华南理工大学 广州学院
Guangzhou College of South China University of Technology

Guide for Applying for the Resident Permit

According to the laws and regulations of the People's Republic of China, long-term students are required to apply for a resident permit **within 30 days upon entry of mainland China**. For short-term international students holding a valid study visa to study at Guangzhou College of South China University of Technology, a resident permit is required when students need to go out of mainland China and come back (including Hong Kong, Macau and Taiwan).

I.   For first-time applicants

1. Do the body-check

Bring the passport, copy of passport picture page and the latest Chinese visa page, 5 color photos and 500RMB to the GDITHC (Guangdong International Travel Health Care Center), fill in and submit the application form, follow the directions to pay for the fee and do the body-check.

Address: No. 207 Longkou Xilu (or Longkou West Road), Tianhe District, Guangzhou
广州市天河区龙口西路 207 号

*Note:
1. The body-check will be in the morning and no breakfast is allowed since blood test is required.
2. Lateness is not acceptable. Applicant who is late shall make the online reservation again.
3. Body-check is RMB 482 yuan. Applicants can pay in cash or bank card.

* Deliver the result of body-check

At the reception of GDITHC, tell the staff to deliver the body-check results. The delivery fee should be borne by the applicant (RMB 12 yuan).The address, contact person and phone number in Chinese is:

广州市花都区学府路 1 号华南理工大学广州学院行政楼 412
黄老师（电话：13710780999）

2. Prepare documentation for residence permit

- Passport-size photo in blue/white background and receipt of taking the photo: go to the photo-taking shop on the business street or at school gate and remember to take the receipt. The barcode on the receipt is essential.

- Body-check result

- Passport, copies of visa page and passport picture page

- JW 202 Form (yellow page): from IECC

- Residence Form: from IECC

- Proof of registration: from IECC

- Admission Notice: from the applicant

3. **Make an online application for resident permit**

The staff of IECC will make an online application for resident permit and send the applicant an application number. The number is necessary for on-site application. Online application should be done at least 1 day ahead of on-site application.

4. **Go in person to submit the documentation**

Go to the Visa Office ("Entrance & Exit Bureau") of Huadu District, get a queue number from the reception, wait in the No. 21 Counter, follow the directions and submit all documentation

Address: 广州市花都区建设北路 185 号花都区办证大厅

(Bus from school gate: No. 10)

Upon successfully hand-in of all documents, the staff will issue a receipt which should be kept well and will serve as required document for collecting the passport.

5. **Collect the passport**

Go to No. 21 Counter of the Certificate-Issuing Hall of Huadu District, present the receipt to the staff, follow the directions to pay the fee, collect the passport.

Address: 广州市花都区建设北路 185 号花都区办证大厅

(Bus from school gate: No. 10, No. 712, No. 712a)

*Note:

1. The fee for applying the resident permit is 400RMB for a resident permit less than one year, and 800 RMB for more than one year.

6. **Update personal file in the police station**

Applicant who has successfully applied for the resident permit has the responsibility to go to the police station to update the personal file. Staff at IECC will notify the procedure and provide assistance if necessary.

II.   For extending the resident permit

1. Prepare documentation

- Passport-size photo in blue/white background and receipt of taking the photo: go to the photo-taking shop on the business street (the shop named ASUS with a blue brand) and bring the receipt to IECC after taking the photo.

- Passport + copy of visa page and copy of passport page

- Residence Form: from IECC

- Proof of registration: from IECC (if you have went abroad or HK , you need to get the form from police station)

2. Make an online application for resident permit

The staff of IECC will make an online application for resident permit and send the applicant an application number. The number is necessary for on-site application. Online application should be done at least 1 day ahead of on-site application.

3. Go in person to submit the documentation

Go to the Certificate-Issuing Hall of Huadu District, get a queue number from the reception, wait in the No. 21 Counter, follow the directions and submit all documentation

Address: 广州市花都区建设北路 185 号花都区办证大厅

(Bus from school gate: No. 10, No. 712, No. 712a)

Upon successfully hand-in of all documents, the staff will issue a receipt which should be kept well and will serve as required document for collecting the passport.

4. Collect the passport 7 working days later

Go to No. 21 Counter of the Certificate-Issuing Hall of Huadu District, present the receipt to the staff, follow the directions to pay the fee, collect the passport

Address: 广州市花都区建设北路 185 号花都区办证大厅

(Bus from school gate: No. 10, No. 712, No. 712a)

*Note:

1. The fee for applying the resident permit is 400RMB for a resident permit less than one year, and 800 RMB for more than one year.

5. Update personal file in the police station

Applicant who has successfully applied for the resident permit has the responsibility to go to the police station to update the personal file. Staff at IECC will notify the procedure and provide assistance if necessary.