

关于 2017 春季汉语语言项目续读交费的通知

目前在校学习的语言生，若下学期继续学习，请在 **2016 年 12 月 14 日至 2017 年 1 月 12 日** 工作日的工作时间办理延长手续。2016 秋季学期学费、保险费继续采用现金、银联卡、和转账的付款的方式。

请大家务必不要非法滞留，签证过期是严重的违规违法行为。

按照学校相关规定，学生必须先付全部学费，才可以领取办理签证延期的相关材料。

具体申请步骤如下：

第一步：至金保楼 313 办公室领取《上海金融学院外国留学生入学申请表》和《报到流程表》；

第二步：携三样申请材料：填写完毕的《上海金融学院外国留学生入学申请表》、一张护照尺寸照片、一份护照及最新签证信息的复印页，至金保楼 313 办公室阮老师处申请延期续读，申请通过，获得图章。

第三步：携带护照及最新签证复印页和临时住宿登记表复印件至金保楼 313 办公室郭老师处领取《上海金融学院收款通知单》，完成此步骤，获得图章。

第四步：前往金保楼班主任老师，金保楼 311 罗老师或 307 吴老师处报到注册处，留下个人联系方式，获得签名或图章。

第五步：携《上海金融学院收款通知单》至行政楼学校财务处 309 办公室交纳学费并领取发票；

第五步：2017 年 1 月 12 日下午 4:00 前，凭发票至金保楼 313 办公室郭老师处领取《在沪国际学生办证申请函》；

第六步：签证有效内，前往出入境完成续签手续

第七步：2017 年 1 月 20 日下午 4:00 前，携带《上海市出入境管理局签证、取证凭单》至金保楼 313 办公室郭老师处，完成延长学期手续。

注 1：请所有老生在 **2017 年 3 月 6 日至 3 月 10 日** 工作时间携带《报到流程表》到班主任老师，金保楼 311 罗老师或 307 吴老师处报到注册。

注 2：语言生学杂费收费项目及标准：

收费项目	收费标准
学费（一学期）	6400 元
保险费（一学期）	400 元

注 3：学校账户信息（只接收人民币）：

银行名称	中国农业银行
收款银行	中农业银行浦东大道支行
收款账号	033225-00040006068
收款方账户名	上海金融学院
收款方地址	上海市浦东新区上川路 995 号，201209

注 4：工作时间：

周一到周五 8:30-11:00，13:00-16:00（法定节假日除外）

Application Procedure for 2017Spring Semester Chinese Language Program study Extension

For the student who is now studying in LIXIN and wants to extend your study plan, the open enrollment period for 2017 spring semester is from December 14th 2016 to January 12th 2017.

The deadline for language program study extension is January 12th 2017.

Please do not allow your visa to expire under any circumstances.

If you overstay after visa expiry date, there will be a fine of 500 yuan per day, maximum 10,000 yuan. Detention from 5 to 15 days or both and bad history recorded.

We will only be able to extend your visa after your tuition fee is paid.

The specific steps are as follows:

1. Get Application Form and Registration Guide from Jinbao Building 313.
2. Register with MsRuan (Jinbao Building 313). You need to prepare three documents: a completed application form, one passport copy, and one passport size photo.
3. Get payment notice from MsGuo (Jinbao Building 313). You need to prepare two documents for this step: passport and last visa page copy, and the copy of your TR (Registration Form of Temporary Residence).
4. Double check your contact information with your class teacher Mr. Luo (Jinbao Building 311) or Ms. Wu (Jinbao Building 307).
5. Pay fees to financial office (Administration Building 309) and get the receipts.
6. Before January 12th 2017 16:00, submit fees receipt then get the Permit Residence Application Letter from Ms Guo (Jinbao Building 313).
7. Go to immigration at least one day before your visa expires. You will get a visa receipt then. it is a small slip named “上海市出入境管理局签证、居留许可取证凭单 (RECEIPT)” (shown as Annex I)
8. Before January 20th 2017, submit your visa receipt to Jinbao Building 313 Ms. Guo.

Attention please :

From March 6th to March 10th, all language students shall toregister with your class teacherMr.Luo (Jinbao Building 311) or Ms. Wu (Jinbao Building 307) to get the timetable and more information about new semester and your courses. Please gowith the stamped Registration Guide.

Annex I



Annex II

Fees(RMB/Semester/Person)

Tuition	6400
insurance	400
total	6800

Annex III

Threeways to pay fees: **cash,China Unionpay card**, or **bank transfer**(only accepted Chinese currency).

After bank transfer, please go to JinbaoBuilding with your banktransfer receipt.

Annex IV

Chinese Currency Remittance Information

Beneficiary 's Bank	AGRICULTURAL BANK OF CHINA
Bank in China	Agricultural bank of China, Pudong Avenue Branch
Beneficiary's A/C NO.	033255-00040006068
Beneficiary 's Name	Shanghai Finance University
Beneficiary 's Address	No.995 Shangchuan Road, Pudong, Shanghai, China. 201209

Annex V

Office hour: 8:30-11:00, 13:00-16:00. Monday to Friday (holidays excepted)