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CIESWUFE

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College of International Education
Southwestern University of Finance and Economics

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西南财经大学
SOUTHWESTERN UNIVERSITY OF FINANCE AND ECONOMICS

留学生手册

INTERNATIONAL STUDENTS'S GUIDEBOOK



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院长致辞 Dean's Welcome Message



西南财经大学自1925年成立至今,始终以一
流的学术和科研助推国家发展,并视之为己
任。在充分传承其历史积淀之时,西南财经大
学也正朝着建设特色鲜明高水平研究型财经大
学这一宏伟目标稳步前进。

成都市是四川省省会,也是中国西部首屈
一指的经济、文化、旅游中心和交通通讯枢纽。
早在4千多年前,成都平原就孕育出史前时代
的金沙文化。这片美丽的土地因其山水灵秀、物
产丰富而获得“天府之国”的美誉。位列中国国
际形象最佳城市第三位的成都市有着舒适宜人
生活环境,并曾因此获得联合国人居环境奖。

立足于这座精彩的城市,西南财经大学在
若干年中培养了数千名来自世界各地的留
学生。今天我们将以一贯的热情以及高水平的
教学和服务欢迎每一位留学生,让你们在这里
的学习和生活充满美好回忆。

让我们相约在西南财经大学!

西南财经大学 国际教育学院
院长 梁婷 博士

Since its foundation in 1925, SWUFE has been shouldering its responsibilities to rejuvenating the nation through research and academic endeavors. While recognizing the strength of its heritage and traditions, SWUFE is striding into an era of rapid development to be a differentiated, research led and finance-oriented institution of higher learning that addresses the needs of an ever changing, knowledge-based world.

Chengdu, located in Southwest China, is the capital of Sichuan province. It is also the most important economic, cultural, tourist, transportation, and communication hub in Western China. More than four thousand years ago, the pre-historic culture of Jinsha established itself in this region. The fertile Chengdu Plain, on which Chengdu is located, is called Tianfuzhiguo in Chinese, which literally means "the Country of Heaven", or more often seen translated as "the Land of Abundance".

Standing on this great city, we are proud to have seen thousands of international students graduated from SWUFE. Today we are welcoming every international student with our hospitality as well as high-standard teaching and service as always, making sure your stay here will be full of wonderful memories.

Let's meet in SWUFE!

LIANG Ting, Ph. D., Dean
College of International Education, SWUFE



学校简介 Brief Introduction to SWUFE

西南财经大学是教育部直属的国家“双一流”建设高校。天府之国,钟灵毓秀;巴山蜀水,俊采星驰。学校地处国家历史文化名城、南方丝绸之路的起点、素有“天府之国”美誉的成都,携光华、柳林两校区,辖地2300余亩,校园湖光柳影,芳草绿树,翩翩学者,蔚为大观,是著名的“园林式院校”。

学校始于1925年创建的上海光华大学,至今有近百年的办学历史。学校自1996年开始招收留学生,2001年被教育部列为培养外国留学生的重点院校,至今已接收和培养数千名来自世界各地的留学生。

SWUFE is a national key university under direct administration of the Ministry of Education and is listed in the “Double World-Class Project” of the Chinese government as part of the national endeavor to build world-class universities and disciplines. Located in the city of Chengdu – a city of rich historical heritage and also the starting point of the South Silk Road, SWUFE now has two campuses, the Guanghua Campus and the Liulin Campus. With an overall area of about 380 acres, SWUFE is also known for its picturesque campus scenery.

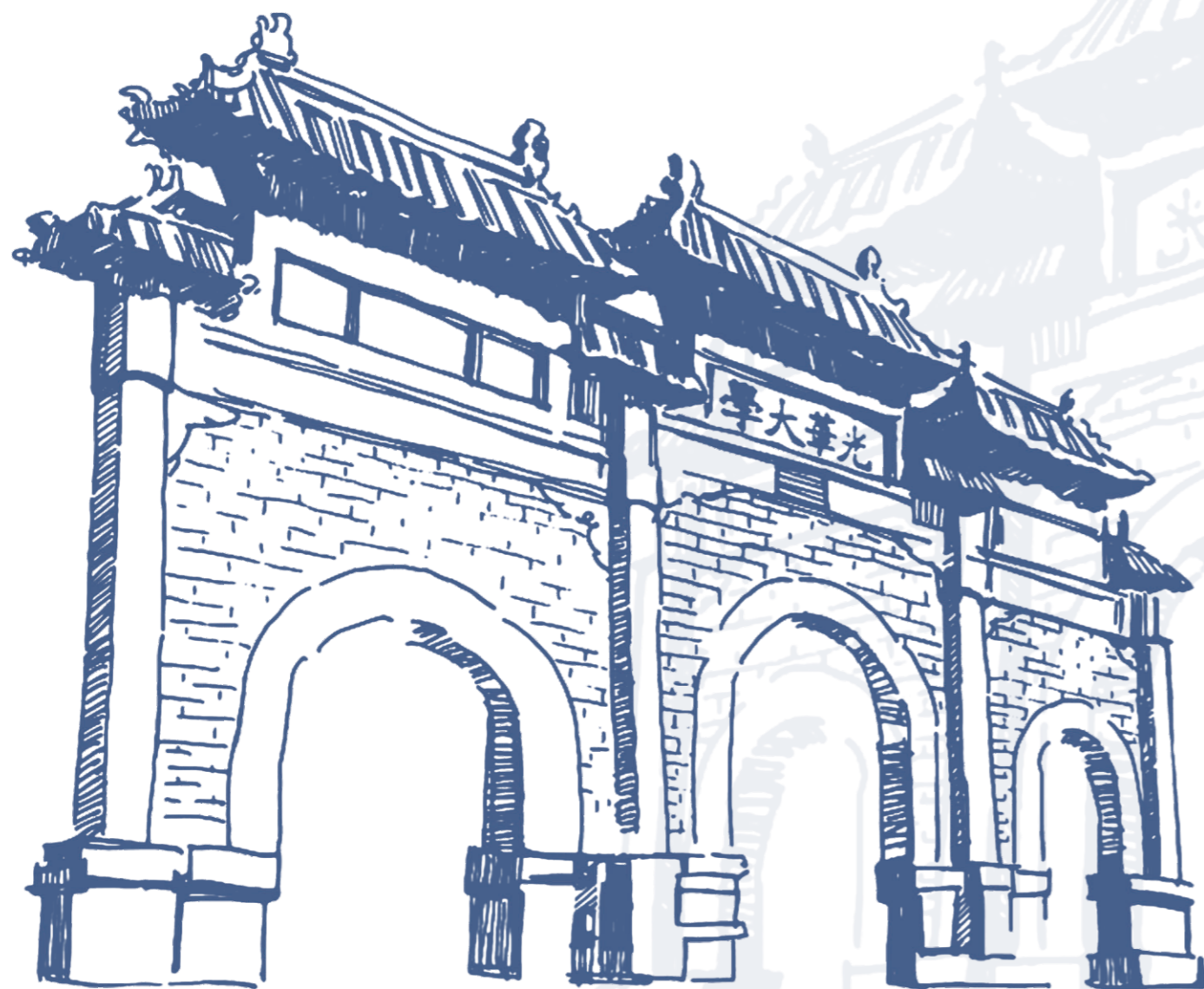
SWUFE with long and fine cultural and revolutionary legacy was originally founded as the Shanghai Guanghua University in 1925. We began enrolling and training international students in 1996, and was listed as one of China's key universities in this field in 2001. In the past decades SWUFE has trained thousands of international students from countries all over the world.





西南财经大学 精神和校训

SWUFE
Vision and Motto



经世济民
孜孜以求

刘诗白



西南财经大学精神

经世济民 孜孜以求

(前校长:刘诗白)

SWUFE Vision

To persistently strive for the benefit of people and society.

(By former President LIU Shibai)

西南财经大学校训

严谨 勤俭 求实 开拓

SWUFE Motto

Rigorous. Diligent. Truth-Seeking. Pioneering.

留学生 管理规定

Regulations For International Students



西南财经大学 留学生相关规定

Regulations for
International Students
SWUFE



A

本文件中的一些缩略语:

Some abbreviations in this document:

1. CIE, SWUFE:指西南财经大学, 国际教育学院;

CIE, SWUFE: refers to College of International Education, Southwestern University of Finance and Economics.

2. 学生:指来华学习的留学生;

Student(s): refers to international student(s) studying in China (SWUFE).

3. 招生办公室、管理办公室、行政办公室:指西南财经大学国际教育学院留学生招生办公室、留学生管理办公室、行政办公室;

Admission Office, Student Affairs Office, and Financial & Internal Affairs Office: refer to those offices in CIE, SWUFE.

4. 签证:(除非特殊说明时)指中华人民共和国签证、停留许可及居留许可;

Visa: (unless particularly indicated) refers to visa and/or staying permit and/or residence permit.

B

本文件中包含若干个涉及留学生在西南财经大学学习和生活方面的规定。留学生须仔细阅读, 并将任何不确定的信息及时提出。一旦申请就读我校, 则视为完全理解并接受本文件。

This document contains several regulations related to international students' life and studies in SWUFE. A student should read this document carefully and be sure to enquire about any uncertain information. A student's application to study in our university will be regarded that he/she has fully understood and accepted all of the regulations.

C

本文件所有文本均包含中英文两种语言, 但英文信息仅供参考。如果中英文信息不一致, 以中文为准。

All texts in this document are in Chinese and English. The English part is for reference only. If there's any English information different from the Chinese version, please refer to the Chinese version.

D

本文件及所有规定于2014年2月20日开始实施。西南财经大学拥有最终解释权, 并有权在未经事先通知的情况下, 对本文件进行修改。

This document and all its regulations take effect on February 20, 2014. SWUFE holds the final authority of explanation over said regulations, and reserves the rights to amend them without further notice.



西南财经大学 学生缴费 相关规定

Regulations on Payment
for International Students
SWUFE



费用表 Fee List

报名费、学费、教材费、住宿费等
application fee, tuition, textbooks, room fee, etc.

汉语培训项目 · CHINESE TRAINING PROGRAMS

ONE SEMESTER RMB 7,000 7000元/学期	EACH ACADEMIC YEAR RMB 14,000 14000元/年	RMB 600 600元 Application fee 报名费	ACTUAL PRICE 按实际金额收取 Textbooks 教材费
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保险费 · INSURANCE

SEMESTER RMB 300 300元/学期
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学历项目 · DEGREE PROGRAMS

EACH ACADEMIC YEAR RMB 16,000 16000元/年 Bachelor's (conducted in Chinese) 本科(汉语授课)	EACH ACADEMIC YEAR RMB 20,000 20000元/年 Bachelor's (conducted in English) 本科(英语授课)	EACH ACADEMIC YEAR RMB 20,000 20000元/年 Master's (conducted in Chinese) 硕士(汉语授课)	EACH ACADEMIC YEAR RMB 25,000 25000元/年 Master's (conducted in English) 硕士(英语授课)	EACH ACADEMIC YEAR RMB 25,000 25000元/年 MBA (conducted in Chinese) MBA(汉语授课)
EACH ACADEMIC YEAR RMB 25,000 25000元/年 Doctorate (conducted in Chinese) 博士(汉语授课)	EACH ACADEMIC YEAR RMB 30,000 30000元/年 Doctorate (conducted in English) 博士(英语授课)	RMB 600 600元 Application fee (new students only) 报名费(仅新生)	ACTUAL PRICE 按实际金额收取 Textbooks (for other degree programs) 教材费(其它学习项目)	80% OF THE NORMAL TUITION 按普通学费的80%收取 Tuition for the deferment period of study 延期毕业期间学费

住宿费 · ACCOMMODATION

3 Months RMB 2,400 2,400三个月 Boxue #2, Guanghua Campus 光华校区博学2舍	Months RMB 1,500 1500三个月 Shensiyuan #A, Liulin Campus 柳林校区慎思园A座	Per month (different room rate) RMB 800 or 500 800或500/月(不同价格) Accommodation period of summer and winter vacation 寒暑假住宿期	RMB 1,000 1000元 Deposit 押金	30 kwh free each month, any extra usage charged at market price 每月30度免费 超出部分按市价收取 Electricity 电费
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春秋学期保险期分别为3月1日至9月1日、9月1日至3月1日。不足一学期按一学期收取。

Period of Insurance Coverage: March 1 to September 1 for Spring Semester, September 1 to March 1 for Fall Semester.

Minimum charge is 300.

以上金额单位均为人民币,并可能进行变更。

All fees listed above are in RMB and are subject to change.

A 所有学生,无论公费自费或其它经费形式,均应在该学期到校注册之日(适用于新生)或国际教育学院开学典礼日(适用于老生)起5个工作日内,在行政办公室完成所有应缴费用的缴纳或审核。

All students, either self-funded or on a scholarship, must pay all necessary fees (or complete the Funding-Confirmation Procedure) at the Internal & Financial Affairs Office, within 5 working days from his/her registration day (for fresh students) or CIE's Orientation Day (for current students) at SWUFE.

从第6个工作日开始,仍未缴纳完所有应缴费用的学生须同时支付待缴纳总费用的10%滞纳金;逾期15个工作日以上的,视为放弃学习、自动退学,如已缴纳部分费用的,已缴纳部分费用不予退还。

From the 6th working day on, a student will also have to pay an additional late penalty of 10% for due fees. A student will be regarded as aborting & quitting study if he/she still has due fees after 15 working days, and partly-paid fees (if any) will not be refunded.

B 学费可按学期或学年缴纳。

Tuition is charged on a semester's or a yearly basis.

C 住宿费按每次至少三个月缴纳,寒暑假期的住宿费按实际住宿时间缴纳。已缴纳的住宿费不退费。

Room fee is charged by at least 3-month each time. Room fee in summer and winter vacation is charged by actual period of stay. Room fee is non-refundable.

学生除缴纳住宿费及押金外,还应及时缴纳电费等相关费用。

Besides the room fee and deposit, students should pay all other related fees such as the electricity bill on time.

D 每学期开学两周内(从该学期第一天上课开始计算)申请办理退学者(包括任何原因导致无法继续学习的),退还该学期全部学费,学院另扣除600元人民币的办理退学手续费。开学两周后申请办理退学者,当期学费一律不予退还。

Any student who applies for withdrawing from SWUFE within 2 weeks of a semester beginning (the semester's first day of class) will get a full refund of tuition, while a withdrawal fee of RMB 600 will be charged. Tuition will not be refunded after 2 weeks of a semester beginning.

E 如果学生从收费标准较高的宿舍换到收费标准较低的宿舍,所缴纳的住宿费将不予退还。反之,则需按照学期为单位补齐当期差额。

If a student changes rooms from a higher-priced dormitory to a lower-priced dormitory, a partial refund of the room fee will not be given. On the contrary, he/she will need to pay the difference on a semester's basis.



F 学生有义务在购买教材时检查所选教材的准确性、完好性。所有教材一经售出,无论何种原因均不予退换。

Students are obliged to confirm that the textbooks he/she purchased are correct and in good condition. All textbooks are non-returnable and cannot be exchanged once sold.

G 无论学生是否已购买其它保险,均需购买西南财经大学指定的留学生保险。

The insurance appointed by SWUFE is compulsory for any student regardless of previous purchase of other insurance or not.

H 学生在未缴纳清所有应缴费用(包括学费、报名费、住宿费、住宿押金、电费、保险费及其它费用)的情况下,学院不予开具任何形式的文书(包括学生证、签证申请、在读证明、成绩单等)。

Students will not be issued any documents of any form (including Student ID, Visa Application Documents, Certificate, Transcript, etc) by SWUFE if he/she still has any unpaid fees due (including tuition, application fee, room fee, room deposit, electricity bill, insurance, etc.).

I 学生因违法、违纪、违规导致被开除或取消签证的,已缴纳的一切费用不予退还;导致被清退出宿舍的,已缴纳的住宿费、住宿押金、电费不予退还。

If a student's violation of related laws, regulations or rules leads to visa cancellation or expulsion from SWUFE, he/she will not be refunded any paid fees. If it leads to expulsion from the dormitory, he/she will not be refunded the room fee, deposit or electricity fee.

J 各类奖学金学生及涉及到费用发放的学生,如果费用为按月发放的(例如:中国政府奖学金学生的生活费),每月的发放时间一般为该月15日左右。学生必须在前一月的22-26日期间完成签字等确认手续后方可收到费用,未完成手续的将导致发放推迟。因银行财务系统故障等特殊原因导致发放不成功的,发放可能顺延。

For students with all kinds of scholarships or money receiving (such as monthly allowance for Chinese Government Scholarship students), each kind of monthly money will be given around 15th of that month. Students have to first complete the confirming procedures such as signing within 22nd to 26th of the previous month, otherwise the money receiving will be delayed. On special occasions such as financial system failure in banks, the money receiving may also be delayed.



西南财经大学 留学生 住宿管理规定

Regulation on Dormitory
and Accommodation
for International Students,
SWUFE



住宿办理流程

Process of
Accommodation

1.入住 - Checking-in

1、学生应持本人护照和国际教育学院开具的录取通知书、报到注册单、信息卡等(仅适用于新生)材料,在行政办公室完成所有应缴费用的缴纳或审核后,办理入住手续。

Before checking in, students should pay all necessary fees (or complete the Funding-Confirmation Procedure) at the Internal & Financial Affairs Office, bringing the Acceptance Letter, Checklist for Registration, Info Card issued by CIE (applicable to new students only) together with his/her passport and other required documents.

2、每学期的最早入住日为该学期国际教育学院公布的接机日。提前到达或在非工作时间(工作时间为9:00-17:00)到达的学生需自行解决临时住宿。

The earliest check-in day is the first Airport Pick-up Day officially announced by CIE each semester. Students who arrived earlier or at non office hours (office hour is from 9:00 to 17:00) need to arrange temporary accommodation by themselves.

3、学生住宿需服从学校的统一安排,按指定房间入住。

Students should follow SWUFE's room arrangement and stay in his/her assigned room.

4、学生入住时,应核对物品是否齐全和完好,若有缺失或损坏需及时上报。

Students should check all facilities and devices when checking-in. Any missing, damaged or non-functioning items should be reported upon check-in.

2.换房 - Changing Rooms

1、学生无权转租或自行调换房间,房间出现任何问题(包括物品损坏、被投诉、意外事件等)学校都将直接追究该房间登记学生的责任。

Students are not allowed to rent out his/her room or change rooms without completing the formal procedure. Students must take responsibility for any issues in the room that he/she is registered to (including equipment damage, receiving complaints, accidents, etc).

2、如因合理原因需要换房,需向管理办公室提出申请,审核通过后方可更换。/ Students should apply at the Student Affairs Office for changing rooms if he/she has proper reasons to do so. Room changing can only be done after the application has been approved.

3、换房申请通过后48小时内,学生应完成房间更换的一切程序,退还原房间钥匙。/ Students should finish changing rooms and return any previous room keys within 48 hours of his/her application for changing rooms has been approved.

3.退房 - Checking-out

1、秋季学期的最晚退房时间为次年的1月19日,春季学期的最晚退房时间为7月19日。/ For the fall semester, the latest check-out day is January 19 of the following year and for the spring semester the latest check-out day is July 19.

2、1月20日至下一学期的接机日前一天、7月20日至下一学期的接机日前一天为假期住宿期。/ January 20 to the day prior to the Airport Pick-up Day of the next semester, and July 20 to the day prior to the Airport Pick-up Day of the next semester is the accommodation period of winter and summer vacation.

3、学生应持本人护照和押金收据在管理办公室办理退房。/ Students should check-out at the Student Affairs Office, bringing his/her passport and the room deposit receipt.

4、学生需在退房时退还房间钥匙,钥匙未退还者押金不予退还。/ Students should return his/her room key when checking out, otherwise his/her deposit will not be refunded.

5、退房时,住宿房间状况(包括卫生与房间设备状况)应与入住时保持一致。如退房检查时查出任何问题,将从押金中扣除相应的赔偿费、200元清洁费等。/ The room condition

(including cleanliness, equipment and devices) at check-out should be the same as at check-in. The room deposit will be deducted for any problems found at check-out. A RMB 200 fine will apply if the cleanliness condition is not the same as the checking-in day.

6、每年秋季学期1月20日、春季学期7月20日及寒暑假住宿期的最后一天,学校将对宿舍进行清理,任何遗留在空房中的私人物品将清离并不予保管。任何未办理续住手续的学生将被要求当天搬离,且房内所有私人物品将被清离并不予保管。/ On January 20 (for the fall semester) or July 20 (for the spring semester) or the last day of the Accommodation Period of Winter and Summer Vacation, all rooms will be cleaned. Any personal belongings left in vacant rooms will be regarded as abandoned and will be taken away. Students who haven't completed the procedures for extended stay will be asked to leave on the above mentioned day, and any personal belongings left in his/her room will be regarded as abandoned and will be taken away.

4.寒暑假住宿期 Accommodation Period of Winter and Summer Vacation

1、寒暑假住宿期(及下一学期)需要住宿的学生,应在每年秋季学期12月20日(含)之前,春季学期6月20日(含)之前向管理办公室提出续住申请,学校将视房源及其他相关情况决定是否批准。/ Students should apply for staying during the Accommodation Period of Winter and Summer Vacation (and for the next semester) at the Student Affairs' Office by December 20 (for the fall semester) or by June 20 (for the spring semester). SWUFE may approve or not approve the application depending on room availability and other related conditions.

2、下一学期不再继续学习的学生,寒暑假住宿期的最晚退房时间为该住宿期的最后一天。退房按退房规定执行。/ For students not continuing to study in the next semester should check out by the last day of the Accommodation Period of Winter and Summer Vacation. All normal check-out regulations will apply.

3、下一学期仍将继续学习的学生,在提出申请并获批、且付清下一学期的住宿费后,可继续入住。/ Students continuing to study in the next semester should apply for extended stay in advance. Only if the application is approved and room fee for the next semester is fully paid, are the students eligible to stay.



住宿相关规定

Other Regulations Related to Accommodation

- 1. 学生应遵守中华人民共和国法律法规和西南财经大学规章制度, 不得在宿舍(包括房间和公共区域)进行任何损害他人利益的活动。

Students should obey P.R.China Laws and regulations as well as SWUFE rules and regulations. Any activity that may affect others' rights is prohibited in the residential areas (including rooms and other public areas).

- 2. 严禁一切可能损害自身或他人人身及财产安全的活动。

Any activity which may harm one's or others' safety or property is prohibited.

- 3. 宿舍内严禁存放易燃、易爆物品, 住宿区域内严禁烧烤等需要使用明火的活动。若有因违反此项规定而造成损失的, 由学生承担一切责任并赔偿所有损失。

Any inflammable or explosive materials or any activity which requires fire, such as a barbecue, should be kept away from the residential area. Students will have to take full responsibility and pay the losses caused by damages if he/she violates this regulation.

- 4. 学生应注意用电安全, 在宿舍内禁止使用电炉、电磁炉、取暖器、电热毯、电热杯、热得快和微波炉; 在公用厨房禁止使用电炉、电烤炉、电烤箱和电炒锅。学生在公共厨房做饭时不能离开厨房; 使用电器以后必须关闭电源开关。学生离开宿舍后需关闭电源。因违反此项规定而造成损失的, 由学生承担一切责任并赔偿所有损失。

Students should pay attention to the use of electricity. Electric cookers, induction cookers, electric apparatuses, electric blankets, electric cups, electric bars or microwave ovens are prohibited in the rooms. Electric cookers, electric ovens, electric roasters and electric pans are prohibited in the public kitchens. Students are not allowed to leave the public kitchen while cooking. All devices should be switched off after use or if there's no one remaining in the room. Students will have to take all responsibility and pay the losses caused by damages if he/she violates this regulation.

- 5. 学生应保持宿舍及住宿公共区域清洁, 不得在宿舍内饲养宠物。

Students are obliged to keep his/her room and the public areas clean and tidy. Pets are prohibited in the dormitories.

- 6. 学生应保持宿舍安静, 不得在室内或公共区域大声喧哗及播放高音量的音乐, 不得以任何形式打扰其他人学习与休息。

Students are obliged to keep quiet in the residential areas. Speaking loudly, making noise, playing high-volume music, or any other activity that may affect other students is prohibited. 7. 学生不得擅自更换房间内家具, 不得损坏、拆卸宿舍楼和房间内设施。

- Students are not allowed to replace the furniture in the room or damage any equipment or devices in the residential areas.

- 8. 若房间内有任何设备损坏, 学生应及时报修。

Students should report on time anything damaged or not functioning properly in the room.

- 9. 宿舍楼的过道及住宿区域内其它公共场所, 不得堆放任何物品。

Nothing is allowed to be put in the corridor or other public sections of residential area.

- 9. 宿舍楼的过道及住宿区域内其它公共场所, 不得堆放任何物品。

Nothing is allowed to be put in the corridor or other public sections of residential area.

- 10. 在住宿区域的公共场所禁止吸烟。

Smoking is prohibited in the public sections of the residential area.

- 11. 自行车、电瓶车及摩托车等不得进入住宿区域内。

Bicycles, electric bicycles or motorcycles are not allowed to be taken into the residential area.

- 12. 学生不得在寝室留宿任何人。宿舍访问时间为8:00-21:00。访客应在21:00前离开, 否则视为留宿。

Students are not allowed to keep anyone overnight in his/her room. Visiting period is 8:00-21:00 every day. Visitors are required to leave by 21:00, otherwise they will be considered overstayed.

- 13. 学生首次违反上述规定之任何一条将被给予警告, 第二次违反将被清退出留学生宿舍。在学生违纪情况严重时, 将直接被清退。

Students who violate any of the above regulations for the first time will be given a warning. On the second time, the student will be expelled from the dormitory. If there's a severe violation, a student may be directly expelled from the dormitory.

- 14. 在住宿区设有公告栏, 重要通知将会进行公示, 学生有义务自行查看。

Important information will be announced on the bulletin board in the residential area. Students are obliged to check it regularly.

- 15. 学校有权在以下几种情况发生时, 不经学生许可而使用备用钥匙进入学生房间:

Under the following circumstances, SWUFE may enter a student's room without permission from the student:

- 1) 房内设施需要维修、翻新或装修;

Renovation or maintenance of the room or of in-room equipment and devices.

- 2) 不定期例行检查;

Occasional routine inspection.

- 3) 发生紧急情况(包括火灾、地震、意外事故等)。

Emergencies (including fire, earthquake, accident, etc).



西南财经大学 留学生签证 相关管理规定

Regulation on
Visa Related Affairs
for International Students,
SWUFE



签证与居留许可 Visa and Residence Permit

- 1. 学生须持普通护照和签证在我校学习, 外交护照或外交签证将不被接受。

Students should carry ordinary passports and visas. Diplomatic passports or visas will not be accepted.

- 2. 新生需持学习X1签证或X2签证入境, 并在入境后72小时内国际教育学院注册。学生还应在入住校外住所或搬迁至新址后的24小时内, 在辖区派出所办理住宿申报及根据个人情况完成其它签证相关手续。

New students should enter China with an X1 or X2 visa and register in person at the CIE, SWUFE within 72 hours of entering China. Within 24 hours of staying in any new housing, students should register his/her living address at the local police station and complete all other visa-related procedures.

- 3. 在华期间, 学生应随时查看自己所持签证的有效期, 并在到期前20日向国际教育学院管理办公室报告, 办理延期等相应手续。如学生不清楚自己的签证信息, 请及时咨询办公室人员。因学生本人原因(包括: 不清楚/错误理解签证有效期、未在签证到期前及时报告、未及时准确地提供签证申请的相关材料、未缴清所有应缴费用, 等)而导致签证超期的, 学生将承担全部责任; 导致签证超期15天及以上的, 将被开除学籍, 西南财经大学不再提供签证延期申请。

Students should check the validity of his/her visa regularly during his/her stay in China and report to the Student Affairs' Office 20 days prior to visa expiration. If a student is not clear about his/her visa information, he/she should consult with CIE staff immediately. For overstay due to a student's own negligence (including: unclear of/misunderstanding the validity of the visa, failure to report on time before the visa expires, failure to submit all related documents for visa application, failure to pay all necessary fees, etc), the student will take full responsibility. For overstay of 15 days or more due to a student's own negligence, a student will be expelled from SWUFE and no further documents for visa extension application will be provided by SWUFE.

- 4. 无论学生之前是否已进行过体检, 如果国际教育学院认为有必要, 学生需在报到注册时或任何一次办理签证前在指定的具有相关资质的机构进行体检。如果体检报告不合格, 或国际教育学院认为学生健康条件不适合学习, 将不予报到或出具签证办理相关文件。

Whether a student has attended medical examination(s) previously or not, prior to registration or any visa application or extension it is obligatory for the student to attend medical examination in an appointed qualified institution, if it is considered necessary by CIE. If a student fails the medical examination, or his/her health condition is considered by CIE not suitable for study, he/she will not be accepted for registration and no visa application documents will be issued.

- 5. 办理任何签证手续前, 学生应缴清当学期所有应缴费用, 否则国际教育学院将不予出具相关文件。

Students must pay all necessary fees before visa application, otherwise CIE will not issue any related documents.

- 6. 学生办理新的签证或签证延期时原则上将获得多次入境有效的居留许可, 其有效期为1月20日(针对秋季学期)和7月20日(针对春季学期)。每次办理签证的最长期限不超过1年。

Normally a student will get a multiple-entry Residence Permit when applying for a visa (or visa extension), and the validity will be till January 20 (for the fall semester) or July 20 (for the spring semester). The maximum validity of a new visa is 1 year.

- 7. 寒暑假期间一般不办理签证事宜, 请学生提前做好计划, 在学期结束前进行办理。

Visa application services at CIE will be closed during the summer/winter holidays. Students should make plans in advance and apply for visas before the semester ends.

- 8. 学生在护照、签证、住址或联系信息有任何变更后应在48小时内将护照原件带到留学生管理办公室备案。

Within 48 hours of any change in the information of a student's passport, visa, address or contact information, he/she must take his/her passport to the Student Affairs' Office and record the new information.

- 9. 在发生特殊情况时, 例如: 小孩在中国出生、护照遗失等, 学生应在24小时内向留学生管理办公室报告以获得相应指导。

In unique cases such as a baby being born in China, passport being lost, etc, students should report to the Student Affairs' Office within 24 hours to receive guidance.

- 10. 在某些情况下(严重违法违规、退学等), 学生的签证将被取消, 并获得一个临时签证。如因学生本人原因导致签证取消的手续无法正常办理, 西南财经大学将直接通报出入境管理局并强制取消签证, 强制取消签证将导致超期居留、限制入境等, 其所有后果由学生承担。

Under certain circumstances (for example severe violation to laws or regulations, withdrawing from school, etc), a student's visa may be canceled and he/she will receive a temporary visa. If the proper procedures for visa cancellation is unsuccessful due to a student's own fault, SWUFE will report to the Exit and Entry Bureau who will terminate the student's visa directly. Termination of the visa will lead to overstay, restriction of re-entry, etc. The student will have to take full responsibility for any related consequences.

B 考勤及课堂管理 Attendance and In-class Requirements

1. 进入专业学习的留学生的考勤等管理按照西南财经大学学工部相关规定执行。除非特殊说明，本“考勤及课堂管理”相关规定均针对在非学历项目学习的留学生。

Attendance requirement for students in degree programs will follow related regulations by SWUFE's Student Affairs Department. Unless particularly indicated, rules in "Attendance and In-class Requirements" apply to students in non-degree programs as well.

2. 学生的最低出勤率为80%，享受各类奖学金的学生的最低出勤率为90%。出勤率以周为单位进行统计，学期内任何一周未达到最低出勤率的学生，首次将被给予警告，第二次将被开除学籍并直接取消签证。

The minimum requirement of attendance is 80% (for scholarship students of any type it will be 90%). Attendance will be summed up on a weekly basis. A student who fails to meet the requirement in any week of a semester will be given a warning on the first occasion. On the second violation, the student will be expelled from SWUFE and his/her visa will be canceled.

3. 学生请假应在事前向留学生管理办公室提出，管理办公室有权视具体情况决定批准或不批准。请假只有在获得正式批准后方可生效，且获准请假的时间以书面批准的时间为准，如需延长请假则需重新履行请假手续。

Any request for a leave of absence should be made in advance at the Student Affairs' Office, and the request may or may not be approved depending on various factors. Only after formal approval will a request for leave be considered valid. The student's leave of absence must not exceed the length of time outlined in the formal approval. A new request by the student must be made if a student needs to further extend his/her leave of absence.

4. 学生请假3天及以上的，需由本人在留学生管理办公室提供相应的证明材料(作为例外，病假证明材料可在事后补交)；请假30天及以上的，除提供证明材料外，必须将现有学习签证转为其它种类的签证，否则将被强制取消签证。

Any request for a leave of 3 days or more should be made in person at the Student Affairs' Office with all related proof materials. In addition, for any request of leave for 30 days or more, a student will have to change his/her current student visa to another type of visa, otherwise his/her student visa will be terminated directly.

5. 有下列情况的，将被视为当天缺勤：

The following will be regarded as being absent for the day:

1) 缺课并未提前请假，或请假未获得批准的；

Failure to attend class without requesting for a leave in advance, or failure to attend class when the request for leave is not approved.

2) 超过获准请假的时间未返校上课的；

Failure to return to class after a period permitted to leave.

3) 迟到加早退的总时间超过60分钟。

The total time of being late and/or departing early exceeds 60 minutes.

6. 如果学生连续缺勤达到10天，且国际教育学院无法通过各种方式(电话、短信、邮件等)联系到学生本人，将强制取消学生的签证。

If a student is absent from class for ten consecutive class days and cannot be contacted by any means (phone call, text message, email, etc), his/her visa will be terminated directly.

7. 学生应遵守课堂纪律。扰乱课堂纪律、影响他人学习的，将按照出勤率警告办法给予警告直至取消签证。

Students should comply with classroom discipline rules. Students that disrupt teaching or negatively affect others in class will be given a warning, or visa cancellation.

C 其他重要规定 Other Important Rules

1. 学生外出应随身携带护照首页及有效签证页的复印件以备警察检查。

Students should carry his/her passport and current visa photocopies with him/her for occasional examination by police.

2. 希望进行勤工助学(含实习)的留学生应在工作前向留学生管理办公室提出申请，获得勤工助学证并由出入境管理局在签证上进行相应签注后方可开始工作，否则将被视为非法工作。勤工助学的时间不超过每周二十小时，不得从事任何与娱乐行业相关的工作，不得自行从事经营活动。

Students who plan to work part-time (including internship) should apply at the Student Affairs' Office. Only after obtaining a Part-time Work Permit, and receiving the special notation on the visa, is a student allowed to commence part-time work. A maximum of 20 hours per week is allowed for part-time work; however, working in any entertainment related place or doing the student's own business is prohibited.

以下情形不得申请勤工助学：在西南财经大学未连续学习满一学期的；学历生学习期限超过正常学制的；出勤率达不到本规定最低标准的；学历生受学业警示的；其它国际教育学院认为不适合进行勤工助学的。

Students with the following situations are ineligible to apply for working part-time: students who haven't completed a continuous study period of one-semester or above in SWUFE, or degree program students who extend their study period than ordinary period of study, or students who fail to meet the minimum requirement of attendance according to this regulation, or degree program students who have received academic warning, or students with other situation which is considered by CIE not suitable for part-time working.

3. 学生必须在获得中华人民共和国核发的有效驾驶证，并确保机动车经过合法登记、拥有有效保险和牌照后，方可驾驶机动车(包括摩托车)。

In order to drive a vehicle (including a motorcycle), students must obtain a P.R.China Driving License and make sure that the vehicle is legally registered, insured, and plated.

4. 学生不得从事任何传播宗教的活动，且不得在校内从事任何宗教活动。

Any form of missionary work is prohibited. Any form of religious activity inside campus is prohibited.

5. 违反上述2-4条相关规定的，或涉及其它严重违法违纪行为的，将被开除学籍并强制取消签证。

Violations to the above clauses 2-4, or any other severe violations to laws or regulations, will lead to termination of study and visa.



时刻关注我们

Follow Our Latest Information

请各位留学生同学关注我们的官方微信号,在这里你可以获得从申请报名到校园生活的最新资讯,包括重要的信息和各种活动通知等。具体方式请见下图:

Please follow us via WeChat APP (available for iOS, Android & Windows Mobile). You will get the most up-to-date information and notices here, from your first step of application to your life in Chengdu. Please see below:



2018/19 学年校历

Academic Calendar 2018/19

- APU 接机日
Airport Pick-up
- ORT 开学典礼
Orientation
- 1 节假日
Holiday

月 Month	教学周 Teaching Week		周日 Sun	周一 Mon	周二 Tue	周三 Wed	周四 Thu	周五 Fri	周六 Sat
	C/P	D/P							
9				APU	ORT	5	6	7	8
		1	9	10	11	12	13	14	15
	1	2	16	17	18	19	20	21	22
	2	3	23	24	25	26	27	28	29
10	3	4	30	1	2	3	4	5	6
	4	5	7	8	9	10	11	12	13
	5	6	14	15	16	17	18	19	20
	6	7	21	22	23	24	25	26	27
11	7	8	28	29	30	31	1	2	3
	8	9	4	5	6	7	8	9	10
	9	10	11	12	13	14	15	16	17
	10	11	18	19	20	21	22	23	24
12	11	12	25	26	27	28	29	30	1
	12	13	2	3	4	5	6	7	8
	13	14	9	10	11	12	13	14	15
	14	15	16	17	18	19	20	21	22
1	15	16	23	24	25	26	27	28	29
	16	17	30	31	1	2	3	4	5
	17	18	6	7	8	9	10	11	

C/P & D/P	汉语项目/学历项目教学周 Teaching weeks of Chinese Language Program/ Degree Programs	
秋季学期 Fall Semester	汉语项目起止 9月17日至1月11日 Chinese Language September 17-January 11	学历项目起止 9月10日至1月11日 Degree Programs September 10-January 11
春季学期 Spring Semester	教学安排待定 Academic arrangements to be released	



出发前的重要准备

Prepare to Travel

A

成都的天气情况

Weather in Chengdu

查询成都的实时天气情况

To check real-time weather forecast of Chengdu:

中文版Chinese:

<http://www.nmc.gov.cn/publish/forecast/ASC/chengdu.html>

英文版English:

<https://weather.yahoo.com/china/sichuan/chengdu-2158433/>

B

电源及插座

Electricity & Plugs

中国通用的电源为220伏、50赫兹，标准的插头样式见下图

In China, voltage/frequency is 220v/50Hz, and the following outlets/plugs are commonly used:



C

家属关系证明

Family Relationship Certificate

如果有父母、子女或配偶同行陪读，请务必在其来华前准备好家属关系证明，否则将影响其来华后的签证办理。该证明需经中国驻外大使馆或领事馆认证后方为有效。

If there's any of your parents or children or spouse coming to China with you, please make sure to prepare a Family Relationship Certificate for their future visa extension in China. The Certificate has to be NOTARIZED BY CHINESE EMBASSY OR CONSULATE OVERSEAS.

D

体检证明

Medical Certificate

如果在来华前已获得标准格式的体检证明且尚在有效期内(参见后文“签证事宜”一节)，请将其随身携带并在报到时出具。

If you have got a valid Medical Certificate of standard template (please refer to the following "Visa Affairs" Chapter), please take it with you and show at registration.

E

现金

Cash

到达中国后，你可能需要支出各种临时费用，并且根据我们的住宿管理规定，在入住留学生宿舍前需缴纳至少3个月的房费及住宿押金。请确保你带有足够的现金(银行卡支付仅限中国国内银行卡，且仅限2月、8月之外的每个月1-25号)

There might be some incidental cost after your arrival in China. In addition, according to our regulation, if you plan to stay in our dormitory you have to pay deposit and room fee for at least 3 months. Please make sure you have enough cash with you (bank card payment only available for China Union Pay bank cards at office hours on workdays, and unavailable in February or August or from 26 to month-end in the rest 10 months).



校区地图

Campus Maps

光华校区地图

SWUFE Guanghua Campus Map



柳林校区地图

SWUFE Liulin Campus Map



从机场到学校

From Airport to University

成都双流国际机场目前有两座航站楼，国际航班和四川航空公司的航班将降落在一号航站楼，其它航空公司的航班将降落在二号航站楼。每座航站楼分别有多个不同的出口，请注意按照提示选择正确的出口。

There are currently two terminals at Chengdu Shuangliu International Airport. International airlines and Sichuan Airlines are in Terminal 1 while the rest airlines are in Terminal 2. There are various exits in each terminal. Please pay attention to the information at the airport.

下图：成都双流机场T1、T2航站楼

Following pictures: T1 & T2 at Chengdu Shuangliu International Airport



一号航站楼 / T1



二号航站楼 / T2

我们在每学期开学前将安排一至两天提供接机(本学期接机时段请参考校历)，其它时段到达的学生可选择乘坐地铁或出租车前来学校 / 1 or 2-day airport pick-up will be arranged before Registration Day every semester (please refer to the Academic Calendar). Students arriving on the other days are recommended to take metro or a taxi to the university.

需要接机服务的学生，请确保你的航班在我们的接机日的工作时间(9:00-17:00)到达成都机场，并于接机日前至少一周通过留学生信息系统申请。收到我们的确认后，方可视为接机安排成功。有关接机的事宜，可邮件咨询 liyi_cie@swufe.edu.cn。

在到达机场取得行李后，请确保从正确的出口离开，并在出口处注意发现“西南财经大学”接机牌。如果遇到行李遗失等特殊状况，请先出来告诉我们的接机人员后再返回办理相关手续。我们的接机人员将在机场通知的接机口等待1个小时(飞机实际降落后1小时)，如果仍未等到学生，接机人员将离开。

Students who need airport pick-up service please make sure your flight will land at office hours (9:00-17:00) on Airport Pick-up Days, and apply through our online Application System at least ONE WEEK prior to Airport Pick-up Days. Your booking for airport pick-up service is only successful after you receive confirmation from us. For consultation, please write to liyi_cie@swufe.edu.cn.

Upon arrival at the airport, please leave the arrival hall from the correct exit, and look for “SWUFE” Pick-up Card. In case of luggage lost or other special issues, please come out and inform our staff first. Our staff will be waiting for one hour (from actual land-off time) at the exit informed by the airport.

乘坐地铁的学生请在双流机场搭乘地铁10号线至“太平园”站后，换乘7号线至“文化宫”站(B出口)到达西南财经大学光华校区，或在“文化宫”站继续换成4号线至“杨柳河”站(D出口)或“万盛”站(C出口)到达西南财经大学柳林校区。

To take a metro: please take metro Line 10 at Shuangliu airport to “Taipingyuan” Station, and then switch to Line 7 to “Cultural Palace” Station (Exit B) for SWUFE Guanghua Campus, or switch again at “Cultural Palace” station to Line 4 to “Yangliuhe” Station (Exit D) or “Wansheng” Station (Exit C) for SWUFE Liulin Campus.

如需乘坐出租车至光华校区，请根据机场提示在正规的出租车等候处上车(绿色车身、车顶有“TAXI”顶灯、车牌号前面几位为“川AT”)。从机场到学校的费用大约为70-100元(视白天、夜晚等因素有所不同)。请将下面一段文字打印出来并随身携带，在上车后向出租车司机出示：

Students who wish take a taxi to SWUFE Guanghua Campus please go to the official taxi stop according to the information at the airport (official taxi has a green body, a “TAXI” top light, and a plate starts with “川AT”). Estimated cost will be around RMB 70-100 (day/night). Please print out the following words and show it to the taxi driver:

请带我到：西南财大北三门(地铁四号线“文化宫”站B出口，金沙车站斜对面，紧挨青羊大道成温进城高架桥上桥匝道处)

出租车预计将停靠在学校北三门附近(请参考光华校区地图)。请从北三门进入，直行约150米至停车场，右前方即为国际教育学院办公楼(博学二舍)

The taxi will take you to our university’s 3rd North Gate or nearby (please refer to our Guanghua Campus Map). Please enter the university from the 3rd North Gate and go straight for around 150m till you reach the parking lots. Our office building is on your right hand side (inside “Boxue #2” Dormitory Building).



住宿相关事宜 Accommodation

每学期宿舍的最早可入住日即为接机日的第一天, 如果学生提前到达, 将无法入住宿舍。如果选择在校外租房, 可尝试联系下面的中介或自行搜寻房源。光华校区附近的公寓价格约在1500-2500元/月(套二房型, 设施齐全), 柳林校区附近的公寓价格约在1000-2000元/月(套二房型, 设施齐全)

Each semester the earliest check-in day of international students' dormitory is the first Airport Pick-up Days. Dormitory is NOT open if you arrive earlier than that. Students seeking for apartment off-campus may refer to the following real estate agencies or look for rooms by yourself. Rent for a two-bedroom apartment with all necessary facilities will be around RMB 1500-2500/month near Guanghua Campus or RMB 1000-2000/month near Liulin Campus.

21世纪不动产光华店 Century 21 China Estate

地址 / Add.: 四川省成都市青羊区光华大道瑞联路39号附10号
电话 / Tel.: 400-666-3277 (Ext: 0066)
<http://chengdu.koofang.com/rent/t3/>

链家地产 Homelink Estate

地址 / Add.: 青羊大道104号4栋1楼104号
电话 / Tel.: 400-700-1001
<https://cd.lianjia.com/zufang/>

(以上网站仅供参考, 西南财经大学不对任何第三方服务商或房产作推荐。)

有意租房的学生亦可通过相关的手机APP获取信息并办理业务。

The above information is for reference only. SWUFE does NOT recommend any 3rd-party service providers or apartments. Students may also acquire information and make arrangements via related APPs.)



报到流程 Registration Process

国际教育学院的日常工作时间为9:00-17:00。

我们的公共邮箱为: cie@swufe.edu.cn,

各办公室职能及负责人联系方式等请见下表。

Our office hour is from 9:00 to 17:00.

Our public email address is cie@swufe.edu.cn.

Please also see below the list of our office duties and staff contact.

人员 • Faculty		职责 • Duty	联系方式 • Contact
Ms. LIANG Ting	院长 Dean	全面负责学院整体工作 Overall operation of the College	(86) 28 87092500 liangt@swufe.edu.cn (Office in Liulin Campus)
Mr. WANG Xin	副院长 Vice Dean	分管招生和汉语教研事务 In charge of: Admission Affairs, Chinese Teaching Affairs	(86) 28 87356378 xinwang@swufe.edu.cn (#203, CIE Office Building)
Mr. WANG Binyu	院长助理 Dean Assistant	分管非学历生事务 In charge of: Non-Degree Students' Affairs	(86) 28 87357349 wangbinyu@swufe.edu.cn (#202, CIE Office Building)
Mr. XIAO Hongchao	院长助理 Dean Assistant	分管学历生事务 In charge of: Degree Students' Affairs	(86) 28 87092378 xiaohc@swufe.edu.cn (#A518, Tongbo Building, Liulin Campus)



办公室 • Section	人员 • Faculty		办公室职能 • Section Description	联系方式 • Contact
招生办公室 Admission Office (#206, CIE Building)	Mr. ZHANG Zhaohui	主任 Director	留学生招生及合作项目 Students' recruitment and international cooperation programs	(86) 28 87355437 zhangzh@swufe.edu.cn
	Ms. ZHANG Xi	项目专员 Program Manager		(86) 28 87355437 zhangx1008@swufe.edu.cn
	Ms. JIN Lu'er			(86) 28 87355437 jle0023@swufe.edu.cn
管理办公室 Student Affairs Office (#A518, Tongbolou Building in Liulin Campus & #201, CIE Building)	Ms. LIU Jing	行政专员 Executive Officer	留学生管理服务 Student affairs including registration, visa, accommodation, activities, certificates & other related general affairs	(86) 28 87353263 liujing03109@swufe.edu.cn
	Ms. LI Yi			(86) 28 87353263 liyi_cie@swufe.edu.cn
综合行政及汉推办公室 Financial & Internal Affairs Office (#204, CIE Building)	Ms. BAI Qiaoyan	行政专员 Executive Officer	行政及学院内部事务 汉语国际推广事务 Administrative & internal affairs, Confucius Institute related affairs	(86) 28 87356398 bqy0127@swufe.edu.cn
	Ms. WU Xiaoxin			财务 Payment & financial affairs
汉语教研办公室 Chinese Teaching Office (#106, #108, #109, #110, West Teaching Building)	Mr. ZHANG Longjian	主任 Director	汉语及中国文化教研、汉语教材 Chinese language & cultural courses teaching & researching, Chinese textbooks	(86) 28 87352359 zljxsl@swufe.edu.cn
	Ms. DENG Fan	教师 Teacher		(86) 28 87352359 df2003@swufe.edu.cn
	Mr. HU Peijia			(86) 28 87352359 alex791031@swufe.edu.cn
	Ms. CHEN Mo			(86) 28 87352359 chenmo@swufe.edu.cn
	Ms. HU Qianlin			(86) 28 87352359 hq10202@swufe.edu.cn
	Ms. LIU Jiangbo			(86) 28 87352359 ljb0201@swufe.edu.cn
	Ms. LIU Ya			(86) 28 87352359 liux611@126.com
	Ms. TAN Lili			(86) 28 87352359 604689413@qq.com
	Ms. JIANG Linyi			(86) 28 87352359 jly0159@swufe.edu.cn

每学期报到期限从该学期公布的留学生校历(参见本手册中的校历)第一个报到日开始, 学历生、交换生、学习专业课程的进修生共15天, 语言生共30天。超过期限未报到的视为放弃入学资格, 将不能再进行报到, 并将被学校上报公安局出入境, 取消入境签证。学生需自行承担由此导致的任何结果。

Registration period of each semester is 15 days (for Degree Program students, exchange students and students studying major courses) or 30 days (for Language Program students) in total, starting from the first Registration Day published in our official calendar (please refer to the Academic Calendar in this Guidebook) for international students. No-Show in registration period will be regarded as admission abandoned and your information will be submitted to PSB Exit & Entry Department for visa cancellation. Any consequence led by this will be the students' own responsibility.

留学生到校后, 首先应在国际教育学院光华校区进行报到注册。请持有效护照(含有效签证或居留许可)、两张证件照、录取通知书、JW201/202表、报到注册流程单五种材料到光华校区201办公室报到, 并按下图的指引进行每一个报到注册流程。

After arrival in our university, you are supposed to complete the registration procedures in our offices in Guanghua Campus. Please take your valid passport (with valid visa or residence permit included), 2 ID photos, admission letter, JW 201/202 Form and Checklist for Registration to Office 201. Kindly follow the Registration Checklist below to complete the whole process step by step as indicated.



请注意
Kind Notice

每学期新生报到注册期间报到人数较多, 可能将影响你的等候时间, 敬请谅解!

我们将竭力提供更为高效和优质的服务。

There may be a large number of fresh students at registration period each semester - this may increase your waiting time on every registration procedure.

We appreciate your understanding and will provide best possible service as always.



付费及保险

Payment and Insurance



所有的费用支付均在国际教育学院光华校区204办公室。目前我们接收两种支付方式:

Our Office 204 in Guanghua Campus is in charge of all payment-related issues. Two methods of payment are accepted:

银行卡 Bank card

仅限于中国国内银行发行的银行卡(带有银联标志),包括借记卡和信用卡。每年2月、8月无法进行银行卡支付。

Bank card issued by Chinese domestic banks (with a "UnionPay" logo on the card), including debit card and credit card. Bank card payment is unavailable in February and August.

现金 Cash

现金,只收取人民币。持外汇入境者,可持护照在机场或前往中国银行换汇。

Cash, RMB only. Money exchange is available at the airport and Bank of China (passport required).

请注意:根据相关规定,每一位学生必须购买指定保险。该指定保险的权责条款可在国际教育学院光华校区201办公室获取。保险费将在学生缴纳其它费用时一并代收,且未购买保险的学生将无法完成报到注册工作,不能办理签证或上课。

Attention: According to related regulations, it is mandatory for every international student to purchase a Compulsory Insurance. Detailed clauses and information can be obtained at Office 201 in Guanghua Campus. Upon registration, students are required to pay this insurance fee together with other fees. Students who fail to pay the insurance fee cannot complete the registration and will be not allowed to extend visas or attend classes.



签证事宜

Visa Affairs

住宿登记是在华学习、生活最重要的基础。对于新生而言,住宿登记需要在抵达成都后24小时内完成(在酒店住宿的学生将由酒店管理系统自动进行登记),留学生应该在任何有关签证或住址的变动,包括:签证延期、签证换发、获得新签证、搬家,等,都需要进行住宿登记,并将获得的住宿登记表格提交给我们。

住在校内留学生宿舍(光华、柳林校区)的学生请持本人护照在国际教育学院光华校区201办公室或柳林校区通博楼A518办公室获取办理住宿登记的材料,并按照提示办理。住在校外的学生请持本人护照和租房合同前往辖区派出所进行住宿登记。办理住宿登记是免费的。

Registration of Accommodation is the very fundamental and important thing for your stay in China. For fresh students, this has to be completed within 24 hours upon your arrival in Chengdu (students who stay in hotels will be registered automatically through hotel registration system). Registration of Accommodation is needed when there's any change related to your visa or living address, including: visa extension, visa change, obtaining new visa, moving to new living place, etc. The Registration Form of Accommodation you require should be submitted to us.

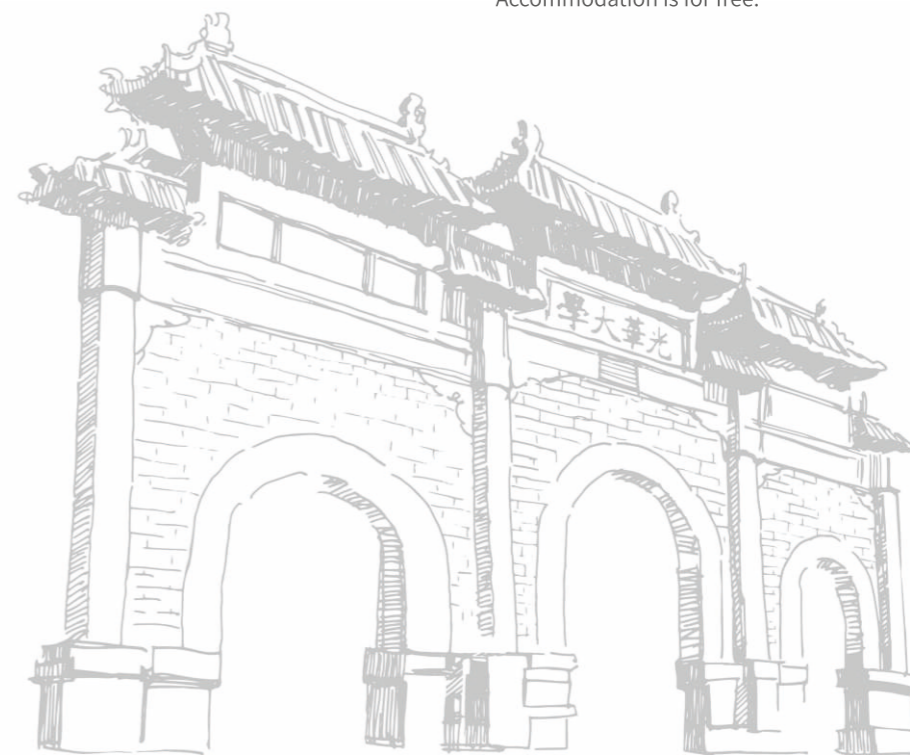
Students living on-campus may take your passport and come to our Office 201 (Guanghua Campus) or Tongbo Building A518 (Liulin Campus) to obtain necessary guidance and documents for Registration of Accommodation. Students living off-campus should take your passport and rent contract to register at local police station. Registration of Accommodation is for free.

合法的签证(或居留许可,除非特别说明,下文统称“签证”)是留学生在华停留的唯一有效证件。请仔细监管自己的签证有效期(尤其注意:X1学习入境签证的有效期为入境后30天!)。如果你对自己的签证有任何疑问,请随时联系我们。

我们在报到注册时,将不接收任何签证已经过期、或即将在三天之内过期的学生。

A valid visa (or Residence Permit, hereinafter referred to as "visa" unless particularly indicated) is the only official permit for your legal stay in China. Please monitor your visa status with great attention (in particular: X1 student entry visa will be valid for only 30 days after entry to China). If you have any questions on your visa, please do not hesitate to contact us.

Any student whose visa is expired or will be expired in three days upon registration will NOT be allowed to register.



所有申请就读我校的学生均需在报名时提交标准格式的体检证明, 该体检证明模板可在 http://international.swufe.edu.cn/__local/7/11/77/A88EA902486B1C5D440A36E32ED_36621827_22A32.pdf获取, 或向国际教育学院招生办公室发送电子邮件 (admission@swufe.edu.cn) 获取。体检证明通常为6个月有效。学生需在报到注册时提交该体检证明原件。根据需要, 在报到注册时我们将有可能要求学生在成都市再次进行体检。此外, 按照出入境相关规定, 在最新一次签证(此处仅指签证, 不包括居留许可) 有效期内的首次入境日开始计算, 如果在华停留时间(包括即将办理的签证申请中申请的停留时间) 超过一年, 也需在办理签证前进行当地的身体检查。成都市唯一认可的机构为四川国际旅行卫生保健中心。

学生可在国际教育学院光华校区201办公室或柳林校区通博楼A518办公室获取身体检查的相关材料。如果在来华前已获得标准格式的体检证明且尚在有效期内, 请在四川国际旅行社卫生保健中心出具原件(包括全套检查报告的原件), 由对方判定是否可以免于体检、进行部分体检或全部体检。

无论学生之前是否已进行过体检, 如果国际教育学院认为有必要, 学生需在报到注册时或任何一次办理签证前在指定的具有相关资质的机构进行体检。如果体检报告不合格, 或国际教育学院认为学生健康条件不适合学习, 将不予报到或出具签证办理相关文件。

Every student applying for studying in SWUFE will be required to submit a medical examination certificate in the application. A standard template of the medical examination can be obtained at http://international.swufe.edu.cn/__local/7/11/77/A88EA902486B1C5D440A36E32ED_36621827_22A32.pdf, or at our Admission Office via email (admission@swufe.edu.cn). This certificate is normally valid for 6 months, and the original certificate is needed in the registration. We might also require you to attend a local medical examination upon registration. In addition, according to Exit & Entry regulations, from the first entry date during the validity of your latest visa (here refer to “visa” only, excluding Residence Permit), if your stay in China (or applying period of stay in your visa application) exceeds one year, a medical test is needed before visa application. The only official site for medical test is Sichuan Health & Medical Center for International Travel (hereinafter referred to as “Medical Center”).

Necessary guidance and documents for medical test can be obtained at our Office 201 (Guanghua Campus) or Tongbo Building A518 (Liulin Campus). If you have got a valid Medical Certificate of standard template, please submit the original certificate together with all the original reports to the Medical Center so they can decide whether none, part or full test will be carried out.

Whether a student has attended medical examination(s) previously or not, prior to registration or any visa application or extension it is obligatory for the student to attend medical examination in an appointed qualified institution, if it is considered necessary by CIE. If a student fails the medical examination, or his/her health condition is considered by CIE not suitable for study, he/she will not be accepted for registration and no visa application documents will be issued.

办理签证时, 请前往国际教育学院光华校区201办公室。

请确保你已缴清所有应缴的费用并携带以下证件或文件:

Please come to our Office 201 in Guanghua Campus for visa application (extension).

Please make sure you have paid all necessary fees and taken the following documents or licenses with you:

- | | |
|---|--|
| <input checked="" type="checkbox"/> 护照
Passport | <input checked="" type="checkbox"/> 体检证明(如被要求)
Medical test certificate (if required) |
| <input checked="" type="checkbox"/> 住宿登记表
Registration Form
of Accommodation | <input checked="" type="checkbox"/> 家属关系证明(如果有随行家属)
Family Relationship Certificate
(if there's any family dependent) |
| <input checked="" type="checkbox"/> JW201/202表原件(第一联)或复印件
JW201/202 Form original (first page)
or photocopy | <input checked="" type="checkbox"/> 结束学习的相关证明文件(如果是转学学生)
Documents of finished study in previous school
(for students who transfer from another school) |
| <input checked="" type="checkbox"/> 一张护照照片(1-2寸均可)
One passport photo (1-2") | <input checked="" type="checkbox"/> 结束工作的相关证明文件(持工作签证的学生)
Documents of finished work in previous organization
(for students who currently holds a work visa) |



生活相关

Life in SWUFE and Chengdu

饭卡 Canteen Card

留学生可持本人护照到光华校区一食堂办理饭卡。办理时间为周一至周五中午12点到12点半, 或下午17点到17点半。饭卡工本费15元。购买饭卡后可以向卡中充值用于食堂消费。

学历留学生可凭一卡通在食堂消费。详情请参见下文“学生证”一节。

Students may apply for a Canteen Card (Food Card) at the service counter of the 1st Cafeteria in Guanghua Campus from 12:00 to 12:30 or from 17:00 to 17:30, Monday to Friday, with their passports. An application fee of RMB 15 will apply. Then students can deposit the money into the card for meals at each cafeteria.

Degree students may use the SWUFE Campus Card at each cafeteria. Please refer to the following “Student ID Card” part for detailed information.

洗衣房 Laundry

光华校区北三门内侧和一食堂附近设有洗衣房, 具体位置见校园地图。洗衣费每次3元(2kg)。请自备洗衣粉。

柳林校区留学生公寓内和校内生活服务区设有洗衣房。

There are two laundries in Guanghua Campus: one inside 3rd North Gate and the other close to 1st Cafeteria. Please refer to SWUFE Campus Map for the locations. The rate is RMB 3 per wash (2kg). Please bring your own washing powder.

There are laundries in the international students' dormitory building and service sections in Liulin Campus.

宿舍网络 Internet Service

请持录取通知书及护照到光华校区光华楼907网络中心(非学历留学生)或柳林校区信息与教育技术中心(学历留学生)办理上网手续。上网连接费为50元, 月使用费为20元。获取帐号和密码后即可上网。请将电脑设置为自动获取IP地址。请注意, 办理上网手续的办公室在假期期间关闭。如果你假期期间在学校居住, 请在放假前缴费。

校园的大部分建筑楼内有WIFI覆盖, 且目前临时访问权限处于开通状态。

注意: 除非经网络中心工作人员设置好, 请勿在房间内使用路由器!

In SWUFE every dormitory room is equipped with cable Internet access. For in-room internet access, please bring your passport and your Admission Letter with you and go to the Room 907 of Guanghua Building in Guanghua Campus (non-degree students) or Information & Education Technology Center in Liulin Campus (degree students) to register and pay fees (RMB 50 for connection fee and RMB 20 for monthly fee). Please set your computer to “Obtain IP address automatically”. Please note that the Internet Office is closed during winter and summer holiday. If you stay on campus during holidays, please make sure that your payment covers that period in advance.

WIFI coverage is in most buildings in both campuses, and currently Guest Access (temporary access for free) is in function.

ATTENTION: please do NOT use any routers in your dormitory room unless they have been set up by our staff in Internet Center.

学生证 Student ID Card

非学历生(汉语进修、交换生等)请在报到注册时提交一张护照照片到光华校区201办公室,并在照片背面工整书写你的护照名字(不是中文名字)。学生证通常于开课一周后办好,且我们只在每学期的第一个月办理学生证。

学历生(本硕博)的学生证将由各培养学院办理,并可直接用学号在柳林校区其孜楼2-3办公室办理一卡通。

Non-degree students (Chinese Language Training, exchange study, etc): please submit one passport photo (with your PASSPORT NAME written on the back in BLOCK LETTERS) to Office 201 at Guanghua Campus during registration. Normally the Student ID Card will be ready after the first teaching week of each semester, and it is available ONLY in the first month of each semester.

Degree students (bachelor, master's or doctoral): please check with your school (where you take the degree programs) for Student ID Card. Additionally, a SWUFE Campus Card (with all functions on it: food, dormitory access, library, etc) can be obtained in 2-3 office, Qizi building, Liulin campus.

寝室用电 Electricity

留学生寝室每月超出免费部分的电费需自付,欠费将导致停电。电费可凭校园卡在各宿舍楼的自助充值机上进行充值,具体操作方法可参见自助充值机旁的提示或咨询宿管办工作人员。

Students staying in International Students' Dormitory Buildings need to pay for electricity (usage exceeding the monthly free part). Failure to pay for electricity will lead to power cut. Electricity account (can be recharged at Self-service Machines at each dormitory building by using your Campus Card. Please refer to our guide at the Self-service Machines or consult dormitory staff for detailed steps of recharging.

出行 Transportation

成都市具有发达而便利的公共交通系统,主要由公交巴士、地铁、出租汽车(专车)及共享单车组成。

Chengdu has an efficient & convenient public transportation system, including bus, metro, taxi (chauffeured car) and shared bicycles.

成都地铁目前开通运行的线路为1、2、3、4、7、10号线,更多的线路将在未来几年内陆续开通。其中,4号线连通西南财经大学光华校区(4号线西南财大站A出口、文化宫站B出口)和柳林校区(4号线杨柳河站D出口、万盛站C出口)。搭乘地铁从一个校区前往另一个校区的时间约为45分钟。

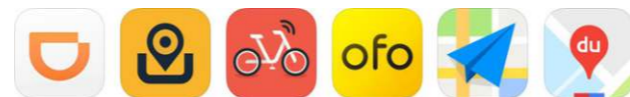
Currently Chengdu Metro Line 1, 2, 3, 4, 7 and 10 are in operation. More lines will operate in the coming years. Metro Line 4 has connected SWUFE Guanghua Campus (Line 4 @ "Southwestern University of Finance and Economics" Station Exit A, and @ "Cultural Palace" Station Exit B) and Liulin Campus (Line 4 @ "Yangliuhe" Station Exit D, and @ "Wansheng" Station Exit C). It will take around 45 minutes traveling from one campus to the other.

除普通出租车外,通过手机APP可方便地呼叫专车服务,包括滴滴专车、神州专车等运营商。此外,成都市区各公共区域均有大量的共享单车,包括摩拜单车、OFO单车等运营商。如需上述交通服务,可在手机上搜索下载客户端,按提示进行注册使用。

在中国境内,高德地图、百度地图等地图提供商可提供高精度的地图搜索及导航服务,包括驾车、公共交通及步行导航。上述软件可在手机上获取。

Besides taxis, you may easily call for chauffeured car services through mobile device APPs including DIDI, shenzhou, etc. Also there are a lot of shared bicycles in public areas throughout Chengdu city, including operators of Mobike and OFO Bike. Please search for the above mentioned APPs and follow user's guidelines.

Map/Navigation providers such as Gaode Map (Amap) and Baidu Map will give you accurate map search and navigation services, either by driving, taking public transportation or walking. Those APPs can also be obtained on mobile devices.



寝室用电 Electricity

留学生寝室每月超出免费部分的电费需自付,欠费将导致停电。电费可凭校园卡在各宿舍楼的自助充值机上进行充值,具体操作方法可参见自助充值机旁的提示或咨询宿管办工作人员。

Students staying in International Students' Dormitory Buildings need to pay for electricity (usage exceeding the monthly free part). Failure to pay for electricity will lead to power cut. Electricity account (can be recharged at Self-service Machines at each dormitory building by using your Campus Card. Please refer to our guide at the Self-service Machines or consult dormitory staff for detailed steps of recharging.

办理手机业务 Mobile Phone Plans

学生可在三个主要的手机运营商(中国移动、中国联通、中国电信)中选择办理手机业务,具体信息可到各运营商的中文网站查询或到营业厅咨询,也可在国际教育学院网站上获取相关信息。办理时,请携带护照前往各运营商营业厅。

请注意:绝大多数的手机卡不支持拨打国际长途。各运营商仅在大型直营店提供外国公民的手机卡办理服务。因信息获取原因,我们仅在下文提供了中国移动营业厅的信息。

There are three major mobile phone carriers in China (China Mobile, China Unicom & China Telecom). Since a direct comparison is somewhat difficult to make as there are various factors to be addressed, please try to consider: price, speed, contract options, and international compatibility. You are encouraged to consult with Retail Stores sales representative for details, or visit our website for some information. Your passport is needed for SIM Card registration in the store.

Please note that most mobile plans disallow making international phone calls. Only major stores of each carriers provide registration services for foreigners. For information reasons, below we only list one China Mobile store which has such services.



网站 Web.	http://www.sc.10086.cn/4G/new/fx.html
地址 Add.	青羊正街19号(距离光华校区4公里) No. 19 Qingyang Zheng Str. (4 km from Guanghua Campus)

就医及保险理赔 Hospitals and Insurance Claims

西南财经大学光华和柳林校区均设有校医院。我们推荐学生到校医院处理普通伤病情况。

如需在校外就医,我们推荐光华校区的学生到四川大学华西医院或四川省人民医院,柳林校区的学生前往成都市第五人民医院。该三所医院的地址及网站如下:

There are university hospitals in both SWUFE Guanghua and Liulin Campus. Students are recommended to go to our university hospital for ordinary illness or injuries.

If you need to go to other hospitals, we recommend students in Guanghua Campus to go to West China Hospital or Sichuan Provincial People's Hospital, and students in Liulin Campus to go to Chengdu Fifth People's Hospital. Addresses and websites of the three hospitals are as follows:

四川大学华西医院

武侯区国学巷37号

West China Hospital: #37 Guoxue Alley, Wuhou District

中文网站: <http://www.cd120.com/>

English website: <http://english.cd120.com/>

四川省人民医院

青羊区一环路西二段32号

Sichuan Provincial People's Hospital: #32 2nd West Section of 1st Ring Road, Qingyang District

中文网站: <http://www.samsph.com/>

English website: <http://www.samsph.com/en/>

成都市第五人民医院

温江区麻市街33号

Chengdu Fifth People's Hospital: #33 Mashi Street, Wenjiang District

中文网站: <http://cdswyy.wm33.mingtengnet.com/>

如需保险理赔,请务必在就医前拨打电话400-810-5119转1进行寻诊。我们指定的留学生保险仅支持在公立医院就医,且有部分不予赔付的情况。关于保险的具体条款,请在该保险官方网站: <http://www.lxbx.net/>获取。同学们亦可向国际教育学院管理办公室进行咨询。

For insurance claims, please make sure to call 400-810-5119 EXT 1 for medical consultation before going to hospitals. The insurance appointed by SWUFE covers public hospitals only, and there're some uncovered situations. Please check for the detailed insurance clauses and information on its official website: <http://www.lxbx.net/>. You may also consult Student Affairs Office, CIE for insurance related issues.

常用电话 Frequently Used Numbers

110 公安报警
Police

119 消防报警
Fire Department

120 急救
First Aid

87352110

西南财经大学保卫处值班电话(光华校区)
SWUFE Campus Security 24*7 Number (Guanghua Campus)

87092110

西南财经大学保卫处值班电话(柳林校区)
SWUFE Campus Security 24*7 Number (Liulin Campus)

85583992

美利坚合众国驻成都总领事馆
U.S. Consulate General Chengdu

85280800

德意志联邦共和国驻成都总领事馆
German Consulate General Chengdu

86165800

大韩民国驻成都总领事馆
Korean Consulate General Chengdu

66897861

泰国驻成都总领事馆
Thai Consulate General Chengdu

66666060

法兰西共和国驻成都总领事馆
French Consulate General Chengdu

86527222

新加坡共和国驻成都总领事馆
Singapore Consulate General Chengdu

85268316

巴基斯坦伊斯兰共和国驻成都总领事馆
Pakistani Consulate General Chengdu

66168361

斯里兰卡民主社会主义共和国驻成都领事馆
Sri Lanka Consulate General Chengdu

62685200

澳大利亚联邦驻成都总领事馆
Australian Consulate General Chengdu

61326672

新西兰驻成都总领事馆
New Zealand Consulate General Chengdu

68719500

以色列驻成都总领事馆
Israeli Consulate General Chengdu

81476890

捷克驻成都总领事馆波兰驻成都总领事馆
Czech Consulate General Chengdu

65110730

瑞士驻成都总领事馆
Swiss Consulate General Chengdu