

# 国际学生居留许可办理材料清单

## 一、X1 签证换学习类居留许可

1. 护照原件。
2. 护照首页复印件、有效签证页复印件、最新入境章页复印件。
3. 录取通知书复印件。
4. 有效 JW201/JW202 表打印件。
5. 临时住宿登记表复印件（校外住宿的同学提供，校内住宿的同学在木兰楼前台办理临时住宿登记无需提供）。
6. 证件照 1 张。
7. 体检报告复印件（蓝色）：由湖南国际旅行卫生保健中心出具，签发后 6 个月内有效（申请居留许可期限一年以下无需提供）。
8. 外国人签证申请表、签证申请学校出具公函（均由国际处 126 办公室提供）

## 二、申请实习类居留许可（学习+实习）

1. 护照原件。
2. 护照首页复印件、有效签证页复印件、最新入境章页复印件。
3. 录取通知书复印件。
4. 有效 JW201/JW202 表打印件。
5. 学院出具的实习同意/委托书（原件）。
6. 实习单位接收函或实习协议（原件）。

7. 实习单位营业执照复印件（需加盖单位公章），联系人及联系方式。
8. 临时住宿登记表复印件（校外住宿的同学提供，校内住宿的同学在木兰楼前台办理临时住宿登记无需提供）。
9. 证件照 1 张。
10. 体检报告复印件（蓝色）：由湖南国际旅行卫生保健中心出具，签发后 6 个月内有效（申请居留许可期限一年以下无需提供）。
11. 外国人签证申请表、签证申请学校出具公函（均由国际处 126 办公室提供）。

### **三、换发新护照后，居留许可迁移/补办（旧护照过期/遗失，已换发新护照）**

1. 新、旧护照原件（旧护照遗失无需提供，但需补充对应证明）。
2. 新、旧护照首页复印件，旧护照居留许可（签证）页复印件、最新入境章页复印件。
3. 录取通知书复印件。
4. 有效 JW201/JW202 表打印件。
5. 临时住宿登记表复印件（校外住宿的同学提供，校内住宿的同学在木兰楼前台办理临时住宿登记无需提供）。
6. 证件照 1 张。
7. 体检报告复印件（蓝色）：由湖南国际旅行卫生保健中心出具，签发后 6 个月内有效（申请居留许可期限一年以下无需提供）。
8. 外国人签证申请表、签证申请学校出具公函（均由国际处 126 办公室提供）。

9. 补充说明：旧护照遗失的，需额外提供公安机关出具的外国人护照报失证明。

#### 四、居留许可延期（续签）（适用于学习期限延长、居留许可即将到期）

1. 护照原件。
2. 护照首页复印件、现有居留许可页复印件、最新入境章页复印件。
3. 录取通知书复印件及学院给出的延期申请表复印件。
4. 有效 JW201/JW202 表打印件。（如需更新，需提供更新后的表格复印件，该表格签发时间较长，请提前向国际处 227A 办公室提出申请）。
5. 临时住宿登记表复印件（校外住宿的同学提供，校内住宿的同学在木兰楼前台办理临时住宿登记无需提供）。
6. 证件照 1 张。
7. 体检报告复印件（蓝色）：由湖南国际旅行卫生保健中心出具，签发后 6 个月内有效（申请延长居留许可期限一年以下无需提供）。
8. 外国人签证申请表、签证申请学校出具公函（均由国际处 126 办公室提供）。
9. 在华留学生综合保险单（仅自费学生需要，保险有效期需超过居留许可有效期）。

## **Required Materials for International Student Residence Permit**

### **Application**

#### **X1 Visa to Study Residence Permit**

1. Original passport
2. Copies of passport bio-page, valid visa page, and latest entry stamp page
3. Copy of admission notice
4. Printed valid JW201/JW202 form
5. Copy of temporary accommodation registration form (required for off-campus students; on-campus students living in Mulan Building who complete registration at the front desk are exempt)
6. One ID photo
7. Copy of physical examination report (blue version) issued by Hunan International Travel Healthcare Center, valid within 6 months of issuance (not required if applying for a residence permit valid for less than one year)
8. Foreigner Visa Application Form and official letter from the university (both provided by the International Office, Room 126)

#### **Internship Residence Permit (Study + Internship)**

1. Original passport
2. Copies of passport bio-page, valid visa page, and latest entry stamp page
3. Copy of admission notice
4. Printed valid JW201/JW202 form
5. Original internship consent/authorization letter from the college
6. Original internship offer letter or internship agreement from the host institution
7. Copy of business license of the internship institution (with official seal), plus contact person and phone number
8. Copy of temporary accommodation registration form (required for off-campus students; on-campus students living in Mulan Building who complete registration at the front desk are exempt)
9. One ID photo
10. Copy of physical examination report (blue version) issued by Hunan International Travel Healthcare Center, valid within 6 months of issuance (not required if applying for a residence permit valid for less than one year)

11. Foreigner Visa Application Form and official letter from the university (both provided by the International Office, Room 126)

### **Residence Permit Transfer / Reissue After New Passport Issuance**

(Old passport expired or lost; new passport already obtained)

1. Original new and old passports (old passport not required if lost, but supporting certificate must be submitted)
2. Copies of bio-pages of new and old passports, copy of old passport residence permit (visa) page, and latest entry stamp page
3. Copy of admission notice
4. Printed valid JW201/JW202 form
5. Copy of temporary accommodation registration form (required for off-campus students; on-campus students living in Mulan Building who complete registration at the front desk are exempt)
6. One ID photo
7. Foreigner Visa Application Form and official letter from the university (both provided by the International Office, Room 126)
8. Additional requirement: If old passport is lost, a Foreigner's Passport Loss Confirmation issued by public security authorities must be provided
9. Copy of physical examination report (blue version) issued by Hunan International Travel Healthcare Center, valid within 6 months of issuance (not required if applying for a residence permit valid for less than one year)

### **Residence Permit Extension / Renewal**

(For extended study period or expiring residence permit)

1. Original passport
2. Copies of passport bio-page, current residence permit page, and latest entry stamp page
3. Copy of admission notice and extension application form from the school
4. Printed valid JW201/JW202 form (if updated, submit a copy of the revised form; apply in advance to International Office Room 227A due to long processing time)
5. Copy of temporary accommodation registration form (required for off-campus students; on-campus students living in Mulan Building who complete registration at the front desk are exempt)
6. One ID photo
7. Foreigner Visa Application Form and official letter from the university (both provided by the International Office, Room 126)

8. Copy of physical examination report (blue version) issued by Hunan International Travel Healthcare Center, valid within 6 months of issuance (not required if applying for an extension valid for less than one year)
9. Comprehensive insurance policy for international students in China (only for self-funded students; insurance validity must exceed residence permit validity)