**校外住宿申请流程**

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进行住宿登记信息更改

学院对校外住宿学生进行安全教育

和跟踪管理

**校外住宿安全承诺书**

基本信息：

姓名： ，国籍： ，

护照号： ，学院： ，专业： ，现申请住在校外。

我承诺在校外住宿期间，遵守中国的法律法规和学校的规章制度，同时会对自己的安全负责，校外住宿期间如果出现任何问题，后果自负。

签名 ：

日期 ：

**校外住宿登记告知书**

根据中国出入境管理法规定，外国留学生在学校以外居住，在入住后二十四小时内，须向居住地公安机关办理登记。如未办理登记，将给予一千元以上罚款。请住在校外的同学及时办理住宿登记。办理住宿登记所需材料，本人护照、签证、住房合同原件以及复印件。如本人的护照信息、签证信息、原住宿登记地址发生改变也应重新申报住宿登记。如未按时申报，由此产生的一切责任自负，特此告知！

我已认真阅读以上信息，本人保证遵守中国相关法律法规。

签 名：

护照号：

日 期：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | 中文名 |  | 性别 |  |
| 出生年月 | |  | 联系电话 |  | 国籍 |  |
| 现住宿舍 | |  | 学号 |  | 护照号 |  |
| 班主任 | |  | 专业 |  | | |
| 家长姓名 | |  | 家长联系方式 |  | | |
| 房东联系方式 | |  | 校外住宿地址 |  | | |
| 的原因  学生申请校外住宿 | 如上述情况与事实不符，本人愿承担全部法律责任。 学生签名：  年 月 日 | | | | | |
| 家长意见 | 何时联系家长：  何种方式联系家长：  家长是否知情：  家长是否同意： | | | | | |
| 意见  辅导员/班主任 | 辅导员签名：  年 月 日 | | | | | |
| 学院意见 | 负责人签名： 盖章  年 月 日 | | | | | |
| 备注 | 学生处、国际学院备案 | | | | | |

**江苏师范大学国际学生校外住宿审批表**

注：本表一式四份，手写、打印均可。

**江苏师范大学国际学生校外住宿协议书**

甲方：江苏师范大学   
乙方： （ 学院 级 专业学生）

丙方： （房东，工作单位： 身份证号： ）

丁方： （家长，工作单位： 护照号： ）   
经四方慎重商量，确定本协议：   
1. 甲方应乙方书面要求，经审查同意乙方在校外住宿。   
2. 自批准之日起，甲方不再收取乙方有关住宿的各项费用。   
3. 乙方因校外住宿在校外发生的一切事故，甲方不承担责任。

1. 乙方在校外住宿期间如情况有变，需在校内住宿者，需向甲方提出申请，甲方应根据相关规定，予以办理。   
   5. 乙方在校外住宿期间应遵守中国法规法纪，自觉维护学校和国际学生形象。  
   6.  丙方房屋必须具备出租条件，并按有关规定出租，维护学生的合法权益，对学生住宿期间的人身财产安全负有责任。  
   7. 丙方有责任每月向甲方通报一次学生住宿期间的情况，尤其是对学生的违纪情况要及时向甲方通报。
2. 丁方同意乙方走读后，要承担对乙方协同管理和教育监督的责任，每个月须向丙方、乙方咨询有关情况并通报给甲方。  
   9.  甲方一旦发现乙方有违法违纪行为将通知各方，终止乙方校外住宿合同并敦促乙方返校居住。

10. 一经学校同意批准乙方校外住宿，乙方需在24小时内到辖区派出所办理住宿登记，并将境外人员住宿登记表的复印件递交到国际学院办公室，如未及时办理，责任自负。

11. 若乙方在校外住宿期间更换了住宿地址，应及时到辖区派出所更换住宿登记，并将新的境外人员住宿登记表复印件递交到国际学院办公室，如未及时更新，责任自负。

本协议一式四份，甲、乙、丙、丁四方应严格遵守，如违约，将追究法律和纪律责任。   
甲方：（所在学院签章、负责人签名 ）

乙方：（学生签名 ）   
丙方：（房东签名 ）

丁方：（学生家长签名 ）

（房址及联系电话）  联系电话：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

年  月   日

**Apply for Off-campus Accommodation Process**

Submit Off-campus Accommodation Approval Form

College examines and approves the application materials

Submit Off-campus Accommodation Safety Notification

Submit the copy of lease contract

Sign Notification of Off-campus Accommodation Registration

Sign Agreement on Off-campus Accommodation

Inform International College Visa Office to change accommodation registration information

College conducts safety education and follow-up management for off-campus residential students

Check out at the International Students Dormitory Center

**Off-campus Accommodation Safety Notification**

[Basic personal information](http://dict.youdao.com/w/basic%20information/" \l "keyfrom=E2Ctranslation):

I am (name), from (nationality). My passport number is . I study in (college) and major in .

I promise that I will abide by The laws and regulations of China as well as the rules and regulations of the university during the off-campus accommodation, and I will be responsible for my own safety. If there are any problems during the off-campus accommodation, I shall be liable for the consequences.

Signature：

Date：

**Notification of Off-campus Accommodation Registration**

According to the Chinese Exit-Entry Administration Law, foreign students living outside the school shall register with the public security organ in their place of residence within 24 hours after their arrival. If not registered, they will be punished more than one thousand yuan. Those students please come to police station for the registration of accommodation. The materials required for accommodation registration, passport, visa, the original contract of housing and a copy. If your passport information, visa information, the original address of the registration address changes, you should also re-apply for registration of accommodation. If not declared on time, all the resulting responsibility at your own risk, hereby inform! Please keep informed!

I have carefully scanned the information mentioned above and I hereby promise to follow the related laws and regulations of China.

Signature：

Passport number：

Date：

**Off-campus Accommodation Approval Form**

**of Jiangsu Normal University international Students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Chinese Name |  | Gender |  |
| Birth |  | Tel |  | Nationality |  |
| Dorm number |  | Student Number |  | Passport |  |
| Headteacher |  | Major |  | | |
| Parent Name |  | Parent’s tel |  | | |
| Landlord Contact |  | Off-campus Accommodation Address |  | | |
| Reasons for application | If the above situation is not in conformity with the facts, I would like to take full legal responsibility. Students sign here：  Date: | | | | |
| Parents’ opinion | When did you contact your parents：  How did you contact your parents：  Whether your parents know or not：  Whether your parents agree or not： | | | | |
| Counselor’s  opinion | Counselor Signature：  Date: | | | | |
| College’s opinion | Signature：  Date: | | | | |
| Memo | Report to University Students Department and International College | | | | |

Note: This form needs to be prepared four copies, either handwritten or printed.

**Agreement on Off-campus Accommodation of**

**International students in Jiangsu Normal University**

Party A: Jiangsu Normal University

Party B: of Jiangsu Normal University

( college year students)

Party C: (landlord, work unit: ID number: )

Party D: (parents, work unit: passport number: ) after careful discussion of all parties above, confirm this agreement:

1. Party A shall, at the written request of Party B, approve Party B's accommodation outside the school after examination.
2. As of the date of approval, Party A shall not charge Party B any fees for lodging.

3. Party A shall not be responsible for all accidents occurring outside the school due to the off-campus accommodation.

4. If there is any change in the situation during the period of off-campus accommodation, Party B shall apply to Party A for accommodation in the school, and Party A shall handle it in accordance with the relevant regulations.

1. Party B shall abide by the laws and regulations of China and maintain the image of the school and international students.
2. Party C houses must have rental conditions, rent according to relevant regulations, safeguard the legitimate rights and interests of students, and bear responsibility for the personal and property safety during student accommodation.

7. Party C is responsible for notifying Party A once a month of the student accommodation period, especially the violation of the discipline of the students to Party A in a timely manner.

8. Party D agrees that Party B shall undertake the responsibility of cooperative management and educational supervision after Party B off-campus accommodation , and shall consult Party C, Party B and inform Party A of the relevant information each month..

9. Once Party A discovers that Party B has violated the law and discipline, it will notify the parties, terminate the contract and urge Party B to return to the school.

10. Once the school agrees to approve Party B's off-campus accommodation, Party B shall register with the police station within 24 hours and submit a copy of the registration form to the office of the International College.

11. If Party B changes the accommodation address during the off-campus accommodation period, it shall change the residence registration at the police station in the jurisdiction in time, and submit a copy of the new registration form to the office of the International College.

This Agreement in quadruplicate, A, B, C and D shall be strictly complied with, legal and disciplinary liability will be pursued in case of breach of contract.

Party A: (signature of Party A, signature of responsible person )

Party B: (signed by student )

Party C: (signature by landlord )

Party D: (signature of parents )

(room address and contact telephone) Contact phone number:

Specific date: