

在穗外国人告知服务指引

Public Information for Foreigners in Guangzhou

为保障外国人（含无国籍人）在穗期间的人身和财产安全，根据《中华人民共和国出境入境管理法》等法律法规，外国人员入境后应遵守以下规定：

Upon arrival in Guangzhou, foreigners, including stateless persons, shall observe the following provisions in line with such laws and regulations as The Exit and Entry Administration Law of the People's Republic of China to protect their personal safety and property during their stay in the city:

1、外国人入境后需要在穗住宿的，应在到达住宿地 24 小时内办理临时住宿登记手续。在居民家中留宿的，请到住宿地所属派出所办理；入住酒店、宾馆等旅业机构的，请在所入住的旅业机构办理。

Foreigners who need to reside or lodge in Guangzhou shall register accommodation within 24 hours of check-in. Foreigners who plan to lodge at the home of a resident in Guangzhou shall register accommodation at the local police station, and those who check in at hotels in Guangzhou shall register at the hotels they stay.

外国人变更居住地其他地方临时住宿的，应当及时重新在临时住宿地办理住宿登记。

Foreigners holding residence permits who stay some place other than his/her residence, he or she shall register at the local police station within 24 hours.

2、外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动，并应当在规定的停留居留期限届满前离境。

Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence, and shall leave China prior to the expiry of the prescribed duration of stay or residence.

3、在中国境内出生的外国婴儿，其父母或代理人应当在婴儿出生 60 日内，持婴儿的出生证明向公安机关出入境管理机构申报、办理出生登记手续，并在办理出生登记手续后 120 日内为其办理停留居留证件。

For foreign infants born in China, their parents or agents shall, within 60 days after they are born, on the strength of the birth certificates, report the birth to Exit/Entry Administration Department, and within 120 days after that go through the formalities for stay or residence registration for them with the exit/entry administrations of public security organs in the places of their parents' stay or residence.

4、外国人在中国境内死亡的，其家属、监护人或代理人，应当在获取死亡证明后及时持该外国人的死亡证明、护照或者其他国际旅行证件向公安机关出入境管理机构进行

申报，注销外国人签证或者停留居留证件。

For foreigners who decease in China, their relatives, guardians or agents shall, in accordance with relevant regulations, on the strength of the death certificates, report their death to the exit/entry administrations of the public security organs to cancel their stay or residence permits.

5、在中国境内居留或停留的年满 16 周岁以上的外国人，应随身携带护照或者其他国际旅行证件，或者外国人停留居留证件，以备查验。

Foreigners having reached the age of 16 who stay or reside in China shall carry with them their passports or other international travel documents, or foreigners' stay or residence permits, and accept the inspection of public security organs.

6、外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得其所得工作许可和工作类居留证件的外国人。

未按照规定办理入境手续及不按工作许可、工作证明所列事项在中国境内工作，未取得工作许可和工作类居留证件在中国境内工作，超出工作许可限定范围在中国境内工作，持 Z 字签证和停留期为 90 日的工作类居留证件但超出工作证明的工作期限和地点工作，外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作等行为，均属非法就业。

Foreigners who intend to work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. Any of the following acts of foreigners shall be deemed unlawful employment:

(1) Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations; or

(2) Work in China beyond the scope prescribed in the work permits; or

(3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

7、外国人需要延长停留期限的,应当在签证注明的停留期限届满7日前,向当地公安机关出入境管理机构提出申请,按照要求提供申请事由的相关材料。

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ in the place of his stay seven days prior to the expiry of the duration specified in the visa, and shall submit information of specific application matters in accordance with

relevant requirements. If an extension is denied, the foreigner shall leave China on the expiry of the duration.

8、外国人居留证件登记事项发生变更的，持证人应当自登记事项发生变更之日起 10 日内向当地公安机关出入境管理机构申请办理变更。

Where the registered item in a foreigner's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the exit/entry administration of public security organ in the place of residence for going through the formalities for alteration.

9、签证、停留居留证件有效期，不得超过申请人护照的有效期。

The valid period of the applicant's visa or residence permit shall not exceed the validity period of the passport.

10、外国人申请办理签证需要提供中国境内的单位或者个人出具的邀请函件的，申请人应当按照签证机关的要求提供。出具邀请函件的单位或者个人应当对邀请内容的真实性负责。

Where foreigners applying for visas need to provide written invitations issued by entities or individuals within China, the applicants shall provide such invitations in accordance with the requirements of the visa-issuing authorities. Entities or individuals that issue written invitations shall be liable for the

fidelity of the contents.

11、18 至 70 周岁的申请人首次办理居留证件时应提交广东省出入境检验检疫局出具的《健康证明》。《健康证明》自开具之日起 6 个月内有效。

A Health Certificate issued by Guangdong Entry and Exit Inspection and Quarantine Bureau shall be submitted by applicants aged from 18 to 70 for first application of residence permit. The Health Certificate is valid for six months beginning from the date of issue.

12、境外机构出具的婚姻证明、出生证明、亲属关系证明、收养证明、姓名等资料变更证明，应经中国驻该国使领馆认证。有关外文证明材料应当经国内公证机关翻译成中文。

The Marriage Certificate, Birth Certificate, Kinship Certificate, Adoption Certificate and Certificate of Name Changing and Other Information shall be subject to the authentication of the Chinese embassy or consulate in the country concerned. The related documents written in foreign languages shall be translated into Chinese by officially certified Chinese notary offices.

13、持学习类居留证件的外国人，需要勤工助学或在校外实习的，须向出入境管理部门申请居留证件加注。需提供就读院校和实习单位同意勤工助学或校外实习的证明函件，按办理学习类居留证件要求提交申请材料。

Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall apply to the Entry and Exit Administration Department to have information specified in his or her residence permit. The application shall be submitted in accordance with the requirements of the residence permit for study upon the approval certificate of the school and internship unit.

14、受聘外国人或招收的外国留学生毕业、结业、肄业、退学，离开原接待/招收单位的，邀请单位应当及时向公安机关出入境管理部门报告。外国人居留事由已丧失，原则上要求注销原居留证件。居留事由终止因人道原因需继续停留的，可以向出入境管理部门申请办理停留证件。

Upon discovery of a foreign employee/student admitted has resigned/graduated, completed his or her course(s) or study, has quit school, or has quit the job without resignation/graduating, the inviting entity shall, in a timely manner, report to the Entry and Exit Administration Department. In general, the residence permit shall be cancelled when losing/terminating the purpose for which the residence permit was granted. Foreigners with purpose of residence terminated due to humanitarian reasons and who need to stay may apply for stay permit to the Entry and Exit Administration Division.

15、对外国人出具邀请函件的单位应先向公安机关出入境管理机构进行登记备案（登陆广州金盾网

www.gzjd.gov.cn)，并登记聘用/招收外籍人员个人资料，按规定扫描相关证件上传。我支队将适时为贵单位开通网上预申请业务。

Entities that issue written invitation shall register to Exit and Entry Administration Department by visiting the website of Guangzhou Public Security Bureau at www.gzjd.gov.cn for online visa application. The inviting entity shall complete the form with the information of the organization, scan and upload the legal registration documents and register the information of all the foreign employees/students and business visitors. We will activate online visa application services for your entity in due time.

16、外国人所持护照、证件如遗失或被盗抢，请到案发地派出所报案。外国人凭案发地派出所出具的《报警回执》到公安机关出入境管理机构办理《护照报失证明》。

外国人向所属国驻华使馆或驻穗总领馆领取新的护照或国际旅行证件后，需办理签证换发、补发的，可就近向当地公安机关出入境管理机构提出申请。

Where passports or certificates held by foreigners are lost, stolen or robbed, they shall report to the local police station. They shall, with *the receipt of reporting to the police* issued by the local police station, go through the formalities for *Confirmation of Reporting the loss of Passport* at the Exit&Entry Administration Division of the Municipal Public Security Bureau.

A foreigner may apply for visa reissue to the nearby entry and exit administration department after applying for the reissue of new passport or other relevant international travel documents to the embassy or consulate of the state of his or her nationality in China.

17、申请签证、停留证件、居留证件的有效期和入境次数，以公安机关出入境管理部门的最终决定为准。

The validity period and the total entry times of visa, stay permit and residence permit shall be based on the result of approval by the Entry and Exit Administration Department.

18、外国人依照《中华人民共和国机动车驾驶证管理办法》领取机动车驾驶证后，才能驾驶机动车。

Only after having obtained driving licenses in accordance with the Regulations of People's Republic of China on Driving Licenses of Motor Vehicles can foreigners drive motor vehicles in Guangzhou.

19、外国人如有违反上述规定的，将可能会被依法处以警告、罚款、拘留、限期出境、驱逐出境等处罚，或采取遣送出境等强制措施。情节严重，构成犯罪的，依法追究刑事责任。

Foreigners who violate the aforementioned regulations may be served penalties such as warning, fines, detention, being ordered to leave China within a time limit or deportation or other compulsory measures such as repatriation, and those whose

offenses are serious enough to constitute a crime shall be prosecuted for their criminal responsibilities according to law.

20、请关注广州警方发布的警情提示(关注“广州警方”微博或登录“金盾网”),增强防范意识,避免受到不法侵害。一旦遇到侵害,请迅速拨打110报警。

Please pay close attention to the police alarm issued by Guangzhou police (follow “Guangzhou Police” on microblog or log in www.gzjd.gov.cn) and enhance your prevention consciousness in avoidance of unlawful infringement. Please dial 110 immediately in case of infringement.