

International Student Visa and Residence Permit Procedure Guide

International students who reside in China must comply with relevant local laws; and international students must have a valid Visa or a valid residence permit to stay in China. In order to prevent any troubles against the local laws, please read carefully the important details on the student Visa and residence permit rules below.

I. Visa and Residence Permit

X1 Visa Type

The period of validity of China X1 Visa shall be 30 days, counted from the date of their first-time entry in China Mainland. Student must go to the School of International Education Admissions Office to apply for a Residence Permit before the Visa expires. This type of Visa cannot change to any other Visa type. Before applying for a Resident Permit, students also need to visit Yunnan International Travel Health Care Center (Kunming Customs District P.R. China) to obtain a Health Certificate.

Residence Permit

Students who study in China with China X1 Visa will need to apply for Residence Permits. The duration days will be shown on the Residence Permit. Multiple entries will be permitted.

II. Residence Permit Procedure

According to Exit-Entry Administration of Kunming Municipal Public Security Bureau, students need to apply for Residence Permits through the School of International Education Admissions Office in advance. The relevant documentations are required:

1. Original and two copies of passport and China X1 Visa
2. Receipt of China Visa Photograph for Foreigners in Yunnan Province, one passport-size photo (2 inches, facing the front, without hat, white background)
3. Original and one copy of Registration Form of Temporary Residence for Visitors
4. Original and one copy of Health Certificate provided by Yunnan International Travel Health Care Center
5. Original and one copy of Visa Application for Study in China (JW202)
6. The receipts of tuition fee and medical insurance

After review the documentations above, the School of International Education Admissions Office will provide relevant documents (official letter, Visa / Stay Permit / Residence Permit Application Form and Interview Registration Form for Foreigners' Residence Permit Application) and apply the Residence Permit for the freshmen.

The International students who apply for residence permit extension should submit the application form for Residence Permit with passport and other relevant documentations to Exit-Entry Administration of Kunming Municipal Public Security Bureau by themselves.

It usually takes 21 working days for residence permit. Students should apply residence permit in advance to avoid unnecessary trouble due to not being able to use the passport during the application time. The passport will be taken by the PSB (Public Security Bureau) for processing during the application time. In case of emergency,

international students can apply for boarding and accommodation by presenting Receipt of Acceptance of Visa for foreigners.

Note: International students are required to commence the application for residence permit at Exit-Entry Administration of Kunming Municipal Public Security Bureau within 30 days of entry into the China Mainland. International students applying for residence permit extension should apply to the School of International Education Admissions Office 10 days in advance.

III. Other Relevant Details

a) Replace passport

After replacement of your passport in China, you must report to the School of International Education Admissions Office and go to the Exit-Entry Administration of Kunming Municipal Public Security Bureau within 10 days for passport information changing procedures. Otherwise you will be punished for illegal residence.

b) Family visa

The university can help international students apply for the family visa for their spouses and children in China. However, it will not provide any invitation letter for the family members to visit China. Hence, family members are advised to prepare a kinship certificate certified by the embassy of China in home country before arriving in China.

d) Lose and reapply passport

When you lose your passport, you need to follow the below procedures to reapply your passport and Visa as quickly as possible to prevent unnecessary troubles:

Go to the local police office to report your loss and obtain a loss report of your passport.

Obtain the relevant proof document of the university from the School of International Education Admissions Office.

After receiving the 2 reports above, you should go to the District Public Security Bureau to get the loss certificate of your passport.

Take the loss certificate of passport to the embassy of your home country to apply for a new passport.

Go to the School of International Education Admissions Office with your new passport within 10 days to apply for a new visa or residence permit. After receiving your Visa, go to the local police station to renew your accommodation registration status.

e) Cancel Visa and residence permits

If you have any academic changes such as study suspension, leave of absence, study retention, credit transfer or withdrawal, your Visa and residence permit applied by Kunming University must be changed to a zero-entry temporary visa. Otherwise the University cannot approve your academic change request.

f) Change Issuance city of residence permit

Freshmen who already have the residence permit from other cities may come to register first, and must come to the School of International Education Admissions Office to change the issuance city of the residence permit within 10 days after registration.

g) Change cell phone number in China

During your study at Kunming University, if you change your cell phone number, please inform the School of International Education promptly.

h) Punishment for unregistered stay

If you don't have any valid Visa, residence permit or accommodation registration or if the documents have expired, you will be considered "illegal alien" according to the Chinese Law. This status can attract a warning by the local government, a fine of 500 to 10000 RMB or even detention and deportation. In order to avoid such punishment, students must ensure that all their documentation and residence permits are valid during your stay in China.

Please carefully read the above instructions before applying your residence permit. If you have any questions, you can also find help at the School of International Education at 0871-67338752.

留学生签证、居留手续相关知识

在华居住的外国留学生，必须遵守中国的相关法律，持有合法有效的签证和居留许可证。请同学们仔细阅读以下的介绍，确保不会违反中国相关的外国人管理法律法规。

一. 签证、居留证件

X1 签证

持 X1 学习签证入境后，签证有效期为 30 天，必须在入境后 30 天之内前往国际学院招生办公室申请办理居留证件，不能变更为其他任何类型的签证。在办理居留证件前，学生还需要提供由云南国际旅行卫生保健中心（昆明海关）开具的健康证明。

居留证件

在中国学习并持有 X1 签证的留学生需要办理居留证件，有效期标明在居留证件上，学生可以在居留证件有效期内多次出入境。

二. 居留许可证的办理

根据昆明市公安局出入境管理局相关规定，申请居留许可证的留学生需提前向国际学院外事办公室提出申请，提交材料如下：

1. 护照和 X1 签证原件以及复印件各两份；
2. 《外国人签证数字相片采集回执》及 1 张 2 寸（护照规格）的正面免冠照片（背景为白色）；
3. 《境外人员住宿登记凭证》及一份复印件；
4. 由云南国际旅行卫生保健中心开具的《健康证明》及一份复印件；
5. 《外国留学人员来华签证申请表》及复印件；
6. 学费和保险缴费证明。

上述材料经审核后，由国际学院外事办公室出具相关文件（包括公函，《外国人签证证件申请表》，《外国人申请居留许可面见登记表》）并为新生办理居留许可证。

办理居留许可证延期的留学生自行持护照和所有签证申请材料，前往昆明市公安局出入境管理局签证处办理。

一般情况下，申请居留证件需要 21 个工作日，提醒大家提前预留好时间，以免因为在办理签证的过程中无法使用护照而造成影响。如有紧急事情，可以凭《外国人签证证件受理回执》办理乘机、住宿的手续。

注：初次申请居留许可证，留学生在入境后 30 天内办理。申请居留许可证延期，留学生需要提前 10 天向国际学院外事办公室提出申请。

三. 其他相关知识

(1) 更换护照

你在中国更换护照后，必须在领取护照后的 10 日内，先到国际学院招生办公室申请，之后前往昆明市公安局出入境管理局签证处办理护照信息变更手续，否则将因非法居留受到处罚。

(2) 家属签证办理

学校可为已来华留学生配偶、子女办理家属签证，但不为家属来华提供邀请函。留学生家属来华前，请提前准备经中国驻外使领馆认证的亲属关系证明。

(3) 护照的遗失和补办

当你发现并确认护照遗失后，必须马上按照如下程序进行处理，力求将损失降到最低。

- 留学生本人持有效证件到丢失地派出所报案，并领取报失证明；
- 到国际学院招生办公室领取相关证明信；
- 持派出所开具的护照报失证明、国际学院招生办公室开具的证明信前往居住地区县级公安分局开具护照遗失证明；
- 凭护照遗失证明前往本国驻华使领馆申请新护照；
- 领取新护照后，留学生必须在取得护照的 10 日内到国际学院招生办公室申请签证或居留证件补办手续，并及时办理住宿登记的更新。

(4) 签证和居留证件的注销

当你发生停学、休学、保留学籍、转学、退学等学业变更，必须要注销所持的由昆明学院办理的签证或居留证件，变更为有效期为 1 个月的 0 次停留证件签证，否则学校不能批准学籍变更。

(5) 居留证件颁发地变更

新生持有外地居留证件前来学校报到，请在报道后 10 日内办理居留证件变更手续。

(6) 手机号码的变更

你在昆明学院学习期间如果变更了手机号码，请通知国际学院。

(7) 非法居留的处罚

签证或居留证件过期、无住宿登记或住宿登记过期，都视为违反了我国相关法律，形成非法居留。将由公安机关根据情节严重，处以警告、500 至 10000 元的罚款、拘留甚至遣送出境等严厉处罚。所以各位同学一定要时刻关注自己的签证和住宿登记情况，以免出现不必要的麻烦。

请同学们一定要把以上的内容仔细阅读，遇到不懂的地方可以向国际学院招生办公室的老师咨询，以免因为违反相关法律法规造成不必要的麻烦。国际学院办公室签证问题咨询电话：0871-67338752