



福建工程学院
Fujian University of Technology

福建工程学院国际学生手册

Rules and Regulations for International Students

二〇一八年 一月

第一章来华前准备

Preparations before Coming to China

一、申请来华签证 Application for the Study Visa for China

留学生需在本国的中国使领馆的领事部门申请入华（学习类）签证。申请签证需提供：有效护照、录取通知书、外国留学人员来华签证申请表（也称为 JW202 表或 JW201 表）。

Students are required to apply for the study visa at the embassies and consulates of China in their home country. Documents needed when applying for the visa include a valid passport, the original copy of Admission Notice/Letter of Offer and Visa Application for Study in China (also known as the JW202 or JW201 Form).

二、体检 Physical Examination

报名在我校学习、交流、教学前，要按照《外国人体格检查记录》的要求内容在本国检查身体并提交检验结果。经检查确认患有我国法律规定不准入境的疾病者，取消录取录用资格，已入境者应当立即离境，往返的费用自行承担。

Before coming to China, students should have the physical examination in accordance with the Foreigner's Health Certificate in the home country. Those who have been confirmed to have diseases and not allowed to enter China under the law of China will be disqualified from going to school and shall immediately leave China at their own expense.

在境外做身体检查的学生入境后需到福州市出入境检验检疫局保健中心进行验证。合格者由保健中心出具《健康合格证》；如不符

合要求，须重新进行健康检查，检查合格后保健中心出具《健康合格证》。

Those who have had the physical examination in the home country must have the result verified at Fuzhou Health&Quarantine Bureau. If it is not accepted, students will have to retake the physical examination until get a health report from Fuzhou Health &Quarantine Bureau.

体检中心地址为:福建检验检疫局-国际旅行卫生保健中心(福州市鼓楼区)。体检注意事项:体检费约为 500 元人民币(以实际为准),需带上 1 张标准照片,空腹,早上 9 点前达到体检中心。

The only designated physical examination center is located in Fuzhou Gulou District. The students are required to arrive in the physical examination center before 9 am without any breakfast and bring with them 500 RMB or so and a standard photo.

三、保险 Insurance

学校奖学金生和自费学生在来华前需提前购买好学校指定的保险,费用标准不低于 800 元/年,未提前购买保险学生不予以接收。保险链接为 <http://lxbx.net/article/baoxian-61.html>

The school scholarship and self-afforded student should buy the regulated insurance no less than 800 RMB each year before they come to China, otherwise, they will be rejected by the school. The link is

<http://lxbx.net/article/baoxian-61.html>

四、住宿 Accommodation

奖学金生由学校提供双人间,按照学校安排入住指定房间。

The school will arrange given and shared twin rooms for scholarship students.

五、来华所需携带的文件清单,注册时请全部带上

The Following Documents are Required upon Arrival for registration.

1. 本人最高学历证书(须公证)

Certificates of Highest Education(Notarized Ones)

2. 体检表

The Physical Examination Record for Foreigners

3. 电气工程专业可以提供全英文授课。母语为非英语国家的申请者,必须提供雅思(成绩不低于 6.0, 单项不低于 5.0)或托福(Internet based 不低于 85 分, 单项 不低于 20 分, 或 Paper based 不低于 580 分)证书。如本科阶段全程授课语言为英语,请提交本科院校出具的英语授课证明,审核合格,可以免交雅思和托福证明。

Note: Only Electrical Engineering could be taught in English. Non-native speakers of English applying for this major should submit IELTS (the minimum score is 6.0 and that of a single item is 5.0) or TOEFL (the minimum score of the Internet-based test is 85 points and that of a single item is 20 points, or the minimum score of the Paper-based test is 580 points) certificate. If the language of instruction for the whole undergraduate courses is English, please submit the certificate of English teaching issued by the undergraduate

college and there is no need for the IELTS and TOEFL certification in this case.

4. 近期护照用免冠白底照片 6 张

Six Recent Standard Photos for Passport

5. 有效护照、签证及证件

The Valid Passport and Study Visa

6. 两份推荐信。硕士及以上申请者要求两名副教授(或相当职称)以上专家、学者的推荐信

Two Recommendation Letters as Required (by at least Associate Professors)

7. 本人最高学历成绩单 (须公证)

Transcripts of Highest Education(Notarized Ones)

8. 汉语水平考试四级(含)以上证书(没有此证申请者需在我校先汉语补习一年再进入专业学习)

The Certificate of HSK4 or above(those who do not have the certificate of HSK4 or above shall study one-year Chinese language and get the HSK4 certificate before starting the major)

9. 录取通知书(原件)

The Original Copy of Admission Notice/Letter of Offer

10. 外国留学人员来华签证申请(原件)

The Original Copy of JW201/JW202

11. 保险购买证明

Insurance Certificate

六、行李准备 Luggage Preparations

建议您只带最重要的随身物品，轻装上阵。无论是常备的家庭起居用品还是计算机等，您都可以在福州购买。如果方便，可以从家里带一套浴巾和床单、洗漱用品等，在您刚到学校安顿那一天使用。建议带一些钱，但尽量不要以现金形式随身携带。

Students are suggested to take only necessary personal belongings. They can buy articles for daily use and personal computers in Fuzhou. Please prepare your own sleeping mats, coverlets and towel. Bring with you enough money in your card.

第二章入境、注册报到

Arrival in China and Registration

一、如何从机场、动车站前往福建工程学院

The Way to Fujian University of Technology from the Airport or the Train Station

1. 学校地址：中国福建省福州市大学新区学府南路 33 号

Campus Address: No. 33 Xuefunan Road, New University District, Fuzhou, Fujian, PRC

国际处地址：福建工程学院北校区行政楼 13 楼

Department: the 13rd Floor of Administrative Building of Northern Campus of FJUT

2. 从机场出发 from the Airport

最方便的办法是乘坐出租车。福州机场位于长乐市，距福建工程学院约 60 公里。从机场到学校大约需要 200-300 元人民币，约需要 1 个小时，请到北校区报到。

The most convenient way is to take a taxi. Fuzhou International Airport is located in Changle city. It is about 60KM far from FJUT campus to the airport, which takes almost one hour and costs about RMB200-300 to take a taxi. Please ask the taxi to go to the northern campus of FJUT .

也可以乘坐机场到市区的大巴专线，费用为 35-60 元/人，乘坐地点是机场的国内到达大厅门前。如果您在仓山万达站下车，可以打的到福建工程学院北校区，费用约 35 元，如果您在福建工程学院南区下车，您可以步行或打的到北校区，费用约 10 元。

The students can also take airport shuttle bus. The shuttle fee is RMB35-60. The departure location is outside Gate of domestic arrival at the airport. If you get off at Cangshan WandaBUS STATION and take a taxi to the rest way to the campus, it costs about another 35RMB. If you get off at southern campus, you could walk or take a taxi to the northern campus, which costs about 10 RMB.

友情提醒，请不要让陌生人看管你的贵重物品，有问题请直接拨打学校电话。

Please take care of your valuables by yourself and call the official phone number if you have any problems.

不得购买和使用无牌无证和不达标的摩托车。

You shall not buy motorbikes without the license or no standard ones.

二、登记住宿 Registration with Local Authorities

根据《中华人民共和国外国人出入境管理法实施细则》，入住宾馆、涉外公寓的，应当在入住时进行登记并取得临时住宿申请表。入住居民、机构等其他居住场所的，应当在 24 小时内到荷塘派出所进行登记，并取得临时住宿登记表。

更换居住场所的，应当在新的居住场所重新进行登记。

留学生离境时，临时住宿登记会暂时失效，重新入境后，应当到原登记地点重新登记。

如违反规定不办理住宿登记，公安机关会依法处以警告或 500 元/天以下的罚款。

In accordance with Rules for the Implementation of the Law of the People's Republic of China on Control of the Entry and Exit of Aliens, you have to register at the local police station for your temporary residence within 24 hours (unless you stay at a hotel temporarily).

If you change the place of residence, you shall re-registered.

When you leave China, the temporary accommodation registration will be temporarily suspended. After re-entry, you should re-register.

If not, you will be fined not more than RMB 500/day by the local police station.

三、注册报到 Registration

新老学生均须按通知时间报到并填写所有的表格信息，注册手续不得由他人代办。报到时间以实际到国际处办公室完成注册手续为准，作为发放津贴的依据。

All the students, new and old, must register at the international office and complete all the registration procedures in person. The different actual registration time which serves as the standard for the monthly allowance.

未按学校规定缴纳相关费用或者其他不符合注册条件的不予注册。

因故不能如期注册者，应当向国际处履行暂缓注册手续。因故不能按期入学者，需至少提前 7 天以书面形式并附有关证明向国际处请假，说明原因，请假不得超过两周。未经请假或请假未批准未按时报

到的，视为放弃入学资格。学校按照规定注销其学籍或学习状态，自费学生所缴纳学费不退，奖学金学生提交至奖学金管理部门终止奖学金。

Those who fail to pay the relevant fees required by the school or in other non-registration conditions that do not meet the registration requirements, are not allowed to register. If you cannot register in time, please submit a written request for the delay seven days in advance. Those who do not ask for a leave as required or fail to get the permission but do not register on time will be deemed as dropout and canceled the scholarship. For self-supporting students, the tuition fee already paid will not be returned.

1. 新生 New Students

报到时请填写《福建工程学院留学生入学登记表》，签订《福建工程学院留学生入学须知》承诺书，办理住宿手续并领取《福建工程学院留学生手册》。

Each student should, when go through the registration procedures, also complete the registration form and letter of commitment and they will receive International Students Handbook on the registration day.

所有学生要在入境后 20 日内到当地派出所办理暂住证，到福州市卫生检疫局进行体检并办理健康认证，以及完成居留证件的申请，否则，将可能因为非法居留受到法律惩罚。

All the foreign students are required to have the physical examination or health report verification at Fuzhou Health

&Quarantine Bureau and have the temporary residence permit at local police station within 20 days after entering China, otherwise, they might be punished for illegal residence.

2. 在校生 Enrolled Students

在校生注册时必须按照规定的日期持学生证(自费生同时持住宿费收据或住宿证明), 到国际交流处办理注册手续。

For enrolled students, they should take student ID (self-supporting students should also take accommodation fee receipt or lodging certificate) to register at the International Office on the designated day.

四、申请居留许可及签证

The Residence Permit and Visa Application

凡在我校学习 180 天以上(含)者, 来华前应该申请 X1 签证, 学习 180 天以下的应该申请 X2 签证。

Students who apply for study in Fujian University of Technology for more than 180 days (including 180 days) should apply for X1 visa before coming to China, while for less than 180 days, they should apply for X2 visa before coming to China.

持 X1 签证的留学生自入境之日起 20 天内必须申请办理外国人居留许可。在校外住宿的留学生必须办理临时住宿证明。超期按照非法居留受到法律制裁和校纪校规处分。

Students with X1 visa should apply for the residence permit for foreigners within 20 days since entering China. Those with

Those who live off campus have to apply for temporary lodging certificate. Overdue students will be treated as illegal residence and punished subject to legal sanctions and school disciplines and regulations.

福州市出入境管理处

地址为：福建省福州市北环中路 109 号

咨询电话：0591-87093499

网页：<http://crj.fjgat.gov.cn:9080>

The address of Fuzhou Exit and Entry Administration: No. 109
Beihuan

Road, Gulou District, Fuzhou.

Telephone: +0086-591-87093499

Website: <http://crj.fjgat.gov.cn:9080>

五、办理居留许可需提供以下材料的原件以及复印件：

Take the following documents when applying for a residence permit:

1. 学校出具的注明学习期限的公函

The official letter to Fuzhou Exit and Entry Administration

2. 护照（须持学习护照）原件及信息页、签证的复印件

Valid passport and its copy of information page
and last entry page

3. 派出所开的《境外人员住宿登记表》及复印件

Valid lodging certificate from the police station and its

copy

4. 录取材料原件及复印件

(1) for school/provincial scholarship students: letter of offer and the yellow(third) page of JW202 and both copies (2) for CSC students: admission notice and the yellow(third) page of JW 201 and both copies

5. 福州市出入境检验检疫局出具的《健康证明书》原件及复印件

Health check from Fuzhou Health&Quarantine Bureau and its copy of every page

6. 两张近期护照用免冠白底照片

Two recent standard photos for passport(white background, no white clothing, no glasses, not to be printed by ordinary paper, not too big or small and not to cut by yourself, etc. if you are not sure, show photos to the camera shop for suggestions)

六、专业学习

1. 非全英文授课专业学生通过中国汉语水平考试(HSK)4级者,方能进入专业学习;一年内未通过汉语四级,取消奖学金资格。

Those whose courses are not all taught in English only can start their major studies after passing the HSK4; if they fail to pass HSK4 within one academic year, they will be canceled the scholarship.

2. 所有类型学生毕业均要求通过相应的中国汉语水平考试(HSK), 本科生应达到 4 级水平, 研究生应达到 6 级水平。

All students are required to pass the corresponding Chinese Proficiency Test (HSK). Undergraduate students should pass HSK4, and graduate students should pass HSK6.

3. 因成绩留级, 所修课程连续两年不合格, 旷课次数每学期达 10 课时以上, 受纪律处分等情况, 根据相关规定中止或终止奖学金资格。具体见后面章节规定。

Those who repeat a year due to academic performance or who are not qualified for two consecutive years in their the courses, absent for more than 10 classes per semester or subject to to disciplinary rules, etc. will be suspended or stopped the scholarship. See the following chapters for details.

4. 留学生在规定的基本学制年限内未修满培养计划规定的各类学分和总学分者, 在尚未作退学处理的条件下, 可向学校申请延长在校学习年限, 延长在校学习期限累计最长不得超过 1 年。延长学习期限内的所有费用须由留学生本人承担。延长学习年限期间, 学生作结业处理, 学校不为延长学习期限的学生办理居留许可。

Those who have not completed all the credits specified in the training plan within the prescribed basic academic years can apply to extend the school years for another year at most. All fees for the extension of the study period shall be borne by the students. During the extension of the study period, the students will get certificates of completion without that of graduation, and the school will not apply for a residence permit

for them.

5. 因病经二甲以上医院诊断须停课治疗或因病请假累积缺课时间占一学期总学时三分之一以上(含)者应予休学。休学(保留学籍)期满,应于开学前一周填写《复学申请书》,报国际处批准。因病休学的留学生,申请复学时,须提供外国人体格检查表(医院签字、盖章),证明已恢复健康,并经市检验检疫局复查合格方可复学;其他原因休学(保留学籍)的留学生,须持有关证件,方可申请复学、办理注册手续。休学(保留学籍)期间,如有违法乱纪行为者,取消复学资格。

The students will have to suspend their studies in case of an illness diagnosed and required by a dimethyl hospital or superior for a one-third semester sick leave for the treatment or rest. The students should, at least a week before the expiration of the suspension of school (retention of student status), hand in the application for returning to school to the International Office for approval. Students who have dropped out of school due to illness should apply for a foreigner's physical examination form (signed and sealed by the hospital) to prove that they have returned to health and have passed the review by the Municipal Inspection and Quarantine Bureau before returning to school; others of suspension of study (retention of student status) must hand in relevant documents before they can apply for re-education and registration. During the period of suspension of study (retention of student status), if there is a violation of laws and disciplines, the qualification for resumption of school is canceled.

6. 未请假离校连续两周未参加学校规定的教学活动的或超过学校规定期限尚未注册而又无正当事由的应予退学。学校不负责解决留学生退学后的安置问题。

Those who are absent from the school for two consecutive weeks without permission or do not register for more than 2 weeks after the registration period will be withdrawn from the school and in this case the school are not responsible for resolving their placement.

第三章 常用信息

Common Information

一、校园公交：48 路、168 路、123 路、157 路、192 路

Bus:No. 48, No. 168, No. 123, No. 157, No. 192

二、校内服务设施：邮电局、餐厅、取款机、超市、快递点、通讯营业厅等

Campus Facility: Post-office, Canteen, ATM, Supermarket, Express Delivery Shops, Communication Customer Services, etc.

三、联系方式：福建工程学院-国际交流处·港澳台事务办公室

通讯地址：中国福建省福州市大学新区学府南路 33 号福建工程学院北区

邮编：350118 电话：0591-22863030

传真：0591-22863018

电子邮箱：fjutio@fjut.edu.cn

福建工程学院网址：<https://www.fjut.edu.cn/>

福建工程学院国际交流处网页：
<http://gjllc.fjut.edu.cn/1050/list.htm>

International office is located at 13rd floor of Administration

Building on North Campus of FJUT.

Address: FJUT, No. 33 Xuefunan Road, New University District, Fuzhou

City, Fujian Province, 350118, P. R. China

Tel: 0591-22863030

Fax: 0591-22863018

Email: fjutio@fjtu.edu.cn

FJUT Website: <https://www.fjut.edu.cn/>

The International officewebsite:

<http://gjilc.fjut.edu.cn/1050/list.htm>

四、生活指南

办理本地手机卡：携带护照到校园内营业厅办理

无卡支付：开通支付宝、微信

办理指定银行卡：用于补助、缴费等

办理体检、暂住证、居留许可

办理学生证、一卡通

Life Services

1. Apply for a local phone card: bring your passport to the communication customer service hall on campus

2. Payment: apply for Alipay and WeChat

3. Apply for a designated bank card: for subsidies, payment, etc.

4. Apply for the medical examination, the temporary residence permit and the residence permit

5. Apply for the student ID card and canteen card

五、居留证件与安全事项

Residence documents and safety matters:

1. 遣送出境所需的费用由本人承担。

1. The expenses required for deportation shall be borne by the

students.

2. 居留证件登记事项发生变更，须在 24 小时内告知国际交流处。否则可能受到学校处罚。

2. If any information of the residence permit is changed, the students shall inform International Office within 24 hours. Otherwise, the students may be punished.

第四章外国留学生日常规范

Behavior Norms

一、行为规范 The Behavior Criterion in the Classrooms:

1、不旷课、不迟到、不早退。上课期间迟到 15 分钟视为旷课，不得进入教室，可在课间进入教室并向老师说明原因。

Never be absent, late, or leave early. The latecomer cannot go into the classroom if more than 15 minutes late, deemed as absent. He/she may go into the classroom during the break, and explain the reason to the teacher.

2、应主动协助老师做好课前课后的教学活动，如擦黑板、清理讲台、安放仪器等。

Assist teachers in cleaning the classroom, place instruments, etc.

3、留学生应尊重老师，举手示意回答问题。衣着装扮要得体，不能穿拖鞋、背心进入课堂，言行举止要文明礼貌。

Respect teachers and raise their hands to answer questions. Can't wear slippers, vests in the classroom.

4、上课认真听讲，按时完成作业和教师提出的教学要求。上课时关闭手机或者静音、禁止聊天、吃东西；未经老师同意不得擅自走动和出入。对严重影响课堂教学秩序者，教师有权要求其离开教室，并按旷课处理。

Be focused in class and finish schoolwork on schedule. Turn off or mute cell phone during class. No talking, eating during

class. No going around, in or out of the classroom without teachers' permission. Teachers have the right to ask the student, who disturbs the class to get off the classroom as absenteeism.

5、教学楼和教室内禁止吸烟，禁止喧哗。

No smoking and noise in the teaching buildings.

离开教室请带走所有个人物品，丢失后果自负。

Take your personal belongings with you when you leave the classroom, and they are at your own risk if lost.

7、教室要保持清洁，不得在地上和抽屉里乱扔果皮纸屑，严禁随地吐痰。

Keep the classroom clean and tidy. Not spitting or throwing garbage in the classroom.

8、不得故意损坏教室的教学用具包括桌椅。

No damage to teaching materials including desks and chairs.

9、同学之间互相尊重不同国家、不同民族间的宗教信仰和风俗习惯。

Students should respect different faiths, manners and customs.

10、爱护校园的公共设施，损坏公共设施主动上报并按赔偿损失，故意损坏公共设施按学校有关规定处理处分。

Treasure the facility on campus. Report to the teacher and pay the compensation if you damage it.

11、禁止随意丢放垃圾，保持室内外清洁的环境。

Keep a clean environment. No throwing garbage here and there.

12、上课、考试、开会、听报告等活动手机要关机或者静音。

Turn off or mute cell phone during classes, exams, meetings, etc.

13、积极参加各种形式的文艺体育活动。

Participate in various activities actively.

二、请假须知 Leave Notice:

1. 假期应按学校要求填写去向表，寒暑假留校学生要填写申请表，否则无法供电。

Students should register their plan of vacation as required before vacations, otherwise, they will have no electricity.

2. 凡前往其他城市，应提前向国际处书面申请，研究生还应向导师报备。

Students should apply in written words for permission to International Office before leaving for other cities. Postgraduates should firstly apply to his/her tutor.

3、因病请假，须填写请假申请表，经科任老师和学院同意后报国际处。留学生若未经请假或者请假未经批准就缺课的按照私自旷课处理。留学生旷课时间，一般课程按课表规定的上课学时计算；无故不参加社会调查、见实习等，按每天六学时计算。

When applying for a sick leave, the students should fill in the application forms and submit the certificates of diagnosis of the hospital for the approval of the teachers of their courses and the college they belong to. The number of absent classes is that specified in the class schedule; but for absence from social surveys, internships, etc., six classes per day.

4、一般不得请事假，特殊情况按照病假程序申请。一学期内请事假累计不得超过 15 天，否则取消奖学金及其他评优评先资格。

Leave for private affair cannot be approved commonly, and in very special conditions, please apply as the same procedures as sick leave. The total amount of personal leave during a semester shall not exceed 15 days. Otherwise the qualifications of the scholarship candidate or excellence will be canceled.

6、请假获准后，须按时销假。如需续假，应提出书面申请，办理续假手续。

After the leave is granted, students have to report back on time. If there is a need to renew the leave, they are required to apply again.

7、未请假且获准后擅自离校，假期结束未按时返校，请假逾期不归均按旷课论处。

For these students who leave school without permission, do not return back on time after the vacation or leave are deemed as absent from classes.

8、因各种原因不能参加考试的留学生请务必在考试前提出书面申请，无论何种原因未能参加正常考试者，不能参加本年度评优评先奖学金评定。科任教师应根据本《规定》的原则，所授课程的特点和学生人数多少等情况制定本门课程考勤办法（如点名，签到、小测等）进行考勤，并按留学生出勤情况和出勤所占成绩的比例评定留学生的平时成绩，每周至少考勤一次，对留学生旷课等情况应及时向国际处反映。考试成绩不合格留级、降级或所修课程连续两年不合格，中止奖学金一年。

The scholarship and other awards would be canceled for those who do not take all the exams. Students should ask for leave in written application before the examination when they will fail to take it. Teachers shall, in accordance with the principles of these regulations, the characteristics of the courses and the number of students, etc., score the students at least once a week in agreements with their daily performances by attendance methods (such as the naming, sign-in, and test, etc.) and shall assess according to the attendance and its proportion.

The teachers should report students' absence to the International Office in time. And if the students are unqualified in the test score and repeat the grade, or unqualified for two consecutive years, the scholarship is suspended for one year.

9、举行活动庆祝本国重大节日，需至少提前 10 天向国际处提出书面申请，征得同意后，在学校老师的组织下方可进行，违反者按学校相关规定处理。

The important events and celebrations could only be held with teachers' guide. The organizing students should submit the written application for the permission to the International Office 10 days

in advance at least.

不允许因事休学。因病休学需提交医院证明。休学一般以一年为期，不得超过 1 次。休学应回国，往返费用自理，不享受在校生的考试、津贴、评奖评优等资格。

The students are not allowed to ask for suspension of schooling except for sickness. And a hospital certificate is required for illness leave. Suspension of the schooling lasts generally for one year, and not more than once. The students should return to their country, and do not enjoy the qualifications of the examination, allowance and evaluation and the cost of returning to their country is self-care.

第五章 来华留学生守则

Rules for International Students

1、请遵守中国政府的有关法令和规定；

Comply with the laws and decrees of China;

2、请遵守学校的规章制度；

Observe the rules and regulations set by the university;

3、请尊重教师和学校工作人员；

Respect teachers and staff members of the university;

4、请尊重中国人民的风俗习惯；

Respect the customs of the Chinese people;

5、请维护和增进各国人民之间的友谊和团结；

Respect and get along well with other students;

6、请同学间互相尊重，团结友好；

Safeguard and promote the friendship and unity between the people from different countries.

7、请努力学习，认真完成学习任务；

Study hard and fulfill academic requirements earnestly;

8、请注意锻炼身体，讲究卫生；

Keep physical exercises and pay attention to hygiene;

9、请维护好本人所代表的国际形象。

Please maintain a good international image that you represent for your country

10、请做一名令人尊重的留学生。

Please try to be a respectable international student.

福建工程学院校园地图

Campus Map

