关于申请办理私人事务类居留证件(加注"创业")的信息说明
Information Regarding Residence Permits for Personal Matters (Marked "Entrepreneurship") for Current NYU Shanghai International Students (not graduating seniors)

一、办事条件 Who can apply

1、在本市学习的国际学生；
International students studying in Shanghai;

2、在本市学习，并在校外实习的国际学生（加注"校外实习"）；
International students studying in Shanghai and engaged in off-campus internships (marked "off-campus internship");

3、在本市学习，并在"双自"区内或"双创"示范基地内单位从事兼职创业活动的国际学生（加注"创业"）。
International students studying in Shanghai and engaged in part-time entrepreneurship in China (Shanghai) Pilot Free Trade Zone or Shanghai Zhangjiang National Independent Innovation Demonstration Zone (the "Two Zones") or mass entrepreneurship and innovation demonstration bases ("demonstration bases") (marked "entrepreneurship").

二、办事的手续Documents required:

1、交验本人有效护照及签证原件；
The applicant's original, valid passport and visa;

2、提交填写完整的《外国人签证证件申请表》，申请人需本人至本市出入境管理部门进行免费拍照，符合代办条件的申请人需提交一张彩色证件照片（六个月内近照、白底、二寸、免冠、无修改、相约冲印、无污痕）；
An original and photocopy of the Registration Form of Temporary Residence for Visitors filled in with the applicant's latest valid passport and issued by the police station in the district of Shanghai where the applicant resides (if the form is issued by a local hotel, then provide proof of accommodation for more than one month, and/ or a contract on long-term stay with the hotel if necessary);

3、提交国内出入境检验检疫部门**6**个月内出具的健康证明（**18**周岁以下和**70**周岁以上者免交）；
A health certificate issued by a domestic entry-exit inspection and quarantine department within the past 6 months (applicants under 18 and over 70 are exempt from this requirement);

5、提交学校申请函和录取通知书（或在学证明）原件；
Original application letter and admission notice from your school (or certificate of student status);

6、提交学校相关证明（再次向本市出入境管理部门申请时，若学校不变，可免提交）
Relevant school certificates (required only for first-time applicants unless the school has changed)

（**1**）在高等院校就读的，提交《外国留学人员来华签证申请表》**(JW202/201表)**；
Applicants studying at a university shall submit the Visa Application Form for Foreign Students Studying in China (Form JW202/201);

（**2**）在国际学校就读的，提交《上海市外籍人员子女学校年度注册备案登记表》和学生名册；
Applicants studying at an international school shall submit the Annual Registration Form of Schools for Foreigners' Children in Shanghai and the students' register;

7、提交与申请事由相符的证明材料：
Supporting documents consistent with the reason for application:

（**1**）加注"校外实习"的国际学生须提交所在高校留学生管理部门出具的证明函件以及实习单位的证明函件；
International students marked "off-campus internship" shall submit a verification letter issued by the Foreign Student Management Department of the university and a letter of proof from the organization of the internship;

（**2**）加注"创业"的国际学生须提交所在高校留学生管理部门出具的证明函件以及"双自"区或"双创"示范基地相关主管部门出具的实施兼职创业的证明函件；交验企业营业执照或有关登记证明的原件并提交复印件（不含统一社会信用代码的还需提交组织机构代码证；
International students marked "entrepreneurship" shall submit a verification letter issued by the Foreign Student Management Department of the university and a verification letter for part-time entrepreneurship issued by a relevant department at the Two Zones or the demonstration bases, as well as the original and photocopy of the business license or registration certificate of the organization (and, if the business license does not contain its unified social credit code, its organizational code certificate);

8、16周岁以下的学生还须提交上海市公证处出具的监护人公证书原件及监护人有效身份证明原件及复印件。

Students under 16 shall also submit the original notarized certificate of guardianship issued by the Shanghai Notary Office and the original and photocopy of the valid identity certificate of the guardian.

注 **Notes:**

1、首次申请（**16-60**周岁）须亲自办理**;** 再次申请可凭相关证明由申请人所在学校或亲属代办**,**也可登陆出入境电子政务平台（**https:// gaj.sh.gov.cn/crj/**）预约申请；原居留证期限届满，但在**3**个月之内续办的，可免交体检证明。
In-person application is required for applicants aged 16-60 years for the first time. Subsequent applications may be made by the school or a relative by providing relevant documents, or online appointments are available at our E-government platform for entry-exit administration (https://gaj.sh.gov.cn/crj/). A medical examination certificate is not required for residence permit renewals within three months of expiration.

2、公安机关出入境管理机构认为必要时需要面谈申请人，或要求提交其它补充材料（经济来源证明、姓名等信息变更证明、企业经营情况证明等），除不可抗力的原因外，未在约定时间内接受面谈或提交材料的，予以撤销受理。
Exit-entry administrations of public security organs may, as they deem necessary, require applicants to attend an interview or submit additional supporting documents (such as proof of financial support, proof of change of information such as name, or business operation certificate, etc.). Applications which fail to provide the requisite information within the required time will be rejected, unless caused by a force majeure event.

3、公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。
All decisions of exit-entry administration of public security organs rejecting applications for extension, replacement or re-issuance of ordinary visas, or rejecting foreigners' applications for residence permits or permit extensions, shall be final.

三、受理时间和地点 **Office hours and locations:**

星期一至星期六，上午**09:00**至下午**05:00**（法定节假日除外，周六仅受理证件）
Monday to Saturday, 9:00-17:00 (except for statutory holidays; Saturdays for document acceptance only)

自贸区分局出入境管理支队、各分局出入境管理办公室：
Exit-Entry Administration Division of Shanghai FTZ Branch of the Shanghai Municipal PSB, and exit-entry administration offices of other branches:

地址及受理时间详见《各区办理外国人证件接待地址及时间》

For office hours and locations, see Office Hours and Locations for Foreigner Certificate Applications in Each District.

四、办结时限 Processing time:

申请资料齐全后，**7**个工作日内办结。
Within 7 business days for applications with complete documents required.

五、咨询监督电话 Service and Complaint hotline:
Service hotline: 021-12367
Complaint hotline: 021-12345

六、资料来源 Source：

[上海市一网通办：外国人居留证件签发学习类居留证件](#)
Shanghai Municipal People's Government：Residence Permits for Personal Matters (Marked "Entrepreneurship")

Please note*
In the event of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.

本文档由以下单位提供
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