

Before you come, please let your department administrator (maybe HR) know your air-fly schedule so that they can prepare your relocation.

在入境 24 小时之内办理临时住宿登记
Apply for Registration Form of Temporary Residence Application within 24 hours after Entering China (According to Exit and Entry Administration Law of the People's Republic of China, Article 39)

第一步：选好房子后，在人力资源处填写上海科技大学教授公寓申请表。带上申请表、二寸照片 1 张、护照信息页复印件 1 张，去 H1 楼 B 区 303 办公室办理入住，签订租房合同，领取钥匙。（联系电话：20685351）。

Step 1. After selecting the apartment, please come the HR office to fill in 上海科技大学教授公寓申请表 (Professor Apartment Application Form with seal stamped) (Chinese version). Then take the application form, 2-inch Photo (one piece) and Passport photocopy to Room 303, District B, H1 Building (Yuanjie 袁杰 tel:20685351) to sign the renting contract, and the officer will give you the key of apartment.

第二步：带上护照原件，护照信息页、签证页、入境章页的复印件，租房合同，去校园服务中心办理集体宿舍证明（建议登记集体宿舍房间号为教授公寓）。

Step 2. Take passport (original version), passport information page photocopy, passport visa page photocopy, passport latest entry stamp page photocopy, and renting contract to Campus Service Center (Room 103, District B, H1 Building 20685112), and the officer will give you a 集体宿舍证明 (Certificate of Dormitory) (Chinese version).

第三步：带上集体宿舍证明、护照原件及护照信息页、签证页、入境章页的复印件，去孙桥派出所（上海浦东新区横沔江路 52 号）办理临时住宿证明。（联系人：蒲警官 18818214824）（工作时间：周一至周六 上午 9 点至下午 4 点）

Step 3. Take the 集体宿舍证明 (Certificate of Dormitory) (Chinese version), your passport (original version), passport information page photocopy, passport visa page photocopy, passport latest entry stamp page photocopy to Sunqiao Local Police Station (孙桥派出所) and the policeman will give you the 临时住宿证明 (Registration Form of Temporary Residence) (Chinese version).

Address : No. 52, Hengmian Road, Pudong district, Shanghai.

Contact : 蒲警官 (Policer Pu) (18818214824)

Working hour: Monday to Saturday, 9 am to 4 pm.

注意：第一步、第二步、第三步所有流程需要在外籍员工入境 24 小时之内完成

Note: step 1. step 2 and step 3 should be finished within 24 hours after applicant's entering China.

