

上海外国语大学外国留学生校外住宿登记表

Shanghai International Studies University (SISU)

Registration Form of International Students Living Off Campus (RFISLOC)

学号 Student ID No.

姓名 Name	(中文) Chinese Name	性别 Sex		出生日期 Date of Birth		宗教信仰 Religion		校内房号 Rm. No. of Dormitory	
	(英文) English Name	国籍(地区) Nationality / Area		居留许可号码及有效期 Residence Permit No. & Date of Expiration					
学生类别 Status		专业 Major		护照号码及有效期 Passport No. & Date of Expiration					
校外住址 Off-campus Address				电话和手机 Telephone & Mobile Phone			拟住期限 Duration of Stay		
随同住宿人员情况 Information of Roommates	姓 名 Name		出生日期 Date of Birth		性别 Sex	国籍(地区) Nationality / Area	与本人关系 Relationship to Applicant		
校外住宿情况（请如实选项打勾） Residence Information (please check the appropriate boxes) : <input type="checkbox"/> 租赁私房 Apartment <input type="checkbox"/> 借住亲属房屋 Relative's House <input type="checkbox"/> 住宿宾馆 Hotel <input type="checkbox"/> 其他 Others									
我声明：我提供的以上情况是真实的，住宿校外是我本人的意愿，并已通知家属新地址。我愿意遵守中国的法律和法规，遵守社会公德，尊重中国的风俗习惯，并承担相应的法律责任及对自己的行为负责。 I declare that the information I have provided above is true, it is of my own will to live off campus and I have told my family my new address. I promise that I will abide by China's laws, regulations and social morals, respect Chinese customs and be fully responsible for my own actions off campus.									
填表人签名 Signature _____ 年 月 日 Y. M. D.									
备注 REMARKS	1. 请于 24 小时 之内，带此表去居住地警署（或派出所）办理《境外人员临时住宿登记表》。Bring this Form to complete a Registration Form of Temporary Residence at local police station within 24 hours .					经办人 _____ 年 月 日			
	2. 凭《外国籍学生办理证件申请函》（由外国留学生部出具）、《境外人员临时住宿登记表》和护照，于 10 天 之内，去上海市出入境管理局（民生路 1500 号）办理居留许可手续。With the <i>Letter of Introduction</i> provided by OISA, <i>Registration Form of Temporary Residence</i> and passport, follow the necessary application procedures for Residence Permit at Shanghai Exit-Entry Administration Bureau (Visa Center), 1500 Minsheng Road, within 10 days .					上海外国语大学 外国留学生部 Office of Int'l Student Affairs (OISA) SISU (盖章) 电话 Tel: 65311900-2961、2963			

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我声明: 我提供的以上情况是真实的, 住宿校外是我本人的意愿, 并已通知家属新地址。我愿意遵守中国的法律和法规, 遵守社会公德, 尊重中国的风俗习惯, 并承担相应的法律责任及对自己的行为负责。 I declare that the information I have provided above is true, it is of my own will to live off campus and I have told my family my new address. I promise that I will abide by China's laws, regulations and social morals, respect Chinese customs and be fully responsible for my own actions off campus.									
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						上海外国语大学 外国留学生部 Office of Int'l Student Affairs (OISA) SISU (盖章) 电话 Tel: 65311900-2961、2963			

第二联: 警署存档

上海外国语大学 (SISU)

外国留学生办理校外住宿登记手续流程图

Procedures of Registration of International Students Living Off Campus

留学生持护照和学生证，按校规向外国留学生部 (OISA) 提出校外住宿的申请，填写《上海外国语大学外国留学生校外住宿登记表》，由经办人签署意见并加盖公章，为其开具《外国籍学生办证申请函》，并保存《登记表》第一联。

Bring passport and Student ID to report to Office of International Student Affairs (OISA) and complete a **Registration Form of International Student Living Off Campus (RFISLOC)**. Once OISA permits your off-campus living, the RFISLOC will be stamped and OISA will then provide you with a *Letter of Introduction*. The first copy of RFISLOC shall be kept by OISA.



留学生持《登记表》第二联、护照和学生证，在 **24 小时内** 到居住地派出所（警署）办理临时住宿登记，填写《境外人员临时住宿登记表》。如果留学生自己租房，还需带好租房合同。

Bring the second copy of RFISLOC, passport, Student ID, and the Contract if you rent an apartment, to the local police station nearby to complete a **Registration Form of Temporary Residence within 24 hours**.



留学生在 **10 天内** 持《外国籍学生办证申请函》、《境外人员临时住宿登记表》、护照及其他相关材料到上海市出入境管理局（浦东新区民生路 1500 号）办理外国籍学生居留许可手续。

With the *Letter of Introduction*, *Registration Form of Temporary Residence*, passport and other relative things, follow the necessary application procedures for Residence Permit at **Shanghai Exit-Entry Administration Bureau (Visa Center)**, 1500 Minsheng Road **within 10 days**.

备注 Remarks:

- ① “24 小时内” 和 “10 天内” 均从留学生在校外住宿之日起计算。以上手续可以提前办理。The periods of 24 hours and 10 days are both calculated from the date when you move into the off-campus house. The above procedures may be followed in advance.
- ② 从学校宿舍搬至校外住宿的学生持《登记表》在宿舍总台办理退房手续。If you move outside campus from dormitory, the RFISLOC shall be shown to the reception.
- ③ 外国留学生部电话 Tel: 86-21-65360599, 65311900 ext. 2961, 2963;
传真 Fax: 86-21-65313756; E-mail: oisa@shisu.edu.cn