



Welcome Guide for Exchange Students

Sun Yat-sen University

中山大学交换生入学指南

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A warm welcome to new classmates!

热烈欢迎新同学！

Addresses of Campuses 各校区（园）地址：

◆ 中山大学广州校区南校园：广东省广州市海珠区新港西路 135 号，邮编：510275。

Guangzhou South Campus of Sun Yat-sen University (hereinafter “GZS Campus”): No.135, Xingang Xi Road, Haizhu District, Guangzhou, Guangdong Province, P.R.China. Zip Code: 510275.

◆ 中山大学广州校区东校园：广东省广州市番禺区大学城外环东路 132 号，邮编：510006。

Guangzhou East Campus of Sun Yat-sen University (hereinafter “GZE Campus”) : No.132, Waihuan East Road, Guangzhou Higher Education Mega Center, Panyu District, Guangzhou, Guangdong Province, P.R.China. Zip Code: 510006.

◆ 中山大学广州校区北校园：广东省广州市越秀区中山二路 74 号，邮编：510080。

Guangzhou North Campus of Sun Yat-sen University (hereinafter “GZN Campus”): No.74, Zhongshan Er Road, Yuexiu District, Guangzhou, Guangdong Province, P.R.China. Zip Code: 510080.

◆ 中山大学珠海校区：广东省珠海市香洲区唐家湾镇大学路 2 号，邮编：519082。

Zhuhai Campus of Sun Yat-sen University (hereinafter “ZH Campus”): No.2, Daxue Road, Tang Jia Wan, Xiangzhou District, Zhuhai, Guangdong Province, P.R.China. Zip Code: 519082.

◆ 中山大学深圳校区：广东省深圳市光明区新湖街道公常路 66 号，邮编：518107。

Shenzhen Campus of Sun Yat-sen University (hereinafter “SZ Campus”): No.66, Gongchang Road, Guangming District, Shenzhen, Guangdong Province, P. R. China. Zip Code: 518107.

◆ Campus map 校区地图: <https://www.sysu.edu.cn/xxg/zdxq.htm>

Useful links 常用链接：

SYSU Official Website 中山大学:

<http://www.sysu.edu.cn>

SYSU Office of Education Administration Official Website 中山大学教务部:

<https://jwb.sysu.edu.cn>

SYSU Graduate School Official Website 中山大学研究生院:

<https://graduate.sysu.edu.cn/>

SYSU Student Affairs Department Official Website 中山大学学工部:

<http://xsc.sysu.edu.cn/zh-hans>

SYSU Office of International Students' Affairs Official Website 中山大学留学生办公室:

<http://iso.sysu.edu.cn>

SYSU Academic Calendar 中山大学校历:

<https://jwb.sysu.edu.cn/school-calendar>

You may also follow our official WeChat accounts 欢迎关注我们的微信公众号：



Official WeChat Account of
SYSU
中山大学官方
微信公众号



Official WeChat Account of
SYSU Graduate School
中山大学研究生院
官方微信公众号



Official WeChat Account of
SYSU Office of Education
Administration
中山大学教务部
官方微信公众号



Official WeChat Account of
SYSU Student Affairs
Department
中山大学学工部
官方微信公众号



Official WeChat Account of
SYSU Mental Health
Counseling Service Center
心理健康教育咨询
中心微信公众号



Official WeChat Account of
SYSU Information and
Technology Helpdesk
信息技术服务帮助台
微信公众号



Official WeChat Account of
SYSU General Affairs and
Logistics Service
中山大学总务后勤
服务微信公众号



Official WeChat Account of
SYSU Office of Finance
中山大学财务处
官方微信公众号

1. To do before your arrival 入学前准备

1.1 Activate NetID 激活 NetID

NetID functions as the "Identity Card" in network applications, which can help access all of the university systems and your SYSU email account. With the student ID number and campus card number, you can activate your NetID by following the instructions in the link below:
<https://cas.sysu.edu.cn/pwm/public/activate>.

Please be sure to complete all steps during the activation process. If it is interrupted before completion, the NetID may not work properly.

For more information, please visit the follow link: <https://inc.sysu.edu.cn/service/netid>.

NetID 是网络身份标识，是使用校内系统、校园邮箱等网络服务的凭证。在获知学号及校园卡号之后，即可登录：<https://cas.sysu.edu.cn/pwm/public/activate>，按提示激活 NetID。请务必按激活流程完成每一步的设置，如果中断可能导致 NetID 无法正常使用。

常见问题：<https://inc.sysu.edu.cn/service/netid>。

1.2 Join SYSU WeCom 加入中山大学企业微信

After your NetID is activated, please scan the QR code of the Official SYSU WeCom Account (please refer to page 1) with your personal WeChat, download the WeCom APP, and join SYSU WeCom. After entering WeCom, please go through the identity authentication with your personal ID information.

In order to log into your WeCom account, you will need a mobile phone number (a mainland China phone number). For registration and binding of on-campus information application services,

please be sure to use your own mobile phone number and WeChat account.

If you have any questions, please contact the Information and Technology Helpdesk of SYSU on 020-84036866, 0756-3668500, 0755-23262600 or helpdesk@mail.sysu.edu.cn.

请在“App Store”（苹果）或“应用市场”（安卓）下载并安装“企业微信”。登录步骤如下：

- （1）企业微信下载安装成功后打开，进入登录界面，首次登录选择“手机号登录”。
- （2）输入手机号之后，按照提示输入收到的短信验证码，点击“下一步”。（注：发送的验证码具有时效性，如果在界面显示的时间内未输入验证码，那么需要重新获取。）
- （3）隐私保护协议点击“同意”。
- （4）点击进入“中山大学”企业。

登录企业微信时需使用本人在中国境内的手机号码；请务必将所有校内信息应用服务的注册或绑定使用本人的手机号码和微信号。

使用过程中如有疑问，请联系信息技术服务帮助台 020-84036866,0756-3668500, 0755-23262600, helpdesk@mail.sysu.edu.cn。

1.3 Pay the accommodation fee 住宿费交费

Accommodation arrangement and the relevant fee payment will be notified by email.

One week ahead of the beginning of the new semester, students can log into the SYSU Payment Platform website at <http://pay.sysu.edu.cn/> to pay the accommodation fees online (supports VISA/MasterCard/JCB/ American Express, Wechat, Alipay and other Chinese bank cards) . The username used to log in for the first time is your student ID number, and the initial password is your personal ID (passport) number. Please modify the initial password as soon as possible after you log in as a security measure to avoid unwanted access to your account.

Students cannot pay fees in cash at the registration site, so please complete the full payment online before the registration for the new semester begins. Failing to pay the fees on time will directly affect the registration process, visa application, and functions of the campus card, etc.

Only electronic financial receipts are provided for the payment of accommodation fees. After the payment, you may download and save the receipt from the SYSU Payment Platform if needed. The receipt can only be issued once, please make sure to store it in safe place.

If you have any question in the process, please contact: 020-84113423 (Payment Services); 020-84113168 (SYSU Payment Platform)

住宿安排及费用另行邮件通知。

报到注册前一周内，学生可登录“中山大学交费大厅”网页版（<http://pay.sysu.edu.cn/>，请使用 NetID 登录，支持首信易（VISA/MasterCard/JCB/ American Express）、支付宝、微信、银联在线等支付方式，免收手续费），或移动版（中山大学企业微信→工作台→交费大厅，仅限微信支付，免收手续费），查询应交住宿费金额并完成线上交费手续。学生初次登录的用户名为本人学号，初始密码为本人的证件号码，请登录之后尽快修改初始密码。

学生应在新学期报到注册前交纳住宿费，报到现场不设置人工收费点。学生未按时交费将直接影响到注册、签证和校园卡用餐、学校门禁等校务管理与服务。

学生交费后，可在“中山大学交费大厅”下载票据，请有需要的同学自行下载、保存。票据一经开出不得重新开具。咨询电话：020-84113423（交费业务）；020-84113168（“中山大学交费大厅”系统）。

1.4 Pay for the Comprehensive Medical Insurance 购买综合医疗保险

Students of Chinese nationality (including students from Hongkong/Macao/Taiwan) are required to acquire medical insurance coverage from the university's recommended insurance policy for international students in China.

Students of foreign nationality have to enroll and purchase insurance coverage on the website of the International Student Insurance at <http://www.lxbx.net>, between September 1st to 8th. The fee standard is 400 RMB per semester or 800 RMB per year. Instructions can be found on <https://iso.sysu.edu.cn/cn/lxsh/lxsh02/index.htm>.

Please log into the International Student Insurance website for more details and guidelines for claims. Consultation hotline for insurance and comprehensive medical services: 400 810 5119.

中国籍学生（含港澳台学生）按原属学校要求购买保险。

非中国籍学生须在“留学保险网”（<http://www.lxbx.net>）上参保，投保时间为9月1日-9月8日，保险费为400元/学期，操作指引：<https://iso.sysu.edu.cn/cn/lxsh/lxsh02/index.htm>。

详细内容及理赔指引请登录“留学保险网”了解相关内容。投保及全程医疗管理服务电话：400 810 5119。

1.5 Prepare for Daily Life 生活准备

1.5.1 Clothing 衣物

Guangdong province is in the southernmost of mainland China, and most of it has a subtropical climate. The rainy season lasts from April to September. The annual average temperature is 21.8°C. The coldest month is January with an average temperature of 13.3°C while the hottest month is July with an average temperature of 28.5°C. The lowest temperature in history is -2.6°C, and the highest temperature in history is 39.1°C. We kindly remind you to prepare appropriate clothing accordingly. Please also be reminded that bedding is not provided in the dormitory.

广东省地处中国大陆最南端，大部分属于亚热带气候，4-9月为雨季。全年平均气温21.8°C，最冷1月平均13.3°C，最热7月平均28.5°C，历史最低温-2.6°C，历史最高温39.1°C。建议适当准备衣物。学生宿舍不提供床上用品，请自行准备。

1.5.2 Phone Cards 电话卡

There are three major mobile network carriers providing wireless telecommunications services in China, i.e., China Mobile, China Telecom and China Unicom., all these three operators provide 3G/4G/5G mobile networks. The phone card can be purchased at the Visitor Center in the Arrival Hall of the Airport, or in the service centers of the three carriers in city.

Since real-name registration is required, please make sure to bring your passport when making a purchase, otherwise you will not be able to get one.

国内有三大运营商提供无线通讯服务，分别为中国移动、中国电信、中国联通，可提供3G/4G/5G手机网络。电话卡可在机场到达厅游客服务中心或市内各运行商营业厅购买。电话卡实行实名制，购买电话卡时请务必携带本人身份证件，否则将无法购买。

2. To do on arrival 报到安排

2.1 Registration time 报到时间

9:00-12:00, 15:00-17:00, September 5th -8th, 2025

2.2 Registration process 报到流程

[Step 1]: Online verification of visa status (For International Students Only)

After entering China, please log into the Application Platform (<http://apply.sysu.edu.cn>), click “Verification of Admission Qualification” to upload documents as required (the scan of your passport information page, visa page and entry stamp page, and the academic certificates issued by your home university if any), complete the online verification of visa status. A Verification Form for Visa Status of International Students will be sent to you by email after the verification process

is completed. If you have any questions about the process, please contact: 020-84110819 (Office of International Students' Affairs), Email: admissions@mail.sysu.edu.cn.

[Step 2]: Registration at the dormitory 入住宿舍

According to the accommodation arrangements notified by email, check in at the dormitory at the reception desk on the 1F of the dormitory, with the Verification Form for Visa Status of International Students, Admission Notice and Passport. Please refer to the campus map for the location of each dormitory building.

请根据邮件通知的住宿安排，凭《国际学生签证状态审核单》（仅国际学生）、录取通知书及护照（或其他个人证件）到所在宿舍楼一楼服务台办理入住手续，各宿舍楼位置可查阅校园地图。

[Step 3]: Registration at relevant school/department 报到注册

Please report to your school/department, go through the registration formalities and claim your campus card.

For the address of your school/department, please refer to your Admission Notice. You may also ask the coordinator of each school/department for help, whose contact information can be found in the following link: <https://jwb.sysu.edu.cn/lx/school>.

请到各培养单位办理报到注册手续，领取校园卡。各培养单位地址详见录取通知书，或咨询相关负责人：<https://jwb.sysu.edu.cn/lx/school>。

[Step 4]: Registration at the local police station (For International Students Only)

Please go to the local station in your city/area within 24 hours after you check-in, go through the registration formalities and obtain a Registration Form of Temporary Residence for Visitors.

Materials needed include Passport (original, photocopy of passport information page, visa page and entry stamp page), a color photo(35 mm (width) x 49mm (height) in size), SYSU International Student Accommodation Proof (available at the reception desk on the 1F of the dormitory) and other materials required by the police station (if any).

Addresses of the Police Stations:

Campus	Competent Police Station	Address
GZ South Campus	Xingang Police Station 新港派出所	1 st floor of Building No.5, Compound No. 142, Xingangxi Road, Haizhu District 海珠区新港西路 142 号大院 5 号楼 1 楼
GZ East Campus	Xiaoguwei Police Station 小谷围派出所	No.9, Shangfa Road, Xiaoguwei, Panyu District 番禺区小谷围尚法街 9 号
GZ North Campus	Nonglin Police Station 农林派出所	No.2-1, Zhusigang Si Road, Yuexiu District 越秀区竹丝岗四马路 2-1 号
ZhuHai Campus	Tangjia Police Station 唐家派出所	No.10, Jintang Road, Tang Jia Wan District 唐家湾金唐街 10 号
ShenZhen Campus	Xinhu Police Station 新湖派出所	No.50, Xiyueguagn First Road, Xinhu Street, Guangming District 光明区西月光一路 50 号

[Step 5]: Application for Residence Permit (optional) (For International Students Only)

International students holding X1 visas must apply for residence permits within 30 days of entry, while those holding X2 visas can apply at their discretion. Please refer to “3.6 Application Guidelines for Residence Permit” for details.

2.3 Transportation guide 交通指引

Route	Vehicle
Guangzhou Baiyun Airport – GZ South Campus 广州白云国际机场 —— 中山大学广州校区南校园	<p>By Taxi About 1 hour, to XX building(your dormitory building), GZS Campus, No.135, Xingang Xi Road, Haizhu District. 出租车：约 1 小时，目的地：海珠区新港西路 135 号中山大学 XX 栋（具体宿舍楼）</p> <p>By Airport Express Line 10 (Bus) About 1.5 hours, to Guangzhou Textile Exchange Park (opposite to the West gate of SYSU) 空港快线 10 号线：约 1.5 小时，目的地：广州轻纺交易园（中山大学西门对面）</p> <p>By Metro About 1 hour, to “Sun Yat-sen University” station of Line 8 (transfer needed) 地铁：约 1 小时，目的地：地铁八号线中大站（需换乘）</p>
Guangzhou Baiyun Airport – Guangzhou East Campus 广州白云国际机场 —— 中山大学广州校区东校园	<p>By Taxi About 1 hour, to XX building(your dormitory building), GZE Campus, No.132, Waihuan East Road, Guangzhou Higher Education Mega Center, Panyu District. 出租车：约 1 小时，目的地：番禺区大学城外环东路 132 号中山大学 XX 栋（具体宿舍楼）</p>
Guangzhou Baiyun Airport – GZ North Campus 广州白云国际机场 —— 中山大学广州校区北校园	<p>By Taxi About 1 hour, to South gate of GZN Campus, No.74, Zhongshan Er Road, Yuexiu District. 出租车：约 1 小时，目的地：越秀区中山二路 74 号中山大学北校园南门</p> <p>By Metro About 1 hour, to “Martyrs’ Park” station of Line 1 (transfer needed) 地铁：约 1 小时，目的地：地铁一号线烈士陵园站 C 出口（需换乘）</p>
Guangzhou Baiyun Airport --Zhuhai Campus 广州白云国际机场 —— 中山大学珠海校区	<p>By Taxi About 1 hour, to XX building(your dormitory building), ZH Campus, No.2, Daxue Road, Tang Jia Wan, Xiangzhou District, Zhuhai. 出租车：约 2.5 小时，目的地：珠海市唐家湾镇大学路 2 号中山大学珠海校区 XX 栋（具体宿舍楼）</p> <p>By Campus Bus Airport-GZS Campus-ZH Campus Go straight 100 meters from the South Gate of the GZS Campus to the Qiguan Bus Service Station. Take the Qiguan Bus to ZH Campus. Show your Admission Notice when buying tickets. The journey will take around 2 hours. 校区汽车：先到广州校区南校园，南门进入直行 100 米到歧关车服务部，乘坐汽车到珠海校区。购票时请出示录取通知书，汽车车程约 2 小时。</p>
Shenzhen Bao'an Airport -- Shenzhen Campus 深圳宝安国际机场 —— 中山大学深圳校区	<p>By Taxi About 1 hour, to XX building(your dormitory building), SZ Campus, No.66, Gongchang Road, Guangming District, Shenzhen. 出租车：约 1 小时，目的地：深圳市光明区新湖街道公常路 66 号中山大学深圳校区 XX 栋（具体宿舍楼）</p>

Guangzhou Baiyun Airport -- Shenzhen Campus 广州白云国际机场 —— 中山大学深圳校区	By Taxi About 2 hour, to XX building(your dormitory building), SZ Campus, No.66, Gongchang Road, Guangming District, Shenzhen. 出租车: 约 2 小时, 目的地: 深圳市光明新区中山大学深圳校区 XX 栋 (具 体宿舍楼)
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The routes above are for reference only.

Please plan and verify available transportation methods according to the actual situation.

以上路线仅供参考, 请根据实际情况选择。

3. Campus life 校园生活

3.1 Campus card 校园卡

Campus card, claimed at your school/department, acts as on-campus identification, canteen payment, library card, campus access, etc. The campus card can only be used by the cardholder, and it will be invalid after you finish your studies and leave SYSU.

The campus card is set up with a numeric payment password and a login password. For students holding Chinese ID card, the default password will be the last six digits of your ID number; if the last digit is a letter, the default password is the last seventh to second digits. For other students, the default password will be 888888. The payment passwords can be modified on the “逸仙卡” (Yat-sen Card) mini program on the workbench of the SYSU WeCom, while the login password can only be modified on the transfer machines which can be found in the canteen or at the students help desk in person along with your ID document.

It is recommended to bind your campus card to your personal bank debit card at the Financial Affairs Office of the university, so that the balance on the campus card can be automatically refunded to the bank card within one month after you leave SYSU. In order to do so, please refer to 3.2 Bank card.

For more information: <https://inc.sysu.edu.cn/cat/176>.

校园卡在报到时由培养单位发放, 具有校内身份识别、食堂消费、图书借阅、校园通行等功能, 仅限持卡人本人使用, 离校后失效。

校园卡设置了消费密码和查询密码。证件类型为居民身份证的, 初始密码为证件号码后六位, 若最后一位是字母的, 密码为后七至二位; 其他证件类型 (如护照) 的, 初始密码为 888888。查询密码可通过中大企业微信“逸仙卡”小程序修改, 消费密码需持校园卡在校内圈存机修改。

建议在学校财务系统登记绑定校园卡与个人银行卡 (详见 3.2 Bank card 银行卡), 离校时校园卡余额将于离校手续办理完毕后一个月内退回绑定的银行卡中。

更多常见问题: <https://inc.sysu.edu.cn/cat/176>。

3.2 Bank card 银行卡

In order to meet your daily needs such as deposits, withdrawals, transfers, purchases, bill payments, and to ensure that you can smoothly receive research assistantship stipends, financial reimbursements, campus card balance refunds, etc., it is recommended that you apply for a **debit card from either the Agricultural Bank of China or China Construction Bank**, and complete the **registration and binding process in the university's financial system**.

The specific steps for **online registration and binding** are as follows:

1. Scan the QR code to follow the "Sun Yat-sen University Financial Information Service"

WeChat public account.



2. Search for "Self-service Bank Card Registration" and follow the instructions to complete the process.

Please note:

The online card binding process involves self-verification via the China UnionPay system. During verification, inconsistencies may occur between the information registered with the bank and the school system (such as name in Chinese/English, traditional/simplified characters, ID type, ID number, etc.), which may result in verification failure and prevent the completion of online registration.

If the online binding fails, please go to the **Centralized Accounting Center of the University Financial Office** in person with your valid ID, campus card, and debit card (from CCB) to complete the registration and binding process.

It is recommended that students from Hong Kong, Macau, Taiwan, and international students use the offline method directly. Further details on the location and contact information can be found below:

To bind your personal bank card to your campus card, you will need a bank debit card issued only by **ABC** or **CCB**. Once your personal bank card is ready, please go to the Finance Office on your campus to complete the personal bank account information registration with your personal ID, campus card, and new bank card. The Finance Office can be found in every campus:

Guangzhou South Campus: Room 221, Zhongshan Building (020-84112622)

Guangzhou East Campus: Room 302, Block A of Administration Building (020-39332798)

Guangzhou North Campus: Room 103, Rear Wing of Red Building, Administration Building (020-87330767)

Zhuhai Campus: Room A105, No.1 Hanlin Building (0756-3668113)

Shenzhen Campus: Room 609, Yixian Building (0755-23260076)

为了满足您日常存款、取款、转账、消费、交费需要，也便于您能顺利收到学校发放的助研津贴、财务报销款、校园卡余额退款等，建议您办理一张中国建设银行的借记卡并在学校财务系统完成登记绑定。线上登记绑定银行卡的具体步骤如下：

- (1) 扫码关注“中山大学财务信息服务”公众号。



- (2) 搜索“自助登记银行卡”，根据指引完成操作。

请注意：线上绑定银行卡需通过中国银联系统进行自助校验，校验过程中会发生在银行和在学校系统登记的姓名（中英文、简繁体字等）、证件类型、证件号码等信息不一致的情况，进而导致自助校验失败，无法完成线上登记手续。如线上绑定不成功，请持本人有效证

件、校园卡、建行卡到学校财务处集中核算中心办理登记绑定手续。建议港澳台学生和外籍学生直接采用线下方式登记绑定。办理地点及联系方式如下：

广州校区南校园：中山楼 221 室（020-84112622）

广州校区东校园：行政楼 A 座 302 室（020-39332798）

广州校区北校园：行政办公楼红楼后座 103 室（020-87330767）

珠海校区：瀚林 1 号 A105 室（0756-3668113）

深圳校区：逸仙楼 609 室（0755-23260076）

3.3 Campus Network 校园网络

Students can use campus network services after the Internet fee is paid. There are three ways to pay the Internet fee:

- 1) Follow the official WeChat account of the Information and Technology Service Helpdesk of Sun Yat-sen University (please refer to P1 for QR code), choose “[Network Renewal] - [NetID Binding/Unbinding]” (【网络续费】-【NetID 绑定/解绑】), enter your NetID and pay the Internet fee.
- 2) Log into the Internet Fee Online System (<http://netpay.sysu.edu.cn>), choose “[Individual Internet Service] - [Network Renewal]” (【个人网络服务】-【网络续费】)。
- 3) Go to the University Service Center in your campus to pay the Internet fee with your campus card.

There are two ways to connect to the campus network:

- 1) For Wireless Network: <https://inc.sysu.edu.cn/service/wireless-network>.
- 2) For Cable Network: <https://inc.sysu.edu.cn/service/wired-network-access>.

学生交纳网络使用费后可使用校园网服务。校园网络交费有以下三种方式：

①关注中山大学信息技术服务帮助台官方微信公众账号，绑定 NetID，自助交纳网络使用费成功后，即可登录认证上网。

②登录网费在线系统（<http://netpay.sysu.edu.cn>）-【个人网络服务】-【网络续费】。

③前往各校区（园）大学服务中心大厅使用校园卡交费。

接入校园网有以下两种方式：

① 无线校园网设置方法：<https://inc.sysu.edu.cn/service/wireless-network>。

② 有线校园网设置方法：<https://inc.sysu.edu.cn/service/wired-network-access>。

3.4 Course Selection 选课

For undergraduate students:

- 1) First week(8th September-12th September): Make a course selection plan according to the requirements of your home university; attend class trials and select courses in the undergraduate Academic Affairs Management System (教务系统 <https://jwxt.sysu.edu.cn>) . Please complete the course selection within the time frame. You can select the course and attend the classes to decide whether this course is suitable for you and keep it or withdraw from it within the specified time frame.

When selecting courses, please confirm the schedule to avoid time conflicts with other courses or exams. In general, the maximum number of credits allowed to select per semester is 26 credits, and the minimum is 2 credits. Courses offered by the Foreign Languages Teaching Center (such as college English), can only be selected up to 1 course. Courses that are already full are still available for selection, except physical courses.

- 2) Second week(15th September -19th September): After course selection, download and print the “Sun Yat-sen University Exchange Student Course Selection Registration Form” (中山大学交换生选课登记表) from the Academic Affairs Management System, and get it signed by corresponding course teacher to confirm whether you are allowed to take the course. If a

course teacher does not agree (does not sign) or the Sun Yat-Sen University Exchange Student Course Selection Registration Form is not submitted to the Office of Education Administration for confirmation, the course selection will be invalid.

- 3) Second week(15th September -19th September): Submit the Sun Yat-Sen University Exchange Student Course Selection Registration Form in duplicate to the academic affairs teacher at your school/department. If you choose a course offered by other school/department than yours, an additional copy of the Sun Yat-Sen University Exchange Student Course Selection Registration Form is required.
- 4) Third week(22th September -26th September): The Office of Education Administration reviews the Sun Yat-Sen University Exchange Student Course Selection Registration Form. You can log into the Academic Affairs Management System to confirm the final result of your course selection, whether you were chosen to take the course or not (those marked as “selected courses” are the final result of the courses you are allowed to take). If there is any problem concerning course selection, please contact Ms. Li at 020-84112374.
- 5) Two weeks after the end of the semester, you can log into the Academic Affairs Management System to check your transcripts; the paper copy of your transcripts will be sent to your home university at the beginning of each semester.

For graduate students:

- 1) First week (8th September-14th September): Make a course selection plan according to the requirements of your home university; attend class to decide whether the course is suitable for you or not and select courses in the Course Management System (<https://cms.sysu.edu.cn>, hereinafter “CMS”) . Please do complete the course selection within the time frame.
When selecting courses, please confirm the schedule to avoid time conflicts with other courses or exams. Courses have a maximum amount of students, if the course is full, will not be available for your selection, please contact the graduate secretary of the offering department to apply for course enrollment. If CMS is unavailable, please reach out to the graduate secretary of the offering department for assistance.
- 2) Two weeks after the end of the semester, you can log into CMS to check your transcripts; the paper copy of your transcripts will be sent to your home university at the beginning of each semester.

本科生:

【第一周】（9月8日-9月12日）

根据原属学校要求做好课程修读计划；试听课程、在教务系统（<https://jwxt.sysu.edu.cn>）选课。

请务必按时完成系统选课。选课时请确认各门课程时间安排，避免上课、考试等时间冲突。一般情况下，一学期所选课程学分上限 26 学分，下限 2 学分。外语教学中心开设的课程（如大学英语）至多只能选一门；除体育课外，系统显示选课人数已满的课程仍可选课。

【第二周】（9月15日-9月19日）

选课结束后，系统下载、打印《中山大学交换生选课登记表》，联系相应课程的任课老师签名，确认是否同意选课。

如任课老师不同意（未签名），或未提交选课登记表至教务部确认，则该门课程的系统选课无效。

【第二周】（9月15日-9月19日）

提交选课登记表（一式两份）至所在院系教务老师处。

学生如选择了非所在院系开设的专业课程，还需额外提交一份选课登记表。

【第三周】（9月22日-9月26日）

教务部审批选课申请；学生可登录教务系统查看选课结果（教务系统“已选课程”）。

如有选课问题，请联系李老师：020-84112374。

【学期结束两周后】

学生可登录教务系统查询成绩；纸质版成绩单将在每学期初寄送至学生原属学校。

研究生：

【第一周】（9月8日-9月14日）

根据原属学校要求做好课程修读计划；试听课程、在课程管理系统（<https://cms.sysu.edu.cn>）选课。请务必按时完成系统选课。选课时请确认各门课程时间安排，避免上课、考试等时间冲突。系统显示选课人数已满的课程不可直接选课，需联系开课单位研究生秘书申请选课。若无法使用选课系统，请联系开课单位研究生秘书申请选课。

【学期结束两周后】

学生可登录课程管理系统查询成绩；纸质版成绩单将在每学期初寄送至学生原属学校。

3.5 USC 服务平台

The University Service Center (USC) provides information technology services, with a service platform online and several self-service areas on each campus. It can offer services such as check-out of the dormitory, re-apply for a new campus card if lost, issue the official transcripts, etc. For more information: <https://inc.sysu.edu.cn/cat/213>.

You can access the online service platform via the PC terminal (<https://usc.sysu.edu.cn>) and the mobile terminal (SYSU WeCom workbench- USC 大学服务中心), and the address of self-service area on campus are as bellow:

大学服务中心（University Service Center, 简称 USC）负责提供信息技术服务，包括线上服务平台和线下自助服务区，可提供退宿、校园卡遗失补办、成绩单自助打印等服务。常见问题：<https://inc.sysu.edu.cn/cat/213>。

线上业务可通过 PC 端（<https://usc.sysu.edu.cn>）和移动端（中山大学企业微信工作台-大学服务中心）办理。线下业务地点如下表：

Campus 校区（园）	Address 地点	Tel 电话
GZ South Campus 广州校区 南校园	1 st Floor, 2 nd Phase of Zhongshan Building 中山楼二期 1 楼	020-84036866
GZ East Campus 广州校区 东校园	Room 104, Block B, Administration Building 行政楼 B 座 104 室	
GZ North Campus 广州校区 北校园	2 nd Floor, Block A, Postgraduate's Building 研究生楼 A 座二楼	
ZhuHai Campus 珠海校区	Room A101, No 1, Hanlin Building 翰林 1 号 A101	0756-3668500
ShenZhen Campus 深圳校区	East Side, 1 st Floor of Yat-sen Building 逸仙楼一楼东侧	0755-23262600

3.6 Application guidelines for Residence permit (For International Students Only)

- 1) Obtain the Registration Form of Temporary Residence for Visitors. For instructions, please refer to 2.2 Registration process [fourth stop].
- 2) Go to a local photo gallery to take a visa photo and obtain the Digital Photo Receipt for Foreigners in Guangdong Province.
- 3) Go to your school/ departments for preliminary visa verification and obtain a Verification Form for Visa and Stay/Residence Permit Application Information of International Students.
- 4) Log into the International Students Management System (<http://iss.sysu.edu.cn>, hereinafter “ISS”) click the “Permit Information Registration” button to upload the documents as required.
- 5) Go to the International Travel Health Care Center in your city for health examination (only for students applying for the Residence Permit for the first time)

Name	Address	Tel	Notes
Guangzhou International Travel Health Care Center 广州国际旅行卫生保健中心	No. 207, Longkouxi Road, Tianhe District 天河东龙口西路 207 号	020-85262033	Follow the WeChat Official Account “广州国际旅行卫生保健中心” to make an appointment.
Zhuhai International Travel Health Care Center 珠海国际旅行卫生保健中心	No. 133, Qiaoguang Road, Gongbei District 拱北侨光路 133 号	0756-3966136 0756-3966138	Follow the WeChat Official Account “珠海国际旅行卫生保健中心” to make an appointment.
Shenzhen International Travel Health Care Center 深圳国际旅行卫生保健中心	No.3203, Binhe Avenue, Futian District 福田区滨河大道 3203 号	0755-83774005	Follow the WeChat Official Account “深圳国际旅行卫生保健中心” to make an appointment.

- 6) Go to the Office of International Students' Affairs for Online Pre-application. Address: Building 524, Northwest Quarter of GZ South Campus, Tel:020-84110819.
- 7) Go to the appointment location to complete the application.
- 8) Update your Registration Form of Temporary Residence for Visitors.

After reclaiming your passport, please go to the local police station once more to update your visa information and the Registration Form of Temporary Residence for Visitors, then log into ISS (<http://iss.sysu.edu.cn>), click the “Permit Information Renew” button to upload the documents as required.

Documents needed		
Documents	Where to get it	When to use it
Passport (the original, a photocopy of passport page, visa page and entry stamp page)		step 1/3/6/7
Visa Application Form for Study in China (JW202) / Information Form for Foreign Students' Short-term Visit (DQ)		step 3/6/7
Admission Notice		step 3/6/7
A China visa photo for foreigners in Guangdong Province and it's digital photo receipt with the bar code		step 3/6/7
Registration Form of Temporary Residence for Visitors	the local police station	step 3/6/7
Verification Form for Visa Status of	the Office of International Students'	step 3

International Students	Affairs	
Verification Form for Visa/Stay Permit /Residence Permit Application Information of International Students	the school/department	step 6
Health Certificate	the International Travel Health Care Center in your city only for students applying for the Residence Permit for the first time	step 6/7
Certificate for Visa/Stay Permit /Residence Permit Application	the Office of International Students' Affairs	step 7
Visa/Stay Permit/Residence Permit Application Form	<u>For students in GZ campus,</u> obtain in the Office of International Students' Affairs <u>For students in ZH campus,</u> follow the WeChat Official Account “珠海公安” to make an appointment, and then download the form. <u>For students in SZ campus,</u> follow the WeChat Official Account “深圳公安” to make an appointment, and then download the form.	step 7
Other documents required by the public security institutions		step 7

3.7 Mental Health Counseling Services 心理健康教育咨询

The Mental Health Counseling Service Center of SYSU was founded in 1987. It has 22 full-time counselors and provides online and offline mental health education and counseling services to students and faculty members in all campuses. For more information, please follow the Official WeChat Account of “中山大学心理健康教育咨询中心” (please refer to P1 for QR code).

中山大学心理健康教育咨询中心成立于 1987 年，有专职心理咨询师 22 人，在三校区五校园开展面对师生的心理健康促进工作，提供线上线下的心理健康教育和心理咨询服务。可关注首页的“中山大学心理健康教育咨询中心”微信公众号了解更多信息。

Campus 校区（园）	Office address 办公地址	Tel for appointment 预约电话
GZ South Campus 广州校区 南校园	1 st Floor, No.234 Building, Southeast Quarter 东南区 234 号楼一楼	020-84110099
GZ East Campus 广州校区 东校园	Room 301, 3 rd Floor, Student Activity Center, No. 6, Mingdeyuan Student Dormitory 明德园 6 号学生活动中心三楼 301 室	020-39332520
GZ North Campus 广州校区 北校园	Room 208, 2 nd Floor of New Student Dormitory 新学生宿舍楼 2 楼 208 室	020-87330680
ZhuHai Campus 珠海校区	Room 201, Liyuan No.1 荔园 1 号 201 室	0756-3668976
ShenZhen Campus	Room 201, East side of 2 nd Floor, Building 5, Xiyuan	0755-23260046

深圳校区	西园 5 栋 2 楼东侧 201 室	
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3.8 Security Guidelines 安全指引

Security has always been a focus for campus life, so in order to guarantee that you can live in safety and accomplish your study in a smooth way, we strongly recommend you to pay attention to the following safety issues:

安全是生活的重要组成部分，为了使同学们平安地度过大学生活，顺利完成学业，提示大家关注以下安全问题：

3.8.1 Beware of Telecom and Internet Fraud 防范电信网络诈骗

Please download the APP of the National Anti-fraud Center. In case of suspicious circumstances, you can call the national anti-fraud hotline on 96110 or the police station of each campus for consultation and help.

请及时下载国家反诈中心 APP，如遇可疑情况，可拨打全国反诈热线 96110 或各校区（园）派出所电话咨询、求助。

3.8.2 Safety outside the Campus 外出安全

Since the freshmen are not familiar with the campus surroundings, it is suggested that freshmen don't go outside alone or wander in isolated places during the evening.

新同学不熟悉校园周边环境，尽量避免单独外出，结伴同行更安全，晚上勿到偏僻的地方游玩。

3.8.3 Fire Safety 防火安全

It is not recommended to use electric bicycles since the campus is crowded with people. It is forbidden to park and charge electric bicycles in the buildings. Please do not charge the batteries indoors or charge outside by connecting electric bicycles with indoor charging devices.

High-power electric appliances like electric stoves, electric cookers, and immersion heaters, etc. are forbidden in the dorms. To use electric equipment or extension cords on the bed is not allowed either. Make sure to cut off the electricity when leaving the dorm. Please instantly dial 119 or the campus alarm call in case of fire.

校园为人员密集场所，倡议不使用电动自行车。确需使用的应选择符合规范的合格产品。禁止电动自行车进楼入户停放、充电，禁止将电池携带到室内充电，禁止飞线充电。

宿舍内严禁使用电炉、电饭煲、热得快等大功率电器；禁止在床上使用电器或插座，做到人走断电。发现火情后迅速拨打火警电话 119 或校园报警电话。

3.8.4 Traffic Safety 交通安全

Please take care on your way to the campus and use safe and compliant means.

Please follow our traffic guidance in the campus to create a safe and orderly environment.

请注意来校途中交通安全，选择合法安全的交通工具；开学期间请家长和学生服从现场交通指挥，共同营造安全有序的入学环境。

3.8.5 Be Alert to Theft 注意防盗

Please take good care of your valuables in public places. When leaving the dorms or sleeping, please make sure to lock the doors and windows. If you have encountered any safety problems, please dial the following 24/7 emergency numbers.

Alarm call of GZ South Campus:020-84110110, Xingang Police Station:020-84198060

Alarm call of GZ East Campus:020-39332110, Xiaoguwai Police Station:020-34720110

Alarm call of GZ North Campus:020-87330110, Nonglin Police Station:020-87660519

Alarm call of ZhuHai Campus:0756-3668110, Tangjia Police Station:0756-3311133

Alarm call of ShenZhen Campus:0755-23260110, Xinhua Police Station:0755-27114110

公共场所请保管好自己的贵重物品，离开宿舍或睡觉时应锁好门窗。在校期间，如遇到人身财产等安全问题，请致电 24 小时报警求助电话。

南校园报警求助电话：020-84110110，新港派出所：020-84198060
东校园报警求助电话：020-39332110，小谷围派出所：020-34720110
北校园报警求助电话：020-87330110，农林派出所：020-87660519
珠海校区报警求助电话：0756-3668110，唐家派出所：0756-3311133
深圳校区报警求助电话：0755-23260110，新湖派出所：0755-27114110

Appendix 附录: FAQs (Q&A)

Q1: Can I register ahead of time?

A: Please register on the notified registration day. The student dormitory will not be ready ahead of time.

Q1: 可否提前报到?

A: 请于报到日当天来校报到, 学校不安排提前到校的新生入住学生宿舍。

Q2: What do I do if I am not able to register on time?

A: Students who are unable to register on time for special reasons should contact the school/department in due time, report the details and their expected arrival time, then go through the formalities of asking for leave. Usually, the length of leave cannot be over two weeks. Those who have not applied for leave or have been absent since the time limit are deemed to have waived their entry qualifications except in the case of force majeure.

Q2: 不能准时报到怎么办?

A: 如因特殊原因无法准时报到的同学, 应及时联系培养单位说明情况, 并告知预计到校时间, 办理有关请假手续。请假一般不得超过两周。未请假或者请假逾期者, 除因不可抗力等正当事由以外, 视为放弃入学资格。

Q3: Why can't I connect the SYSU WeCom with my WeChat account by scanning?

A: Please make sure that your WeChat account is tied to your phone number and the ID number you provided is correct. If you still fail to connect it, please contact the Information and Technology Helpdesk of SYSU on 020-84036866, 0756-3668500, 0755-23262600.

Q3: 微信扫码无法加入中山大学企业微信?

A: 请确认扫码微信绑定的手机号为您本人的手机号, 且信息填写页面输入本人证件号, 如上述信息无误还无法加入企业, 请联系中山大学信息技术服务帮助台 020-84036866、0756-3668500、0755-23262600。

Q4: How do I report a malfunction of dormitory equipment and facilities?

A: Please follow the official WeChat account of the General affairs and Logistics Service of Sun Yat-sen University (中山大学总务后勤服务) to report a malfunction. Please refer to P1 for QR code.

Q4.如遇宿舍设备设施有故障, 要如何报修?

A: 同学们可关注“中山大学总务后勤服务”公众号进行报修。

Q5. I cannot continue my exchange at SYSU due to health/academic reasons. What should I do?

A: During the exchange period, if students are unable to continue their exchange at SYSU due to various factors, they need to go through the suspension exchange procedures. Please download the "Sun Yat-sen University Undergraduate Exchange Student (Acceptance) Suspension Exchange Application Form"(中山大学本科交换生(接收)中止交换申请表) (<http://jwb.sysu.edu.cn/guide/bg>), fill in the personal information, submit it to the home university for review, and send the form back to SYSU after the home university has sealed and agreed. SYSU will review and confirm, and send the scanned copy to the student's home university for record. After obtaining the approval of the home university to suspend the exchange information, the student can go through the procedures of leaving school and return to the home university.

Q5.我因为身体/课程等原因不能继续在中大交流, 应该怎么办?

A: 学生在交流期间如确因各种因素无法在中大继续交流, 需办理中止交换手续。请下载“中

山大学本科交换生（接收）中止交换申请表”（<http://jwb.sysu.edu.cn/guide/bg>），填写个人信息后交原属学校审核，原属学校盖章同意后将表格发回我校，我校审核确认，并将扫描件发予学生原属学校备案。学生在获得原属学校同意中止交换信息后，即可办理离校手续，返回原属学校。

Q6. When I finish my study at SYSU and leave, do I have to return my campus card? Will it still be valid?

A: There is no need to return the campus card, but the electronic functions of it will not be available after your departure. If the campus card has been bound to a bank card, the balance of the campus card will automatically be refunded to the bank card.

Q6.我交流结束离校后，校园卡会回收吗？还能继续使用吗？

A: 办理离校手续后，校园卡不回收，但相关电子功能无法继续使用。如已在学校财务系统登记绑定银行卡，校园卡余额将于离校手续办理完毕后一个月内退回绑定的银行卡中。

Q7. I will also be on exchange at SYSU next semester. When will the course selection start for the next semester?

A: The course selection period for exchange students is the first two weeks of each semester. The first week is for attending the class and assessing if it's suitable for you or not and to select the course on the system, and the second week for submission and review.

Q7.我下学期也在中大交换，下学期的选课什么时候开始？

A: 交换生选课时间均为每学期的第一、二周，第一周试听选课，第二周提交审核。

Q8: Is it possible to register with non-study visa?

A: No. Sun Yat-sen University does NOT accept non-study visa for registration. Students must provide study visa at registration or risk to be disqualified from the application process.

Q9: How much should I pay for my visa application?

A: 400 RMB/year. Please refer to the official notice of your local police station.

Q10: How long can I receive my visa?

A: 15 working days (may be longer if local police requested additional materials for investigation).

Q11: What if I missed my appointment at the police station for my visa application?

A: For students in Guangzhou, go make another appointment at the Office for International Students' Affairs. For students in Zhuhai and Shenzhen, please following the instructions of relevant Official WeChat Account.

Q12: Can I apply for residence permit at Guangzhou/ Zhuhai/ Shenzhen if I live somewhere else?

A: No, you must apply locally.

Q13: When should I apply for an extension for my visa before it expires?

A: You should apply at least 30 days prior to the expiration date of your permit.

Q14: How can I re-apply a visa if I lost my passport?

A: Where visas, stay or residence permits held by foreign students need to be reissued due to loss, damage, theft, or robbery after entry of China, those foreign students may apply for a reissue in

accordance with the type, validity period of entry and duration of the original visas, stay or residence permits. The number of entries will be reissued in accordance with the remaining valid number of entries of the original visas.

1. Handling Procedures

- (1) Please report to the Division of Entry and Exit Administration of Guangzhou Municipal Public Security Bureau with certificates that can prove your nationality, fill in a Report Form to state how you lost your passport, and apply for the Confirmation of Reporting the Loss of Passport;
- (2) Apply for new passport with the Confirmation of Reporting the Loss of Passport to the Chinese embassy or consulate in the country concerned;
- (3) Apply for the reissue of visa and permits according to the handling procedures with relevant documents to be submitted after receiving new passport.

2. Requirements and Materials to Be Submitted

Those Who Obtain New Passports Due to Loss, Theft or Damage in China:

- (1) Original and photocopies of valid passport or other international travel documents, and the visa used in the latest entry;
- (2) A completed Visa/Stay Permit/Residence Permit Application Form;
- (3) A visa photo, which has met the requirement of the Entry/Exit Administration Department of Public Security of Guangdong Province, and a Digital Photo Receipt for Foreigners in Guangdong Province;
- (4) A valid Registration Form of Temporary Residence for Visitors in Guangdong;
- (5) Certificate for Visa/Residence Permit Application issued by the Admission Office (Office of International Students' Affairs);
- (6) Certificates in relation to the reissue of visa, stay or residence permit:
 - ① Where visas, stay or residence permits need to be reissued due to loss or theft, those foreigners shall submit the original Confirmation of Reporting the Loss of Passport or Letter from your embassy or consulate in China and the new passport or other valid international travel documents;
 - ② Where visas, stay or residence permits need to be reissued due to damage, those foreigners shall submit the damaged passport or Letter from your embassy or consulate in China and the new passport or other valid international travel documents;
- (7) Other certificates required by the Public Security Bureau.

Where the application time of the reissue of residence permit exceeds the duration specified in his or her residence permit, a foreigner shall be deemed to be residing in China illegally.