**留学生住宿申请流程图**

**FOREIGN STUDENTS ACCOMMODATION APPLICATION PROCESS**

填写《住宿申请表》并发至邮箱

FILL IN THE APPLICATION FORM AND SEND TO THE E-MAIL

E-mail: xy64286322@163.com

留学生身份核实（国际学院学生管理科）

VERIFY THE IDENTITY OF FOREIGN STUDENTS(STUDENT AFFAIR OFFICE)

Tel:(86-10)64286319

国际学院综合办公室审批留学生入住资格

PASS OR FAIL FOR THE APPLICATION (GENERAL OFFICE)

Tel:(86-10)64286322

Tel:(86-10)64286322

国际学院综合办公室每月22日前，在公告栏公示许可入住的学生名单。

LIST PUBLICITY ON BOARD, EVERY 22 th(GENERAL OFFICE)

国际学院综合办公室每月30日前向留学生公寓提供入住学生名单

LIST SEND TO FOREIGN STUDENTS’ APARTMENT ADMINISTRATION DEPARTMENT EVERY 30th (GENERAL OFFICE)

后勤处留学生公寓安排住宿房间

ARRANGE THE APARTMENT (FOREIGN STUDENTS’ APARTMENT ADMINISTRATION DEPARTMENT, LOGISTICS DEPARTMENT)

Tel:(86-10)64286317

注：1.学生违反学校管理规定，取消入住公寓资格。

Students who violate school regulations will be canceled the accommodation qualification.

2.入住审批通过，可住宿一年。续租需重新提交申请。

Students who are eligible can live in the dorm for only 1 year, continue living should submit application again.

3.后勤处留学生公寓每月15日前，向国际学院综合办提供公寓的床位数。

Foreign students’ apartment administration departmentwill offer the number of bed to General Office before the 15 th of each month.