

## (学习)居留许可签证申请办理告知书

### (Study) Visa/ residence permit application notification

1. 在公安局出入境管理支队提交资料,并拿到受理回执后,出入境管理支队有权利要求申请签证的学生提交补充材料并对存疑学生进行调查,任何申请签证的学生都有被要求补充材料和被调查的可能;

After submitting the application to the Exit-Entry Administration Bureau, applicant will receive a receipt. Exit-Entry Administration Bureau has the right to request the student who applies for the visa to submit supplementary materials and accept necessary investigation.

2. 关于材料补充和调查事项,出入境管理支队会电话通知本人或邀请单位提交补充材料,或者通过电话询问、约定时间地点面谈、实地调查等方式核实申请人信息,确保申请事由的真实性。申请人应积极准备相关材料、准时参加面谈,配合调查。如审核不通过,不予办理签证;

In terms of material replenishment and investigation, the Exit-Entry Administration Bureau will notify the applicant or the university to submit supplementary materials through making phone inquiry, interview or necessary field investigation. etc., To ensure the authenticity of the application. Applicants should prepare required materials, participate in interviews on time, and cooperate with the Exit-Entry Administration Bureau for investigation. If the applicant fails the review, the visa application will not be processed;

3. 申请人需保持电话畅通以便联系,如无法联系,有可能予以撤销受理,不予办理签证;

Applicants need to keep the phone available. If they are unable to be reached, the visa application will not be processed

4. 出入境管理局做出的不予办理签证的决定为最终决定,对于不予签发签证的申请人,出入境管理局可以不说明理由。

The decision of declining visa applicant made by the Exit-Entry Administration Bureau is final. The Exit-Entry Administration Bureau doesn't have to state the reasons to the applicants.

5. 学院每月定期向出入境管理支队提交本校在读外国留学生上课考勤表,对于出勤率低于 70%的同学,东莞市公安局出入境将视情况取消其签证或居留许可。

International College submits the attendance record of foreign students studying at DGUT to the Exit-Entry Administration Bureau on a regular basis. For those students whose attendance rate is less than 70%, the Exit-Entry Administration Bureau will cancel their visa or residence permit as appropriate.

### 拿到签证后:

- ◆需要办理签证延期的学生,上课考勤率需达70%以上,并保持一定的学科通过率;
- ◆拿到新签证后,请务必在24小时之内到住址所管辖的派出所更新你的个人信息;
- ◆持学习居留许可签证在中国境内工作是违法行为;
- ◆我们建议在学习签证过期前30-60天来办理签证延期

### After getting the visa/residence permit:

- ◆ For those who need to apply for a visa extension, the attendance rate needs to reach 70% or above, and achieve a certain subject passing rate;
- ◆ After receiving a new visa, one must update their personal information within 24 hours to the police station near where they live;
- ◆ It is illegal to work with a student visa or residence permit (X visa) in China;
- ◆ We suggest that students should apply for a visa extension 30-60 days before the expiration of the study visa.

### 关于请假:

- ◆每次请假,学生详细填写请假单,交由教务员审批后保管;
- ◆每次请假,请学生做好情况记录和凭证保存,以便在申请签证时因考勤不足作为补充材料提供,或在调查面谈时提供给警官的解释凭证,将会在签证办理过程中起到重要作用。

### About asking for leave:

- ◆Student should fill in the leave application in detail and submit it to the administrator for approval when asking for a leave.
- ◆Students should keep the copy of leave application, so as to provide supplementary material to the police officer when necessary.

### 申请日期:

#### Date of Application:

本人声明,东莞理工学院国际学院已告知本人以上须知,本人清楚详细了解须知中所表达的内容和条款要求,任何因违反须知中规定和要求所造成的后果由本人承担。

I hereby declare that the International College of Dongguan University of Technology has informed me of the above requirements. I understood all contents therein. I shall be liable for consequences in case of any violations against these provisions.

告知单位:东莞理工学院国际学院留学生办公室

Foreign student's office, International College of Dongguan University of Technology

被告知人护照号:

Applicant's Passport Number:

被告知人签名:

Applicant's Signature: