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# 国际学生在校期间常见问题

## FAQ for Current International Students (Version 1.0)

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## 第一部分：居留许可 PART I : Residence Permit

### 1.1 学习类居留许可申请 Application of Study Residence Permit

**Q1: 国际新生在完成校内报到注册手续后，应何时申请居留许可？ When should international new students apply for a residence permit after completing registration and enrollment at the university?**

持 X1 签证入境的新生：请务必在入境之日起 30 天内，前往南山出入境管理部门完成居留许可的申请。

Students entering with a X1 Visa: You must apply for a residence permit at Nanshan Immigration Office within 30 days of your entry date.

已持有其他地区/类型居留许可的学生：在完成校内报到后，也应主动、尽快申请将其更换为深圳市的学习类居留许可。切勿等到现有许可临近到期时才办理，否则可能导致申请被拒签。

Students already holding a residence permit issued elsewhere or for other purposes: After completing university registration, you should also proactively and promptly apply to change it to a Shenzhen study residence permit. **Do not wait until your current permit is about to expire**, as your application may be rejected.

**Q2: 新生首次申请学习类居留许可需准备哪些材料？ What materials do new students need to prepare when applying for a study residence permit for the first time?**

- 1) 外国人签证证件申请表
- 2) 境外人员体格检查记录验证证明复印件（验原件）
- 3) 临时人员住宿登记表复印件（验原件）
- 4) 广东省外国人签证照片检测回执及其蓝底照片 1 张
- 5) 有效护照原件，护照首页复印件、当前签证或居留许可页复印件、最新入境章页复印件
- 6) JW202 表
- 7) 首次在深圳办理居留许可情况调查表（学习类）
- 8) 担保函

以上所有材料要求，均以出入境管理处的最新规定为准。

- 1) Visa and Residence Permit Application Form

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- 2) Physical Examination Record for Foreigners (both the original copy and the photocopy)
  - 3) Registration Form of Temporary Residence for Visitors (both the original copy and the photocopy)
  - 4) Receipt of Visa Photograph for Foreigners in Guangdong Province and 1 printed blue-background ID photo
  - 5) Valid passport, copies of passport personal information page, valid visa and latest entry stamp pages
  - 6) JW202 Form
  - 7) Qualification Interview for Residence Permit (Student Visa)
  - 8) Letter of Guarantee

**Q3: 新生首次申请学习类居留许可的具体流程是什么? What is the process for new students to apply for a study residence permit for the first time?**

**具体申请流程如下:**

- 1) 国际学生须于入住后 24 小时内, 向当地公安机关申报住宿登记, 领取《境外人员临时住宿登记表》。
- 2) 国际学生须先到所属学部完成报到注册手续, 国际教育中心后续将根据其报到注册情况并确认学生已缴清学费及保险费用后出具《担保函》。
- 3) 国际学生须拍摄签证规格照片, 并领取《广东省外国人签证相片合格回执》。首次申请学习类居留许可的学生, 须前往深圳口岸医院进行健康体检, 获取《境外人员体格检查记录验证证明》。
- 4) 国际学生须向出入境管理处提交居留许可申请材料。
- 5) 国际学生须凭所持的《签证 / 停留许可 / 居留许可申请表回执》, 在标注日期前往出入境管理处领取贴有居留许可的护照。

**The specific application process is as follows:**

- 1) International students must register with the local public security authority within 24 hours of moving into their accommodation to obtain *Registration Form of Temporary Residence for Visitors*.
- 2) International students must complete the registration and enrollment procedures at their College, then International Education Center will issue a *Letter of Guarantee* based on the registration status, tuition fee clearance and insurance fees.
- 3) International students must obtain the Visa photo and a valid *Receipt of China Visa*

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*Photographs for Foreigners in Guangdong Province.* First-time study residence permit applicants must undergo a health check at Shenzhen Port Hospital to obtain a *Physical Examination Record for Foreigners*.

- 4) International students must submit their residence permit application materials to the Immigration Office.
- 5) International students must collect their passport with their residence permit from the Immigration Office on the date specified on the Visa/Stay Permit/Residence Permit Application Receipt.

**Q4: 我能否直接将异地的学习 / 工作类居留许可变更为深圳市的学习类居留许可? Can I directly change my Study/Work Residence Permit from another city to a Study Residence Permit in Shenzhen ?**

不能直接办理。建议你先在居留许可签发地将现有许可变更为停留许可，或持 X1 签证入境中国。最终办理要求及审批结果以深圳市出入境管理部门的判定为准。

No, you cannot change it directly. It is suggested that you first change your current residence permit into a Stay Permit in the city where it was issued, or enter China with a X1 Visa. The final decision is subject to the judgment and requirements of the Shenzhen Entry-Exit Administration.

**Q5: 我可以持非学习类签证在哈尔滨工业大学(深圳)就读吗? Can I hold a non study visa to study at Harbin Institute of Technology, Shenzhen?**

不可以。外国人若被发现从事与所持签证种类不符的活动，将视具体情节，面临罚款、警告、拘留乃至驱逐出境等处罚。

No. If a foreigner is found engaging in activities inconsistent with their visa type, they may face penalties such as fines, warnings, detention, or deportation, depending on the specific circumstances.

**Q6: 我应提前多久申请居留许可延期? How early should I apply for a residence permit extension?**

建议于居留许可期满前 30 至 60 日申请续签。

It is recommended to apply for a visa extension 30-60 days before the residence permit expires.

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**Q7: 办理学习类居留许可延期需提供哪些材料? What documents are required for extending a study residence permit?**

- 1) 有效护照及签证的原件与复印件
- 2) JW202/201 表
- 3) 《外国人签证证件申请表》原件 (含加盖公章页)
- 4) 签证规格照片及《广东省外国人签证相片合格回执》原件
- 5) 临时人员住宿登记表复印件 (验原件)
- 6) 担保函
- 7) 成绩单
- 8) 公安机关要求补充的其他相关材料

以上所有材料要求, 均以出入境管理处的最新规定为准。

- 1) Original and photocopy of valid passport and visa;
- 2) JW202/201 Form;
- 3) Original Foreigner Visa and Residence Permit Application Form (including the official stamp page);
- 4) Visa photo and original valid Receipt of China Visa Photographs for Foreigners in Guangdong Province;
- 5) Registration Form of Temporary Residence for Visitors;
- 6) Letter of Guarantee;
- 7) Academic transcript;
- 8) Other documents considered necessary by the public security authorities.

All the above information is subject to the latest requirements of the Immigration Office.

**Q8: 如何顺利获取担保函? How can I successfully obtain a Letter of Guarantee?**

学年出勤率须不低于 80%, 且担保函有效期所覆盖的下一学年学费及保险费用须已全额缴清。请注意, 担保函标注日期通常不晚于秋季学期开学两周 (约 9 月 15 日, 学校学费结算日)。

The attendance rate for the academic year must be at least 80%, and the tuition and insurance fees for the next academic year covered by the period on Letter of Guarantee must be already paid in full. Please note that the date on the Letter of Guarantee should generally not be later than two weeks after the start of the fall semester (around September 15th, the university's tuition fee settlement date).

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**Q9: 领取新居留许可后需办理哪些事宜? What needs to be done after obtaining the new residence permit?**

国际学生须于领取新居留许可后 24 小时内完成以下事项:

- 1) 持护照原件前往当地派出所, 更新《境外人员临时住宿登记表》; 若入住学校管理宿舍, 可持居留许可复印件前往宿舍前台, 由工作人员协助办理登记更新;
- 2) 在国际学生管理平台 (IS 系统) 中更新居留许可相关信息 (操作路径: 【信息更新】 - 【居留许可】)。

**Within 24 hours of receiving the new residence permit, international students must complete the following:**

- 1) Go to the local police station with their original passport to update the *Registration Form of Temporary Residence for Visitors*; if residing in university-managed accommodation, you may present a copy of your residence permit at the dormitory front desk, where staff will assist with registration updates.
- 2) Update their residence permit information in the IS system. ( 【Information Update】 - 【Residence Permit】 )

**Q10: 国际学生若出现违法违规行为, 会对其在华居留资格产生何种影响? What impact will violations of laws or regulations have on an international student's residence status in China?**

学校有权将相关情况上报出入境管理处, 该行为可能导致在华签证及居留许可被注销。

The university has the right to report the issue to the immigration office, which may result in the cancellation of their visa and residence permit in China.

**Q11: 未成年学生办理签证相关手续是否有特殊要求? Are there any special requirements for minor students in visa-related procedures?**

有。根据中国相关规定, 未成年学生若因未按时申请居留许可导致非法居留, 在接受相关问询时, 必须有监护人陪同。请确保申请材料中填报的在华监护人信息准确无误, 且能在境内与该监护人取得联系。

Yes. According to Chinese regulations, minors must be accompanied by a guardian during any inquiry conducted due to illegal stay caused by failure to apply for a Residence Permit on time. Please ensure the guardian information provided in your application is accurate and reachable in China.

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**Q12: 护照有效期会影响居留许可的申请吗? Will my passport's expiry date affect my Residence Permit application?**

会。若你的护照剩余有效期不足 6 个月，将无法申请或延期居留许可。居留许可的有效期不可超过护照的有效期，请在申请前确保护照有效期充足。

Yes. If your passport has less than 6 months of validity, you will not be able to apply for or renew a Residence Permit. The validity period of a residence permit cannot exceed the validity period of the passport. Please ensure your passport is valid for a sufficient period before applying.

**Q13: 我的护照更换了，但旧护照上还有有效的中国居留许可。我需要立即办新的居留许可吗? I have renewed my passport, but there is still a valid Chinese Residence Permit in my old passport. Do I need to apply for a new Residence Permit immediately?**

需根据旧护照是否被收回分为两种情况。

情况一：使馆不收回旧护照

入境方式：您可同时携带新旧护照入境，旧护照上未过期的居留许可仍然有效。

注意事项：最终能否顺利入境，以中国边检机关的现场查验和决定为准。

后续办理：您可在当前居留许可到期前，凭新护照申办新的居留许可。

情况二：使馆收回旧护照

法律效力：旧护照被收回即被注销，其上的居留许可随之失效。

必须行动：您必须在取得新护照后，立即联系国际教育中心获取新的《担保函》，并按流程重新申请居留许可。

It depends on whether your old passport was collected by the embassy.

Scenario 1: The embassy does NOT collect your old passport

Entry procedure: You may enter China by presenting both your new and old passports. The unexpired Residence Permit in the old passport remains valid.

Important note: Final admission is subject to the decision of the Chinese border inspection authority.

Next step: You may apply for a new Residence Permit on your new passport before the current one on your old passport expires.

Scenario 2: The embassy collects your old passport

Validity: The old passport is canceled upon collection, and the Residence Permit inside becomes invalid.

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Required action: You must immediately contact International Education Center to obtain a new Letter of Guarantee and re-apply for a Residence Permit on the new passport following the standard procedure.

**注意:** 学生须妥善保管载有学习类居留许可记录的有效护照。建议将护照个人信息页及学习类居留许可页拍照留存, 以备日后查阅。

**Attention:** Students must keep their current passport containing a record of their study residence permit properly. It is suggested to take photos of the study residence permit page and the personal passport photo page for future reference.

## 1.2 居留许可加注勤工助学 Residence Permit Endorsement for "Work to Support Study"

**Q1: 在读国际学生能否申请勤工助学? Can current international students apply for "Work to Support Study"?**

入学满一年后方可申请勤工助学。学生若要参与勤工助学, 须先征得所属学部批准, 并在深圳市公安局完成备案登记。

"Work to Support Study" can only be applied for after one year of enrollment. To participate in "Work to Support Study", students must first obtain approval from their College and successfully register with the Shenzhen Public Security Bureau.

**Q2: 设置“勤工助学”相关活动的目的是什么? What is the purpose of the "Work to Support Study" activities for international students?**

“勤工助学”相关举措旨在规范国际学生校外勤工行为, 保障其合法权益。

"Work to Support Study" activities are designed to regulate off-campus work activities for international students, protect their legitimate rights and interests.

**Q3: “勤工助学”包含哪些活动内容? What activities are included in the "Work to Support Study" activities?**

“勤工助学”是指国际学生利用课余时间, 在深圳市范围内从事合法劳动、获取合理报酬, 用以改善学习和生活条件的实践性活动。该活动不包含纳入教学计划的实习及社会实践。

The term "Work to Support Study" refers to the practical activities that international students utilize their spare time to engage in lawful labor within Shenzhen and earn reasonable compensation to improve their study and living conditions. It excludes internships and social

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practices as part of the academic curriculum.

**Q4: 国际学生参与“勤工助学”活动需满足哪些基本要求? What are the basic requirements for international students to participate in the "Work to Support Study" activities?**

- 1) 年满 18 周岁。
  - 2) 遵守中国法律法规及哈尔滨工业大学（深圳）校规校纪。
  - 3) 无违反中国法律及校规校纪的记录。
  - 4) 持有效学习类居留许可，且剩余有效期不少于 6 个月。
  - 5) 在哈尔滨工业大学（深圳）连续就读满 1 年。
  - 6) 上一学期平均出勤率不低于 80%。
  - 7) 本科必修课或研究生学位课程成绩全部合格。
  - 8) 勤工助学用工单位必须已在深圳市公安局出入境管理部门完成备案，且能为其聘用的学生开具担保函。
  - 9) 须投保覆盖勤工助学活动期间的相关保险。
- 1) Be at least 18 years old.
  - 2) Abide by Chinese laws and regulations as well as HITSZ rules.
  - 3) Have no record of violating Chinese laws or university rules.
  - 4) Hold a valid study residence permit with a remaining validity period of more than six months.
  - 5) Have continuously studied at HITSZ for over one year.
  - 6) Maintain an average attendance rate of over 80% in the previous semester.
  - 7) Achieve passing grades in undergraduate compulsory courses or graduate degree courses.
  - 8) The work-study employer must be registered with the Shenzhen Public Security Bureau's Exit and Entry Administration and be able to issue a letter of guarantee for the student(s) they employ.
  - 9) Have insurance coverage for the duration of the work-study activities.

**Q5: 申请“勤工助学”活动的流程是什么? What is the process for applying for the "Work to Support Study" activities?**

- 1) 用人单位与国际学生沟通协商，由用人单位出具《用工协议》。
- 2) 国际学生填写《申请表》。

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- 3) 学生持《用工协议》及《申请表》前往所属院系，由辅导员进行初审并加盖学部印章。
  - 4) 学生持审核通过的材料前往国际教育中心，办理复审手续。若复审无误，国际教育中心将开具勤工助学担保函及相关证明文件。
  - 5) 学生须于 10 日内，将《用工协议》、审核通过的《申请表》及其他相关材料（录取通知书或在学证明、用人单位担保函、哈尔滨工业大学（深圳）担保函、成绩单）提交至深圳市公安局出入境管理部门，申请办理加注勤工助学信息的居留许可。
- 1) The employer and the international student communicate and the employer issues an Employment Agreement.
  - 2) The international student fills out the Application Form.
  - 3) The student brings the Agreement and Application Form to their College for initial review by the counselor, then get the College stamp.
  - 4) The student brings the reviewed documents to the International Education Center for further review. If no issues are found, International Education Center will issue you a "Work to Support Study" Letter of Guarantee and relevant supporting documents.
  - 5) Within 10 days upon approval, the student submits the Agreement, approved Application Form, and other relevant materials (Admission Notice or Certificate of Study, Letter of Guarantee from the employer, Letter of Guarantee from HITSZ, Academic Transcript) to the Shenzhen Public Security Bureau's Exit and Entry Administration Department to apply for a residence permit endorsement with work-study information.

**Q6: 参与勤工助学活动的国际学生，每周及每月的工作时长限制分别是多少？  
What are the weekly and monthly work hour limits for international students participating in the "Work to Support Study" activities?**

学期在校期间：每周不超过 8 小时，每月不超过 40 小时。

寒暑假期间：每周不超过 16 小时，每月不超过 80 小时。

**During the academic term:** no more than 8 hours per week and 40 hours per month.

**During winter and summer breaks:** no more than 16 hours per week and 80 hours per month.

**Q7: 勤工助学信息加注的有效期限最长为多久？ How long can the "Work to Support Study" endorsement last?**

每次申请的勤工助学信息加注有效期不得超过学习类居留许可的有效期，且最长不超过 1 年。

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Each application for the "Work to Support Study" endorsement should not exceed the validity period of the study residence permit and should not last longer than one year.

**Q8: 国际学生若终止勤工助学活动，需办理哪些手续？ What should international students do if they terminate their work-study activities?**

若因用人单位相关原因终止校外勤工助学活动，国际学生须于 10 日内向国际教育中心提交书面报告，并前往深圳市公安局出入境管理部门申请办理居留许可加注信息变更手续。

If international students terminate their off-campus work-study activities due to reasons related to the employer, they should submit a written report to the International Education Center within 10 days and apply for an endorsement information change at the Shenzhen Public Security Bureau's Exit and Entry Administration Department.

**Q9: 国际学生若违反勤工助学活动相关规定，会产生什么后果？ What happens if an international student violates the terms of "Work to Support Study" activities?**

有下列情形之一的，学校将取消该国际学生的勤工助学资格：

- 1) 已完成学业、休学、退学或肄业的。
- 2) 违反中国法律法规或学校校规校纪的。
- 3) 存在违背道德准则或公序良俗行为的。
- 4) 提供虚假个人信息或勤工助学相关材料的。
- 5) 因参与勤工助学导致学业受影响，被学校认定不宜继续参与的。

**HITSZ will cancel the work-study eligibility of international students who:**

- 1) Complete their studies, discontinue, suspend, or withdraw from studies.
- 2) Violate Chinese laws and regulations or university rules.
- 3) Exhibit misconduct that violates moral or social norms.
- 4) Provide false personal or work-study information.
- 5) Are deemed by HITSZ as unsuitable for continuing work-study due to its impact on academic performance.

**Q10: 参与勤工助学活动是否为强制性要求？ Is participation in the "Work to Support Study" activities mandatory?**

否，参与勤工助学活动遵循自愿原则。

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No, participation in the "Work to Support Study" activities is voluntary.

**Q11: 学生在参与勤工助学活动期间，若遭遇意外事故或发生劳动纠纷，应如何处理？ What should students do if they encounter accidents or labor disputes during the "Work to Support Study" activities?**

发生意外事故或劳动纠纷时，须及时向所在学部报告。用人单位与涉事学生应依据双方签订的协议协商解决；若协商无果，则需按照中国现行相关法律法规规定的程序处理。Accidents or labor disputes should be promptly reported to the student's college. The work to study employer and the student involved should negotiate a solution based on the agreement. If no agreement can be reached, the matter should be handled according to the procedures stipulated in China's current relevant laws and regulations.

**Q12: 若学生在参与勤工助学活动期间发生人身伤害或经济损失，学校是否需承担相关责任？ Is there any liability or responsibility for HITSZ if a student faces personal injury or economic loss during the "Work to Support Study" activities?**

否。学生在勤工助学过程中，因意外伤害、身故、个人财物损毁或遗失、与他人发生纠纷、突发急病、意外事故等情形产生的人身伤害、经济损失，学校不承担任何法律责任，亦不承担相关费用。

No, HITSZ shall not bear any legal liability or related expenses arising from accidental injuries, deaths, or personal economic losses caused by damage, loss of property, conflicts with others, acute illnesses, accidents, etc., during the work-study process.

**Q13: 哪种用人单位可为国际学生提供勤工助学岗位？ Which employer can offer "Work to Support Study" opportunities for international students?**

提供勤工助学岗位的用人单位须已在深圳市公安局出入境管理部门完成备案，并可提供担保函。

Work to Support Study employers must be registered with the Exit and Entry Administration of Shenzhen Public Security Bureau and be able to provide the Letter of Guarantee as well.

**Q14: 参与勤工助学能否作为课程缺勤的正当理由？ Can participation in "Work to Support Study" be considered a valid reason for absence from class?**

不能。学生应优先保障学业，仅当勤工助学活动不影响学业成绩时方可参与，不得因勤工助学缺勤上课。

平均学分绩 85 分及以上的学生，可提前申请自修，即无需参加线下课程，只需参加期

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未考试。具体申请事宜，请向学部教学秘书咨询。

No. Students should prioritize their studies, and Work to Support Study is only allowed if it does not have negative impact on academic performance. Absence from classes for Work to Support Study is not allowed.

Students with an average score of 85 or higher may apply for independent study in advance, which means they don't have to attend classes in person, only final exams are required. Please inquire the academic secretary of your college for application details.

### **1.3 停留签证申请 Stay Permit Application**

#### **Q1: 国际学生什么情况下必须办理停留签证? Under what circumstances must a residence permit be changed to a stay permit?**

国际学生若发生学籍变动，包括终止（如毕业、退学、结业）或休学，必须按规定办理停留签证。

International students must apply to change their residence permit to a stay permit when their student status is terminated (e.g., due to graduation, withdrawal, or completion of studies) or suspended.

发生此类学籍变动后，须及时办理离校手续，并前往出入境管理部门办理停留签证（有效期最长为 30 天）。若不按要求办理，学校将向出入境管理部门申报注销其居留许可，学生须承担由此产生的一切后果。

Following such a change in student status, students must promptly complete the university departure procedures and apply for a Stay Permit at the Immigration Office (with a maximum validity of 30 days). If students fail to go through the procedures, the university will report to Shenzhen Exit-Entry Administration Department to declare the cancellation of their Residence Permit, and students themselves will bear all related consequences.

#### **Q2: 如果国际学生因退学、休学、结业或毕业导致学籍变化，需要做什么? What must international students do if their enrollment status changes due to withdrawal, suspension, program completion, or graduation?**

学生必须按学校规定办理离校手续，并在学籍状态变更获批后 10 日内，持相关证明前往出入境管理部门，将居留许可换发为有效期不超过 30 天的停留签证。

Students must complete the university's departure procedures and, within 10 days after the status change is approved, bring relevant documents to the Immigration Office to change their Residence Permit to a Stay Permit valid for no more than 30 days.

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### Q3: 国际学生如何办理退学、休学? How can international students apply for withdrawal or suspension of studies?

退/休学办理流程如下:

- ① 学生本人填写《退/休学申请表》;
- ② 提交至所在学部审批;
- ③ 报送国际教育中心备案;
- ④ 教务处审核;
- ⑤ 凭教务处出具的《离校通知单》办理相关手续;
- ⑥ 最终从教务处领取《退/休学证明》。

#### 申请表获取方式:

请从教务处网站下载。

- 本科生常用表格: [http://due.hitsz.edu.cn/jwxw/xjgl\\_b\\_/xgxzl.htm](http://due.hitsz.edu.cn/jwxw/xjgl_b_/xgxzl.htm)
- 研究生常用表格: [http://due.hitsz.edu.cn/jwxw/xjgl\\_y\\_/xgxzl.htm](http://due.hitsz.edu.cn/jwxw/xjgl_y_/xgxzl.htm)

退/休学条件、流程及后续手续详情, 请参阅:

- 《哈尔滨工业大学本科生学籍管理规定》第六、七章  
<http://due.hitsz.edu.cn/info/1061/7103.htm>
- 《哈尔滨工业大学研究生学籍管理规定》第五、六章  
<http://due.hitsz.edu.cn/info/1066/5913.htm>

The withdrawal/leave of absence procedure is as follows:

- ① The student completes the *Withdrawal/Suspension Application Form*;
- ② Submits the form to their College for approval;
- ③ Files the form with the International Education Center for record;
- ④ Undergoes review by the Department of Academic Affairs;
- ⑤ Completes relevant procedures based on the Leaving Notice issued by the Department of Academic Affairs;
- ⑥ Finally receives the *Withdrawal/Suspension Certificate* from the Department of Academic Affairs.

#### How to Obtain the Application Form:

Download it from the Academic Affairs Office website.

- Commonly Used Forms for Undergraduate Students:  
[http://due.hitsz.edu.cn/jwxw/xjgl\\_b\\_/xgxzl.htm](http://due.hitsz.edu.cn/jwxw/xjgl_b_/xgxzl.htm)

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- Commonly Used Forms for Graduate Students:

[http://due.hitsz.edu.cn/jwxw/xjgl\\_y\\_/xgxz1.htm](http://due.hitsz.edu.cn/jwxw/xjgl_y_/xgxz1.htm)

**For details on circumstances, procedures, and follow-up steps for withdrawal/leave of absence, please refer to:**

- *Regulations for Management of Undergraduate Student Status of Harbin Institute of Technology*, Chapters 6 - 7

<http://due.hitsz.edu.cn/info/1061/7103.htm>

- *Regulations for Management of Graduate Student Status of Harbin Institute of Technology*, Chapters 5 - 6

<http://due.hitsz.edu.cn/info/1066/5913.htm>

#### **Q4: 退学、休学情况下，如何办理停留签证？ How to cancel the residence permit in case of suspension or withdrawal from university?**

- ✧ 学生完成退学或休学申请表的所有审批流程后，请首先前往教务处（H612）领取《离校通知单》。凭此通知单，至国际教育中心（H719）领取专用于办理停留签证的《退学证明》或《休学证明》，并前往南山区出入境管理部门申请办理有效期最长为 30 天的停留签证。
- ✧ 其中，本科生须于国际教育中心在《退 / 休学申请表》上盖章后 7 日内完成申请，研究生须在 10 日内完成。
- ✧ 申请完成后，请持出入境管理部门出具的受理回执返回国际教育中心（H719），在《离校通知单》上完成相关签章。最后，将已办结的《离校通知单》交回教务处(H612)，以换取正式的《退学证明》或《休学证明》。
- ✧ After completing all approval procedures for the withdrawal or suspension application form, students should first go to the Department of Academic Affairs (H612) to obtain the *Leaving Notice*. With this notice, proceed to the International Education Center (H719) to receive the temporary *Certificate of Withdrawal* or *Certificate of Suspension*, which is specifically for the Stay Permit application, and then go to the Nanshan Exit-Entry Administration to apply for a Stay Permit with a maximum validity of 30 days.
- ✧ Undergraduate students must submit their Stay Permit application within 7 days after the IEC stamps the withdrawal/suspension application form, and graduate students within 10 days.
- ✧ After submitting the application, return to the International Education Center (H719) with the Receipt issued by the Exit-Entry Administration to have the *Leaving Notice* stamped. Finally, submit the fully completed *Leaving Notice* to the Department of Academic Affairs

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(H612) for the official *Certificate of Withdrawal* or *Certificate of Suspension*.

所需文件:

- 1) 外国人签证申请表 (深圳公安官网预约填写 <http://ga.sz.gov.cn/>)
- 2) 广东签证照片回执及小 2 寸蓝底照片 1 张
- 3) 护照原件与复印件 (含个人信息页/居留许可页/入境章页)
- 4) 境外人员临时住宿登记表 (居住地当地派出所签发)
- 5) 退学证明 / 休学证明

Required Documents:

- 1) Visa Application Form (Book appointment via <http://ga.sz.gov.cn/>)
- 2) Guangdong Photo Receipt + 35×45mm Blue Photo
- 3) Original Passport + Copies (Bio page/Residence Permit/Entry Stamp)
- 4) Registration Form of Temporary Residence for Visitors (Issued by local police station)
- 5) *Certificate of Withdrawal* or *Certificate of Suspension*

**请注意:** 办理停留许可时, 护照通常需交由出入境管理部门留存约 5 个工作日。请结合护照取回时间, 合理规划行程安排。

**Please note:** Processing a Stay Permit typically requires submitting your passport for approximately five working days. Please plan your travel arrangements accordingly, taking into account the time needed to retrieve your passport.

**Q5: 休学后, 原学习签证已过期的学生, 能否持新的非学习类签证 (如旅游签证) 入境中国并继续学业? After suspension, can a student return to China and continue his or her studies in China with a new non study visa (such as a tourist visa) because their original study visa has already expired?**

不可以。复学之前, 学生须凭载有学习类居留许可记录的护照、录取通知书、JW202/201 表、休学证明及其他全部所需材料, 重新申请学习类签证 (X1 签证), 并持该签证入境中国继续学业。

NO. Before returning to school, students must apply for a new study visa (X1 visa) with a passport containing the previous study residence permit, Admission Notice, JW202/201, Certificate of Suspension and all the required materials, and use this visa to continue studying in China.

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### **Q6: 毕业后，我的居留许可应如何处理？ What should I do with my Residence Permit after graduation?**

你须在获得毕业证书的 10 日内（自学部要求领取之日算起）持毕业证书前往出入境管理部门，将居留许可变更为停留许可（凭此许可可在中国境内合法停留 30 日）。若未按要求办理，学校将依规注销你的居留许可。

You must go to the immigration department with your graduation certificate within 10 days after obtaining it (counted from the date specified by your college for collection) to change your Residence Permit to a Stay Permit (allowing a 30-day legal stay in China). Failure to do so will result in the university canceling your Residence Permit as required.

### **Q7: 持停留许可或 X1 签证可以出境前往香港吗？ Can I exit to Hong Kong with a Stay Permit or X1 Visa?**

不可以。持停留许可或 X1 签证者，不得出境前往香港或其他境外地区。

No. Holders of a Stay Permit or X1 Visa are not allowed to exit to Hong Kong or other oversea regions.

### **Q8: 若学校注销我的居留许可，会产生什么后果？ What are the consequences if the university cancels my Residence Permit?**

该情况将被记录为不良签证记录，可能导致今后申请来华签证时遭到拒签。

This will be recorded as a negative visa record, which may lead to the rejection of future Chinese visa applications.

## **第二部分：国际学生服务平台 PART II: IS System**

### **Q1: 什么是“IS 系统”？ What is the “IS System”?**

**系统全称：**国际学生服务平台

**设立目的：**该系统是你在我校就读期间的一站式综合服务平台。

**核心功能：**

- ◇ 课程考勤：完成课程考勤打卡。
- ◇ 个人信息：维护并更新重要个人信息。
- ◇ 校内通知：查看校方发布的重要公告与最新通知。

**System Full Name:** International Students Service System

**Purpose:** This is your central platform throughout your entire study journey at our university.

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### Critical Functions:

- ✧ **Class Attendance:** Mark your attendance for courses.
- ✧ **Personal Information:** Maintain and update your crucial personal details.
- ✧ **University Notifications:** Access important official announcements and updates.

### Q2: 如何登录该系统? How to log in?

#### ● 电脑端登录

步骤 1: 通过电脑浏览器打开系统网址, 网址: [hitsz.at0086.cn/student](https://hitsz.at0086.cn/student)

步骤 2: 登录系统

*用户名: 学号 (唯一账号)*

*初始密码: 关注通知*

#### ● 微信小程序端登录

步骤 1: 打开手机微信

步骤 2: 通过小程序登录国际学生服务系统 (IS 系统)

*账号: 学号 (唯一账号)*

*初始密码: 关注通知*

#### ● With your computer:

Step1: open the website by computer, Website: [hitsz.at0086.cn/student](https://hitsz.at0086.cn/student)

Step2: login to the system

*Username: Student ID (only account)*

*Initial Password: Refer to the relevant notification.*

#### ● With your Wechat mini program:

Step1: open the Wechat by mobile phone

小程序页面的小程序码



Step2: login the IS system by mini program

*Account: Student ID (only account)*

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*Initial Password: Refer to the relevant notification.*

### **Q3: 如何修改个人信息? How to modify your own information?**

#### **1) 修改登录密码**

登录系统后, 会弹出密码修改提示框。请按照指引立即修改登录密码, 自行设置并牢记新密码, 该密码后续会高频使用。

#### **2) 绑定注册邮箱**

将系统默认的注册邮箱更换为你的哈工大邮箱账号, 格式为: 学号@[stu.hit.edu.cn](mailto:stu.hit.edu.cn)。此步骤至关重要, 后续学校所有重要通知及官方往来邮件, 均会发送至该哈工大邮箱。

#### **3) 绑定手机号与微信**

完成密码和邮箱的修改后, 请点击页面右上角的绑定微信 / 绑定手机号功能入口 (见图 1)。微信绑定操作请参照图 2 的指引完成。

#### **4) 密码找回**

若忘记已修改的密码, 可通过以下两种方式找回:

- ① 通过在系统中注册的邮箱 (即学号 @[stu.hit.edu.cn](mailto:stu.hit.edu.cn)) 找回。
- ② 通过已绑定的中国大陆手机号接收短信验证码找回。

#### **1) Change your own password:**

After login, a pop-up message will display prompting you to change your password.

Follow the guide to change your login password immediately, create and REMEMBER it in your own way, as it will be used frequently in the future.

#### **2) Bind the registered email.**

Replace the system's registered email with your HIT email account:

Student ID@[stu.hit.edu.cn](mailto:stu.hit.edu.cn)

This step is critical, as all subsequent critical college notifications and official communications will be sent to your HIT email.

#### **3) Bind the Phone and Wechat.**

After changing the password and email, please go to top right and click on Bind WeChat / Bind mobile phone number (Picture 1).

To bind WeChat, follow the instructions on Picture 2.

#### **4) Forget your password.**

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If you forget the password that has been changed, you can retrieve it:

- ① through the email registered in the system. (Student ID@stu.hit.edu.cn).
- ② through the Chinese mobile phone via SMS.

#### Q4: 如何更新个人信息? How to update personal information?

操作路径: 国际学生服务系统 (IS 系统) → 其他服务 → 信息更新

需更新的信息及要求如下:

- 1) 邮箱: 填写你的哈工大邮箱账号。
- 2) 手机号码: 填写你的中国大陆手机号, 号码需为 11 位数字。
- 3) 银行卡信息: 姓名必须与银行卡账户名完全一致, 包括姓和名的顺序、大小写格式均需精准匹配 (例如: 需统一填写为 ZHANG San, 不可填写为 zhang san)。
- 4) 护照信息: 护照换领后, 需同时在国际学生服务系统 (IS 系统) 和当地派出所更新护照信息, 并尽快申请新的居留许可。
- 5) 居留许可信息: 领取最新居留许可后, 需立即更新相关信息。
- 6) 校外自行租房信息: 若居住在非学校管理公寓宿舍, 请填写详细住址, 包括所在区、街道、小区名称及房间号 (例如: XX 区 XX 街道 XX 小区 XX 室)。IS 系统操作路径为: “信息更新 → 校外住址 → 住宿地址”。

同时, 将《租房合同》及《临时住宿登记表》复印件交辅导员留存, 并签署《校外租房安全责任承诺书》 (模板下载地址: <http://en.hitsz.edu.cn/info/1147/1584.htm>)。

- 7) 汉语水平考试 (HSK) 信息: 持有汉语水平考试 (HSK) 证书的学生需填写。

**重要提示:** 上述任一信息发生变更, 均须及时在系统中更新, 否则可能影响你的助学金发放或居留许可的有效性。

**Route:** IS system - other service - information update

- 1) Email: your HIT email
- 2) Mobile/Phone: your Chinese phone number, 11 digitals.
- 3) Bank card information: The name must precisely match the name associated with your bank account, including the exact sequence of surname/given name and identical capitalization format (e.g., ZHANG San vs. zhang san).
- 4) Passport: Whenever renewed: Update your passport information at both IS system and local police station Apply for a new residence permit asap.
- 5) Residence Permit: After receiving the latest Residence Permit, update the

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information asap.

- 6) Off-campus accommodation: If you do not live in the university-operated dormitory, please fill in your detailed address including the district, street, apartment name, and room number (e.g., XX 区 XX 街道 XX 小区 XX 室).

Steps in the IS System: “信息更新 Information Update→校外住址 Off-Campus Accommodation→住宿地址 Accommodation Address”

At the same time, submit copies of your "Lease Contract" and "Registration Form of Temporary Residence" to your counselor for filing, and sign the "Private Off-Campus Housing Safety Liability Commitment" (Template can be downloaded from: <http://en.hitsz.edu.cn/info/1147/1584.htm> )

- 7) HSK information: If you have an HSK certificate.

**Important:** Any alterations mentioned above must be promptly updated in the system; otherwise, this may influence your stipend or the validity of your residence permit.

#### Q5: 考勤相关问题应如何处理? What is your attendance problem?

**系统类问题:** 例如无法登录国际学生服务系统 (IS 系统, 含微信小程序端)、无法扫描考勤二维码、手机定位不准确等情况。请先自行排查解决 (自查步骤详见下一问)。若自查后问题仍未解决, 可联系国际教育中心寻求协助。

**非系统类问题:** ①病假: 是否已联系辅导员履行请假手续, 如有, 等待辅导员修改; 如无, 默认缺勤。②迟到、事假等其他个人原因, 默认缺勤。

**System-related issues:** such as being unable to login to the IS system (by WeChat mini program), unable to scan QR codes, or inaccurate mobile phone positioning. First, try self-checking (refer to the next question for self-check steps).

If the problem is not resolved, contact the International Education Center for assistance.

**Non-system-related issues:** ① For sick leave, if you have completed the sick leave procedures, please wait for your school counsellor to modify your attendance data later; if not, it will be recorded as an absence by default. ② For late or personal leave, it will be recorded as an absence by default.

#### Q6: 系统类考勤问题如何自查? 具体步骤是什么? How to do a self-check of system-related attendance issues? What are the steps?

**步骤 1:** 检查国际学生服务平台 (IS 系统) 微信小程序端的登录状态: 需使用学号进行登录。若忘记密码, 请按照系统提示操作重置。

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**步骤 2:** 检查手机定位权限是否开启：进入小程序设置界面，确认定位服务已开启。扫码考勤时必须保持定位功能处于开启状态，否则考勤将无法成功。

**步骤 3:** 检查设备 VPN 是否关闭：扫码考勤前，请关闭设备上的 VPN 功能，否则会导致考勤失败。

**Step1: Check if you are logged into the IS system (by WeChat mini program):** You can only login by your student ID. If you forgot your password, follow the system directions to reset it.

**Step2: Check if mobile location is enabled:** Tap the setting icon of the mini program to check location services. Ensure location is enabled when you scan the QR code, otherwise you will fail in attendance.

**Step3: Check if VPN is disabled:** Turn off your device's VPN before scanning the QR code, otherwise you will fail in attendance.

**Q7: 我已按自查步骤操作，但仍无法完成考勤，该如何处理？ I followed the self-check steps but still cannot complete attendance, what should I do?**

**需准备材料:** 请及时留存相关影像证明材料，包括但不限于考勤二维码扫描失败的截图（需带有实时时间戳，以证明未迟到）、教室内现场自拍照片（需带有实时时间戳，以证明本人确实到场）。若影像证明材料不充分，相关申诉将不予受理。

**办理时限:** 请于考勤失败当日起的 2 个工作日内，将上述材料提交至国际教育中心（办公时间：8:30-11:45；13:30-17:15）。

**Required Documents:** Promptly save photo evidence, including but not limited to screenshots of QR code scanning failures (with a real-time record to prove that you are not late) and self-photos taken inside the classroom (with a real-time record to verify physical presence). Appeals will not be processed if the photo evidence is insufficient.

**Processing Time:** Submit the above documents to the International Education Center within 2 working days of the absence date (Office hours: 8:30-11:45; 13:30-17:15).

**Q8: 免修课程、自主学习课程或慕课的考勤失败应如何处理？ How to handle attendance failures for exemption, self-study courses, or MOOC?**

此类课程无考勤要求。若上述课程出现相关问题，请及时向所在学部教学秘书报备。国际教育中心将自动处理相关事宜。

They're no attendance requirements for these courses. If something wrong in these courses, promptly report to your academic secretary. The International Education Center will handle the issues automatically.

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## 第三部分：中国国情教育实践 PARTⅢ:Engaging China: National Conditions through Practice

### Q1: 本课程是什么？哪些学生需要修读？ What is this course and who needs to take it?

为帮助国际学生更好地了解中国、促进中外文化交流，国际本科学生毕业前需修满 10 个学分的国情教育类课程。其中，《中国国情教育实践》（3 学分）自 2024 级本科新生起列为必修课。本课程以文化体验与社会实践为核心，旨在丰富学生的实践经历。

To help international students better understand China and promote cultural exchanges between China and other countries, international undergraduate students are required to complete a total of 10 credits of national conditions education courses before graduation. Among these, the "Engaging China: National Conditions through Practice" (3 credits) is a mandatory course starting from the undergraduates of 2024. This practical course will focus on cultural experiences and social practice to enrich students' practical experiences.

### Q2: 本课程的内容与学分规则是什么？ What are the course content and credit rules for this course?

本课程包含四个组成部分：

- 1) 专题讲座：需至少参加 4 场讲座。讲座主题涵盖中国政治、经济、历史、文化、社会发展及法律法规等领域。
- 2) 文化体验活动：需至少参与 6 项活动。包括传统文化体验（如书法、茶艺、传统节日庆祝活动）、现代文化实践（如影视 / 媒体交流、城市探索）、博物馆 / 纪念馆参观等类型。
- 3) 社会实践活动：需至少参与 4 项活动。包括志愿服务、企业参访、社会调研、竞赛参赛等形式。
- 4) 入学教育：第一学期需完成考核且成绩 $\geq 90$  分。考核内容包含校史校情、学业指导、安全法制、信息系统使用、签证保险、学术资源使用等。

**The course consists of four components:**

- 1) **Thematic Lectures:** Attend at least 4 lectures. Lectures on topics such as Chinese politics, economy, history, culture, social development, and laws and regulations.
- 2) **Cultural Experience Activities:** Participate in at least 6 activities. Traditional cultural experiences (e.g., calligraphy, tea art, traditional festival celebrations), modern cultural

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practices (e.g., film/media exchanges, urban exploration), museum/memorial hall visits, etc.

- 3) **Social Practice Activities:** Participate in at least 4 activities. Volunteer services, corporate visits, social surveys, contest participation, etc.
- 4) **Orientation:** Complete and pass the test (score  $\geq 90$ ) in the first semester. Campus Introduction, academic guidance, safety education and legal regulations, campus information system, visa and insurance, and academic resources access and utilization, etc.

### **Q3: 本课程结束后需要提交什么材料? What needs to be submitted after this course?**

**步骤 1:** 留存每次参加活动的签到记录及每场活动的现场照片 (1-2 张照片, 能看到学生本人及活动场景); 以及对每次活动做一个简要描述 (100-200 字)。

**步骤 2:** 将主题讲座、文化体验活动、社会实践活动各做一份 WORD 文档 (共 3 份, 包含相应活动的照片及简要描述, 分别命名为“附件 1: 主题讲座证明材料”“附件 2: 文化体验活动证明材料”“附件 3: 社会实践活动证明材料”。

**步骤 3:** 形成《中国国情教育实践课程报告》及附件。

**Step1:** Keep attendance records and 1-2 photos per activity (showing the student and the event scene). AND write a short summary (100-200 words) for each activity.

**Step2:** Prepare three separate Word documents (named accordingly). Each document should include photos and brief descriptions of the respective activities:

- Appendix 1: Supporting Materials for Thematic Lectures” .
- Appendix 2: Supporting Materials for Cultural Activities” .
- Appendix 3: Supporting Materials for Social Practice Activities” .

**Step3:** Compile the "Engaging China: National Conditions Through Practice Report" and appendices into a single folder and submit to the Student Affairs Officer.

### **Q4: 志愿服务时长或竞赛获奖能否折算为活动次数? Can volunteer service or contest awards be counted?**

- 1) **志愿服务:** 每满 4 小时可折算为 1 次社会实践活动, 需提供官方出具的时长证明材料。
- 2) **竞赛获奖:** 需提供获奖证书, 具体折算标准如下:
  - 国家级奖项 = 4 次活动

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- 省级奖项 = 3 次活动
  - 校级奖项 = 2 次活动

1) Volunteer Service: Every 4 hours count as 1 social practice activity. Official proof is required.

2) Contest Awards: With award certificate:

- National-Level Award = 4 activities
- Provincial-Level Award = 3 activities
- University-Level Award = 2 activities

### **Q5: 如何报名参加活动? How do I register for activities?**

通过国际教育中心 (IEC) 发布的官方链接进行报名, 或遵照活动主办方的指引操作。具体报名方式以各活动的官方通知为准。

Register through official links announced by the International Education Center (IEC), or follow the instructions of the event organizer. The specific method is subject to the official notice of each activity.

### **Q6: 可以参加非学校发布的校外活动吗? Can I participate in off-campus activities not organized by the university?**

可以, 但需通过可靠渠道核实活动主办方的合法性与活动的真实性, 警惕潜在风险与诈骗行为。参与活动期间, 需遵守主办方的各项规定, 尊重当地文化习俗, 保持得体言行举止。

Yes, but you must verify the organizer's legitimacy and the event's authenticity through reliable channels. Be aware of potential risks and fraud. During participation, follow all rules set by the organizer, respect cultural norms, and maintain appropriate conduct.

### **Q7: 学分如何认定? 材料应在何时提交? How are credits recognized? When should I submit materials?**

**步骤 1:** 于第二学年夏季学期第二周或第三学年夏季学期第二周, 将《中国国情教育实践报告》提交至辅导员/学生事务专员。具体提交方式以辅导员/学生事务专员通知为准。

**步骤 2:** 学生事务专员负责审核提交材料, 并反馈审核结果 (通过 / 不通过); 随后将审核通过的学生名单 (签字版纸质件及电子版), 连同学生提交的电子版材料一并报送至国际教育中心。审核未通过的学生可在截止日期前补充材料重新提交。

**步骤 3:** 国际教育中心根据审核结果, 将通过名单报送至教务处, 并在教学服务平台录

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入成绩（标注为“合格”）。

**Step1:**During the second week of the summer semester in the second academic year or the second week of the summer semester in the third academic year, submit the "Engaging China: National Conditions through Practice Report" to the Student Affairs Officer. The specific submission method shall be determined by the Student Affairs Officer.

**Step2:**The Student Affairs Officer will be responsible for reviewing submissions and providing feedback (approved or rejected) and submitting the approved list (both signed hard copy and electronic version) along with the students' electronic documents to the International Education Center. Students who fail to pass can resubmit supplementary materials before the deadline.

**Step3:**Based on the review results, the International Education Center will submit the approved list to the Academic Affairs Office and record the grades on the Teaching and Service Platform (marked as "P").

**Q8: 完成所有活动并提交材料的最终截止时间？ What is the final deadline to complete and submit all activities and materials?**

所有活动及相关材料均须于毕业前最后一学年的第 10 周前完成并提交。

All activities and materials must be completed and submitted **by the 10th week of the last semester before graduation.**

**Q9: 材料造假会有什么后果？ What happens if materials are falsified?**

所有提交材料均须真实有效，且为本人亲历记录。材料造假的学生将被取消该课程的分资格，并可能面临纪律处分。

All materials must be authentic and personally documented. Students who falsify materials will lose credit eligibility and may face disciplinary action.

**Q10: 如何获取报告撰写要求和模板？ Where can I find the writing requirements, and templates for the report?**

具体信息详见网站：

Please visit the following webpage for details:

<http://info.hitsz.edu.cn/content.jsp?urltype=news.NewsContentUrl&wbtreeid=1026&wbnewsid=8221>

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## 第四部分：奖学金 PART IV: Scholarship

### 4.1 HITSZ 学业奖学金 HITSZ Academic Scholarship

#### Q1: 学业奖学金的评定条件是什么？ What are the evaluation criteria for the academic scholarship?

学业奖学金方案每年会根据实际情况进行修订，基本条件、奖励金额、名额、评选办法等以当年发布的《国际学生学业奖学金实施方案》为准。以下为 2024-2025 学年的参评基本条件：

- (1) 热爱中国，对华友好，自觉遵守我国各项法律法规，遵守校区各项规章制度。（即，参评学年内无任何违法违纪受处分或处罚记录）。
- (2) 学习态度端正，认真刻苦，参评学年内，本科生必修课、研究生学位课不合格未超过\*门，其中博士研究生第二学年须获得培养方案规定的课程学分。
- (3) 未获得中国政府奖学金（CSC 奖学金）或其他国家政府奖学金的资助。

The Academic Scholarship Scheme is revised annually based on practical circumstances. The specific eligibility criteria, award amounts, quotas, and selection procedures shall be subject to the *Implementation Plan for International Student Academic Scholarship* published for the corresponding year. The basic criteria for the 2024 – 2025 academic year are as outlined below:

- (1) Applicants should love China, be friendly to China, abide by Chinese laws and regulations, and comply with the rules and regulations of HITSZ (i.e., no record of any violation of laws, disciplines, or penalties during the academic year of evaluation).
- (2) Applicants should have a positive attitude to study, work hard. During the academic year under review, undergraduate students must not have failed more than \* required courses, and graduate students must not have failed more than \* degree courses. Doctoral students must obtain the course credits specified in their curriculum by the second academic year.
- (3) Applicants are not recipients of the Chinese Government Scholarship (CSC Scholarship) or other nations' government scholarships.

#### Q2: 学业奖学金评定流程是怎样的？ What is the evaluation process for the Academic Scholarship?

- ◇ 各学部核定学生参评学年成绩，根据成绩排名与各等级名额确定各等级学生名单，公示不少于 3 个工作日，无异议后报国际教育中心。
- ◇ 国际教育中心审核无误后，统一组织发放学业奖学金。

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- ◇ 按月发放的奖学金部分，如学生出现课堂考勤不达标，或实验室考勤不合格且导师建议停发等情况，将予以暂停发放。
  - ◇ Each College shall verify the students' academic performance for the evaluation year and determine the list of recipients for each scholarship tier based on academic ranking and the quota allocated to each tier. The list shall be publicly announced for no fewer than three working days. Provided that no objections are raised, it shall then be submitted to the International Education Center.
  - ◇ International Education Center will disburse the HITSZ Academic Scholarship after checking and approving.
  - ◇ For the monthly installment portion of the scholarship, if a student fails to meet classroom attendance requirements, or if laboratory attendance is unsatisfactory and the supervisor recommends suspension of payment, the disbursement will be suspended in accordance with relevant regulations.

**Q3: 博士生申请学业奖学金需满足哪些具体条件？ What are the specific requirements for doctoral students applying for the Academic Scholarship?**

除符合当前学年《哈尔滨工业大学深圳校区国际学生学业奖学金实施方案》的基本条件外，博士研究生第二学年须获得培养方案规定的课程学分，并通过年度评审（评审标准参照中国政府奖学金相关规定），年审涉及导师意见（学习成绩、科研情况、综合情况）、以及辅导员意见（活动表现），且学年考勤需高于 80%。

In addition to meeting the requirements of the current academic year's Implementation Plan for International Student Academic Scholarships at HITSZ, doctoral students in their second academic year must obtain the course credits specified in their programs and pass the annual review (the review standards refer to the relevant regulations of the Chinese Government Scholarship). The annual review involves the supervisor's assessment (academic performance, research progress, overall evaluation) and the counselor's assessment (participation in activities). Moreover, the academic year attendance rate must exceed 80%.

**Q4: 超出标准学制的研究生能否申请学业奖学金？ Can graduate students who exceed the standard study period apply for the Academic Scholarship?**

不能。超过基本修业年限的研究生不再参评学业奖学金。

No. Graduate students who have exceeded the normal period of study are no longer eligible for the academic scholarship.

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## 4.2 深圳大运奖学金 Shenzhen Universiade Scholarship

### Q1: 大运奖学金的申请时间是什么时候? When is the application period for the Dayun Scholarship?

一般为每年4月份申请,请关注通知并及时提交申请材料。最终结果一般在7月份公布。

The application period opens in April each year. Please pay attention to the announcements and submit your application materials on time. The final results are typically announced in July.

### Q2: 申请者需满足哪些基本条件? What are the basic requirements for applicants?

- ◇ 在中国境内就读1年及以上。
- ◇ 对华友好,品学兼优,形象良好,身体健康。
- ◇ 在奖学金发放的相应学年未超出规定的修业年限(即不处于延期毕业阶段)
- ◇ 未享受中国境内同类奖(助)学金,如国家留学基金委员会留学生资助金、广东省政府来粤留学生奖学金等。
- ◇ 未曾获得本基金会同项目资助。
  
- ◇ Have studied in China for one year or more.
- ◇ Maintain a friendly attitude toward China, demonstrate excellent character and academic performance, present a positive personal image, and be in good health.
- ◇ The academic year covered by the scholarship does not exceed the prescribed study period (i.e., not in a state of extended graduation).
- ◇ Not be receiving any similar scholarships or grants in China, such as the Chinese Government Scholarship from the China Scholarship Council or the Guangdong Provincial Government Scholarship for International Students.
- ◇ Have not previously received funding from the same program of this foundation.

详细信息以当年官方发布为准:

For detailed information, please refer to the official release of the respective year: <https://www.suisf.org.cn/tzgg.htm>

### Q3: 申请该奖学金需提交哪些材料? What materials are required for the scholarship application?

- ◇ 需提交的材料包括申请表、录取通知书、两封推荐信(由导师出具)、学业成绩单、

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汉语水平证明（如汉语水平考试证书）、近三年获奖证书、已发表论文证明（如图书馆开具的论文检索证明），以及自我介绍视频（MP4 格式，时长不超过 5 分钟）。

- ✧ 自我介绍视频是评选环节中最重要的材料。建议关注“深圳大运留学基金会”微信公众号，或登录基金会官网 <https://www.suisf.org.cn/xsfc.htm>，参考往届获奖者的视频作为范例。
- ✧ Required materials include the application form, admission letter, two recommendation letters (from supervisors/professors), academic transcripts, Chinese proficiency certificate (e.g., HSK), award certificates from the past three years, proof of published papers (such as the search certificate issued by the library), and a self-introduction video (MP4 format, within 5 minutes).
- ✧ Keep in mind that your self-introduction video is the key element in the selection. We recommend following the official WeChat account "Shenzhen Universiade International Scholarship Foundation" or login in the official website (<https://www.suisf.org.cn/xsfc.htm>) to learn from videos of past awardees.

具体要求以当年官方通知为准：

Specific requirements are subject to the official annual notice:

<https://www.suisf.org.cn/tzgg.htm>

### **4.3 广东省政府来粤优秀留学生奖学金（在读生） Guangdong Government Outstanding International Students Scholarship (Current Student)**

**Q1: 本奖学金的申请时间安排是怎样的？ What is the application timeline for this scholarship?**

申请时间为每年 7 月，最终结果于 10 月或 11 月公布。

Applications are accepted each July, and final results are announced by each October or November.

**Q2: 申请者需满足哪些基本条件？ What are the basic requirements for applicants?**

- ✧ 全日制在读国际学生且年龄不超过 40 周岁；
- ✧ 遵纪守法，无违规违纪记录，品学兼优并获得师生认可；
- ✧ 当前学年所有必修课程成绩达到良好及以上等级（依据 HITSZ 成绩评定标准：本科生≥75 分，研究生≥77 分）；

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- ✧ 在奖学金发放的相应学年未超出规定的修业年限（即不处于延期毕业阶段）
  - ✧ 未同时享受其他同类奖学金（如中国政府奖学金、深圳大运奖学金等）。
  - ✧ Full-time international students under 40 years old.
  - ✧ Compliance with laws and university regulations, with excellent academic and personal conduct recognized by faculty and peers.
  - ✧ Achieve a minimum grade of "Good" in all required courses during the current academic year (as defined by HITSZ:  $\geq 75$  for undergraduates,  $\geq 77$  for graduate students).
  - ✧ The academic year covered by the scholarship does not exceed the prescribed study period (i.e., not in a state of extended graduation).
  - ✧ No concurrent receipt of similar scholarships (e.g., CSC Scholarship, Shenzhen Universiade Scholarship).

各学部/学院将结合专业特点制定具体实施细则，会在评选前公布。本科生细则综合考虑学生德育表现、学习成绩、创新能力、社会实践、综合素质等方面；研究生细则综合考虑学生德育表现、科研能力、科研工作成绩、学习成绩、论文进展等方面。

Colleges/Schools will publish detailed implementation rules aligned with disciplinary requirements before evaluations. Undergraduate student guidelines comprehensively assess moral conduct, academic performance, innovation ability, social practice, and overall quality. Postgraduate student guidelines comprehensively assess moral conduct, research capability, academic achievements, academic performance, and thesis progress.

可通过以下链接查看 [2025 年度评选通知](#)：

[The 2025 selection notice can be accessed via the following link:](#)

<http://info.hitsz.edu.cn/content.jsp?urltype=news.NewsContentUrl&wbtreeid=1026&wbnewsid=7130>

## 第五部分：其他 PART V: Others

### Q1: 如何申请免修汉语课程？ How can I be exempted from the Chinese language course?

申请免修汉语课程，须通过教务系统提交附带证明材料（如汉语水平考试证书等）的申请，并经所在学部教学秘书审批同意。仅在国际学生系统上传汉语水平考试证书或其他语言能力证明文件，无法作为免修依据。

To apply for exemption from the Chinese language course, you must submit an application with supporting documents (HSK Certificate etc) through the JW System

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(<https://jw.hitsz.edu.cn>) and have it approved by the academic secretary of your College. Uploading HSK certificates or other language proficiency documents only on the IS System is not valid for exemption purposes.

免修具体要求详见《哈尔滨工业大学（深圳）国际本科生汉语课程免修办法》《哈尔滨工业大学（深圳）国际研究生汉语课程免修办法》。

For detailed requirements, please refer to the *Guidelines on Exemption from Chinese Language Courses for International Undergraduate Students at Harbin Institute of Technology, Shenzhen*.

<http://due.hitsz.edu.cn/info/1055/5214.htm>

*Guidelines on Exemption from Chinese Language Courses for International Undergraduate Students at Harbin Institute of Technology, Shenzhen*.

<http://due.hitsz.edu.cn/info/1055/4869.htm>

**Q2: 如果因突发情况无法参加期末考试，应如何处理？若未按规定请假离校或旷考，会有什么后果？ What should I do if I am unable to take the final exam due to unexpected circumstances? What are the consequences if I leave campus without proper approval or miss the exam without following procedures?**

- ◇ 正常处理流程：若因突发疾病或重大变故无法参加期末考试，须立即联系辅导员办理请假手续，并向教学秘书申请缓考，同时按要求提交相关证明材料。
- ◇ 违规后果说明：
  - 如未办理请假手续擅自离校超过两周，将视为自动退学；
  - 如未办理缓考手续导致期末考试旷考，则取消该课程补考资格。
- ◇ 提示：请务必遵守学校规定，及时履行相关手续，以免影响学业进
- ◇ Standard Procedure: If you are unable to attend the final exam due to sudden illness or serious personal/family circumstances, you must immediately contact your academic advisor to complete the leave request process and apply for a deferred exam through the academic affairs secretary, submitting any required supporting documents as instructed.
- ◇ Consequences for Violations:
  - Students who leave campus for more than two weeks without approved leave will be considered as having voluntarily withdrawn from the university.
  - Students who miss the final exam without having applied for and obtained approval for a deferred exam will forfeit their eligibility for a make-up exam in that course.
- ◇ Note: Please ensure compliance with all university regulations and complete the necessary procedures promptly to avoid any negative impact on your academic progress.

**Q3: 对某门课成绩有疑问时，如何申请复核？ How to apply for a grade review if I have questions about a course score?**

可在成绩发布后5个工作日内登陆本研教学管理与服务平台（<http://jw.hitsz.edu.cn/>）提出成绩复核申请，开课学院组建复核小组进行成绩复核，并给出结论，审核流程完成后可在系统中查看复核结论。

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You may submit a grade review request through the Undergraduate and Graduate Academic Management and Service Platform (<http://jw.hitsz.edu.cn/>) within five working days of the grade release. The college offering the course will establish a review committee to reassess the grade and provide a final decision. Upon completion of the review process, you can access the outcome through the platform.

**Q4: 打印《在读证明》时照片为空无法打印怎么办？ When printing the Certificate of Study at the self-service machine, the photo field is blank and it cannot be printed. What should I do?**

首先，登录学校教务系统上传符合要求的证件照；上传后，务必主动联系所在学部的教学秘书，待其审核通过后，照片才会同步至系统；最后，前往校园自助打印终端，即可打印出带照片的正式《在读证明》。

First, log in to the JW system and upload an ID photo. After uploading, contact the academic secretary from your College for review—the photo will only sync to the system once approved. Finally, go to the self-service printing terminal to print the official *Certificate of Study*.

若遇到照片为空以外的其他打印问题，可联系教务处（H614）寻求帮助。

For other printing issues, you can contact the Department of Academic Affairs (H614) for assistance.

**Q5: 申请保险理赔时，是否必须由学校在《理赔申请&委托授权书》上盖章？ Is it mandatory to have the university stamp the Application & Power of Attorney when claiming the insurance?**

不需要。已与保险公司确认，院校盖章为非必要项。如遇重大交通事故等特殊情况，请务必及时告知辅导员老师，以便学校知悉并提供必要协助。

No. We have confirmed with the insurance company that an official stamp from the institution is not mandatory. In case of exceptional circumstances such as a major traffic accident, please make sure to inform your academic advisor promptly, so that the university can stay informed and provide necessary assistance.