**外国留学生校外住宿申请表**

Application Form of International Students Living Off Campus (AFISLOC)

**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. on Campus |  |
| (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 |  | 手机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) ：* 租赁私房 Apartment □ 借住亲属房屋 Relative’s House
* 住宿宾馆 Hotel □ 其他 Others

校外住宿理由 Why do you intend to live off campus?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。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。Statement: The information I have provided above is true and it is of my own will to live off campus. 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. |

外国留学生办理校外住宿申请手续流程图

Procedures of Application of International Students Living Off Campus

留学生按校规向国际交流学院（留学生办公室）提出校外住宿的申请，提供**监护人或推荐单位书面同意函、租房合同**，填写国际交流学院（留学生办公室）提供的《外国留学生校外住宿申请表》，由经办人签署意见并加盖公章。国际交流学院（留学生办公室）保存同意函原件及合同复印件。

Report to ISO and submit ISO a **written permission** of your guarantor, a house lease (contract) and a completed **AFISLOC**. Once ISO permits your off-campus living, the AFISLOC will be stamped and the permission and a photocopy of the lease should be kept by ISO.

留学生持《登记表》、护照和学生证，与房东在**24小时内**一起到居住地派出所（警署）办理临时住宿登记，填写**《境外人员临时住宿登记表》**（简称“黄页”）。

Bring the AFISLOC, passport, Student ID together with the owner of the house to the local police station to complete a **Registration Form of Temporary Residence** (Yellow Page) **within 24 hours**.

国际交流学院（留学生办公室）根据留学生的《申请表》和“黄页”为其开具办理外国人居留证件的函信，并保存《申请表》。

Bring the AFISLOC and Yellow Page back to ISO. ISO will then provide you with a Letter of Introduction. The AFISLOC should be kept by ISO.

留学生在**10天内**持国际交流学院（留学生办公室）提供的函信和“黄页”等其他相关材料到上海市公安局出入境管理处办理外国人居留许可。

With the Letter of Introduction, Yellow Page, passport and other relative things, follow the necessary application procedures for Residence Permit at the Visa Center, 1500 Min Sheng 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《申请表》在宿舍公寓管理处办理退房手续。If you move outside campus from dormitory, the AFISLOC should be shown to the reception.