



北京師範大學 珠海校區  
BEIJING NORMAL UNIVERSITY AT ZHUHAI

## A Guidebook for International Scholars to BNU Zhuhai

(for stay of 90 days and above)

## 国际学者来校工作指南 ( 停留90日及以上 )



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# Welcome Letter

Dear international scholars,

Welcome to Beijing Normal University at Zhuhai (BNU Zhuhai)!

BNU Zhuhai is a research-oriented education institution that was founded in Zhuhai, Guangdong by Beijing Normal University according to the University's running policy of "One University, Two Campuses" and the principles of "high standards, new mechanisms and internationalization", aiming to build a comprehensive, research-oriented world-class university with leading normal education.

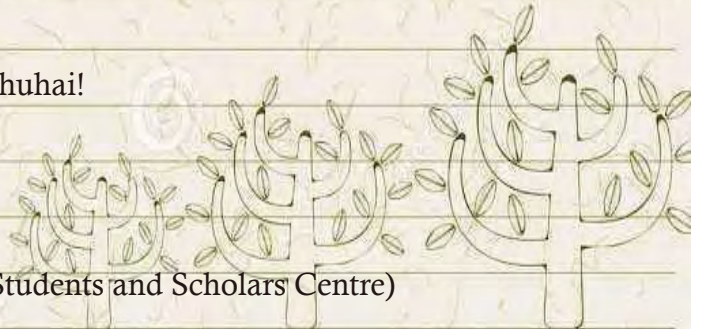
With green mountains and beautiful lakes, the University campus is known as one of the most beautiful valley campuses in Asia. It also boasts of many great high-standard academic and living facilities, which provide a favorable environment for both students and staff members.

We are glad that you are joining us in this promising university as a family. To facilitate the application procedure of your work visa and life on campus as well as in Zhuhai, we have compiled this guidebook, particularly for international scholars who are coming to work here for 90 days and longer. Hope you find it helpful.

We wish you a great time at BNU Zhuhai!

Yours sincerely,

International Office (International Students and Scholars Centre)





# 1. Hiring Procedures 聘请流程

According to Article 41 of The Exit and Entry Administration Law of the People's Republic of China, foreigners who work in China should obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permit or work-type residence permit.

《中华人民共和国出境管理法》第四十一条规定：外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

From April 2017, the policy of Foreigner's Work Permit was launched across China, and the classification criteria (see Appendix 1) for foreigners to work in China took effect. High-level foreign talents who meet the criteria of Category A (hereinafter referred to as Category A Talents) are free from restrictions on age, education and work experience, and enjoy the "green channel" and some other privileges when applying for the Work Permit. Foreign professionals who meet the criteria of Category B (hereinafter referred to as Category B Foreigners) should be under 60 years of age, with a bachelor's degree or above and more than two years of related work experience.

2017年4月开始国家统一实施外国人来华工作许可制度，实行外国人来华工作分类标准（请见附件1）。符合A类标准的“外国高端人才”（以下简称“A类人才”），办理工作许可不受年龄、学历和工作经历限制，并享受“绿色通道”和“容缺办理”。符合B类标准的“外国专业人才”（以下简称“B类人才”），一般应具有学士及以上学位和两年及以上相关工作经验，年龄不超过60周岁。

To work in China for more than 90 days, Category A Talents can enter China with any type of visa and then apply for the Work Permit and work-type Residence Permit; while Category B foreigners shall first obtain the *Notification Letter of Foreigner's Work Permit* before entry, and then apply for the Work Permit and work-type Residence Permit after entry. Their previous visa will be cancelled when they receive the Residence Permit, which will then serve as their multiple-entry visa.

来华长期工作（90天以上），A类人才可持任意签证入境，在境内办理工作许可和工作类居留证件；B类人才应在入境前获得《外国人工作许可通知》，入境后方可办理工作许可和工作类居留证件。居留许可办好，签证作废，居留许可相当于多次入境签证。

High-level foreign talents who come to China for work for 90 days and above can apply for the *Confirmation Letter for High-Level Foreign Talents* for a R Visa before entry and apply for the Work Permit and work-type Residence Permit after entry. The R visa will then become invalid.

来华工作90天及以上的外国高端人才入境前可申请《外国高端人才确认函》办理R签证，入境后再办理工作许可和工作类居留许可，同时R签证作废。

The Work Visa (Z Visa) (see Appendix 8) is issued to foreigners who come to China for employment or to take up a position. It usually allows one entry only within three months from the date of issue, with no limit on the duration of stay. The holder of the Work Visa shall apply for the Residence Permit at the local Public Security Bureau within 30 days of entry into China. The validity period of the Residence Permit depends on the duration of the service/employment contract, normally from a minimum of 90 days to a maximum of 5 years.

工作签证（Z字签证）（附件8）适用于来中国任职或者就业的人员，通常为三个月一次入境有效，

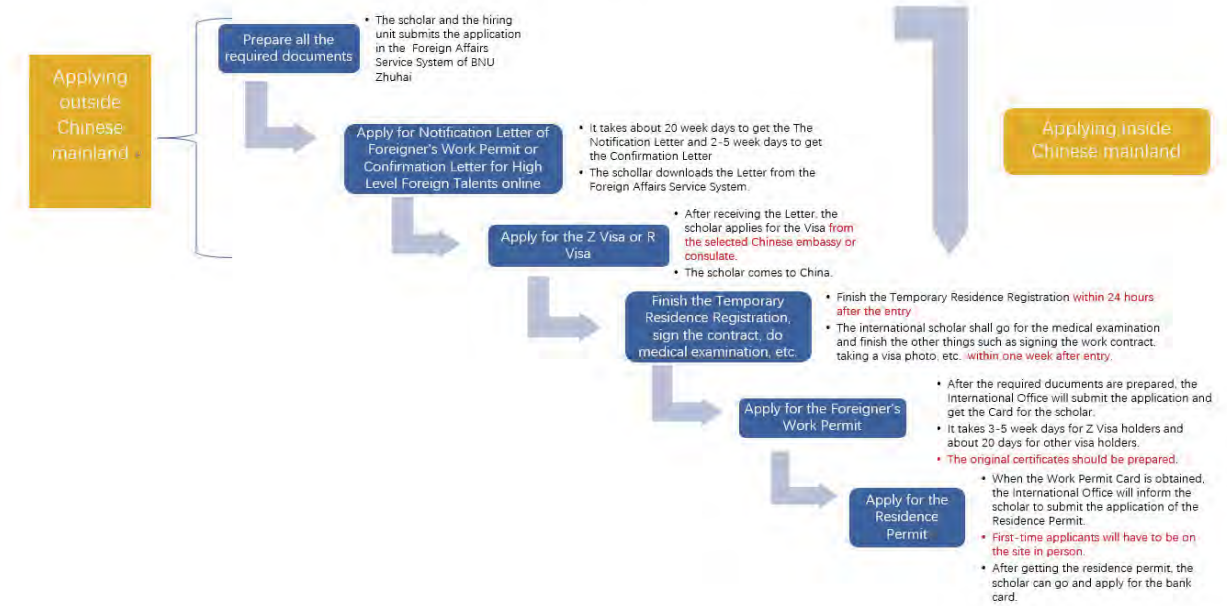
无停留期，入境之日起 30 日内必须在当地公安机关办理居留许可。居留许可的有效时间由劳务或聘用合同期限决定，一般最长 5 年。

In this part, we will introduce detailed procedures for international scholars to work at BNU Zhuhai for 90 days and above. The policies are subject to changes. Please accept our apologies and provide feedback to us should there be any delay in information updating, which may cause inconvenience to you. Thank you for your understanding and support.

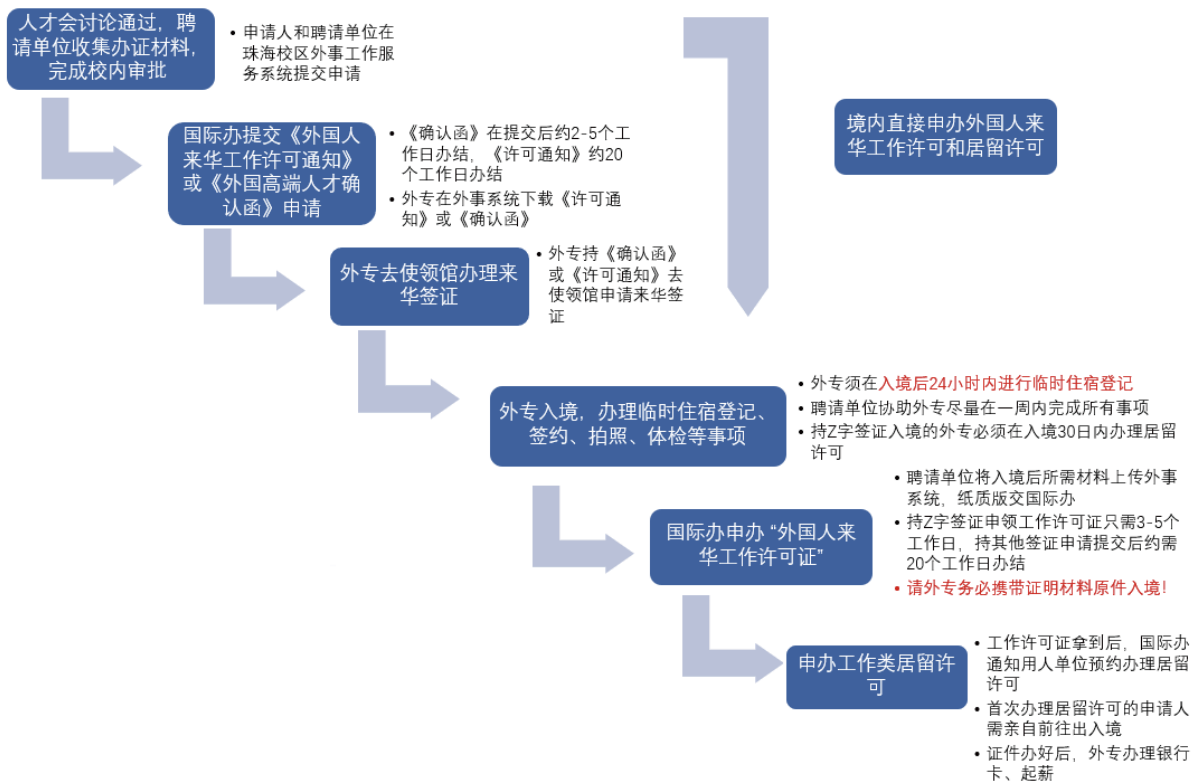
本部分指南将为您详细介绍来校工作的各项手续。由于国家相关规定还在调整变动的过程中，如有未能及时更新的事项，给您带来不便，还请您谅解，并及时告知我们。感谢您的理解和支持！



An Overview of the Entire Hiring Process



外专首次办证流程总览



## A. Before Entry 入境前

### Three things to do before entering Chinese mainland:

- a. Sign a service or employment contract with a school, college, etc.;
- b. Apply for the *Notification Letter of Foreigner's Work Permit in China* or *Confirmation Letter for High Level Foreign Talents*;
- c. Apply for the Z Visa or R Visa with the Letter and other documents required by your local Chinese Embassy/Consulate.

### 持工作签证入境前的手续主要有三步：

- a. 外专与聘请单位签订劳务或聘用合同；
- b. 申请并获取《外国人来华工作许可通知》或《外国高端人才确认函》；
- c. 外专持《外国人来华工作许可通知》或《外国高端人才确认函》及其他相关材料去当地中国驻外使领馆办理来华签证。





## a. Sign the Contract

### 签订合同

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>✧ The contract should include the workplace, job responsibilities, position, remuneration and terms and conditions (usually no more than 5 years). It should be signed and stamped with the seal of the hiring unit.</li><li>✧ The contract must include provisions for medical care. Specific terms are subject to the agreement of both parties.</li><li>✧ If the foreign expert is outside China, an electronic copy of the contract shall be signed before the entry. If he/she is already in China, a paper contract should be signed before the commencement of employment.</li><li>✧ An official contract should be signed by the legal representative or an authorized person of the legal representative of BNU Zhuhai. The authorized person must hold a letter of authorization, otherwise the contract shall be deemed invalid. The foreign expert must sign the contract himself/herself.</li><li>✧ <u>The contract does not take effect on the date signed by both parties. Only after the expert obtains the Work Permit and Residence Permit, and by the time an employment relationship exists, can the contract take effect.</u></li></ul> | <ul style="list-style-type: none"><li>✧ 合同应该包括工作地点、工作内容、职位、薪酬、合同期限（不宜超过五年）、聘请单位签字盖章页。</li><li>✧ 合同中必须涵盖医疗保险规定。具体条款以双方约定为准。</li><li>✧ 如受聘外专在国外，合同签署时间应在外专来华前；如外专已经在我国境内，则应该在受聘外专入职前签订正式合同。</li><li>✧ 合同的签署人应为法定代表人或法定代表人所授权的人。被授权者应有授权书，其他人签字的合同均视为无效合同。外专方则必须为外专本人。</li><li>✧ <u>合同正式生效时间应为外专获得外国人工作许可及居留许可之后、聘用关系发生之时，而非双方签字之日起生效。</u></li></ul> |
|--|---|

**b. Apply for the *Notification Letter of Foreigner's Work Permit or Confirmation Letter for High Level Foreign Talents***

**申请《外国人来华工作许可通知》或  
《外国高端人才确认函》**

Before you enter China, you must prepare the following documents and apply for the *Notification Letter of your Work Permit* OR *Confirmation Letter for High-Level Foreign Talents*.

来华前申请《外国人工作许可通知》或《外国高端人才确认函》需准备以下材料:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Contract in both English and Chinese</li><li>2. Passport (Information page)</li><li>3. Application Form of Prospective Overseas Teachers at BNU Zhuhai (Fill out the form on the Foreign Affairs Service System)</li><li>4. Highest Diploma certificate and its legalization</li><li>5. Work qualification certificate</li><li>6. No Criminal Record certificate and its legalization</li><li>7. Medical Examination Certificate</li><li>8. A recent bareheaded digital photo with white background</li><li>9. Documentation of accompanying family members (passport, medical report and family relationship certificate)</li></ol> | <ol style="list-style-type: none"><li>1. 中英文合同</li><li>2. 护照信息页</li><li>3. 北京师范大学珠海校区拟聘用外籍教师申请表(可在系统填写)</li><li>4. 最高学历证明及认证</li><li>5. 工作经历证明</li><li>6. 无犯罪记录证明及认证</li><li>7. 体检证明</li><li>8. 近期白底免冠电子照片</li><li>9. 家属的护照、体检报告、亲属关系证明</li></ol> |
|---|---|

- ✧ Only the scanned copy of each original document is required for the application before your entry. However, after your entry, the original copies of No. 2, 4, 5, 6, 7, and 9 are required for verification, so you must bring them along with you when you come to China.
  - ✧ If you are a Category A talent, the above-listed authentication can be replaced by a written personal commitment.
  - ✧ You cannot change the Chinese embassy or consulate subsequently.
  - ✧ Accompanying family members refer to your spouse, children under the age of 18, parents and parents-in-law. Normally, accompanying family members should apply for an S1 Visa to enter China. Please consult the Chinese embassy/consulate in your home country for the S1 Visa application.
- ✧ 入境前，外专只需提供以上材料的彩色扫描版，但是入境后领证时须核验第二、四、五、六、七、九项材料原件，所以提醒其来华时务必带好所有证明材料的原件。
  - ✧ 办理《外国高端人才确认函》的A类外专，学历证明和无犯罪记录证明无须认证，本人书面承诺即可。
  - ✧ 一旦在申请时选定了去办理签证的使领馆，后期不可更改。
  - ✧ 随行家属，特指配偶、未满18岁的子女、父母及配偶父母。一般情况下，随行家属可持私人事务签证（S1字签证）入境。随行家属的签证办理需咨询当地中国使领馆。

## Certificate of No Criminal Record and its Authentication

### 无犯罪记录证明及其认证

- |  |  |
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| ◇ Any international experts must provide an official certificate of no criminal record.  | ◇ 所有外专均需提供无犯罪记录证明。   |
| ◇ The Certificate can be issued by government authorities including police stations, public security offices and courts from your home country or place of residence. The certificate must be authenticated either by your home country's embassy/consulate in China or by a Chinese embassy/consulate in your home country. | ◇ 无犯罪记录证明应当由申请人国籍国或经常居住地警察、安全、法院等部门出具并经我驻外使领馆认证或外国驻华使领馆认证。 |
| ◇ The place of residence refers to the last country or region (other than China) where you have lived continuously for more than a year after leaving your home country.   | ◇ 经常居住地指申请人离开国籍国最后连续居住一年以上的国家或地区，不包括在中国境内。                 |
| ◇ Certificates issued in Hong Kong, Macau or Taiwan should be notarized by the local notary office.  | ◇ 在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。                    |
| ◇ The certificate issued by a foreign embassy or consulate in China can be accepted without further authentication.  | ◇ 外交（含外国驻华使、领馆）出具的非宣誓性无犯罪记录可直接接收，不需再认证。                    |
| ◇ The certificate is valid for only 6 months.  | ◇ 无犯罪记录签发时间应在 6 个月内。                                       |
| ◇ Personal declarations of no criminal record are not acceptable.  | ◇ 不接收仅为本人声明无犯罪的宣誓性无犯罪记录。                                   |
| ◇ If you have been working in the mainland of China and have the valid Cancellation Certificate of your previous work permit, this document can be exempted.   | ◇ 已在境内工作的外专凭 30 天内原工作许可注销证明可免除此项材料。                        |



## Highest Diploma Certificate and its Authentication

### 最高学位（学历）证书或职业资格证明及其认证



- ✧ You should provide your highest diploma certificate or professional qualification certificate. Authentication is required if it is obtained outside Chinese mainland.
  - ✧ If the highest diploma was issued by a foreign university, the certificate should be authenticated by the Chinese embassy or consulate in the related country, that country's embassy or consulate in China, or academic certificate institutions in China. (Please inquire the corresponding institution about specific instructions)
  - ✧ If the highest diploma was issued in Hong Kong, Macau or Taiwan, the degree should be authenticated either by an educational certification institution in China or notarized by the local notary office.
  - ✧ If the highest degree was issued by a university in Chinese mainland, please provide the original copy of the degree. No authentication is needed.
  - ✧ If you are a Category A talent and your bachelor's or master's degree was obtained in China's mainland, you can also submit the bachelor's or master's degree certificate. No authentication is needed.
- ✧ 外专需提供最高学位（学历）证书或职业资格证明；在中国境外获得的还需进行认证。
  - ✧ 最高学位（学历）证书在国外获得的，应经我驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证，具体认证方式请咨询相应机构。（关于学历认证问题的解答 <http://news.sohu.com/a/676087806120747898>，请根据外专实际情况选择）
  - ✧ 最高学位（学历）证书在港澳台地区获得的，应经我国学历认证机构认证或所在地区公证机构公证。
  - ✧ 最高学位（学历）证书在我国境内获得的，仅提供证书原件。
  - ✧ A类外专，如学士或硕士学位是在中国大陆获得，也可提供该学士或硕士学位证书，无需认证。

✧ If there are other relevant overseas professional qualifications, please provide supporting authentication certified by either a Chinese embassy or consulate in the qualification issuing country or the qualification issuing country's embassy or consulate in China. If the qualification was issued in Hong Kong, Macau or Taiwan, the qualification should be notarized by the local notary office.

✧ 国外职业资格证明须经我驻外使领馆或由获得专业资格证明所在国的驻华使领馆或公证机构认证。职业资格证明在港澳台地区获得的，应经所在地区公证机构公证。

## Relevant Work Experience Certificate from Your Former Employers

### 相关工作资历证明

- |  |  |
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| <ul style="list-style-type: none"><li>✧ If you have relevant work experience in the past 10 years, you should provide a work experience certificate(s) obtained from your previous employer(s) or relevant qualified authorities.</li><li>✧ The work experience certificate should be related to the current position, covering information about the position, job duration and the projects that have been completed.</li><li>✧ The document needs to be stamped with the official seal of the previous employer or signed by the person in charge with an effective contact number or an email address.</li><li>✧ Generally speaking, foreign language teachers should be teaching the native language of his/her own country, and have a bachelor's or higher degree as well as two years of experience in language teaching.</li><li>✧ For those with a bachelor's or higher degree in the field of education or language, or those with a teacher's license or international language teaching certificate, the requirement of two-year experience in language teaching can be exempted.</li></ul> | <ul style="list-style-type: none"><li>✧ 外专需提供近 10 年与所聘职位相关的工作经历的证明。该证明由原工作单位或其他有资质的机构出具。</li><li>✧ 工作资历证明应与所聘岗位相关，包括职位、工作时间或曾经做过的项目等信息。</li><li>✧ 工作资历证明需申请人原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件。</li><li>✧ 对于外国语言教学的外专，原则上应从事其母语国母语教学，并取得大学学士及以上学位且具有 2 年以上语言教育工作经历。</li><li>✧ 其中，取得教育类、语言类或师范类学士及以上学位的，或取得所在国教师资格证书或取得符合要求的国际语言教学证书的，可免除工作经历要求。</li></ul> |
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## Medical Examination Certificate

### 体检证明

- |  |  |
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| <ul style="list-style-type: none"><li>✧ You should provide a Medical Examination certificate issued in the last six months.</li><li>✧ You can refer to the <i>Medical Examination Form</i> for the list of screening items required.</li><li>✧ You can go to a local medical institution that is accredited by China's inspection and quarantine authority for the medical examination. The list of such institutions can be found on the website of the local Chinese embassy or consulate.</li><li>✧ If you have done your medical examination in your home country, your medical examination certificate must be verified by the Chinese Inspection and Quarantine authority after entry.</li></ul> | <ul style="list-style-type: none"><li>✧ 外专需提交近六个月内的体检证明。</li><li>✧ 具体需体检项目可参考《外国人体格检查表》（附件 3）。</li><li>✧ 外专可去当地经中国检验检疫机构认可的境外卫生医疗机构体检，此类机构名单可至当地驻外使领馆网站查询。</li><li>✧ 在境外体检的，入境后需要进行体检报告认证。</li></ul> |
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Notes:

提示

- ✧ The above listed non-Chinese documents (except for the information page of the passport) must be translated into Chinese and stamped with the hiring school's/college's seal.
  - ✧ Each document should be scanned in a single PDF document.
  - ✧ In special cases, some other documents may also be required.
  - ✧ Procedures and requirements for authentication vary from country to country. You can find relevant information from the website of your local Chinese Embassy/Consulate. It is advisable to use an agent service because the procedure is usually complicated. An application form (see Appendix 4) is prepared for your reference.
  - ✧ After all the documents are prepared and checked, you shall submit the application via <http://fass.bnuzh.edu.cn/eedepot.aspx>
  - ✧ The International Office will fill out the Application Form (See Appendix 5) on the Service System for Foreigners Working in China.
- ✧ 以上材料（除护照复印件外）外文版本请附中文翻译件，并加盖外籍专家所在学院公章；
  - ✧ 所有材料均需提交彩色原件扫描件，每项材料独立扫成一份 PDF；
  - ✧ 特殊情况可能还需要补充其他材料。
  - ✧ 各国认证程序和要求都不一样，手续通常比较复杂，建议外专让中介去做。附件 4 为认证申请表样本，可供参考。
  - ✧ 外专确定来校工作后，聘请单位向国际办申请外专登录外事系统的临时账号，外专本人在外事系统填写资料，提交申请。外专登录网址：<http://fass.bnuzh.edu.cn/eedepot.aspx>
  - ✧ 国际办登录国家外国专家局“外国人来华工作管理服务系统”填写申请表（见附件 5）。

✧ The application documents will then be reviewed. Once it is approved, the International Office will upload the *Notification Letter of Foreigner's Work Permit or Confirmation Letter of High Level Foreign Talents* to the Service System of BNU Zhuhai. You can then print it out and apply for the Z Visa or R Visa.

✧ 材料审批通过后，国际办将《外国人工作许可通知》或《外国高端人才确认函》上传至珠海校区外事工作服务系统，聘请单位和外专可自行下载打印。

**NOTIFICATION LETTER OF FOREIGNER'S WORK PERMIT IN  
THE PEOPLE'S REPUBLIC OF CHINA**  
(WORKING PERIOD OF MORE THAN 90 DAYS)

Open approval by \_\_\_\_\_, Mr./Ms. \_\_\_\_\_ (Passport No.) \_\_\_\_\_  
Work Permit No. \_\_\_\_\_, from \_\_\_\_\_ (Country of citizenship to which  
permitted to work in \_\_\_\_\_ (Employer)  
in \_\_\_\_\_ (Country/City/District), \_\_\_\_\_ Province/Autonomous  
Region, Municipality Directly under the Central Government of the People's Republic of  
China, for \_\_\_\_\_ months.

Date of issue: \_\_\_\_\_ day/ \_\_\_\_\_ month/ \_\_\_\_\_ year

There will be \_\_\_\_\_ accompanying family member(s).  
Spouse's full name: \_\_\_\_\_  
Child(ren)'s full name(s): \_\_\_\_\_

**VALID FOR 3 MONTHS FROM THE DATE OF ISSUE. THIS IS NOT A VISA  
AND MAY NOT BE USED IN PLACE OF A VISA.**

**IMPORTANT NOTICES**

Foreigners working in China should follow relevant work permit regulations. Those who have received this notification letter of work permit for foreigners working in the People's Republic of China should go through the following procedures:

1. Present the notification letter and other relevant documents to the embassy/consulate office of the People's Republic of China when applying for a visa.
2. Present the valid visa, employment contract and other relevant documents to the local government departments in charge of foreigners working in China where the employer is located to apply for foreigner's work permit.
3. Within thirty (30) days of entry into the People's Republic of China, the foreigner who has obtained work permit should present the work permit and other relevant documents to the local public security authorities to apply for work-stay residence permit.

**中华人民共和国  
外国人工作许可通知**  
(来华工作90日以上)

经 \_\_\_\_\_ 批准, \_\_\_\_\_ (国籍) \_\_\_\_\_ 先生/  
女士(护照号码: \_\_\_\_\_ 类别: \_\_\_\_\_ 工作许可编号: \_\_\_\_\_),  
在中华人民共和国 \_\_\_\_\_ 省(自治区、直辖市) \_\_\_\_\_ 市(设区  
市) \_\_\_\_\_ 县(市、区) \_\_\_\_\_ 单  
位工作, 批准期限 \_\_\_\_\_ 个月。

签发日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

随行家属共 \_\_\_\_\_ 人。  
配偶姓名: \_\_\_\_\_  
子女姓名: \_\_\_\_\_  
其他人员: \_\_\_\_\_

本件自签发之日起3个月内有效, 不能作为签证或代替签证。

**注意事项**

中华人民共和国对外国人来华工作许可制度, 由《外国人入境管理条例》(以下简称《条例》)和《外国人在中国境内工作管理条例》(以下简称《工作条例》)规定。

1. 持本通知至中国驻外使领馆申办签证, 领馆办妥签证。
2. 持有效签证, 持本通知等材料至用人单位所在地的外国人来华工作管理部门办理《外国人就业证》和《外国人工作许可》。
3. 入境后30日内持《外国人工作许可》和《外国人入境证》等材料至当地公安机关出入境管理部门办理工作类居留证件。

## c. Apply for the Visa

### 申请签证

After completing the above procedures, you can apply for your Z Visa or R Visa from your local Chinese Embassy/Consulate with the printed *Notification Letter of Foreigner's Work Permit* or *Confirmation Letter of High Level Foreign Talents* and other documents required.

以上手续办理完成后，外专及随行家属即可持打印的《外国人来华工作许可通知》或《外国高端人才确认函》以及中国驻外使领馆要求的其他材料，前往当地中国驻外使领馆申请工作签证（Z 签证）或人才签证（R 签证）入境。

#### Documentation required for application of Z Visa or R Visa:

1. Passport

Original signed passport with at least six months of remaining validity and blank visa pages, and a copy of the passport's data page and the photo page if it is separate.

2. Visa Application Form (Form V.2013) and Photo

One completed Visa Application Form with a photo on glossy photo paper glued onto the form (your photo must meet the specific requirements).

3. Proof of legal stay or residence status (applicable to non-citizens)

You must provide the original and photocopy of your valid certificates or visa of stay, residence, employment or student status, or other valid certificates of legal stay provided by the relevant authorities of the country where you are currently staying.

4. Photocopy of previous Chinese passports or previous Chinese visas (applicable to foreign citizens who were Chinese citizens and have obtained foreign citizenship).

If you are applying for a Chinese visa for the first time, you should provide your previous Chinese passport held and a photocopy of its data page.

If you have obtained Chinese visas before and want to apply for a Chinese visa with a renewed foreign passport that does not contain any Chinese visa, you should present the photocopy of the previous passport's data page and the photo page if it is separate, as well as the previous Chinese visa page. (If your name on the current passport differs from that on the previous one, you must provide an official document of your name change.)

5. *Notification Letter of Foreigner' Work Permit in China* or *Confirmation Letter of High Level Foreign Talents*

办理 Z 签证或 R 签证所需材料:

(一) 护照: 有效期为 6 个月以上、有空白签证页的护照原件及护照照片资料页复印件 1 份。

(二) 签证申请表及照片: 1 份《中华人民共和国签证申请表》(V2013) 及 1 张粘贴在申请表上的照片 (请点此处查看详细照片要求)。

(三) 合法停留或居留证明 (适用于非本国公民): 需提供在所在国合法停留、居留、工作、学习的有效证明或有效签证的原件和复印件。

(四) 原中国护照或原中国签证 (适用于曾有中国国籍, 后加入外国国籍者): 如您系首次

申请中国签证，须提供原中国护照原件及护照照片资料页复印件；如您曾获中国签证并持新换发的外国护照申请签证，须提供原外国护照照片资料页及曾获得的中国签证复印件。如外国护照所记载的姓名与原中国护照/中国签证不一致，还须提供有关官方出具的更改姓名的证明文件。

(五) 《外国专家来华工作许可通知》或《外国高端人才确认函》。

## Notes

### 提示

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>✧ The applicant should guarantee that all information provided in the application is true and correct. Any false, misleading or incomplete information may result in denial of the visa or refusal of entry into China.</li><li>✧ When necessary, the consular officer may require the applicant to provide supplementary supporting documents or require the applicant to show up for an interview.</li><li>✧ The consular officer will make decisions on whether to grant a visa, the type of visa, the visa validity, duration of stay allowed and number of entries based on individual application.</li><li>✧ A holder of category Z visa must apply for a residence permit at the local public security authorities within 30 days of entry into China.</li><li>✧ High-level foreign talents who are going to work at BNU Zhuhai for 90 days and longer can apply for the R visa to come to China, but they must apply for their work permit and work type residence permit after their entry. Their R visa will be cancelled at the same time, and the residence permit serves as the multiple-entry visa.</li></ul> | <ul style="list-style-type: none"><li>✧ 申请人应确保所提供的申请材料真实无误，任何不实、误导或不完整均可能导致签证申请被拒绝或被拒绝进入中国。</li><li>✧ 必要时，领事官员可能要求申请人提供补充证明文件，或要求申请人接受面谈。</li><li>✧ 领事官员依据申请个案决定是否颁发签证、以及签证的种类、有效期、停留期限和入境次数。</li><li>✧ 持 Z 字签证入境中国的外国人，应当自入境之日起 30 日内向拟居留的县及以上公安机关出入境管理机构办理居留证件。</li><li>✧ 来校长期工作的外国高端人才可申请人才签证（R 签证）入境，但入境后必须办理工作许可和工作类居留许可，其 R 签证同时作废。居留许可相当于多次入境签证。</li></ul> |
|---|---|





## Things to Do After Arrival in China



### B. After Entry 入境后

**Z Visa holders must complete the following five procedures within 30 days after entry:**

- a. Complete the temporary residence registration.
- b. Complete the medical examination or its certification.
- c. Take a Chinese visa photo with the relevant receipt.
- d. Obtain Foreigner's Work Permit (see Appendix 5).
- e. Obtain Residence Permit for Foreigners (see Appendix 6).

**R Visa holders should also complete the above procedures as soon as possible so as to open the bank account and get paid.**

**持工作签证的外专应在入境后 30 天内完成以下五项手续：**

- a. 完成临时住宿登记；
- b. 进行体格检查或换证；
- c. 拍摄签证照；
- d. 获得外国人工作许可证（见附件 5）；
- e. 办理外国人居留许可（见附件 6）。

**持 R 签证入境的外专也应尽快完成上述事项，否则无法办理工资卡。**

#### Notes

#### 提示

- |   |   |
|---|---|
| <p>✧ Z Visa holders who exit Chinese mainland before obtaining a Residence Permit CANNOT enter again on their Z Visa, as the Z Visa is for ONE ENTRY ONLY. So, do not plan a trip outside Chinese mainland until you have attained your Residence Permit.</p> | <p>✧ 持工作签证(Z 签证)的外专入境后, 在办理好居留许可之前不可出境, 否则工作签证将失效, 导致无法再入境。请提前做好出境计划。</p> |
| <p>✧ After you obtain the Residence Permit, your entry visa will be cancelled, and the Residence Permit shall serve as your multi-entry visa.</p>   | <p>✧ 居留许可办理好后, 入境签证作废, 居留许可相当于多次入境签证。</p>                                 |

## a. Complete the Temporary Residence Registration

### 办理临时住宿登记

Within 24 hours after entry 入境 24 小时内

- ✧ Foreigners should register their temporary residence in accordance with the *Law of the People's Republic of China on Administration of the Entry & Exit of Foreigners*.
  - ✧ Those who live in a hotel should register his/her stay in the hotel.
  - ✧ Those who live in apartments on campus should obtain their *Registration Form of Temporary Residence* from the local police station within 24 hours after arrival. The hiring unit will assist you in doing this.
  - ✧ A scanned copy of *Registration Form of Temporary Residence* should be submitted to the International Office via the Foreign Affairs Service System of BNU Zhuhai.
  - ✧ All the accompanying family members should also register their residence.
  - ✧ Business hours of Jinding Police Station:  
8:30-12:00, 14:00-16:00, Monday to Friday
  - ✧ Documents required: original passport, copy of passport information page and visa page, one ID photo.
- ✧ 外国人在中国境内临时住宿应依照《中华人民共和国外国人出入境管理法》规定办理住宿登记。
  - ✧ 在酒店旅馆住宿，可直接在酒店旅馆登记；
  - ✧ 居住在校内资产处安排的住房的，请在外专到达 24 小时内，由聘请单位协助其在“珠海公安”微信公众号或网站录入信息。若登记不成功，请先联系国际办。
  - ✧ “临时住宿登记证明”PDF 版需上传至外事工作服务系统。
  - ✧ 所有随行家属也需办理住宿登记。
  - ✧ 金鼎派出所办理时间：  
周一至周五 8:30-12:00, 14:30-17:30
  - ✧ 办理临时住宿登记所需材料：护照原件、护照信息页及签证页复印件、证件照片一张。

## Notes

### 提示

- ✧ For the first time you are issued with a Residence Permit and each time you are issued with a new visa or Residence Permit, you and all of your accompanying family members (including children under the age of 18) are obliged to update the Registration Form.
- ✧ 初次获得居留许可，以及居留许可或访问签证每次延期后，外专及所有随行家属（包括未满 18 周岁的子女）都必须更新临时住宿登记。

## b. Obtain the Medical Examination Certificate

### 获取体检证明

Within 5 days after entry 入境后 5 日内

- ✧ Within 5 days after entry, you and your accompanying family members above 18 years old should take the medical examination and obtain the *Certificate of Medical Examination* or have your existing overseas medical examination report verified at the Zhuhai International Travel Healthcare Center (ITHC).
- ✧ 外籍教师及 18 周岁以上随行家属，入境后 5 天内须完成体检或境外体检报告认证；地址：珠海市国际旅行卫生保健中心，珠海市拱北侨光路 133 号，电话：0756-3966168/3966136/3966138。
- ✧ The business hours are 8:00-12:00, 14:30-17:30, Monday to Friday. The medical examination report is typically available on next working day.
- ✧ 体检及认证时间：每周一至周五上午 8:00-12:00，下午 2:00-5:00。一般下个工作日可以领取结果，但学期初高峰期领取时间不定。



- ✧ For medical examination, every family member must go there in person, each bringing his/her passport and two 2-inch color photos.
  - ✧ The fee for examination is about 400RMB. You should not consume any food for at least 6 hours before the medical examination.
  - ✧ Verification of overseas medical report is free, but you must submit the original copies of the medical examination report and the test reports of AIDS, ECG, serum, X-Ray,
- ✧ 要求：
    - ①须外籍教师及家属本人前往；
    - ②各自携带 2 张 2 寸彩色照片；
    - ③持本人护照；
    - ④体检须空腹；
    - ⑤认证时须出具《外国人体格检查记录表》、心电图、血清化验单、X 光片等原件。
  - ✧ 费用：400 元/换发认证证明免费（实际费用以珠海市国际旅行卫生保健中心规定为准）。

### c. Take the Chinese Visa Photo

#### 拍摄外国人签证照

Within 48 hours after entry 入境后 48 小时内

- ✧ Take a Chinese visa photo at a photo studio which can provide the *Receipt of Chinese Visa photograph for Foreigners in Guangdong Province*.
  - ✧ **Accompanying family members should do the same.**
- ✧ 在珠海市公安局指定的照相馆拍摄外国人签证照，并保留照相馆出具的“广东省外国人签证数字照片采集回执”。
  - ✧ 随行家属也需要拍摄签证照。

## d. Apply for Foreigner's Work Permit 申请外国人工作许可证

Within 2 weeks after entry 入境后两周内



- ✧ Prepare scanned copies of your passport information page, visa page, entry-stamp page and medical examination certificate obtained from Zhuhai (in PDF format) and complete the *Application Form of the Foreigner's Residence Permit* (in Word format) for submission to the Foreign Affairs Service System of BNU Zhuhai within one week after your arrival. Accompanying family members are also required to provide the above documents.
- ✧ In addition to the documents above, international scholars shall also submit original certificates required for the Notification Letter of Foreigner's Work Permit.
- ✧ Upon receiving all application documents, the International Office of BNU Zhuhai will submit the application online, and once the work permit card is available to be collected, you will be informed to apply for the residence permit.
- ✧ 聘请单位应在外专到校一周内收齐外专的护照信息页、签证页、入境章页、珠海市国际旅行卫生保健中心签发的体检证明的扫描件PDF格式以及《外国人签证证件申请表》word版上传至外事工作服务系统，并补充签证号码等信息。其他具体要求见系统。
- ✧ 随行家属也需提供以上材料。
- ✧ 外专除提交以上材料外，还应提交申办《外国人工作许可通知》的证明材料原件。
- ✧ 外事秘书应及时审核外专提交的各种信息和附件材料，并将签字盖章后的正式合同上传至外事系统。国际办在线提交申请，待工作许可证办好后会通知学院与外专预约居留许可办理时间。

## e. Apply for Residence Permit for Foreigners

### 申请外国人居留许可

After obtaining your Work Permit and within 30 days after entry

获得外国人工作许可后、入境后 30 天内

- ◇ Prepare the original copies of all the following documents.
    1. Passport
    2. Two visa photos and the Receipt of Chinese Visa photograph for Foreigners in Guangdong Province
    3. The Medical Examination Certificate (i.e., the red booklet issued by ITHC)
    4. Accompanying family members can apply for Residence Permit with the same duration by providing original copies of the family relationship certification such as marriage certificate or birth certificate at the same time. Non-English or Non-Chinese certificates should be translated by a translation company.
  - ◇ The International Office shall check all the documents and make an appointment to submit the application.
  - ◇ You have no access to your passport during your Residence Permit application which usually takes 7 weekdays.
  - ◇ Residence Permit application fee: 400 RMB for one year and 800 RMB for 1-3 years and 1000 RMB for 3 years and above. You should pay via WeChat (see the guidance) two days before your passport can be collected.
  - ◇ First-time applicants have to go to the police in person.
- ◇ 收到办理居留许可的通知后，聘请单位或外专本人应及时将以下材料原件送至国际办。
    1. 护照
    2. 大一寸免冠彩照两张、外国人签证电子相片采集回执。
    3. 体检证明（红色小本）。
    4. 如有随行家属，还须提供亲属关系证明原件（如结婚证和出生证明），英文之外的外语证明还需提供正规翻译公司的翻译件及其营业执照复印件盖章版。
  - ◇ 上述材料收齐后，国际办将核对所有材料，并预约办理时间。国际办工作人员与外专和随行家属本人按预约日期去出入境提交申请材料。居留许可办理时间大约为 7 个工作日，在此期间护照不可取回。
  - ◇ 一年内许可缴费 400 元，一年以上三年以内 800 元，三年以上 1000 元。领证前两天外专自行微信支付或请人代付
  - ◇ 首次办理需申请者本人亲自到珠海市公安局出入境管理处。



## C. Apply for Foreigner's Work Permit in Chinese mainland

### 境内申请外国人工作许可

**Foreigners who are in one of the following cases can apply for the Work Permit in the mainland of China.**

- 1) Category A foreigners with a valid visa or Residence Permit who are currently in the mainland of China.
- 2) Foreigners with a valid work-type Residence Permit who are changing employer but will remain in the same occupation.
- 3) Foreign spouses and children of Chinese citizens or of foreigners who have permanent residence or work in the mainland of China. They should have a valid visa or Residence Permit.
- 4) Foreigners with a short-term Work Permit (less than 90 days) and a valid visa and are legally employed in the mainland of China.

符合以下情况之一的外专，可在境内直接申请外国人工作许可。

- 1) 持其他签证或有效居留证件已入境的外国高端人才（A类）；
- 2) 在华工作的外国人变换用人单位，但工作岗位（职业）未变动且工作类居留许可仍在有效期内的；
- 3) 中国公民的外籍配偶或子女、在华永久居留或工作的外国人的配偶或子女，持有效签证或在有效期内的居留许可的；
- 4) 已获得来华工作 90 日以下的外国人来华工作许可，在其停留有效期内，被境内用人单位依法聘用的。

Foreigners who apply for the Work Permit in Chinese mainland should submit documents required for the application of both the Notification Letter of Foreigner's Work Permit and the Work Permit. They should also submit supporting documents as follows:

- 1) Category A foreigners should submit supporting documents of high-end foreign experts.
- 2) Registration Form of Temporary Residence.
- 3) Foreigners who are transferring from other institutions in Chinese mainland shall submit a valid copy (within 30 days) of the cancellation certificate of the original Work Permit, a scanned copy of the original Work Permit and the residence permit.

境内申请外国人工作许可，申请材料除应按照申请《外国人工作许可通知》和申领外国人工作许可证的要求提交之外，还需提交以下证明材料：

- 1) A类人才需提交符合外国高端人才（A类）的证明材料；
- 2) 临时住宿登记表

3) 由境内其他单位转聘的需提交原工作许可证的注销证明（有效期30日内），原工作许可及居留许可的扫描件；



## D. Extension of Foreigner's Work Permit and Residence Permit for Foreigners

### 外国人工作许可和外国人居留许可的延期

If you are going to extend your work in China beyond the original contract duration, please complete the following 3 steps:

- a. Sign a new contract, which should be completed two months before the expiration date of your current Work Permit so as to allow enough time for the next two steps, and to avoid any penalty of illegal overstay.
- b. Extend your Work Permit.
- c. Extend your Residence Permit.

如果您需要延长在华工作的时间，超出您现有劳务或聘用合同的期限，那么您需要办理以下手续：

- a. 签订新的劳务或聘用合同（需要特别注意的是，务必在工作许可过期之前两个月完成新合同的签订，以便给延期工作许可和居留许可足够的办理时间，避免造成在华非法居留，从而带来不必要的经济和其他损失）；
- b. 办理工作许可的延期；
- c. 办理居留许可的延期。

#### Notes

#### 提示

✧ Please pay attention to the validity period of your visa or Residence Permit. If you stay beyond the expiration date or fail to extend your visa or Residence Permit before the expiration date, your stay will become illegal and you will be fined 500 RMB for each day after the expiry date, up to a maximum of 10,000 RMB. In serious circumstances, you may be deported and banned from entering China for up to 5 years.

✧ 请务必留意签证或居留许可的有效期限，若签证或居留许可到期前没有出境或及时延期造成非法居留，将处以每天 500 元的罚款，上限 10,000 元；情节严重的，将驱逐出境，5 年内禁止入境。

## a. Extension of Foreigner's Work Permit

### 外国人工作许可延期

If you are to be employed at your current position, please renew your contract at your earliest convenience before applying to extend your Work Permit. The application for extension should be made 30 days before expiration of the Work Permit, but no earlier than 90 days before then.

用人单位在原岗位（职业）继续聘用外专的，应当在工作许可有效期届满 30 日前提出申请，但不得早于许可有效期届满前 90 日。

- ✧ You or your host school/department should submit the application in the Foreign Affairs Service System of BNU Zhuhai and send the Work Permit Card to the International Office at the same time. Documents required are as follows:
    - 1) Employment/service contract with Chinese translation.
    - 2) Medical examination certificate within six months and health insurance proof for those above 60.
  - ✧ Upon receiving the above documents, the International Office will submit the application on the Service System for Foreigners Working in China.
  - ✧ After it is approved, the International Office will notify you or your host school/department for collection of the Work Permit and extension approval letter.
  - ✧ If your residence permit should be extended too, relevant documents should be prepared.
- ✧ 聘请单位或外专本人收集好以下材料，及时在外事工作服务系统提交申请，并将工作许可证原件交至国际办。
    - 1) 劳务合同或聘用合同扫描件。非中文的合同须提供中文翻译件。
    - 2) 60 岁以上的外专须提供 6 个月内体检证明及商业保险凭证。
  - 🇺🇸 国际办在收齐以上材料后，将在国家外国专家局“外国人来华工作管理服务系统”提交申请。
  - 🇺🇸 “外国人工作许可”延期获批通过后，国际办将取回工作许可证及新的行政许可决定书，并通知学院来领取。
  - 🇺🇸 如果外专的居留许可也需要延期，则需提交相应的申请材料。

## Notes

### 提示

- ✧ If you are transferred to a new position in BNU Zhuhai, including transferring from a professional position to an administrative position, you need to submit a certification of the transfer.
- ✧ If your occupation changes, you should apply for a new Work Permit.
- ✧ 同一单位内改任新职务的，包括从专业岗位提升至行政管理岗位，延期时应提交岗位变更证明。
- ✧ 改任新岗位（职业）的，应重新申请办理外国人来华工作许可。

## b. Extension of Residence Permit for Foreigners

### 外国人居留许可延期

- ✧ Please refer to the procedures and documents in the preceding “Apply for Residence Permit for Foreigners” section (Please note that the medical examination for age of 60 years old and lower is exempted for the extension application).
- ✧ Generally, you and your accompanying family members are supposed to submit your extension application in person at the Exit & Entry Administration Division of Public Security Bureau. Applicants under 16 or over 60 years of age, or the disabled, may ask their host school/department or family members for assistance in submitting their application.
- ✧ Short stay visa cannot be extended.
- ✧ 请参考新办居留许可流程与材料（请注意，60 岁以下的外专不需进行体检）。
- ✧ 一般情况下，申请居留许可延期应由外专及其家属本人到公安机关出入境管理支队办理相关手续。未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的可以由邀请单位或者个人、申请人的亲属代为申请。
- ✧ 短期停留签不可延期。

## E. Other possible procedures concerning the Work Permit

### 其他与外国人工作许可有关的申请程序

If you work in China for many years, you may have to go through the following procedures concerning your Work Permit.

在华工作多年的外籍专家可能还需办理以下外国人工作许可方面的事项。

#### Other possible procedures

- |   |   |
|---|---|
| <p>1) Apply for an alteration of the work permit</p> <p>✧ If any of your personal information (name, passport number, position, category, etc.) changes, you must submit the application within 10 days after the change has taken place.</p>   | <p>1) 申请外国人来华工作许可变更</p> <p>✧ 申请人个人信息（姓名、护照号、职务、类别）等事项发生变更的，应当自变更事项发生之日起 10 日内向许可决定机构提出申请。</p> |
| <p>2) Apply for a cancellation of the work permit</p> <p>✧ If the Foreigner's Work Permit is not renewed before the expiry date, it will be cancelled automatically; if it is revoked or withdrawn according to law, and the card is revoked according to the law, it will be cancelled directly by the decision-making body.</p> | <p>2) 申请外国人来华工作许可注销</p> <p>✧ 外国人来华工作许可有效期届满未延续的，自动注销；依法被撤销、撤回的，以及许可证件依法被吊销的，由决定机构注销。</p>      |

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>✧ If you are medically impaired, deceased or your contract is terminated before it ends, the University will apply for cancellation within 10 days from the date of the occurrence of the incidence.</li><li>✧ If the work permit is cancelled, the decision-making body will issue a cancellation certificate upon application.</li></ul> | <ul style="list-style-type: none"><li>✧ 申请人死亡或者丧失行为能力或者提前终止合同、解除聘用关系的，用人单位应当于事项发生之日起 10 个工作日内向决定机构申请注销。</li><li>✧ 外国人来华工作许可已注销的，经申请可由决定机构出具许可注销证明。</li></ul> |
|--|--|

### 3) Apply for a replacement of the Work Permit Card

### 3) 申请《外国人工作许可证》补办

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>✧ If your Work Permit Card is lost, you should make a lost report on the Service System for Foreigners Working in China on the day it is lost or as soon as the lost is discovered, and apply for a replacement.</li><li>✧ If the Card is damaged, the original card must be handed in when applying for a replacement.</li><li>✧ In any of the above cases, you should inform your host school/department in a timely manner, and then the International Office of the BNU Zhuhai shall inform you on the specific documents that should be prepared and then make the application for you.</li></ul> | <ul style="list-style-type: none"><li>✧ 补办《中华人民共和国外国人工作许可证》的，申请人应当自证件遗失之日或发现遗失之日起在外国人来华工作管理服务系统上登载声明，并向许可决定机构申请补办。</li><li>✧ 证件损毁的，持原证向许可决定机构申请补办。</li><li>✧ 上述任何情况发生时，申请人需及时告知所在单位，随后国际办会告知具体需准备哪些材料，材料齐备后即协助申请。</li></ul> |
|--|---|

## 2. Life at BNU Zhuhai

### 校园生活指引

#### 1) Transportation 交通

##### A. Nearby Airports 附近的机场

- |  |  |
|--|--|
| a. Baiyun International Airport in Guangzhou---take a shuttle bus to Tangjia, Zhuhai and then a taxi to the campus (about 3 hours).                                  | a. 广州白云国际机场---乘坐机场巴士到珠海唐家---转出租车，约 3 小时到校； |
| b. Hongkong International Airport ---- take a shuttle bus across the Hongkong-Zhuhai-Macao Bridge to the Gongbei Port and then a taxi to the campus (about 2 hours). | b. 香港国际机场---乘坐大巴经港珠澳大桥到拱北，转出租车，约 2 小时到校；   |
| c. Macao International Airport---take a shuttle bus to the Gongbei Port and then a taxi to the campus (about 1.5 hours).   | c. 澳门国际机场---乘坐大巴到拱北口岸，约 1.5 小时到校；          |
| d. Bao'an International Airport in Shenzhen---take a ferry to Jiuzhougang Port, Zhuhai and then a taxi to the campus (about 2 hours).                                | d. 深圳宝安国际机场，乘船到珠海九州港码头，转出租车，约 2 小时到校；      |
| e. Jinwan Airport in Zhuhai, with over 120 air lines to various cities of China.   | e. 珠海金湾机场，120 多条航线通往国内各地。                  |

##### B. Railway 铁路交通

The Tang Jia Wan LRT Station and the Zhuhai North Station is only 5-minutes and 15-minutes' drive from the campus, respectively. It takes about 40 minutes to travel from the Tan Jia Wan LRT Station to the Guangzhou South High-speed Railway Station. From there, you can easily travel to various cities of China via high-speed trains. Some trains starting from Zhuhai also reach places like Beijing, Hunan, Hubei, etc.

唐家湾城轨站距离学校仅 5 分钟车程左右，珠海北站约 15 分钟，只需 40 分钟就可到广州南站，在那里可轻松换乘去国内各地的高铁、动车。部分从珠海发车的火车也可直达北京、湖南、湖北等地。



## C. Buses 公交大巴

There are two bus stops right outside the east Entrance 1 and Entrance 2 of the University campus. Multiple bus lines such as 69, 70, K3, 10A, B9 allow you to travel to-and-from various places in Zhuhai.

校门口即有巴士站，多条线路通往珠海市多地，如 69, 70, K3, 10A, B9 路。

## D. Obtaining a driving license in China 换领中国驾照

If you have got a driving license outside China, you can follow the instructions below to convert it to a Chinese one.

### 1) Prepare the following documents:

- a) The official Chinese translation of your valid overseas license. You can go to the notary office (Tel:2128812) to notarize the translation or have a translation company translate it but you need a copy of the business license of the translation company, with its official seal on it.

境外机动车驾驶证原件，需提交中文翻译件原件；可去公证处公证翻译驾驶证（咨询电话：2128812）；也可去翻译公司翻译，需提供一份加盖翻译公司公章的营业执照复印件。

- b) Two one-inch color photos on white background and the Digital Photo Collection Receipt for Motor Vehicle Driver's License of Guangdong Province

提供白底一寸彩照 2 张（要求有“广东省机动车驾驶证数字相片采集回执”的相片）；

- c) Medical examination report for driving license. You can go to the Zhuhai High-tech Zone People's Hospital, which is the closest to the University

体检，离校最近的是珠海高新技术产业开发区人民医院（金鼎医院）。

- d) Registration form of temporary residence.

境外人员临时住宿登记表

- e) Your valid passport with a valid visa or residence permit.

本人护照原件（带有效签证或居留许可）

### 2) Go to the driving test center in Jinding to book and take the driving exam Subject 1 with all the above documents.

带上所有资料去金鼎考场报名考试。（地图搜索：“金鼎考场”或“珠海市机动车辆考训中心”；电话：8618122）

### 3) Make an appointment for the test. Follow the WeChat Official Account of Zhuhai Traffic Police and choose “Traffic service”. Then click Business Appointment and Replacement Test for Overseas Drivers. (Tel.: 0756-12123 transfer to 4)

预约考试时间。关注“珠海交警”公众号，依次选择“交警服务”——“业务预约”——“境外驾驶证换证科目”。填写信息，选择考试时间。（电话：0756-12123 转 4）

Tips:

A. Prepare a Chinese name for your Chinese Driving License.

B. Study hard for the Chinese driving exam subject 1. You do not have to take the exam

in Chinese (there are multiple languages available).

C. Two invaluable resources are available from a company known as “Laowaidrive”: their book, which is great for learning of the 1,000 questions in the quiz and their app “Laowai drive test” which is great for taking mock exams and checking your progress.

## E. On-campus transportation 校内交通

There are electrical minibuses, as the below picture shows, on the campus shuttling from dormitory areas to lecture halls, canteens, the library, etc.



## 2) Accommodation 住宿

You can choose to live in the international teachers' apartments on campus or rent a private apartment off campus.

The teachers' apartments are fully furnished, with a complete set of furniture, home appliances, air-conditioning, high-speed Internet service, and even bed sheets.



You have to pay the electricity and water bills monthly, which will be deducted from your salary.

If you meet any problems with the apartment in your daily life, you can call the apartment service at 0756-2166630.

You can also order drinking water by calling 15989788018.

外籍教师可选择住在校内的粤华苑外教公寓，也可在外租房。教师公寓设施完备，家具及生活电器齐全。每个房间均安装有空调及高速网络接口，每张床都配有床垫及一套床上用品。外教需按月支付水电费用，直接从工资中扣除。日常生活中如公寓设施使用出现问题，可拨打值班电话：0756-2166630 送水电话：15989788018

## 3) Canteens and Cafe 餐饮

There are four dining halls on campus which are listed below (also, see the map). Each one is neat and clean, serving various cuisines and dishes at reasonable prices.

### A. Wenhua Canteen

Service hours: 07:00am-09:30am; 11:30am-1:30pm; 5:00pm -7:30 pm



B. No.1 Canteen, including the faculty canteen and Muslim canteen, located in Yuehua Garden

Service hours: 6:30 am-8:00pm

C. No.2 Canteen, in Yuehua Garden

Service hours: 1st Floor: 7:00am-11:00pm 2nd Floor: 7:30am-10:30pm

D.No.3 Canteen, in Haihua Garden

Service hours: 7:00am-8:00pm

Your Campus card, WeChat pay and Alipay are all accepted in every dining hall.

The campus also has some food streets, scattered in Yuehua Garden, Haihua Garden, Yanhua Garden, Jinghua Garden and Hui Tong (outside the west entrance), providing a variety of specialty snacks.

There are several Chinese as well as Western restaurants on campus such as the restaurants in the International Center.

There is also a cafe inside Li Shen Xuan, nearby the Main Library, facing a lake. It opens daily from 7.30 am to 10 pm.

These places can well cater to your different cravings.

学校设有 4 个食堂（具体分布请见“校园平面图”所示），食堂干净、整洁，提供各地各式菜肴，品种齐全、经济实惠；可使用校园一卡通或微信、支付宝扫码付款。此外，校内还设有食街，分布于粤华苑、海华苑、燕华苑、京华苑和校外的会同美食街，提供各种特色风味小吃。此外，校园内还有多家中西餐厅，如国交中西餐厅，满足您的不同需求。

供餐时间：

文华苑餐厅：早餐：07:00-09:30；午餐：11:30-13:30；晚餐 17:00-19:30

学生第一食堂：6:30-20:00

学生第二食堂一楼：7:00-23:00；提供早、中、晚餐和夜宵。

二楼：7:30-22:30；提供家常口味饭菜及特色面食和小吃。

学生第三食堂：7:00-20:00

立身轩咖啡馆：早上 7 点半至晚上 10 点。



Dining halls



Lishen Xuan

## 4) Medical Service 医疗服务

### a. On-campus Medical Service

#### 校卫生服务中心

The University Healthcare Center, located in the Red Building of Haihua Garden, is open 24 hours a day and English service is available too. It is under the supervision of the Jinding Healthcare Center of Hi-tech Zone, Zhuhai. It is equipped with a general practice room, treatment room, rehabilitation physiotherapy room, traditional Chinese medicine department, laboratory, psychological counseling room, etc.

Tel: 0756-3683120

学校卫生服务中心由珠海市高新区金鼎社区卫生服务中心负责。中心设有全科诊室、处置室、康复理疗室、中医科、化验室、心理咨询室等。位于海华苑红楼，全天24小时均可就诊，联系电话：0756-3683120。

### b. Off-campus Medical Service 校外医疗机构

There are three nearby comprehensive hospitals in Zhuhai. Each is about 10 to 30 minutes' drive from the University. They are:

学校附近有三家综合性医院，分别是广东省第二人民医院珠海医院（又名珠海市高新区人民医院）、中山大学第五附属医院和珠海市人民医院，离学校只有15-30分钟车程。

- i. Zhuhai People's Hospital, High-tech Zone, is a second-class comprehensive hospital integrating medical treatment, first aid, preventive health care and health education.

Address: 232, Mid-Jinfeng Road, Tang Jiawan Town, Xiangzhou District, Zhuhai

Website: <http://www.zhgxqrmmy.com/>

Tel.: 0756-3630010





- ii. The Fifth Affiliated Hospital, Sun Yat-sen University is a large Grade III class A comprehensive hospital integrating medical treatment, teaching and scientific research. It is also the only hospital directly affiliated to Sun Yat-sen University on the west bank of the Pearl River.

Address: 52, East Meihua Road, Xiangzhou District, Zhuhai

Website: <http://www.zsufivehos.com>

Tel.: 0756-2528181/13427717562



- iii. Zhuhai People's Hospital, a teaching hospital, is a designated hospital for medical insurance and work-related injury insurance.

Address: 79, Kang Ning Road, Xiangzhou District, Zhuhai City

Website: <https://www.zhhospital.cn/>

Tel.: 18023003331

## 5) Campus Card 校园卡



The campus card is a bank card customized by BNU Zhuhai with the Agricultural Bank of China (ABC). It can be used for personal banking as well as other functions on the campus such as payment and identity recognition to enter the university, libraries and various sport facilities.

Tel:0756-6126108

#### **How do international scholars get a campus card?**

According to the ABC Bank, you should prepare the following things to get the card: your passport (with valid work-type residence permit), your Work Permit Card, your mobile phone number in the mainland of China and no less than 10 RMB.

校园卡是北京师范大学珠海校区与中国农业银行联合定制的银行卡，既有银行卡功能，也有身份识别，就餐购物（也可使用微信或支付宝支付就餐购物）、校园乘车、水电缴费、图书馆门禁及图书借阅、进入体育设施等多项功能。

持外国护照的教师办卡及功能开通事项说明如下：

- 1) 外国护照原件（需包含护照首页、最近入境章页、签证页、居留许可证页）；
- 2) 外国人来华工作证；
- 3) 大陆电话号码；
- 4) 准备 10 元人民币现金存到卡内（银行要求）

For library access and book borrowing, you should go to Room B207 of the Main Library to open the service (A deposit of 200 RMB may be requested, which will be returned to you once you leave the University).

Tel:0756-3683125

校园卡的图书馆门禁及图书借阅功能需要到校内图书馆二楼 B207 室办理开通，联系电话：0756-3683125。

## **6) Internet Service 网络服务**

### **a. In the apartment 公寓内**

The international scholars' apartments are installed with cable Internet access. No payment is charged for it. After checking in, you can call the University Internet service at 0756-3683700 for the IP or obtain it automatically. BNU Zhuhai teachers have full access to the online library resources and other resources of Beijing Normal University.

粤华苑教师公寓提供有线网络接入，其网络作为校园网的一部分未单独计费，教师办理入住后，可以在公寓值班室或致电学校网络中心（0756-3683700）查询自己房号对应的 IP 地址，通过设置固定 IP 地址上网，也可以通过自动获取 IP 地址的方式上网。入住教师如需要连接网络的网线，请联系公寓值班室领取。珠海校区的教师可以访问本部的图书馆资源。

### **b. Free Campus WIFI 校内公共 WIFI**

Free WIFI access is available for teachers in the University public areas such as the lecture halls, library, stadium, dining halls and the outdoors.

The school/department can open the account for you with some of your personal information. After that you can have access to the Internet by searching “BNUZ – teacher” and log in.

If you have any problems concerning Internet access, contact the following:

Internet Center: 0756-3683700 (Mr. Lin)

Office of ChinaTelecom: 0756-3622123

学校在教学楼、图书馆、体育场馆、食堂、室外道路等公共区域建设 WIFI 网络，供教师免费使用。

开通方式：由教师所在单位办公室汇总需开通 WIFI 的教师姓名、教工号、身份证号、手机号码等信息，统一提交网络中心开通。

使用方式：搜索连接BNUZ - teacher的SSID，在终端浏览器弹出登录页面，填写手机号、密码后登录使用。

网络报修与咨询: 0756 3683700 (网络信息中心林老师)

中国电信营业厅: 0756-622123

## 7) Recreation and Sport Facilities 文体设施

### A. Sport facilities 体育设施

▶ a. Stadium 风雨操场

With a construction area of 13,299 square meters, the stadium has four standard integrated basketball and volleyball courts, 15 standard badminton courts, 30 table tennis tables, a 300-meter plastic runway on the second floor and 6 treadmills and a faculty's gym on the ground floor.

学校现有风雨操场（体育馆）一座，建筑面积 13299 平方米，内有标准综合篮球排球场地四块，标准羽毛球场地十五块，乒乓球台三十张，内设二层 300 米塑胶跑道。一楼场地一侧摆放有六台跑步机及一个健身房。



b. The outdoor facilities are as follows:

- 1) Two sports fields. The large one includes a 400-meter standard running track and a football field; the small one has a 300-meter running track and a football field.
- 2) An outdoor swimming pool
- 3) A golf range with 21 practice targets
- 4) A climbing gym with various climbing walls
- 5) Three outdoor tennis courts
- 6) Thirteen outdoor basketball courts
- 7) Two outdoor volleyball courts

All the above facilities are open to BNU faculty and students.

室外运动设施有：

- 1) 400 米标准田径足球场、300 米田径足球场各一个，足球场地为人工草皮。
- 2) 高尔夫练习场一座，内有 21 个练习靶，为独特的水上练习场地。
- 3) 攀岩馆一座，占地 400 平方米，内建有多种攀岩壁共 300 多平方米。
- 4) 室外网球场 3 块，设施配备齐全，为塑胶地面。
- 5) 室外篮球场 13 块，均为塑胶地面。其中 10 块标准场地，3 块半场。
- 6) 室外排球场 2 块，设施配备齐全。 ▶

以上所有的体育场地及设施对珠海校区的师生全部开放。



## B. Staff Home 教工之家

The Staff Home is located on the first floor of Block B, Youth Apartment Building in Yuehua Garden. There is a table tennis room, a dancing room, a gym, a multi-function room, a meeting room and so on. All the rooms are available for school units upon application. The Staff Home is not only an ideal place for a variety of cultural, artistic and sports activities for the faculty and staff, but also a wonderful place for teachers to communicate on their teaching and research. A self-service coffee machine and other beverage equipment are installed in the Staff Home, which are provided to faculty and staff for free.

The daily open hours are from 8:00 am to 10:00 pm, including the winter and summer holidays.

学校教工之家位于粤华苑青教公寓 B 座一层，建筑面积约 700 平方米。内设乒乓球室、舞蹈室、健身房、多功能厅和会议室等功能区，所有功能活动室均对校内单位提供外借服务。教工之家不仅能开展丰富多彩的教职工文化、艺术及体育活动，而且还是教师进行教学拓展和科研探讨的新天地。教工之家设置自助式的咖啡机等饮料设备，免费提供给教职工使用。

开放时间：8:00 至 22:00 寒暑假期间照常开放

## 8) The Staff Union Activities 校工会活动

The University Staff Union has been exploring new forms of cultural and sports activities and carrying out an average of one or two activities a month to enrich the extracurricular cultural life of teachers and staff members. The main activities are badminton, table tennis, swimming, volleyball, tennis, poker card, chess games, singing competitions, mountain climbing, female teachers and staff spring tour, among some other activities.

In addition to the above activities, there are training classes on volleyball, basketball, badminton, table tennis, golf, tennis, tai chi, yoga, folk dance, aerobics dance, swimming, chorus, etc., which are held for teachers and staff in each semester. You can ask the school/department for relevant information. There are many corresponding teachers' associations concerning the above sports and cultural



activities.

Office location: The first floor of Block B, Youth Apartment Building

#### 1 - 校工会年度文体比赛和活动安排

校工会不断探索校园文体活动的新形式，平均一个月开展一至两次职工活动，丰富教职工课余文化生活。主要活动有：羽毛球、乒乓球、游泳、气排球、硬排球、网球、扑克牌、象棋、“京师好声音”歌唱等文体比赛，另外还有踏青爬山、长南迳古道徒步走、全民健身运动会、三八节女教职工春游、迎新年健步走和送春联惠民等活动。

2 - 教职员文艺体育活动培训班 为丰富教职员课余生活，增强教职员体质，加强健康校园建设，满足教职员

对提升运动技能等方面的需求，校工会每学期和运动休闲学院合作，开展形式多样、内容丰富的文体培训项目：排球、篮球、羽毛球、乒乓球、高尔夫球、网球、太极拳、瑜伽、民族舞、健身操舞、普拉提及合唱，具体开课时间请教职员留意每学期初的校工会通知。另外，我校现 13 个教工社团协会组织，这些社团协会在校工会的指导和支持下，定期开展球类比赛、舞蹈健身等活动，欢迎有兴趣的老师联系校工会报名参加以上球类、舞蹈类教工协会。

## 9) The International Students and Scholars Center 国际学生学者中心

The International Students and Scholars Center is founded in order to provide international students and scholars with professional, international and targeted services and management, improve their work, study and life experience in the University, and at the same time, promote the convergence and integration of Chinese and international students on campus as well as exchanges between Chinese and other cultures.

In the future, we will organize various academic and cultural exchange activities. You are welcome to participate in them.

国际学生学者中心旨在为国际学生与学者提供专业化、国际化、针对性的外

事服务与管理，提升国际师生在校的工作、学习和生活体验质量，同时，推行中外学生在招生、培养等方面的趋同融合，促进中外文化交流。

未来，国际学生学者中心将举办越来越多的学术和文化交流活动，欢迎外籍专家们积极参加。

## 10) Campus Security 校园安保

The University aims to build a safe and harmonious campus, and has established a three-dimensional security network that combines administrative, physical and technical safeguards.

There is an emergency command center, and the coverage rate of security cameras in public areas reaches 95%. The emergency service is available 24 hours a day at 0756-3621110.

Meanwhile, the Zhuhai Municipal Public Security Bureau has set up a comprehensive police workstation on the campus, which works together with the

University Security Office to keep the campus safe.

学校安保工作坚持群防群治、预防为主的方针，以建设“平安校园、和谐校园”为目标，构建由“人防、物防、技防”相结合的立体校园安全防护网络。校园内设有应急联动指挥中心，公共区域监控摄像头覆盖率达 95%，并特设“报警求助中心”，电话：0756-3621110，为师生提供 24 小时安全应急服务，请务必牢记上述报警求助电话。同时，珠海市公安局在校园内设立综合警务工作站，与学校保卫处共同维护校园安全。

## 11) Other Campus Services 其他校园服务

a. The International Center provides hotel services such as accommodation, dining, meeting, ticket-booking, etc. Tel: 0756-2686999 or 3689666(Wen Hua Garden).

b. There are several express delivery service points on campus too. You can shop online for almost anything and have them delivered to you conveniently.

c. There are various daily services such as Agricultural Bank of China (ABC), supermarkets, restaurants, bicycle stores, bookstores, sporting goods, hair salons, etc. on campus, which provides convenience to your daily needs on campus.

校内国际交流中心提供住宿、餐饮、会议、订票等酒店服务，服务电话为：0756 – 2686999（国际交流中心） 3689666（文华苑）。

校内有多家快递公司服务，可以轻松网购到家。校内设有超市、餐厅、理发店、体育用品店、自行车行、书店等服务单位，为师生提供便利的生活条件。



# Campus Map 校园指引

