



南京财经大学来华留学生手册
(2025 版)

International Student Handbook
Nanjing University of Finance and Economics
(2025)

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南京财经大学概况

ABOUT NANJING UNIVERSITY OF FINANCE & ECONOMICS

南京财经大学是一所以经济管理类学科为主，经济学、管理学、法学、工学、理学、文学、艺术学等多学科支撑配套、协调发展的江苏省高水平大学。目前，学校设有教学机构 22 个，拥有应用经济学博士后流动站，应用经济学博士学位授权一级学科点，硕士学位授权一级学科 13 个，硕士专业学位授权点 16 个，普通本科专业 48 个，中外合作办学本科专业 4 个。南京财经大学为 2 万多名全日制学生（其中包含来自俄罗斯、哈萨克斯坦、泰国、印度尼西亚、日本、韩国、越南、土耳其、斯里兰卡、南非、阿塞拜疆等国家的数百名来华留学生）提供完整的学士学位和硕士学位课程体系。

Nanjing University of Finance and Economics (NUFE), one of the key comprehensive universities in Jiangsu Province, is oriented to economics and management, coupled with those of laws, humanities, science, and engineering. NUFEE has 22 teaching institutions, post-doctoral research stations in Applied Economics, 13 first-level disciplines authorized for doctor's degrees in Applied Economics, 16 first-level disciplines authorized for master's degrees, 48 undergraduate programs, and 4 Chinese-foreign cooperatively-run undergraduate programs. NUFEE offers a complete system of Bachelor's Degree and Master's Degree programs to more than 20,000 full-time students, among whom there are hundreds of international students from Russia,

Kazakhstan, Thailand, Indonesia, Korea, Vietnam, Turkey, Sri Lanka, South Africa, etc.

学校坚持开放办学，不断深化国际交流与合作。学校累计与 79 所海外高校以及国际组织建立良好合作关系，其中包括联合国粮农组织、联合国国际劳工组织、美国加州大学伯克利分校、康奈尔大学、英国埃克塞特大学、南安普顿大学、思克莱德大学、加拿大滑铁卢大学、马尼托巴大学、麦吉尔大学、新西兰梅西大学、德国马尔堡大学、科隆商学院等。2010 年我校与纽约州立大学合作创办了全美首家商务孔子学院；与新西兰梅西大学合作建立了非独立法人中外合作办学机构——梅西学院，是新西兰高校在江苏省设立的首个中外合作办学机构。

Internationalization is the cornerstone strategy of NUFE, and currently, NUFE has established good cooperative relations with 79 overseas universities and international organizations, including FAO, ILO, UC Berkley, Cornell University, the University of Exeter, the University of Southampton, the University of Strathclyde, the University of Waterloo, the University of Manitoba, McGill University, Massey University, Philipps-Universität Marburg and Cologne Business School. In 2010, NUFE established the first Confucius Institute of Business in America with the State University of New York. NUFE and Massey University of New Zealand jointly established a non-independent legal entity, Massey College, the first Chinese-foreign College established by a New Zealand

university in Jiangsu Province.

南京财经大学的来华留学生学历生居住在仙林校区（汉语言预科生在福建路校区），该校区配备了留学生公寓楼、教室、图书馆、简餐厅、体育馆、足球场、篮球场、健身房、洗衣房等设施。国际教育学院是南京财经大学留学生的归口管理单位，办公地点在仙林校区行政楼 14 楼。

As the home to international students for degree programs (not including language students who are in Fujianlu Campus), Xianlin Campus of NUFE offers the latest facilities, including an international dorm, lecture theaters, libraries, cafeterias, a stadium, football pitches, basketball courts, a fitness room, and laundry services. The College of International Education is the department for international student education at NUFE. Its office is on the 14th floor of the administration building, Xianlin Campus.

网址: <http://english.nufe.edu.cn/>

电话: 86-25-86718744 / 86718742 / 86718912

Website: <http://english.nufe.edu.cn/>

Tel: 86-25-86718744 / 86718742 / 86718912

留学生行为准则

RULES OF CONDUCT OF INTERNATIONAL STUDENTS

1. 努力学习，完成学习目标。

Study hard and accomplish learning objectives.

2. 遵守中国法律，尊重中国人民、中国文化和风俗习惯。

Obey Chinese laws and respect Chinese people, culture, and social customs.

3. 遵守校纪校规，尊敬教职员工和同学。

Obey the university regulations and bylaws; respect the faculty, staff members, and fellow students.

4. 爱护公共财产，保护生活环境。

Treat public property with care and avoid damaging the living environment.

5. 注意人身安全。

Pay attention to personal safety.

6. 未经学校和相关部門批准，不得从事有偿就业活动。

Do not undertake paid employment that has not been approved by the university and the government.

7. 留学生代表了学校与自己国家的形象，注意日常言行举止，塑造良好形象。

Both on and off campus, international students are representatives of the university and their native countries. Behave in a way that reflects positively on the university and native countries.

报到注册

ARRIVAL & REGISTRATION

报到地址

仙林校区：江苏省南京市栖霞区仙林大学城文苑路 3 号南京财经大学
16 号宿管站 3 栋

Xianlin Campus Address: Unit 3, Dormitory Building 16, 3 Wenyuan
Road, Xianlin College Town, Qixia District, Nanjing, Jiangsu Province.

福建路校区：江苏省南京市鼓楼区铁路北街 128 号南京财经大学福建
路校区 3 号宿管站

Fujianlu Campus Address: Dormitory Building 3, 128 Tielubei Street,
Gulou District, Nanjing, Jiangsu Province.

报到注册

1. 留学生应在规定的时间内到南京财经大学国际教育学院办理入学
报到手续。无法在指定时间内报到或者在非工作时间内到达学校需要
提前申请，否则不得入学。

New students must enroll at the College of International Education at
NUFE during the designated registration period.. Students who cannot
complete the registration process in the appointed time or who are to
arrive outside of office hours are obligated to seek approval in advance.
Anyone who fails to register in due time without appropriate reasons or
documentation will be unable to get registered.

2. 到校报到时，新生应携带 JW202 表格、NUFE 录取通知书、护照、2 寸照片和入学申请相关材料原件。

New students should bring the JW202 form, Admission Notice of NUFE, passport, 2-inch photos, and the original documents of the previous application package for registration.

3. 留学生应按学年支付学费、住宿费、保险费（计划学习时长不足一学年的，按实际情况支付）。学生应以人民币支付学费、保险和住宿费。如果学生在报到后 4 周内退学，可以要求退还一半的学费，4 周后不退还任何费用。

International students shall pay total tuition fees, accommodation fees, and insurance fees in Chinese currency (CNY) by the academic year. Students can ask for a refund of half tuition if they quit only within four weeks of getting registered; otherwise, NUFE will NOT return any fees four weeks after registration.

4. 学习三个月以上的留学生需到江苏国际旅游健康中心进行体检。已在本国进行体检的留学生应携带相关体检报告到江苏国际旅游保健中心进行核实。任何原始健康检查报告不符合要求的留学生必须重新接受体检。留学生个人承担健康检查费用。任何体检结果不符合最低健康标准的留学生，必须在 30 天内离开中国，并承返回费用。

International students studying for over three months at NUFE must take a health check at Jiangsu International Travel Healthcare Center. Those who have done health checks in their home countries should bring the

related reports to Jiangsu International Travel Healthcare Center for verification. Students whose original health check reports do not meet the requirements must re-take the health check. Students are personally liable for health check expenses. Any students whose health check results do not meet the minimum required health standard are obligated to leave China within 30 days of arrival and bear all the costs involved in repatriation.

5. 完成体检、支付费用、办结居留许可手续后，留学生开始学习。

After completing a health check, paying tuition, and finishing the residence permit procedure, international students can embark on their proposed program of study.

6. 已在校学习的留学生应按学校规定的时间到校报到注册。不能按时报到的学生应当提前递交书面申请，获得国际教育学院批准后，在指定的时间到校报到。

Enrolled international students should register at the College of International Education on the date prescribed in the university schedule.

Students who cannot register on time must seek approval in advance.

7. 中途退学的学生须向学院提交书面申请，获得批准后，持学校公文前往南京市出入境管理处，注销当前居留许可，办理短期停留签证。完成居留许可注销手续后，在停留签证过期前离境。毕（结）业留学生在完成居留许可注销手续后方可离校。

The student who wants to quit halfway should submit a written

application to the College of International Education for official approval. Then the student must go to the Immigration Department of Nanjing Police Department to cancel the current residence permit and apply for a short-term stay visa with documents issued by NUFE. When the residence permit cancellation is finished, the student should leave China before the stay visa expires. The student who completes study at NUFE also has to cancel the residence permit before leaving the campus.

8. 留学生新生在抵达中国 24 小时内需要完成临时住宿登记。

A new international student has to finish the temporary accommodation registration within 24 hours of entering China.

9. 新生在入境后 30 天内，必须通过体检并缴纳学宿费用，持国际教育学院出具的公函至南京市公安局出入境管理处办理居留许可。在校生需要在居留许可到期前 30 日前往国际教育学院领取公文，前往南京市公安局出入境管理处办理居留许可延期手续。居留许可（签证）如过期，根据中国出入境管理法，留学生将受到相应的处罚。

Within 30 days of entering China, new international students must pass the health check, pay tuition and accommodation fee, then take documents issued by the College of International Education to the Immigration Department of Nanjing Police Department to apply for a residence permit. Enrolled students must come to the College of International Education at least 30 days before the residence permit expires and take the required documents to the Immigration Department

of Nanjing Police Department to extend the current residence permit. Any student whose residence permit (or visa) expires in China will be fined or punished according to the visa law of China by the Immigration Department.

VISA/RESIDENCE PERMIT PROCEDURE

	STEP ONE	STEP TWO	STEP THREE
To-Do-List 待办事项	Accommodation Registration 住宿登记	Health Check or Health Report Verification 体检或确认体检报告	Residence Permit 申请居留许可
Documents Required 所需材料	1. Passport 护照	1. Passport 护照 2. Two 2-inch visa photos without a hat 2 张二寸免冠证件照	1. Passport 护照 2. Photocopy of the Passport information page 护照个人信息页及复印件 3. Photocopy of the visa page and the entry stamp 3. Two 2-inch visa photos without hat 2 张二寸免冠证件照 4. Temporary Residence Registration Form 临时住宿登记表 (pdf file on your mobile phone) 5. Health Check Report (PDF saved on your phone) 体检证明 PDF 电子件 6. Residence Permit Application Form 居留许可申请表 (available in visa office) 7. NUFE Certificate 学校公文 (issued by NUFE) 8. Printout of JW202 Form JW202 表打印件
Fees 费用	None 不需缴费	Health Check: 580 RMB 体检费 580 元 Verification Fee: 60 RMB 体检表确认费 60 元	1-year Permit: 400 RMB
Office Hour 工作时间	24 Hrs	Mon. to Fri. 8:30-11:30 12:30-16:30	Mon. to Sat. 9:00-17:00
Address 工作地址	By WeChat	39 Chuangzhi Rd., Jiangsu International Travel Healthcare Center 创智路 39 号江苏国际旅行卫生保健中心	173 Baixia Road, Exit-Entry Administration, Nanjing Police Bureau 白下路 173 号, 南京市公安局出入境管理处
Transportation 交通		By Metro Line 2 to Yurundajie Station 地铁二号线至雨润大街站	By Metro Line 2 to Daxinggong, then transfer to Line 3 to Changfujie Station, Exit 1, 15-min walking 地铁二号线换乘三号线, 常府街 1 号出口步行约 15 分钟
Note 备注		Health Check Report will be finished in 4 business days. 体检报告 4 个工作日后可取	Residence Permit will be finished in 15 business days. 15 个工作日办结
Attention 切记	SAVE THE PDF FILE 保存好 PDF 文件	LIMOSIS BEFORE HEALTH CHECKING 体检前保持空腹	KEEP THE APPLICATION RECEIPT 保存好回执凭证

The Health Check Report is the prerequisite for the Residence

Permit, so please finish the health check as soon as possible.

The Residence Permit is a long-time stay visa for most international students in China, which has no border entry & exit limits. Most international students with X1 visas must convert them into Residence Permits in time because, by relevant visa law, the X1 visa is only valid for 30 days after the visa bearer enters China. Overstaying the visa will lead to severe punishments by the immigration authority.

Within 30 days of entering China, most new international students must pass the health check, pay tuition and accommodation fees, take documents issued by the College of International Education, then submit Residence Permit Applications to the Immigration Department of Nanjing Police Department.

Enrolled students must come to the College of International Education at least 30 days before the Residence Permit expires and take the required documents to the Immigration Department of Nanjing Police Department to extend the current residence permit.

Any student whose Residence Permit (or visa) expires in China will be fined or punished according to the visa law of China by the immigration authority.

Generally, international students bearing X2 visas don't need to apply for residence permits as long as the visas are within their validity period.

付费事宜

PAYMENT

学费标准

Full Tuition Fee Standard

专业类别 Program	学费标准 Tuition Fee	住宿费标准 Accommodation	保险 Insurance
研究生 Master's Degree Program	每学年 23000 元人民币 23000 CNY per academic year	双人间每学年 4000 元人民币（寒暑假住宿规定，按照学校政策执行） Twin Room 4000 CNY per academic year（Summer and winter accommodation is subject to school policy）	每年 600 元人民币 600 CNY per year
本科 Bachelor's Degree Program	每学年 17000 元人民币 17000 CNY per academic year		
中文课程 Language Program	每学年 13000 元人民币 13000 CNY per academic year		

1. 留学生需要在每学年开学时一次性足额缴纳该学年的学费、住宿费及保险。

International students must pay full tuition, accommodation, and insurance expenses annually at the beginning of the academic year.

2. 留学生还需要承担各类其他费用，如体检、办理居留许可、购买教材及教学资料等。

International students are personally responsible for covering all administrative costs, including health checks, residence permits, textbooks, and course materials.

3. 新生入住留学生宿舍时，需要缴纳宿舍押金 1000 元。学习结束离校时，如无人为损坏宿舍及相关设施家具，则可退还押金。如宿舍及相关设施家具有人为损坏情况，修理费用由押金支付。

When new international student checks into the dormitory, s/he has to pay the refundable deposit (1000 CNY) for the dormitory, which could be returned when s/he finishes study and leaves the university. The refundable deposit will cover any artificial damage to the student's dormitory.

4. 学校的银行账号：

Domestic Bank Account of NUFE 学校常用国内账号

账户名称/The Bank Account Name: 南京财经大学

收款卡号/The Bank Account Number: 9558854301001289005

收款银行/The Bank Name: 中国工商银行

International Bank Account of NUFE 学校国际汇款账号

Beneficiary's Name: Nanjing University of Finance and Economics

Account Number: 4301 0112 1910 0159 523

Bank Name: Industrial and Commercial Bank of China (Chahaer Road Sub-branch)

Bank SWIFT Code: ICBKCNBJNJG

Bank Address: No. 128 Tielu North Road, Gulou District, Nanjing,
Jiangsu, P.R.China

付款需要备注你的学号和中文名，并向老师发送付款记录的截图。

When making the payment, please note your student number and Chinese name, and send a screenshot of the payment record to teachers.

保险与医疗服务

MEDICARE AND MEDICAL SERVICE

1. 根据相关法令，留学生在校期间必须统一购买相应的留学生保险（600 元人民币/年）。

International students are required by the related law of China to purchase compulsory international student insurance (600 CNY per year).

2. 南京财经大学校医院为留学生提供基本的医疗服务。校医院在西苑后勤楼，医疗服务及药品的花费由留学生本人承担。

The NUFE Campus Clinic provides international students with essential basic medical services. The Campus Clinic is located in the west area of the campus, and students must pay all treatment or medical expenses directly.

3. 国际教育学院可以协助留学生联系投保的保险公司，保险赔偿事宜需要留学生自行与保险公司交涉。

The College of International Education instructors could help contact the insurance company. International students must afford the medical expense and handle the medical insurance reimbursement affairs by themselves.

4. 离仙林校区最近的医院是泰康仙林鼓楼医院，地址是栖霞区灵山北路 188 号。

The closest hospital to Xianlin Campus is Taikang Xianlin Gulou Hospital, 188 Lingshanbeilu, Qixia District.

5. 南京的报警电话号码是 025-110，急救电话号码是 025-120.

Emergency telephone number of Nanjing: 025-110 for Police and
025-120 for Ambulance.

外国留学生医疗保险报销说明

REIMBURSEMENT INSTRUCTIONS FOR

MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS

1. 就诊医院要符合二级及以上的公立医院（泰康仙林鼓楼医院除外），私立医院无法报销。就医种类分为：门诊治疗、急诊治疗（意外）、住院治疗。

The hospital you go to for medical treatment must meet the requirements of a second level or above public hospital (excluding Taikang Xianlin Gulou Hospital), and private hospitals are not eligible for reimbursement. The types of medical treatment include outpatient treatment, emergency treatment (accident), and inpatient treatment.

2. 并不是所有的疾病都能报销，保险生效之前的疾病，先天性、既往性、以及条款列明免责的疾病是不保的，比较常见的免责疾病有：生育、分娩、流产、牙科治疗、椎间盘突出、健康体检，视力矫正手术等。

Not all diseases can be reimbursed. Diseases that are not covered before the insurance takes effect, congenital diseases, past diseases, and those listed as exempted in the terms, are not covered. Common exempted diseases include: childbirth, miscarriage, dental treatment, intervertebral discherniation, health check, vision correction surgery, etc.

3. 若符合保障责任内的情况下，疾病门诊有 650 元年免赔额，医疗费用花费超过 650 元才能申请理赔，且 650 元是不赔付的部分，扣除

掉免赔额之后，剩下仅报销医保内的费用，赔付比例是 85%，且疾病门诊有当日限额 600 元。举个例子，你的第 1 次疾病治疗花费 1050 元，那么你将从保险获得 $(1050-650) * 85\% = 360$ 元。你的第 2 次疾病治疗花费 1000 元，那么你将从保险获得 600 元（因为 $1000 * 85\% = 850$ 元，超过了限额 600 元）。

If within the scope of coverage, there is a deductible of 650 yuan per year for outpatient medical expenses. Medical expenses exceeding 650 yuan can be applied for compensation, and 650 yuan is the non deductible part. After deducting the deductible, only medical insurance expenses are reimbursed, with a compensation ratio of 85%. In addition, outpatient medical expenses have a daily limit of 600 yuan.

4. 急诊治疗（意外）意外和住院没有免赔额，仅报销医保目录内的费用，赔付比例 100%。若是交通意外，需要提供交警部门出具的交通事故责任认定书。

Emergency treatment (accidents) and hospitalization do not have deductibles, only expenses listed in the medical insurance catalog are reimbursed, with a compensation ratio of 100%. If there is a traffic accident, a traffic liability certificate issued by the traffic police department is required.

5. 保险的支付和续保在微信公众号“外籍保险服务”，登录后可看到自己的保险状态，保险到期前，你的微信会收到提醒，一定要及时续保。不在保险有效期内的治疗费，保险公司不会赔偿。

The payment and renewal of insurance can be seen in the "Foreign Insurance Service" on the WeChat official account. After logging in, you can see your insurance status. Before the insurance expires, your WeChat will receive a reminder and you must renew it in time. The insurance company will not compensate for treatment fees that are not within the validity period of the insurance.

保险理赔材料：

Insurance claim materials:

1. 护照信息页、出入境记录页 (PDF) Passport information page, entry and exit record page (PDF)
2. 银行卡号和所属银行 Bank card number and affiliated bank
3. 发票 (PDF) Invoice (PDF)
4. 住院费用清单 (PDF) List of hospitalization expenses (PDF)
5. 首诊病例、住院病案首页 (PDF) First visit case and inpatient medical record homepage (PDF)
6. 诊断证明、检查报告等 (PDF) Diagnosis certificate, examination report, etc. (PDF)
7. 入院记录、出院记录、出院小结 (PDF) Admission records, discharge records, and discharge summary (PDF)

学习制度和出勤

STUDY SYSTEM AND ATTENDANCE RULES

1. 服从学校对留学生的教学安排，遵守学习纪律，按时上课，不得无故旷课、迟到、早退，因故不能上课须事先请假，一学期缺勤率超过 20% 的留学生将被退学。

International students should respect the university's academic arrangements and attend classes on time. If an international student has to be absent for valid reasons, s/he must apply for leave to the College of International Education and get approval before the class starts. Students who missed more than 20% of the courses in one semester are to drop out.

2. 上课期间，留学生不得在教室内使用通讯工具，不得吃任何食品。Respect teachers' rights to forbid using mobile phones or eating during class.

3. 病假超过两个月不能正常学习者，作退学处理。

The student who applies for sick leave or could not attend classes for medical, emotional, or any other reasons for over two months is suggested to drop out.

4. 南京财经大学一学年分为春季和秋季两个学期。一般每学期约 20 周，其中最后两周为考试时间。每年 9 月是新学年的开始，也是秋季学期的开始；春季学期一般从 3 月开始。每年 7 月开始放暑假，约十周。寒假根据中国春节安排，通常是从春节前 12 天左右开始，春节

后 16 天左右结束，约 5 周时间。

Every academic year of NUFE is divided into the spring and autumn semesters. Usually, a semester lasts about 20 weeks, and the last two weeks are reserved for examinations. September is the beginning of an academic year which also starts an autumn semester, and the spring semester begins in March. The summer vacation starts in July (around ten weeks). Winter vacation will be arranged according to the Chinese Spring Festival. It usually begins 12 days before the Spring Festival and ends 16 days after it (around five weeks).

5. 根据校历，留学生享受我国重大节假日休假待遇。

According to the university calendar, international students have public holidays during major Chinese festivals.

课堂出勤率规定

ATTENDANCE RULES

根据南京市公安局出入境居留许可办理要求，持有学习签证的留学生出勤率至少达到 80%才可以办理居留许可。出勤率除了用于办理居留许可外，出勤率是期末成绩的一部分。

According to the requirements of the Nanjing Public Security Bureau Entry and Exit, international students holding study visas must have an attendance rate of at least 80% before they can apply for a residence permit. Attendance rate is not only used for applying for residence permits, but also a part of the final grade.

1. 如果是生病，需要提供医院治疗的记录或者医生的证明；如果没有去医院，你可以提供其他证明（比如发烧体温的照片、受伤无法行走的照片）。这些证明材料你可以在下一次上课的时候带给老师看。

If you are sick, you need to provide records of hospital treatment or a doctor's certificate; If you haven't gone to the hospital, you can provide other proof (such as photos of fever and body temperature, photos of being injured and unable to walk). You can show these proof materials to the teacher before or after class.

2. 如果是有重要的事情请假，也需要向老师提供证明，比如参加表演和学校组织的活动、办理签证、去银行等等。

If there is an important matter to take leave for, it is also necessary to provide proof to the teacher, such as participating in performances and

school organized activities, applying for visas, going to the bank, etc.

3. 如果你迟到超过 20 分钟，本节课将被判定为缺勤 1 节。

If you are more than 20 minutes late, this class will be judged as absent.

4. 如果生病但是没有去医院，只是在宿舍休息，需要上课前和老师请假，但一个月最多允许 1 次不算缺勤，每学期最多允许 2 次不算缺勤。

If you are sick but have not gone to the hospital and are only resting in the dormitory, you need to ask for leave from the teacher before class. However, a maximum of 1 absence per month is allowed and 2 absences per semester are allowed without medical documents.

5. 如果你请假（病假或者事假）的时间超过 5 天，需要来办公室（工作时间 9:00-11:30, 14:00-17:00）老师并获得纸质的请假条文件，否则部分时间会被算作缺勤。

If you take leave (sick leave or personal leave) for more than 5 days, you need to come to the office 1416 (working hour:9:00-11:30, 14:00-17:00) and obtain a paper document, otherwise part of the time will be counted as absent.

6. 你可以定期向任课老师查看出勤率，如果有问题请及时反馈，当老师提交出勤率到办公室之后，你无法申请更改。

You can regularly check the attendance rate with the teacher, and if there are any problems, please provide feedback in a timely manner. Once the teacher submits the attendance rate to the office, you cannot apply for

changes.

7. 学习签证的目的是学习，如果你的出勤率很低，学院会判定你的目的并非学习，学院会拒绝给你延长居留许可，并会向南京市公安局出入境申请撤销你的签证。

The purpose of a study visa is to study. If your attendance rate is low, the college will determine that your purpose is not to study. The college will refuse to extend your residence permit and apply to the Nanjing Public Security Bureau for the revocation of your visa.

8. 汉语言预科生期末考试的成绩由考试成绩和平时成绩（出勤率）各占 50%。两个学期期末总成绩在 70 分及以上并且通过 HSK4 级、通过面试才可以申请大一学年奖学金。

For language students, the final exam score consists of 50% of the exam score and 50% of the regular score (attendance rate). A total score of 70 or above at the end of two semesters, passing HSK Level 4, and passing the interview are required to apply for the first-year scholarship.

考试纪律

EXAMINATION REGULATIONS

1. 留学生应按规定时间在规定场地参加考试。考前 15 分钟进入考场，服从监考人员的安排隔位就座，主动出示学生证和身份证以备查对。

International students should arrive at the designated location ahead of time and ensure to present their campus card and passport at every exam.

2. 除必要的文具和开卷考试课程所允许的工具书和参考书以外，不得将其他书籍、讲义、笔记、通讯工具、电子辞典、自备草稿纸等物品带入考试座位。

Besides the necessary stationery and the materials allowed for an open-book exam, all other books, notes, materials, and communication tools are forbidden in the exam.

3. 考试期间留学生应独立完成试卷，严禁交头接耳、抄袭或偷看他人试卷、夹带、传递、交换、代考等各种形式的违纪、作弊行为。

International students should finish the exam independently, and cheating is prohibited.

4. 留学生因病或其他特殊原因不能参加考试，应至少在考试前一天向国际教育学院办公室提出书面缓考申请（因病须持有校医院证明），经审批签章后生效。考试开始后递交的申请无效；未经申请或申请未准而不参加考试，以旷考论处。

International students unable to attend exams due to illness or other valid personal reasons should submit a written application (with a related

certificate or evidence) to the College of International Education at least one day before the exam. Any application submitted after the intended exam date will be deemed invalid. Non-attendance without prior approval will result in students being marked as absent.

成绩考核

PERFORMANCE ASSESSMENT

1. 课程成绩考核应包括平时考核和期终考核。平时考核包括出勤、学习态度、平时作业、平时测验、课堂讨论、期中测验等；任课教师可以根据各门课程的特点采用笔试（开卷、闭卷）、论文、作品、口试等形式进行期终考核。

Course performance assessment consists of daily evaluation and a final exam. Daily evaluation includes attendance, homework, daily quiz, class discussion, mid-term test, etc. The course teachers have the right to assess students using a method of their choice, as exams are not limited to the close-book exam.

2. 课程总评成绩由平时成绩与期末考试成绩组成。不及格、缺考的留学生按学校相关要求重修或补考。

Course total score consists of daily performance and final test score. Any international student who fails or is absent from the exam should re-take the exam based on the university's arrangement.

留学生宿舍管理须知

DORMITORY MANAGEMENT

1. 我校留学生统一安排留学生公寓居住。留学生如需申请居住在校外，必须提交书面申请，获得国际教育学院批准后方可校外住居。

International students registered in NUFE are housed in the International Student Dormitory. Any student who would like to live off-campus has to submit a written application to the college and gets approval before moving out.

2. 留学生入住留学生公寓后，必须在 24 小时内办理临时住宿登记。

仙林校区学生登记住宿地址为：江苏省南京市栖霞区仙林大学城文苑路 3 号南京财经大学东苑研究生宿管站 3 幢 XX 房间。

福建路校区学生登记住宿地址为：江苏省南京市鼓楼区铁路北街 128 号南京财经大学福建路校区 3 号宿管站 XX 房间

Students must finish Accommodation Registration within 24 hours after check-in.

Xianlin Campus Address: Room No.XX, Dongyuan, 3 Wenyuan Road, Xianlin College Town, Qixia District, Nanjing.

Fujianlu Campus Address: Room No.XX, Dormitory Building 3, 128 Tielubei Street, Gulou District, Nanjing, Jiangsu Province.

3. 留学生必须居住在指定的房间，未经国际教育学院批准，不得擅自更换房间。学校老师根据宿舍住宿情况有权要求某个学生搬到其他宿舍。

International students should live in the appointed room and are allowed to change the room once they get approval from the College of International Education. Teachers have the right to ask any student to move into another room, according to the living conditions.

4. 居住在留学生公寓的留学生需要在开学时及时缴纳本学年的住宿费，住宿费不包含寒暑假。寒暑假期间，因在校生活不便，建议留学生离校回国或校外租房居住。

When registering, international students who live in the dorm should pay for the accommodation by the academic year. The accommodation fee does NOT include winter and summer vacations. Due to the inconvenience of holidays, students are suggested to return to their own countries or rent an apartment off campus during winter and summer vacations.

5. 遵守学校的作息制度。留学生需在 22:00 前返回寝室，夜间不得影响他人休息。未经允许，不得夜不归宿。

Students should return to the dorm before 22:00 and prepare for the curfew. Making noise and disturbing behaviors are forbidden. Staying overnight off-campus without permission is prohibited. Students should contact the college and get approval if they need to stay out all night.

6. 注意安全和自我防范。离开寝室须随手关锁门窗，留学生公寓内所分配锁匙只准本人使用，不得私配或转借他人。个人贵重物品自行妥善保管，现金存入银行。发现可疑人员应及时报告宿管站管理人员

或拨打 110。

Please pay attention to personal safety. Close the window and door before leaving the dorm. Do not give room keys to others. Making spare keys or lending keys is forbidden. Keep your valuables and cash in the bank. If there are any suspicious individuals in the dorm, report them to the dormitory managers or call the police immediately (dial 025-110).

7. 保护公共设施，不得私自拆装、移动、损坏宿舍中的家具及设施，不得私自加装门锁。如出现非人为损坏，及时联系宿舍管理员报修。

Please protect public property and do not dismount, move or damage the furniture and facility in the dorm. It is forbidden to install door locks without permission. Please get in touch with the Dormitory Management Station in time if there is any natural damage.

8. 留学生需妥善保管宿舍钥匙，不得转借他人或复刻。

Students should always retain their dormitory keys and not duplicate or distribute them to others.

9. 留学生休学、退学或毕（结）业离校时，需要办理退宿手续，如宿舍资产有人为造成的损坏，需要作价赔偿。宿舍中不能确定责任人的损坏，由宿舍中所有成员共同负责赔偿。如退宿留学生未及时办理退宿手续并搬离宿舍，国际教育学院有权处理宿舍中的学生物品。

Students should finish check-out in the Dormitory Management Station when studying suspension, dropping out, backing home, or graduating. Students will be personally liable for property, fixtures, or furniture

damages. The dormitory members will jointly compensate for unaccounted damage. If the student doesn't finish check-out in time, the university has the right to dispose of the student's belongings left in the dorm.

10. 不得在宿舍中使用大功率电器，如电磁炉、电暖器、热得快、电水壶、电熨斗、电饭锅、电热毯、电吹风机等。一经发现，没收电器并给与处罚。如需购置电器，必须先行向国际教育学院提交书面申请，获得批准后方可购置。

High-powered electrical appliances are forbidden in the dormitory, including induction cookers, electric heaters, electric kettles, iron, electric oven, electric blanket, hair drier, etc. Once the appliance is found, dormitory managers can confiscate it and punish the owner accordingly. Students who need to buy other electrical appliances should submit a written application to the College of International Education for approval.

11. 房间内电器或电路发生故障时，须报告宿舍管理员，由宿舍管理站安排电工进行检修，严禁自行拆卸或私拉电线。

Students should report to dormitory managers if the electrical appliances or circuits break down. The Dormitory Management Station will send an electrician to repair it. To dismantle or pull electrical wiring privately is forbidden.

12. 房间内无人时，所有电器必须都断开电源，以免发生火灾。

Make sure all the electricity is cut off before leaving the dorm.

了解宿舍楼应急通道及应急疏散程序。一旦发现火情，立即拨打 119 报警并逃离宿舍楼。不得阻塞消防通道。不得违规使用灭火设备。

Note fire exits and dorm evacuation procedures. Upon discovering any fire or smoke, students should call the fire service immediately on 119 and evacuate from the building. Please ensure that fire exits are clear and unobstructed at all times. Under no circumstances should fire-fighting equipment be tampered with or used for any improper purpose.

13. 宿舍中不得使用明火，不得抽烟、点蜡烛、使用炉火等。

Open flame is forbidden in the dormitory, including smoking, candle, kerosene stove, alcohol stove, etc.

14. 如因违反相关规定而造成火灾等事故，由责任人承担相应责任，并赔偿一切损失，严重者将由司法机关追究刑事责任。

International students who incur accidents or injuries to themselves or others in the dorm due to violating the university or China's rules, regulations, and laws will be personally liable for all subsequent legal action, injury claims, and any other resulting damages.

15. 非居住在宿舍中者，未经允许，不得进入留学生宿舍。访客需提交身份证明，完成登记，经宿舍管理员允许后方可进入宿舍。

Anyone who doesn't live in the dorm cannot enter the dorm. Visitors must show personal identification and fill out the visitor information form to get approval from the dorm managers before entering the dormitory.

校园生活

CAMPUS LIFE

1. 留学生可以使用校园卡在校内各处消费，在校内各处充值机上可为校园卡内消费金额充值。

International students will be issued campus cards which can be swiped in canteens, campus supermarkets, the library, the boiled water room, and the fitness room. Students can top up their campus cards on card machines around campus.

2. 学校会为留学生发放校园卡，首次免费。如果丢失，补办费用 20 元。

Our school will issue campus cards to international students for free for the first time. If lost, the replacement fee is 20 CNY.

3. 仙林校区有很多食堂，其中东苑食堂离留学生宿舍最近。

There are many canteens on campus, and the canteen in Dongyuan is the nearest one next to the international students' dorm.

4. 图书馆开放时间为每周一至周五的 8:15 至 21:45，留学生可以使用校园卡入馆借阅书籍。

The library is open from Mon. to Fri. 8:15-21:45. International students can enter and borrow books by swiping their campus cards.

5. 校内的各类体育设施，如篮球场、足球场、网球场、羽毛球场均向留学生开放。

Sports facilities are available to international students, including

basketball courts, football pitches, tennis courts, badminton courts, and table tennis courts.

6. 电信与网络服务：留学生携带护照前往北苑移动营业厅或中苑电信营业厅办理手机卡及宿舍网络业务。

International students can bring their passports to China Mobile Branch in Beiyuan or China Telecom Branch in Zhongyuan to purchase mobile phone sim cards and internet service for the dorm.

假日与娱乐

HOLIDAYS AND RECREATION

1. 除寒暑假外，通常留学生还可享受中国法定节假日，如五一劳动节、国庆节、元旦、清明节、端午节、中秋节，放假时间以学校网站通知为准。+

Besides winter and spring holidays, international students can have China's national holidays, including 1st of May (Labor Day), 1st of October (China's National Day), 1st of January (New Year's Day), Tomb-sweeping Day, Dragon Boat Festival and Mid-autumn Festival. The holiday timetable will be released on the NUFE website.

2. 留学生可以前往中国国内已向外国人开放的地区旅游。未经官方允许，不得前往未向外国人开放的地区，否则根据相关法律，将受到公安机关的处罚。

International students can travel in areas open to foreigners. Entering a site that is not open to foreigners is illegal and will be punished by the public security authority according to relevant laws of China.

3. 留学生如需要组织传统节庆活动，需要提前向国际教育学院申报，获得批准后方可举办活动。

Suppose international students would like to organize activities related to their national holiday or tradition. In that case, they must write an application to get permission from the College of International Education in advance.

杂项事宜

MISCELLANEOUS

1. 如留学生需要驾驶机动车辆，必须遵守中国道路交通安全法，持相应驾照，驾驶经过交管部门认证且取得号牌的机动车辆，驾驶时遵守交通规则。因未遵守交通法律法规造成的交通事故，留学生自行承担一切责任。

Suppose international students buy motor vehicles, including motorcycles, by the People's Republic of China Regulations on Administration of Road Traffic. In that case, they shall drive motor vehicles verified by the vehicle management authority, get official number plates and driving licenses, and comply with the traffic rules when driving. International students involved in road traffic accidents due to failure to comply with laws and regulations will be subject to legal action and subsequent damages.

2. 中国尊重和保护宗教信仰自由。根据相关法律，任何个人及宗教团体，不得在非宗教场所从事任何宗教活动。留学生可以在经相关部门认可的宗教场所参加宗教活动。不得在学校内进行任何形式的宗教活动。

China respects and protects the freedom of religious belief, and all religions are equal in China. According to relevant laws, any religious group or follower cannot worship, preach, publicize theism, give out religious leaflets, or publish religious books in non-religious or public

places. International students can participate in religious activities in religious venues officially accredited by related authorities. NUFE permits no religious activity or practice on campus as a secular university.

3. 如外国留学生受邀接受境内外媒体采访、参加外国驻华使领馆和境外非政府组织的活动，需提前向国际教育学院申请并提供相关活动资料，获得国际教育学院批准后方可参加此类活动。

Suppose international students are invited to accept interviews with Chinese or foreign media, to participate in the activities of foreign embassies and consulates in China and overseas non-governmental organization. In that case, they should apply in advance to the College of International Education and provide relevant materials. Participation in such activities is subject to the approval of the College of International Education.

4. 不得在校园内骑行电动车，不得在校园内为电动车充电。

Riding an electric bike or charging its battery is prohibited on campus.

5. 国际教育学院对本手册具有解释权与修订权。

The College of International Education reserves the right to explain and make changes concerning this handbook.

声明

DECLARATION

本人_____, 护照号_____, 已认真阅读南京财经大学留学生手册, 了解中国相关法律法规与学校校纪校规。我承诺将严格遵守中国的各项法律法规及学校校纪校规, 学习结束时自行办理居留许可注销手续, 按期离境。

_____(Passport No._____) hereby declare that

I have read NUFE International Student Handbook carefully and have been well informed of relevant laws, bylaws, rules, regulations, and policies about studying and living in the university and China. I will observe all these laws, bylaws, rules, regulations, and policies herein; when I finish my study at NUFE, I will cancel my residence permit issued by NUFE in Nanjing and leave China on time.

签名/Signature:

日期/Date

