**校内住宿指南**

**南校区/South campus**

带上入住登记表到C15入住/Check in C15 with register sheet

到办公室208交回缴费单，填写入住登记表/Return the payment sheet to B1-208 and fill the register sheet

办公室B1-314用银行卡缴费/Pay the dorm fee by bank card on B1-314

办公室B1-208申请宿舍，领取缴费单/Apply the dorm on office 208 and get the payment sheet

**北校区/North campus**

到办公室208交回缴费单，填写入住登记表/Return the payment sheet to B1-208 and fill the register sheet

办公室32-208用银行卡缴费/Pay the dorm fee by bank card on 32-208

办公室32-208申请宿舍，领取缴费单/Apply the dorm on office 208 and get the payment sheet

带上入住登记表到西五或西一入住/Check in west one and five with register sheet

# 北校区入住指南Check In

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| --- | --- | --- |
| **手续Procedures** | **地点Location** | **材料Materials Needed** |
| 交住宿费  Pay accommodation fee | 32-208 | 现场刷卡缴费  Swipe your bank card to pay the school fees |
| 领取宿舍入住单  Get Check-in proof | 32-208（桂老师）  (Ms. Gui) | 银行回执（详见缴费指南）Bank receipt |
| 领取钥匙和充电卡  Get room key and electricity card | 宿舍楼管  Reception staff | 宿舍入住单  Check-in proof |
| 检查房间设施，签字入住  Check the facilities in your room and check in with your signature | 宿舍房间  Your own room | 入住表  Check-in form |

附：请仔细检查房间内设施，如发现破损物品，请让楼管在入住表上标注，以便物业进行维修。

PS: Please check your room facilities carefully, report any broken items or not-workable items to the reception staff and mark on the Check-in form. The Service Department will later get them repaired.

**温馨提示Tips:**

西一宿舍和西五宿舍情况：

Xi Yi and Xi Wu dormitory:

宿舍有单人房、双人房、三人房类型，有以下设施：

There are single, double and triple rooms available with the following facilities inside:

1、24小时热水（免费）24hrs hot water (free)

2、电视机（免费）Television set.

3、空调（免费）Air condition.

4、网络（第一次开户费用100元，50元/月）Internet connection, RMB 50 per month with connection fee of RMB 100.

5、厨房（免费）Public kitchen (free)

6、洗衣机（宿舍一楼）：3元/次Washing Machine(First floor of the dorm): RMB 3 / barrel.

每人每月有不同的免费用电额度，超过用电按0.647元/度收费。

Every student has a different amount of free electricity per month. If you finish using the given amount, you should pay at 0.647 rmb per kWh.

各种房间的免费电度如下：The free distribution of each room is as follows;

A、单人空调房：每人70度/月, single air-conditioned rooms: 70 degrees per person / month；

B、双人空调房：每人50度/月double room, air-conditioned: 50 degrees per person / month；

C、三人空调房：每人50度/月Triple air-conditioned rooms: 50 degrees per person / month;；

D、单人非空调房：每人50度/月single non-air-conditioned rooms: each by 50 degrees / month；

E、双人非空调房：每人30度/月double non-AC rooms: 30 degrees per person / month。

* **温馨提示Tips:**

1. 饮用水，在值班室购买，7.5元/桶You can purchase mineral water at the duty room at RMB 7.5 yuan / barrel.
2. 非本宿舍的人员不能留在宿舍住宿，晚上23:00以前必须离开。Visitors shouldn’t stay overnight in the dormitory, please leave before 23:00 pm.
3. 晚上23:00以后不能开音乐或者吵闹，以免影响他人休息。Please do not make noises or play music after 23:00.
4. 门卡和钥匙在宿舍值班室领取，丢失要赔偿。Please get your door card and key upon your arrival at the duty room in the dormitory. Keep them well and you need to pay fees as compensation if you lost them.
5. 如果人为损坏宿舍财物，也要按价赔偿。Please take care of the hostel and dormitory properties. Keep them well and you need to pay fees as compensation if you broke them accidentally.
6. 饭卡到留学生办公室找老师购买. Dining cards can be purchased at Room 320208 in Building 32.

# 南校区入住指南Check In

|  |  |  |
| --- | --- | --- |
| **手续Procedures** | **地点Location** | **材料Materials Needed** |
| 交住宿费  Pay accommodation fee | 工商银行  ICBC bank | 取号、银行缴费单、护照  Queuing number, Bank deposit slip, passport |
| 领取宿舍入住单  Get Check-in proof | B1-208（徐老师）  (Mr. Xu) | 银行回执（详见缴费指南）Bank receipt |
| 领取钥匙和充电卡  Get room key and electricity card | 宿舍楼管  Reception staff | 宿舍入住单  Check-in proof |
| 检查房间设施，签字入住  Check the facilities in your room and check in with your signature | 宿舍房间  Your own room | 入住表  Check-in form |

附：请仔细检查房间内设施，如发现破损物品，请让楼管在入住表上标注，以便物业进行维修。

PS: Please check your room facilities carefully, report any broken items or not-workable items to the reception staff and mark on the Check-in form. The Service Department will later get them repaired.

**温馨提示Tips:**

1. 南校区留学生宿舍位于生活区C15栋。从北校区正门前的车站乘坐大学城2线车可到达，也可乘坐学校往返南北校区的校车直达。

1. The international student dormitory on the south campus is located in the living area in building C15. Students can take the No. 2 bus from the main gate of the north campus to University Town..

2. 国际教育学院南校区留学生办公室设在B1栋208室，办公时间是星期一到星期五，上午8：50到12：00，下午13：50到17：00。电话39381020，如有疑问，请致电咨询。

2.The students office of the School of International Education (SIE) is in Room 208, Building No. B1 Office hours: 8:50am to 12:00pm, 13:50pm to 17:00pm, from Monday to Friday. For any inquiries, please contact 39381020.

3. 南校区留学生宿舍每个房间都有上网接口，需要上网的同学请到南校区网络服务中心（C4一楼）进行申请，其联系电话是39382101。

3. Each dorm room is equipped with an internet connection. To connect the internet in your room, please go to the Internet Administration office which locates in the first floor of building C4, Internet center tel: 39382101.

4. 南校区留学生宿舍的1、4、6层均配有投币式洗衣机，每次洗衣费用为人民币3元。

4. Student can use the washing machine in the 1st, 4th & 6th Floor in C15. It costs three 1 RMB coins.

5. 南校区留学生宿舍设有公用厨房，厨房内有电磁炉、微波炉和电冰箱供学生免费使用。

5. The dormitory has washing machines for public use on the first floor. Students must buy a washing machine card in on the first floor of building C10 to use the machines. Each wash costs RMB 3 Yuan. Kitchen equipment free of charge.

6. 生活区有校园超市和世博超市，购买日常生活用品非常方便。此外，大学城综合商业南区有宏城超市，综合商业北区有华润超市，大学城广州大学有广大商业区，大学城华南师范大学对面有北亭购物广场，乘坐381、382路车可以往返。

6. Students can buy goods at the Shibo Supermarket on campus. In University Town there is also the Huarun Supermarket in the North Shopping Center and the Hongcheng Supermarket in the South Shopping Center. Bus 381 or 382 goes to both shopping centers.

7. 大学城综合商业南区有中国银行和中国工商银行，北区有中国农业银行。开户时请带上护照。每日取款上限为一万美元。外币兑换人民币以当日牌价为准。教师公寓D4一楼还有银联自助银行。

7. In University Town there are branches of the Bank of China and of the Industrial and Commercial Bank of China located in the South Shopping Center, and a branch of the Agricultural Bank of China in the North Shopping Center. Students may open a bank account with their passport. The maximum amount that can be withdrawn is US$10000 per day. Foreign currency can be exchanged to Chinese Yuan at the current daily rate. There is an ATM located on the first floor of building D4 of SCUT.

8. 校医院南校区门诊部设在C15留学生宿舍楼旁，留学生可以凭学生证就诊。大学城另有广东省中医院附属医院（在广东工业大学旁）。如需急救，请和值班室人员联系，或直接拨打急救电话120。

8 Students with health needs may go to the south campus clinic, located near building C15. They should bring their student card. Also there is a bigger hospital lay aboard Guangdong University of Technology in University Town. In case of emergency, please contact staff in the front office to call the hospital emergency phone or the city medical emergency line 120.

9. 中文授课专业生须按规定时间到南校区留学生办公室报到，然后到专业所在院系报到，由院系安排上课，领取教材等。其它学生到南校区留学生办公室报到即可。

9. Major students should register in the International Student Office on the South Campus on time in accordance with the term schedule, then register in their schools and get their class schedules and books there. Language students should bring their receipts to SIE to get their books. Other students only register in the International Student Office on the South Campus on time.

10. 如遇紧急情况需要报警，请和学院办公室人员联系，或直接拨打报警电话110。

10. In case of emergency , please contact the staff in the front office or call the city police emergency line 110.

11. 如需了解更多有关华工国际教育学院详情，请浏览：www.scut.edu.cn/sie。

11. For more details about the School of International Education at SCUT, go to www.scut.edu.cn/sie.

12. 如对学院有任何意见或建议，请通过设在C15的院长信箱表达您的意见，[或发邮件至qwzhang82@126.com](mailto:或发邮件至sieinfo@yahoo.com)。

12. Should you have any opinions and suggestions, please post your letter to the Dean’s Mailbox in C15, or write an e-mail to qwzhang82@126.com.

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