



福建工程学院
Fujian University of Technology

留学生手册

Fujian University Of Technology
International Students Handbook

二〇一六年 三月

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第一部分 来华前的准备

Part 1 Preparation before coming to China

(一) 申请来华签证 **Applying to the study Visa for China**

留学生需在本国所在的中国使领馆的领事部门申请入华签证。申请签证需提供：有效护照、录取通知书、来华签证申请表（也称为 JW202 表或 JW201 表）。

International students are required to apply for the Chinese Visa at the embassies and consulates of China in your home country. Documents needed when applying for the visa include a valid passport, original copy of Admission Notice and Visa Application Form for foreign students studying in China (also known as the JW202 or JW201 Form).

(二) 体检 **Physical Examination**

留学生来华前，要按照《外国人体格检查记录》的要求内容在本国检查身体。留学生也可以来华后进行检查。

注：在境外做身体检查的学生入境后需到福州市出入境检验检疫局保健中心 进行验证。合格者由保健中心出具《健康合格证》；如不符合要求，须重新进行 健康检查，检查合格后保健中心出具《健康合格证》。

Before coming to China, international students should have the physical examination in accordance with the Foreigner's Health Certificate in your home country. You can also have the physical examination after your arrival in China.

Notice: Those students who have had the physical examination in your home country must have the result verified at Fuzhou Health & Quarantine Bureau. If it is not accepted, students will have to retake the physical examination until get a health report by Fuzhou Health & Quarantine Bureau.

(三) 住宿 **Accommodation**

奖学金留学生由学校提供双人间，安排住宿。

FJUT will arrange accommodation for international students. Shared twin rooms for all overseas students.

(四) 所需要携带的证件 **Required Documents**

以下是来华所需携带的文件清单：

- 有效护照及证件
- 录取通知书（原件）
- 外国留学人员来华签证申请表

The following documents are required upon arrival:

- Valid passport and Chinese visa
- Original copy of Admission Notice
- Visa Application Form for Foreign Students Studying in China (JW201/JW202 Form)

(五) 行李准备 **Luggage Preparation**

建议您只带最重要的随身物品，轻装上阵。无论是常备的家庭起居用品还是计算机等，您都可以在福州购买。如果方便，可以从家里带一套浴巾和床单、洗漱用品等在您刚到学校安顿那一天使用。

Students are suggested to take only necessary personal belongings. You can buy articles for daily use and personal computers in Fuzhou. Please prepare your own sleeping mats, coverlets and towel.

第二部分 入境、注册报到

Part 2 Arriving in China and Registration

(一) 如何从机场前往福建工程学院

How to get to Fujian University Of Technology from the airport

最方便的办法是乘坐出租车。福州机场位于长乐市，距福建工程学院约60公里。

从机场到学校大约需要200-300元人民币，约需要1个小时。也可以乘坐机场到市区的大巴专线，费用为30元/人，乘坐地点是机场的国内到达大厅门前。到达终点站仓山万达站后，转乘出租车到福建工程学院，费用约35元。

The most convenient way is to take a taxi. Fuzhou International Airport is located in Changle City. It is about 60KM far from FJUT campus to the airport. It takes almost one hour and costs about RMB200-300 to take a taxi from airport to FJUT. Please ask the taxi to go to north campus of FJUT .

You can also take airport city shuttle bus, the terminal of which is STATION. The shuttle fee is RMB30/person. The departure location is outside Gate of domestic arrival at the airport. When you get off at Cangshan Wanda BUS STATION and take a taxi to the rest way to the campus. It costs about RMB35.

(二) 登记住宿 **Registration with local authorities**

根据《中华人民共和国外国人出入境管理法实施细则》，入华后24小时内须在住宿地派出所办理临时住宿登记(住酒店除外)。如违反规定不办理住宿登记，公安机关会依法处以警告或500元/天以下的罚款。

In accordance with Rules for the Implementation of the Law of the People's Republic of China on Control of the Entry and Exit of Aliens, you have to register at the local police station for your temporary residence (unless you stay at a hotel temporarily). If not, you will be fined slightly less than RMB 500/day by the local police station.

(三) 注册报到 **Registration**

1. 新生 New Students

凡被我校录取的留学生须按照录取通知书上规定的注册日期到校注册。注册时，学生需要填写《来华留学生简历卡》和《来华留学生注册表》，并携带以下文件：

- 录取通知书（原件）
- 外国人员来华签证申请表
- 身体检查报告单
- 有效护照及签证

报到手续需要学生本人亲自完成，不能委托他人代办。学生将于报到日办理住宿手续并领取《福建工程学院留学生手册》。之后，所有学生要在到校后的7个工作日内到当地派出所办理暂住证以及到福州市卫生检疫局进行体检并办理健康认证。

All the international students admitted to FJUT must register at the university on the designated registration date on their Admission Notice. Students should fill out the Foreign Student CV Card and Foreign Student Registration Form and are required to bring the following documents when registering:

- Original copy of Admission Notice
- Visa Application Form for Foreign Students Studying in China
- Physical examination report and blood test (if you have)
- Valid passport and visa

Students should complete all the registration procedures in person. Others are not permitted to do this for you. Each student should also complete the dormitory registration and will receive 《Fujian University Of Technology International Students Handbook》 on the registration day. All the foreign students are required to have the temporary residence permit at local police station and have the physical examination or health report verification at Fuzhou Health & Quarantine Bureau in the 7 days after arrival on campus.

2. 在校生 **Enrolled Students**

学校开学时，在校生必须按照规定的日期持学生证（自费生同时持住宿费收据或住宿证明），到留学生办公室办理缴费、注册手续。

自开学之日起，凡在我校学习的留学生，一个月内必须到我校留学生办公室办理报到、注册手续。因故不能注册者，需要书面提交请假手续；无故不能注册者，按照自动退学处理，学校按照规定注销其学籍，自费学生所缴纳学费不退，奖学金学生提交至奖学金管理部门终止奖学金。

At the beginning of the new semester, students should take student ID (self-supporting students should also take accommodation fee receipt or lodging certificate) to register at the International Student Office on the designated day.

From the first day of the semester, all the international students should complete all the registration procedures within one month. If you cannot register in time for some reason, please submit a written request for delay, otherwise you will be deemed as dropout, the tuition fee paid by self-supporting students will not be returned and the scholarship students will be suspended of the scholarship.

(五) 申请居留许可及签证 **Residence Permit and Visa Application**

1.凡在我校学习一年以上（含一年）者，来华前应该申请 X 签证，学习一年以下的（含一学期）应该申请 X 签证或者 F 签证。

2.持 X 签证的留学生自入境之日起30天内必须申请办理外国人居留许可。持 F 签证的在校外住宿的留学生必须办理临时住宿证明。

3.福州市出入境管理处地址为：福建省福州市北环中路109号

咨询电话：0591-87093499

网 页：<http://crj.fjgat.gov.cn:9080>

4.办理居留许可需提供以下文件材料：

- 本人有效护照（须持普通护照）
- 福建工程学院录取通知书以及留学生办公室出具的注明学习期限的公函
- 外国留学人员来华签证申请表原件
- 《外国人签证、居留许可申请表》
- 一张2寸的近期半身正面免冠照片
- 福州市出入境检验检疫局出具的《健康证明书》原件
- 有效住宿登记证明；

1.International students who have studied in Fujian University Of Technology for more than one year (including one year) should apply for X visa before coming to China, while those who have studied in FJUT for less than one semester (including one semester) should apply for X visa or F before coming to China.

2.Students with X visa should apply for the residence permit for foreigners within

30 days after the day you arrive in China. Those with F visa who live off campus have to apply for temporary lodging certificate.

3.The address of Fuzhou Exit and Entry Administration: No.109 North Ring Road, Gulou District, Fuzhou.

Telephone: +0086-591-87093499

Website: <http://crj.fjgat.gov.cn:9080>

4.Take the following documents when applying for a residence permit:

- Valid passport (regular passport)
- Fujian University Of Technology Admission Notice and official letter from the International Student Office with the period of study on it
- Visa Application Form for Foreign Student Studying in China
- Visa and Residence Permit Application Form
- A recent standard ID picture
- The original copy of the health report from Fuzhou Health & Quarantine Bureau
- Valid lodging certificate

第三部分 常用信息

Part 3 Common Information

(一) 校园公交: 48 路、168 路、123 路、157 路、192 路

(二) 校内服务设施: 邮电局、餐厅等

(三) 联系方式: 福建工程学院-国际交流处·港澳台事务办公室

通讯地址: 中国福建省福州市闽侯县上街镇学府路3号福建工程学院 北区

邮编: 350118

电话: 0591-22863030

传真: 0591-22863018

电子邮箱: fjutio@fjut.edu.cn

福建工程学院网址: <https://www.fjut.edu.cn/>

福建工程学院国际交流处网页: <http://gjilc.fjut.edu.cn/1050/list.htm>

(一) City Bus: No.48; No.168; No.123; No.157; No.192

(二) Campus Facility: Post-office; Student Canteen

(三) International office is located at 11th floor of Administration Building on North Campus.

Address: Fujian University Of Technology, Minhou County, Fuzhou City, Fujian Province, 350118, P.R. China

Tel: 0591-22863030

Fax: 0591-22863018

Email: fjutio@fjut.edu.cn

FJUT Website: <https://www.fjut.edu.cn/>

The International office of FJUT website: <http://gjilc.fjut.edu.cn/1050/list.htm>

第四部分 福建工程学院住宿管理规定

Part 4 Accommodation Rules for International Students at FJUT

(1) 请留学生服从留学生办公室统一安排，按指定房间住宿；不私自调换房间；不强占房间；无正式婚姻关系的男女生不同住一室。

Students should live in the designated room arranged for them by the International Office. Students are not allowed to randomly exchange or occupy rooms without permission. Unmarried male and female students are not allowed to live in one room.

(2) 请留学生毕业或因其他原因失去我校学生身份者，应在规定的期限内离校。逾期学校不再提供学生住房。

Students who graduate from FJUT or are dismissed from FJUT for any reason should leave the university within the required time. Dormitory accommodation will not be provided for those staying without permission.

(3) 请不要私配房门钥匙，私换房间门锁，不把房间钥匙交给他人。

Keys or door locks of the dormitory are not allowed to be lent, changed, or duplicated.

(4) 请不得利用宿舍从事违反我国法律和校规的活动，所住房间不私自转让、转租或留宿他人；不得将宿舍专设为宗教活动用房；不得在房间内打麻将、搞赌博。

Students are strictly forbidden to be involved in gambling or religious activities, or commit activities against the law of China and FJUT's regulations of residence. Students shall neither transfer or sublet their room or let visitors stay overnight in their room.

(5) 请保持宿舍的清洁与安静，不向外投弃物品，不将鞋子等杂物放在走廊，不将个人厨具放在公用厨房内，不在宿舍内饲养猫、狗等宠物；不在宿舍举行舞会、大声喧哗及高音量播放音乐等。

Students are expected to keep the dormitory building clean and quiet. Students shall neither put personal belongings in the corridor nor personal kitchenware in the public kitchen. Pets like cats, dogs or similar are not allowed to be raised in the dormitory. Loud and disruptive behavior or activities that disturb other student's rest and study are not permitted.

(6) 请保持宿舍卫生整洁，合理使用宿舍配备的电器以及相应设施。

Students are expected to keep the dormitory clean, and are responsible for the rational use of facilities in the dormitory .

(7) 请不要损坏、拆卸宿舍楼内的设备，家具物品不随意丢失；损坏或遗失要赔偿。

Students shall not destroy or disassemble facilities in dormitory. Any damage of furniture or lost items must be compensated.

(8) 请注意安全用电，宿舍内不私接电线，私移插座。如因私接电线等不当操作而发生事故，将追究使用者的相关责任。

Be safety consciousness when using electricity. Any unauthorized adaptation of wiring, shifting sockets are not allowed in the dormitory. If any accidents occur because of unauthorized electrical device, students must take responsibility for all the consequences.

(9) 请遵守防火规定，严防火灾。不乱动配电箱和消防器材，室内不存放易燃易爆物品，不在楼内外燃放烟花爆竹等，因个人责任酿成火灾者，须赔偿一切损失，严重者将由司法机关追究其刑事责任。

Students shall comply with the regulations for fire prevention. Students are forbidden to tamper with electric distribution equipment or fire safety equipment and store inflammables and explosives in their room. Setting off fireworks anywhere in or near the residence areas is strictly forbidden. Students, who accidentally start a fire, have to compensate for all losses and will have to assume criminal responsibilities for serious consequences.

(10) 请节约用水用电。学生每月水电费自理。宿舍设施如有损坏，可以到宿舍区门口保安处登记修理。

Students should pay the utility fee by themselves. If any facilities in the dormitory or public area need to be repaired, please report to guard room at gate of dorm area and to fill in the Repair Form to ensure its repaired in time.

第五部分 福建工程学院留学生公共厨房管理规定

Part 5 Rules for Managing Foreign Student Kitchen at FJUT

学院倡导留学生到学校学生餐厅用餐，留学生公共厨房作为我校来华留学生用餐辅助场所，仅供来华留学生使用，其他单位或个人谢绝使用。为了规范厨房使用，确保安全、有序、卫生，特作如下规定：

1、在厨房内要自觉维护厨房卫生，不随地吐痰，不乱扔纸屑、果皮、食品袋，不乱倒食物；

2、爱惜厨房配备的公共水电设施、微波炉、电磁炉、电冰箱等各项设施设备，并合理使用，不得擅自拆卸、改装或占为己有，违者照价赔偿并处以一定罚款。发现任何厨房设施被盗或故障时，要及时向管理人员报告，属人为损坏的，须照价赔偿；

3、注意保持厨房清洁卫生，使用完电器和设备后应及时认真清理个人物品及残留垃圾，保持设施设备使用前后的清洁，以免影响他人使用。使用厨房排水设施时，不得将剩饭、剩菜等倒入水池，以免造成堵塞；

4、不得随意将私人物品（锅、碗、调味品等）长时间摆放在公共区域内，以免影响他人使用。如随意摆放私人物品，并不听劝阻，工作人员有权将所放物品进行处理；

5、注意节约用水、用电，使用完电器和设备后要及时关闭电源、水源；

6、文明烹调、用餐，烹调时要自觉按照先来后到顺序排队，尊重不同国家的饮食文化，不得在餐厅内打闹、追逐、嬉戏，妨碍他人用餐或烹调；

7、不得带宠物到厨房内。不在厨房内吸烟、酗酒；

8、每个学生都会拥有一把厨房的钥匙，妥善保管厨房钥匙，钥匙不得转交他人，如钥匙遗失要及时向留学生负责人报告。

9、在厨房使用完后要清理厨房卫生，保持厨房干净整洁，并确保关闭电源。

10、留学生要妥善保管个人储物柜的钥匙，如有遗失，须照价赔偿。离校时，须交还储物柜钥匙并确保储物柜的干净完整，如有损坏，将照价赔偿； 以上规定，若有违者，一次给予警告，两次以上，取消其厨房使用资格。

1. Foreign students should maintain the cleanliness of the kitchen all the time and anyone who violates the rules after a warning would not be allowed to continue using the kitchen.

2. All the facilities (e.g. water and power utilities, microwave, induction cooker, fridge) should be used properly. Removing and modifying the facilities are not allowed. If you lose anything or see any equipment broken, please report to residence assistant. If one carelessly breaks any public equipment in the kitchen, you have to replace it by buying new one.
3. The kitchen must be kept clean the way it is before you started using it, if one messes up the kitchen after using it without cleaning it, you will be warned and any future violation you would be stopped from using the kitchen. When using the kitchen drainage facilities, do not dump leftovers into the sink to prevent the blocking of drains.
4. Personal items should not occupy the public area. After using facilities of the kitchen, please put away all personal belongings and clean up the leftover to avoid affecting others. Staff has the right to deal with the items after warning.
5. Be careful with the use of water and electricity in the kitchen, wasting resources won't be tolerated and any violation will attract penalty.
6. You shouldn't jump queue if there are other people in the kitchen waiting to use it before you. Respect the cuisine culture of different countries.
7. No pets or animals are allowed in the kitchen and smoking and drinking in the kitchen is prohibited. Anyone who violates this rule will not be allowed to continue using the kitchen.
8. Each foreign student will have the key to the kitchen, please keep your key properly. It's not allowed to hand over your key to outsiders. If the key is missed, please report to International Office.
9. Please maintain the cleanliness of the kitchen after cooking and make sure that the power is off.
10. Each foreign student should properly keep your key of personal locker in the kitchen. When leave campus, you should return the key and make sure the locker is clean and functional. If you lose the key or cause any damage to the locker, you need to pay for it.

第六部分 来华留学生守则

Part 6 Rules for International Students

- 1、请遵守中国政府的有关法令和规定；
Comply with the laws and decrees of China;
- 2、请遵守学校的规章制度；
Observe the rules and regulations set by the university;
- 3、请尊重教师和学校工作人员；
Respect teachers and staff members of the university;
- 4、请尊重中国人民的风俗习惯；
Respect the customs of the Chinese people;
- 5、请维护和增进各国人民之间的友谊和团结；
Respect and get along well with other students;
- 6、请同学间互相尊重，团结友好；
Safeguard and promote the friendship and unity between the people from different countries.
- 7、请努力学习，认真完成学习任务；
Study hard, fulfill their academic requirements earnestly;
- 8、请注意锻炼身体，讲究卫生；
Keep doing physical exercises and pay attention to hygiene;
- 9、请维护好本人所代表的国际形象。
Please maintain a good international image that you represent for your country
- 10、请做一名令人尊重的留学生。
Please try to be a respectable overseas student

福建工程学院校园地图
FJUT Campus Map

