 87352359 chenmo@swufe.edu.cn
	Mr. ZHANG Longjian		(86) 28 87352359 zljxsl@163.com
	Ms. HU Qianlin		(86) 28 87352359 selenehu@163.com
	Ms. LIU Jiangbo		(86) 28 87352359 liujiangbo02@126.com
	Ms. LIU Ya		(86) 28 87352359 liux611@126.com
			汉语及中国文化教研 Chinese language & cultural courses teaching & researching

汉推办公室 Chengdu Base of Confucius Institute Headquarters (#204, CIE Building)	Ms. BAI Qiaoyan	项目专员 Program Officer	汉语国际推广事务 Confucius Institute related affairs	(86) 28 87354890 bqy0127@swufe.edu.cn
	Ms. WU Xiaoxin			(86) 28 87354890 wuxiaoxin@swufe.edu.cn

留学生到校后,首先应在国际教育学院光华校区进行报到注册。我们从 2014/15 学年春季学期开始采用无纸化报名,所有的流程将在信息系统上完成。请持本人护照和录取通知书到光华校区 206 办公室报到,并按下图的指引进行每一个报名流程。

After arrival in our university, you are supposed to complete the registration procedures in our offices in Guanghua Campus. From Spring Semester 2014/15, Paperless Registration will be introduced (we'll no longer use paper Registration Checklist). Please take your passport and Admission Letter to Office 206. Kindly follow the Registration Checklist below to complete the whole process step by step as indicated.



请注意 / Kind Notice

每学期新生报到注册期间报到人数较多, 可能将影响你的等候时间, 敬请谅解! 我们将竭力提供更为高效和优质的服务 / There may be a large number of fresh students at registration period each semester - this may increase your waiting time on every registration procedure. We appreciate your understanding and will provide best possible service as always.

K. 付费及保险 / Payment and Insurance

所有的费用支付均在国际教育学院光华校区 205 办公室。目前我们接收两种支付方式： / Our Office 205 in Guanghua Campus is in charge of all payment-related issues. Two methods of payment are accepted:

- * 银行卡：仅限定于中国国内银行发行的银行卡（带有银联标志），包括借记卡和信用卡。 / Bank card issued by Chinese domestic banks (with a “UnionPay” logo on the card), including debit card and credit card.
- * 现金，只收取人民币。持外汇入境者，可持护照前往中国银行换汇。 / Cash, RMB only. You may take your passport and foreign currency to Bank of China for money exchange.

请注意：我们要求每一位学生购买我们所指定的保险，**此为强制要求**。该指定保险的权责条款可在国际教育学院光华校区 205、206 办公室获取。保险费将在学生缴纳其它费用时一并代收，且未购买保险的学生将无法完成报到注册工作，不能办理签证或上课。如果你已经购买了其它保险（要求：在中国范围内有效、涵盖整个在华停留期限、保险效力至少不低于我们所指定的保险），在向我们出示中文或英文保单复印件后，可免于购买强制保险。

Attention: It is **mandatory** for every international student to purchase a Compulsory Insurance designated by us. Detailed clauses and information can be obtained at Office 205 or 206 in Guanghua Campus. Upon registration, students are required to pay this insurance fee together with other fees. Students who fail to pay the insurance fee cannot complete the registration and will be not allowed to extend visas or attend classes. If you already have other insurance (which has to: be valid in China, cover the whole period of your stay in China, have effectiveness no lower than the insurance we designated) and submitted a photocopy of related documents (Chinese or English only), the Compulsory Insurance will be unnecessary.

L. 签证事宜 / Visa Affairs

- * 合法的签证（或居留许可，除非特别说明，下文统称“签证”）是留学生在中国停留的唯一有效证件。请仔细监管自己的签证有效期（尤其注意：X1 学习入境签证的有效期为入境后 30 天!）。如果你对自己的签证有任何疑问，请随时联系我们。

我们在报到注册时，将不接收任何签证已经过期、或即将在三天之内过期的学生。

A valid visa (or Residence Permit, hereinafter referred to as “visa” unless particularly indicated) is the only official permit for your legal stay in China. Please monitor your visa status with great attention (in particular: X1 student entry visa will be valid for only 30 days after entry to China). If you have any questions on your visa, please do not hesitate to contact us.

Any student whose visa is expired or will be expired in three days upon registration will NOT be allowed to register.

- * 住宿登记是在华学习、生活最重要的基础。对于新生而言，住宿登记需要在抵达成都后 24 小时内完成，留学生应该在任何有关签证或住址的变动，包括：签证延期、签证换发、获得新签证、搬家，等，都需要进行住宿登记，并将获得的住宿登记表格提交给我们。

住在校内留学生宿舍（光华、柳林校区）的学生请持本人护照在国际教育学院光华校区 206、201 办公室或柳林校区通博楼 A518 办公室获取办理住宿登记的材料，并按照提示办理。住在校外的学生请持本人护照和租房合同前往辖区派出所进行住宿登记。办理住宿登记是免费的。

Registration of Accommodation is the very fundamental and important thing for your stay in China. For fresh students, this has to be completed within 24 hours upon your arrival in Chengdu. Registration of Accommodation is needed when there's any change related to your visa or living address, including: visa extension, visa change, obtaining new visa, moving to new living place, etc. The Registration Form of Accommodation you require should be submitted to us. Students living on-campus may take your passport and come to our Office 206 or 201 (Guanghua Campus) or Tongbo Building A518 (Liulin Campus) to obtain necessary guidance and documents for Registration of Accommodation.

Students living off-campus should take your passport and rent contract to register at local police station. Registration of Accommodation is for free.

- * 在最新一次签证（此处仅指签证，不包括居留许可）有效期内的首次入境日开始计算，如果在华停留时间（包括即将办理的签证申请中申请的停留时间）超过一年，则需在办理签证前进行身体检查。成都市唯一认可的机构为四川国际旅行卫生保健中心。

学生可在国际教育学院光华校区 206、201 办公室或柳林校区通博楼 A518 办公室获取身体检查的相关材料。如果在来华前已获得中国大使馆或领事馆认可的官方机构出具的体检证明，请在四川国际旅行社卫生保健中心出具原件，由对方判定是否可以免于体检、进行部分体检或全部体检。

From the first entry date during the validity of your latest visa (here refer to "visa" only, excluding Residence Permit), if your stay in China (or applying period of stay in your visa application) exceeds one year, a medical test is needed before visa application. The only official site for medical test is Sichuan Health & Medical Center For International Travel (hereinafter referred to as "Medical Center").

Necessary guidance and documents for medical test can be obtained at our Office 206 or 201 (Guanghua Campus) or Tongbo Building A518 (Liulin Campus). If you have got Medical Certificate issued by organizations which is officially recognized by Chinese Embassy or Consulate overseas, please submit the original papers to the Medical Center so they can decide whether none, part or full test will be carried out.

- * 办理签证时，请前往国际教育学院光华校区 206 办公室。请确保你已缴清所有应缴的费用并携带以下证件或文件： / Please come to our Office 206 in Guanghua Campus for visa application (extension). Please make sure you have paid all necessary fees and taken the following documents or licenses with you:

- ✓ 护照 / Passport
- ✓ 住宿登记表 / Registration Form of Accommodation
- ✓ 一张护照照片（1-2 寸均可） / One passport photo (1-2")
- ✓ 体检证明（如果属于需要体检的情况） / Medical test certificate (if needed)
- ✓ 家属关系证明（如果有随行家属） / Family Relationship Certificate (if there's any family dependent)
- ✓ 结束学习的相关证明文件（如果是转学学生） / Documents of finished study in previous school (for students who transfer from another school)
- ✓ 结束工作的相关证明文件（持工作签证的学生） / Documents of finished work in previous organization (for students who currently holds a work visa)

M. 校园生活 / Life in SWUFE

* 饭卡 / Canteen Card

留学生可持本人护照到光华校区四食堂办理饭卡。办理时间为周一至周五中午 12 点到 12 点半，或下午 17 点到 17 点半。饭卡工本费 15 元。购买饭卡后可以向卡中充值用于食堂消费。具体办理地点为四食堂右侧（当面对四食堂时）入口内的楼梯下方。

Students may apply for a Canteen Card (Food Card) at the service counter of the 4th Cafeteria in Guanghua Campus from 12:00 to 12:30 or from 17:00 to 17:30, Monday to Friday, with their passports. An application fee of RMB 15 will be charged. Then students can deposit the money into the card for meals at each cafeteria. Location of the counter in 4th Cafeteria: inside right hand side entry (when facing the building), just under the stairs.

* 宿舍网络 / Internet Service

请持录取通知书及护照到光华校区光华楼 907 网络中心于工作日下午 3 点前办理上网手续。中午 12 点到 1 点为

午休时间。上网连接费为 50 元，月使用费为 20 元。获取帐号和密码后即可上网。请将电脑设置为自动获取 IP 地址。请注意，办理上网手续的办公室在假期期间关闭。如果你假期期间在学校居住，请在放假前缴费。

校园的大部分建筑楼内有 WIFI 覆盖，且目前临时访问权限处于开通状态。

注意：除非经网络中心工作人员设置好，请勿在房间内使用路由器！

In SWUFE every dormitory room is equipped with cable Internet access. For in-room internet access, please bring your passport and your Admission Letter with you and go to the Room 907 of Guanghua Building in Guanghua Campus to register and pay fees (RMB 50 for connection fee and RMB 20 for monthly fee). Working hour is before 3pm during work day while lunch break is from 12pm to 1pm. Please set your computer to "Obtain IP address automatically". Please note that the Internet Office is closed during winter and summer holiday. If you stay on campus during holidays, please make sure that your payment covers that period in advance.

WIFI coverage is in most buildings in both campuses, and currently Guest Access (temporary access for free) is in function.

ATTENTION: please do NOT use any routers in your dormitory room unless they have been set up by our staff in Internet Center.

* **洗衣房 / Laundry**

光华校区北三门内侧和一食堂附近设有洗衣房，具体位置见校园地图。洗衣费每次 3 元 (2kg)。请自备洗衣粉。柳林校区留学生公寓内和校内生活服务区设有洗衣房。

There are two laundries in Guanghua Campus: one inside 3rd North Gate and the other close to 1st Cafeteria. Please refer to SWUFE Campus Map for the locations. The rate is RMB 3 per wash (2kg). Please bring your own washing powder.

There are laundries in the international students' dormitory building and service sections in Liulin Campus.

* **学生证 / Student ID Card**

非学历生（汉语进修、交换生等）请在报到注册时提交一张护照照片到光华校区 206 办公室，并在照片背面工整书写你的护照名字（不是中文名字）。学生证通常于开课两周后办好，且我们只在每学期的第一个月办理学生证。

学历生（本硕博）的学生证将由各培养学院办理，并可直接用学号在柳林校区其孜楼 2-3 办公室办理一卡通。

Non-degree students (Chinese Language Training, exchange study, etc): please submit one passport photo (with your PASSPORT NAME written on the back in BLOCK LETTERS) to Office 206 at Guanghua Campus during registration. Normally the Student ID Card will be ready after the first two teaching weeks each semester, and it is available ONLY in the first month of each semester.

Degree students (bachelor, master's or doctoral): please check with your school (where you take the degree programs) for Student ID Card. Additionally, a SWUFE Campus Card (with all functions on it: food, dormitory access, library, etc) can be obtained in 2-3 office, Qizi building, Liulin campus.

* **寝室用电 / Electricity**

留学生寝室每月超出免费部分的电费需自付，欠费将导致停电。电费可凭校园卡在各宿舍楼的自助充值机上进行充值，具体操作方法可参见自助充值机旁的提示或咨询宿管办工作人员。

Students staying in International Students' Dormitory Buildings need to pay for electricity (usage exceeding the monthly free part). Failure to pay for electricity will lead to power cut. Electricity account (can be recharged at Self-service Machines at each dormitory building by using your Campus Card. Please refer to our guide at the Self-service Machines or consult dormitory staff for detailed steps of recharging.

* **校车 / Shuttle Bus**

我们每天安排多列校车往返于光华和柳林校区。校车乘坐点请见校园地图。校车时刻表如下：

There are shuttle bus connecting Guanghua and Liulin Campus. Please refer to the Campus Maps for location of shuttle bus stop. Detailed timetable is as follows:

		光华-柳林 Guanghua - Liulin				柳林-光华 Liulin - Guanghua			
		工作日 Workdays	教师优先班车 Teacher-Priority Bus	07:30	08:00	09:00	11:45	10:30	11:30
	13:05		14:40	17:15	19:30	16:00	17:20	17:30	17:45
	20:30		21:20			19:30	20:30	21:25	
	学生优先班车 Student-Priority Bus					07:00	07:10		
	普通班车 Ordinary Bus	09:30-17:00 每半小时一班 / Every 30 mins				08:30-17:00 每半小时一班 / Every 30 mins			
节假日 Weekends & Holidays		08:00-19:00 滚动发车 / Depart when bus is (almost) full				07:30-20:30 滚动发车 / Depart when bus is (almost) full			

* **办理手机业务 / Mobile Phone Plans**

学生可在三个主要的手机运营商（中国移动、中国联通、中国电信）中选择办理手机业务，具体信息可到各运营商的中文网站查询或到营业厅咨询，也可在国际教育学院网站上获取相关信息。办理时，请携带护照前往各运营商营业厅。

请注意：绝大多数的手机卡不支持拨打国际长途。各运营商仅在大型直营店提供外国公民的手机卡办理服务。因信息获取原因，我们仅在下文提供了中国移动营业厅的信息。

There are three major mobile phone carriers in China (China Mobile, China Unicom & China Telecom). Since a direct comparison is somewhat difficult to make as there are various factors to be addressed, please try to consider: price, speed, contract options, and international compatibility. You are encouraged to consult with Retail Stores sales representative for details, or visit our website for some information. Your passport is needed for SIM Card registration in the store.

Please note that most mobile plans disallow making international phone calls. Only major stores of each carriers provide registration services for foreigners. For information reasons, below we only list one China Mobile store which has such services.



网站 Web.	http://www.sc.10086.cn/4G/new/fx.html
地址 Add.	青羊正街 19 号 (距离光华校区 4 公里) No. 19 Qingyang Zheng Str. (4 km from Guanghua Campus)



西南财经大学

SOUTHWESTERN UNIVERSITY OF FINANCE AND ECONOMICS

西南财经大学 国际教育学院
College of International Education
Southwestern University of Finance and Economics

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