

签证申请流程

第一步：交学费。

到教三楼 109 办公室领取交费单，到财务或银行交费（现金交到银行、刷卡到财务）

第二步：领取办理签证通知单。

交费后，持交费单到汉语速成学院国际学生办公室(教三楼 109)领取办理签证通知单。

第三步：办理签证手续。

持办理签证通知单及以下材料到签证办公室（综合楼一层一站式大厅）办理签证手续。

签证办公室工作时间：13:00-15:30 周一到周五，假期工作时间另外通知

住宿证明复印件（住在校内学生请到本楼服务台领取）

入学通知书

近期免冠白底照片，尺寸 3.5cm*5.3cm

如照片不符合要求，我校在读国际学生可持学生证到以下两个公安局指定照相馆拍照。可以选择直接拍摄相片，或者生成带有条形码的《回执单》。

（1）完美照相馆。

地址：北京语言大学西门北侧（学 17 楼东北方向）

（2）黄山图片社

地址：成府路 17 号（超市发西侧）前往以上地点拍摄

第四步：办理面签

按照签证办公室通知时间和地点去公安局办理面签。

第五步：领取新签证

按规定时间到签证办公室领取新签证。

注意事项：

X1 签证： X1 签证的有效期只有 30 天，因此持 X1 签证的留学生来华后需办理“居留许可”，且须在入境后 30 日内办理。

居留许可的有效期以到期日期的形式标注在居留许可上。持有居留许可的学生，可以在有效期内多次出入境，无需申请再入境签证。

X2 签证： 持有中国驻外使领馆签发的 X2 签证的学生，其有效期一般以入境停留时间的方式标注在签证上。入境时，在边防检查时会在护照上加盖椭圆形的入境章。自入境章上标明的日期起，可以在中国境内停留签证上指定的天数。

持 X2 签证的国际学生出境（包括到香港、澳门地区）须到学院国际学生办公室办理再入境签证申请手续。新签证签发后，原有签证即取消。

- 学院根据学生的学习时间决定新签证的有效期。12周班和一学期班学生签证可延长至学习结束后20天。
12周以下的学生为14天。

- 办理签证需要 12 个工作日，请根据回国时间提前申请往返签证。
- X2 签证可以办理再入境次数，学习期限在三个月以内，可增加一次往返，三个月以上，可增加两次往返。

继续学习签证延长办法

在签证到期前交下一期课程学费，签证延长至相应课程结束后天数；如果暑期不参加学习，必须购买保险、签安全协议、交九月份课程学费后，方可办理签证延长手续。X2 签证最长能延 180 天，因此学生继续学习，不需要提前太早办理签证延长手续，以保证新延长的签证能够满足下一期课程学习的时间要求。

Visa application process

Step 1

Pay tuition fees. Get tuition bill in the International Student Office of the College of Intensive Chinese Room 109 in No.3 Teaching Building.

Step 2

Hold the payment slip to the International Student Office of the College of Intensive Chinese (Room 109 in No.3 Teaching Building) to get the visa notice.

Step 3

Hold the visa notice and the following materials to the visa office (one-stop hall in the first floor of the complex building) for visa formalities.

Visa office hours: 13:00-15:30 Monday to Friday

(working hour in holiday will be told in Summer Holiday)

①.Copies of the Resident Permission (students living in campus should go to the service desk of your building to collect it)

②.Admission Notice

③.Recent photographs with no crown and white background, 3.5cm*5.3cm in size

If the photos do not meet the requirements, the international students can take pictures at two photo studios designated by public security bureaus. You can choose to **take a photo directly or generate a Barcode Receipt Form.**

(1) Perfect Photo Gallery.Address: North Side of Ximen, (northeast of the 17th floor)



(2) Huangshan Photo studio(黄山图片社)Address: No. 17 Chengfu Road (west side of supermarket)



Step 4

Go to the Public Security Bureau for Interview according to the time and place notified by the visa office.

Step 5

Get a new visa at the visa office at the prescribed time.

Matters needing attention:

X1 visa: The validity of X1 visa is only 30 days. Therefore, foreign students with X1 visa need to apply for "residence permit" after coming to China, within 30 days after entry.

X2 visa: Students holding X2 visa issued by Chinese embassies and consulates abroad, whose validity period is usually marked on the visa by the way of entry and stay time. From the date indicated on the entry stamp, the number of days specified on the visa for stay in China may be counted.

International students with X2 visa must go to the International Student Office of the College to apply for a re-entry visa when they leave China(including Hong Kong and Macao). **After the issuance of the new visa, the original visa will be cancelled.**

The College determines the validity of the new visa according to the students' study time. The student visa for 12-week and one-term course can **be extended to 20 days after the end of study**. Students under 12 weeks **are 14 days**.

It takes **12 working days** to apply for a visa. Please apply for visa **in advance according to leaving time**.

X2 visa can be applied for the number of re-entry, the study period is within three months, one round trip can be increased, more than three months, two round trips can be increased.

Extension of continuing study visa

Before the expiration of the visa, the tuition fee for the next course shall be paid, and the visa shall be extended to the days after the end of the corresponding course; if you do not participate in the summer, you must purchase insurance, sign a security agreement, and pay the tuition fee for the course in September before going through the visa extension procedures. X2 visa can be extended for up to 180 days, so students do not need to go through visa extension procedures too early to ensure that the newly extended visa can meet the time requirements of the next **course**.

签证办理 Follow the pictures



Get visa notice in No.3 teaching building Room 109 and prepare the files

办理签证通知单

您的签证有效期至 20 年 月 日, 请务必在此前携带以下材料到本校签证办公室(综合楼一层一站式大厅)办理签证手续:

In order to make your new visa, please take the documents below to the One-stop service center of the comprehensive building (the 1st floor)

签证办公室工作时间 visa office hours: 13:00-15:30

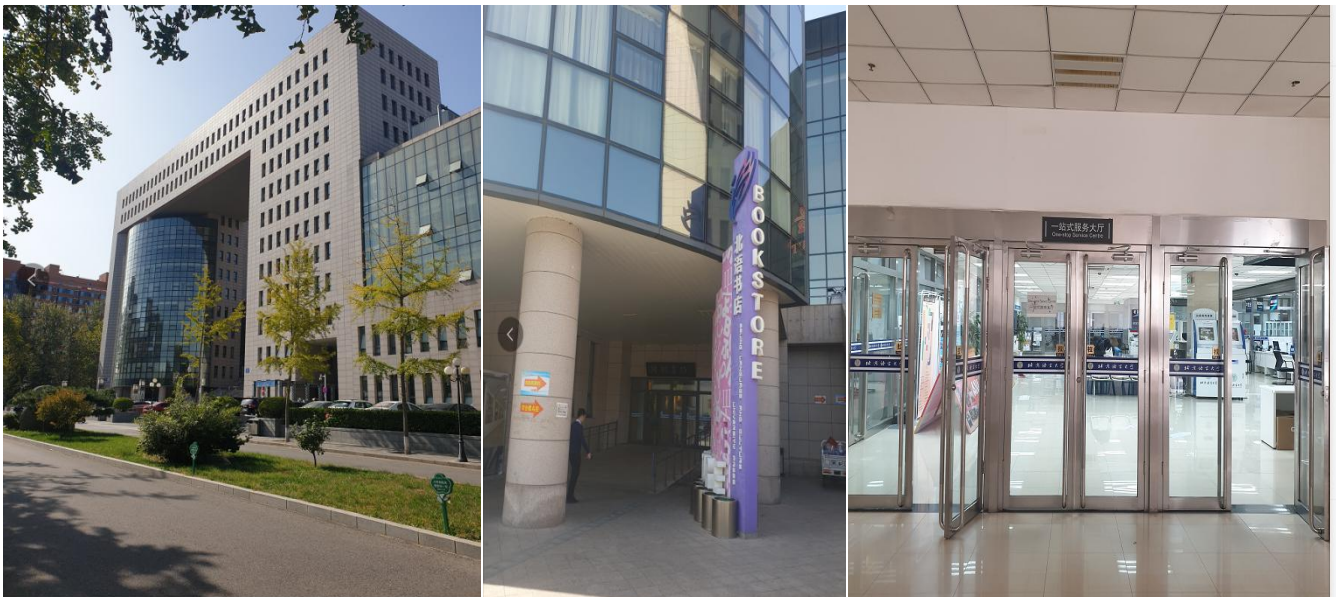
- 住宿证明复印件 The copy of residence certification 录取通知书 admission notice
- 两寸白底照片一张 one color photo with white background, 2 inch

国籍: <input type="text"/>	中文名: <input type="text"/>	护照号码: <input type="text"/>	签证种类: <input type="text"/>
签证有效期延长至 permitted to stay until for this time		2019 年 月 日	
下次入境后每次停留 stay for days each time since next entry		天	
入境次数 entry(s)		次	
E-mail: <input type="text"/>		Tel: <input type="text"/>	
境外通讯地址: (Full non-Chinese permanent postal address)			

汉语速成学院 2019 年 月 日

*根据《中华人民共和国出境入境管理法》规定: 外国人非法居留的, 给予警告; 情节严重的, 处每非法居留一日五百元, 总额不超过一万元的罚款或者五日以上十五日以下拘留。 Foreigners who reside in China illegally shall be given a warning; where circumstances are serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

The road map to visa office



护照到期问题 (Passport will be expired)

换领新护照

Apply for a new passport

及时与驻华使馆联系，在护照到期前提前换领新护照



护照遗失 (lost your passport)

遗失护照补办手续

Things to do if you lost your passport



【护照遗失】

基本材料+公安机关出具的**护照报失证明**或申请人所属国驻华使领馆致总队关于换发新护照的**照会**

【Lost passport】

Basic materials + **certification of passport losing** released by the police or the **note** for a new passport released by the **embassy**

补发和原签证种类、入境有效期、停留期一样的签证
The new visa is the **same** as the **old** one in terms of classification, entry validity and duration (to the end of learning)