



“留学海南”品牌
"STUDY IN HAINAN" BRAND

教学保障坚实有力
THE TEACHING GUARANTEE IS
SOLID AND STRONG

持续优化营商环境
CONTINUE TO OPTIMIZE THE
BUSINESS ENVIRONMENT

中国教育改革开放模式创新
INNOVATION IN CHINA'S EDUCATION
REFORM AND OPENING UP MODEL

就一个时代的传奇
JUST A LEGEND OF AN ERA



Service Guide for foreigners entering the Pilot Zone

HAINAN LINGSHUI LI' AN INTERNATIONAL EDUCATION INNOVATION PILOT ZONE

入园外籍人员出入境事项指引

PART I

PRIORITIES TO KNOW AND DO AS SOON AS YOU ARRIVE IN CHINA, OTHERWISE IT WILL AFFECT YOUR STAY.

It is necessary and strongly recommended that you are accompanied by someone from your workplace or an acquaintance who knows the area well, speaks fluent Chinese and is responsible for assisting you with the process of updating your residency documents in China.

I. BEFORE ENTERING CHINA, PLEASE BRING CASH US DOLLARS, EUROS OR CHANGE IT INTO RMB AT THE AIRPORT

请您在进入中国前请携带现金美元、欧元或在机场兑换成人民币

To minimize inconvenience (loss of time, difficulty in changing currency on your way), please bring enough cash to cover your living expenses for approximately one month after entering China, preferably in US dollars, euros or Chinese yuan (if possible).

为了减少您的出行不便（减少途中兑换货币浪费的时间），请随身携带足够的现金（最好是美元、欧元或人民币），足以支付在中国一个月的生活开销。



Please check with your travel agent at the airport to find out exactly how much cash you are allowed to take with you on your trip to China.

请在机场核实，您在中国旅行时可以携带多少现金。



II. YOU NEED TO GET THE REGISTRATION (VOUCHER OF RESIDENCE FOR VISITORS, FOR OVERSEAS) WITHIN 24 HOURS WHEN YOU ARRIVE IN CHINA.

您需要在抵达中国后24小时内进行登记。

You should register at the police station in the district where you are staying and bring your passport and a copy of your passport (information page, visa page, entry stamp page).

*If you are renting a room off campus, you should also bring a copy of your landlord's ID card and the rental contract to the police station in the district where you are staying.

*Please check in at the hotel reception if you are staying at a hotel.

您应该前往住宿所属辖区的派出所进行登记，需要带上护照及护照复印件（信息页、签证页、入境章页）。

*如果您在校外租房住，那么您还要带上房东身份证复印件和租房合同一起去辖区所属派出所。

*如果您入住酒店，请在酒店前台登记。



If you study or work in Hainan Lingshui Li' an International Education Innovation Pilot Zone, you should register at "Li' an Coast Police Station".

Take a taxi from the school to Li' an Coast Police Station, No. 28, Li' an Avenue, Li' an Town, Lingshui County.

如果您在海南陵水黎安国际教育创新试验区学习或工作，请在黎安海岸派出所办理登记。

您可以在学校门口叫出租车到黎安海岸派出所：
地址是：陵水县黎安镇黎安大道28号。

★ CHECK THAT YOUR PERSONAL DETAILS ARE CORRECT BEFORE YOU SIGN, AND MAKE SURE YOUR RESIDENCE PERMIT BEARS THE STAMP!

As soon as you receive your REGISTRATION from the Police station, please submit the copy of your REGISTRATION to the person responsible at your workplace.

请复印住宿登记表提交到您的工作单位。

III. APPLY FOR A MOBILE PHONE CARD AS SOON AS POSSIBLE AFTER ENTRY 入境后尽快办理手机卡

Take your passport to the China Mobile, China Unicom or China Telecom business office

携带护照前往中国移动、中国联通、中国电信营业厅办理



IV. PHYSICAL HEALTH EXAMINATION 健康体检证明

If you already have the Certificate of Verification of Medical Examination Record or Certificate of Health Examination issued by the Chinese Inspection and Quarantine Authority before entering the country, or medical examination certificates issued by overseas health and medical institutions approved by the Chinese Inspection and Quarantine Authority within 6 months.

如果您在入境前已经持有中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明，签发时间均在6个月内。

CHECK OUT THE NEXT.

请查看下一个。

If you do not have a physical examination record, you need two photos (3.5*5.3cm)、passport、copy of your passport (the first page and the visa page and the entry stamp page)、empty stomach (do not eat or drink in the morning before the examination); Go to "Hainan International Travel Health Care Center" with 371RMB in the morning (8:00-10:00);

如果您没有健康体检证明，需要携带两张2寸照片、护照、护照复印件（信息页、签证页、入境章页），在早上（8:00-10:00）前往海南国际旅行卫生保健中心体检，不能吃早餐，体检费用是371元。

You can take a train from Lingshui railway station to Haikou city and then go by taxi to Hainan International Travel Healthcare Centre;

您可以选择在陵水高铁站乘火车到海口市，再乘出租车到海南国际旅行卫生保健中心。

You can also take the bus from Haikou and get off at the 西秀海滩站 (xī xiù hǎi tān zhàn) bus stop, (cross the road and) walk 300 meters to Entry-TXIT Inspection and Quarantine.

或者您也可以从海口乘坐公交车，在西秀海滩站(XIXIU HAITAN ZHAN)下车，（过马路后）步行300米到达海南国际旅行卫生保健中心。



V. THE VISA MUST BE RENEWED OR TRANSFERRED WITHIN 30 DAYS OF YOUR ARRIVAL IN CHINA. 入境后30日内更换签证

① FOR STUDENTS, you will need to provide a copy (the first page and the visa page and the Entry stamp page) of your passport, accommodation registration, medical examination results, the other files (prepared by the school), a certificate of transfer to another school.

If you're under the age of 18, more files need to be provided: a power of attorney、copy of your father or mother's passport、copy of your birth certificate、custodianship declaration; If you transfer from another university in China, you should provide the Transfer letter.

① 来华留学生

请您准备一份材料，材料包括：护照（原件和复印件）、住宿登记证明、体检结果、相关函件（校方准备），未成年材料、转学证明。

②FOR WORKERS, you will need to provide the following materials:

*Accommodation registration (The Local Police Station, both copy and original are needed);

*Applicant's passport (original and photocopy) (contents of photocopy: information page, current valid visa page, entry stamp of last entry into China);

*Work permit for foreigners (obtained from the Ministry of Foreign Affairs, original and photocopy of the work permit) (the photocopy must contain all the information pages), administrative authorization documents, a scan of the QR code on the work permit and a print of the stamp;

*Medical examination certificate (Hainan International Travel Health Care Centre, No. 175 Binhai Avenue, 68651113);

*Copy of Business License/Certificate of organization code, the school provides the school-running license and the legal person certificate;

*Contract;

*Written statement for not holding a Z visa to apply for a work-type residence permit, and stamp company's official seal.

Attention: Applicants are required to come to the site to take an on-site photographs.

Remarks: All materials should be photocopied on both sides of A4 paper.

②来华工作人员，您需要提供以下材料：

*派出所出具的“住宿登记证明”（原件及复印件）

*申请人的护照（原件及复印件）（复印件内容：资料页，当前有效签证页，最近一次入境中国的入境章）

*单位申请书（用人单位请向试验区政务服务部获取，加盖单位公章）；

*外国人工作许可证（从外专局获取，要原件及复印件，复印所有信息页），行政许可的文件，扫描工作许可证的二维码并打印盖章；

*健康体检证明（开证明地址：海南国际旅行卫生保健中心滨海大道175号，电话：68651113）；

*公司营业执照副本（复印件并加盖公司公章），学校提供办学许可和法人证书；

*就业劳动合同（Contract）；

*持我国驻外使馆非“Z”签证种类在华申请就业类居留许可，需提供来不及办理 Z 签证的情况说明（加盖聘用公司公章）；

注意：申请人需到现场拍摄现场照相。

备注：所有材料请用 A4 纸双面复印。

③ Apply for Visa

Take a train from Lingshui High Speed Railway Station to Haikou City, then take a taxi to the “Business Environment Construction Centre of Hainan Province”, No. 3 Wuzhishan South Road, Meilan District, Haikou City.

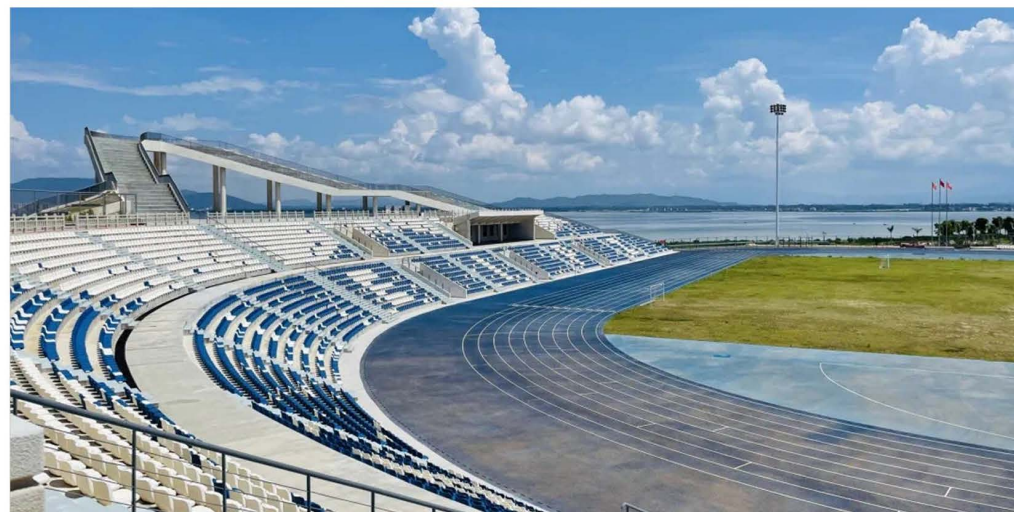
Work time, morning 8:30-11:30am, afternoon 13:30-17:00pm.

③办理签证（海南省政务服务中心）

办理地点：海口市美兰区五指山南路3号海南省营商环境建设中心

接待大厅工作时间：周一至周五早上8:30—11:30 下午 13:30—17:00

在陵水高铁站乘火车到海口市，再乘出租车到达海口市美兰区五指山南路3号海南省营商环境建设中心。



④ Procedures

Pick up the form at the counter near the entrance and fill it out.

Take a picture while there.

Apply for the visa at the NO. 12 counter.

*Don't forget to collect your receipt when you're finished.

When you come to pick up your visa, bring it with you and the cash you need to pay for it.

④签证办理流程

请在门口柜台取表填表，拍照，办理签证。办完后记得收好回执，取签证的时候带上您的回执和需要付的现金。

⑤ As soon as you receive your new visa please submit the copy of your new visa page to the associated office.

⑤请复印新的签证页交到工作单位的负责人。



VI.APPLY FOR A BANK CARD, BIND WECHAT OR ALIPAY 办理银行卡，绑定微信或支付宝

Comparison table of foreign passport visa types and account opening permits
外国护照签证类型与开户许可对照表

序号 serial number	签证代码 Visa Code	签证类型 Visa Type	是否可以开户 Is it possible to open a bank account?
1	D	定居 Residence	是 Yes
2	J1	常驻记者 Permanent Correspondent	
3	LY	礼遇签证 Courtesy Visa	
4	M	贸易 Trade	
5	Q1	长期探亲 Long Term Family Visits	
6	R	人才 Talent	
7	S1	长期私人事务 Long Term Personal Affairs	
8	WJ	外交签证 Diplomatic Visa	
9	X1	长期学习 Long-term studies	
10	Z	任职就业 Employment	
11	C	乘务 Flight Service	否。但若能同时提供“外国人居留许可证”的，可以开户。 No, but you can open an account if you also have a "foreigner's residence permit".
12	F	访问 Visiting	
13	G	过境 Transit	
14	J2	临时记者 Temporary journalists	
15	L	旅游 Tourism	
16	Q2	短期探亲 Short-term family visits	
17	S2	短期私人事务 Short-term Personal Affairs	
18	VF	免签 Visa Exemption	
19	X2	短期学习 Short-term study	

Documents required to apply for a bank card: personal telephone number in China, passport with valid visa, work permit or other supporting documents for short-term visa holders (for information on special cases, please contact the Department of Governmental Services).

The bank is located at "Bank of China Lingshui Sub-branch, No. 78, Jianshe Road, Lingshui Lizu Autonomous County, Hainan Province", which can be reached by taxi. Please let the bank staff or Chinese friends help you bind Wechat or Alipay.

办理银行卡时需要的材料：在中国境内的个人电话号码、有效签证护照、工作许可证或持短期签证者的其他证明文件（有关特殊情况的信息，请联系政务服务部）。

您可以请银行工作人员或中国朋友帮忙绑定微信或支付宝。可以乘坐出租车前往银行办理。银行地点：中国银行陵水支行，海南省陵水黎族自治县建设路78号。

Please, ensure your bank account name matches your passport.

Only those who have opened a bank card with the Bank of China can carry out the following operations: transfer and withdrawal of funds, purchase and settlement of foreign exchange.

Purchase of foreign exchange is limited to \$500 per day and Settlement of foreign exchange is limited to \$1,000 per day (not to exceed the total amount of salary received in the country; proof of tax payment and a list of salaries are required).

已在中国银行开立银行卡的人员才可以办理以下业务：转账和取款、购汇和结汇。

购汇每天不超过 500 美元，结汇每天不超过 1000 美元（金额请勿超过国内领取的工资总额；需要提供纳税证明和工资清单）。

VII. OTHER IMPORTANT THINGS YOU NEED TO KNOW

您需要知晓的其他业务

① If your passport information changes, expires, is damaged, lost, etc, and you need to renew your passport, make sure you inform your organization's contact person well in advance and contact the Pilot Zone Department of Governmental Services to enquire about the process.

① 若发生护照信息变更，护照过期、损坏、丢失等情况，您需要更新护照，一定要及时告知本单位负责人，并前往试验区政务服务部咨询业务办理。



Article 33: The registered items of a foreigner's residence permit shall include the holder's name, sex, date of birth, reason and duration of residence, date and place of issue, passport number or other international travel document number.

Where the registered items of a foreigner's residence permit have changed, the holder shall, within 10 days from the date of the change, apply to the exit/entry administration of the public security organ under the local people's government at or above the country level in the place of residence to go through the formalities for replacement.

---Exit and Entry Administration Law of the People's Republic of China

第三十三条 外国人距离证件的登记项目包括：持有人姓名、性别、出生日期、居留事由、居留期限、签发日期、地点，护照或者其他国际旅行证件号码等。

外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起十日内向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

- 《中华人民共和国出境管理法》





②If you need to extend your work permit while you are on duty, you must inform your department in advance and contact the Pilot Zone Department of Government Services to find out the procedure to follow.

②在岗期间如果需要延期工作许可证，一定要及时告知本单位的负责人，并咨询试验区政务服务部业务如何办理。

②Application for extension of work permit for foreigners coming to China (If the employer continues to employ the applicant in the original position (occupation), the application shall be submitted to the decision-making authority 30 days before the expiry date of the applicant's work permit to come to China.

②申请外国人来华工作许可延期（用人单位在原岗位（职业）继续聘用申请人的，应当在申请人的来华工作许可有效期届满 30 日前向决定机构提出申请。

③You will need an original (electronic/paper) copy of the following:

Application for Extension of Foreigner's Work Permit in China (to be filled in and printed online, signed by the applicant, stamped with the official seal of the employing organization and then uploaded to the system), Employment Contract Certificate of Occupation (the contract should be in Chinese, signed by the applicant, stamped with the official seal of the employing organization and must not be altered),

Visa or valid residence permit (visa page of passport or international travel document, entry visa page or residence permit information page of passport or international travel document, entry stamp page or residence permit information page), Foreigner's work permit, other.

③您需要一份原件（电子版/纸质版）：外国人来华工作许可延期申请（在线填写打印，申请人签字，加盖用人单位公章后上传系统），聘用合同任职证明（提供中文合同，有申请人签名并加盖单位公章，不得涂改），签证或有效居留许可（护照或国际旅行证件签证页，入境签章页或居留许可信息页），外国人工作许可证等。

④ You will need an original (electronic/paper) copy of the following:

Application for Extension of Foreigner's Work Permit in China (to be filled in and printed online, signed by the applicant, stamped with the official seal of the employing organization and then uploaded to the system),
Employment Contract Certificate of Occupation (the contract should be in Chinese, signed by the applicant, stamped with the official seal of the employing organization and must not be altered),

Visa or valid residence permit (visa page of passport or international travel document, entry visa page or residence permit information page of passport or international travel document, entry stamp page or residence permit information page), Foreigner's work permit, other.

您需要一份原件（电子/纸质）的：外国人来华工作许可延期申请（在线填写打印，申请人签字，加盖用人单位公章后上传系统），聘用合同任职证明（应提供中文合同，应有申请人签名并加盖单位公章，不得涂改），签证或有效居留许可（护照或国际旅行证件签证页，入境签章页或居留许可信息页），外国人工作许可证等。

⑤ Always renew your visa before the previous one expires. If you forget to do so, you will have to pay a penalty based on the number of days after your visa expires and, more seriously, you will be at risk of being sent back to your country.

请务必在前一次签证到期前续签。如果忘记续签，您将需要根据签证到期天数支付罚金，更严重的是，您将面临被遣送回国的风险。



PART II

To be continued..



Institution:

Hainan Lingshui Li'an International Education Innovation Pilot Zone
"International Talent Exchange Service Center"

Policy and business consulting Address:

Government Service Department on the first floor of the office building
of Binhai Stadium in the experimental area

PO BOX: 572426

E-mail: syqzfwf@126.com



Scan the code to register for more information



Twitter



Facebook



Wechat



Tiktok



Weibo