GUIDE FOR INTERNATIONAL COLLEAGUES AT GDUFS

外教生活指南

2021年9月

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Welcome Message

Welcome to Guangdong University of Foreign Studies!

This brochure provides tips and reminders for work and life in GDUFS campus, aiming to help our new international colleagues to get accommodated to the new environment.

Each faulty has a contact for international colleagues. You can always reach out for help from the faculty contact or international office whenever in need.

We wish you an enjoyable stay here at Guangwai!

欢 迎 辞

欢迎来到广东外语外贸大学！

这本《新外教生活指南》旨在为新来校外教提供工作及生活常见问题指引，希望可以协助新同事们更快适应新的环境。

每个学院均安排了一位对接外教工作的联系人，如您在工作或生活上需要协助，可以与学院外教工作联系人或国际处外专科联系。

希望您在广外大度过一段美好的时光！

1. Staff Directory

工作人员及联系方式

International Office 国际合作与交流处

- Section for International Teachers 外国专家科

  Tel：36207047

  Email: ete_63@126. com

  Office: Room 501, Administration Building, North Campus

  办公室：北校行政楼 501

  GAO Fei (Marissa): Section Chief

  高菲：科长

  LIU Hui (Vivian): Project Assistant

  刘慧：科员

  LIU Xu (Lucius): Project Assistant

  刘序：科员

- Section for International Exchanges/Hong Kong, Macau and Taiwan Affairs 国际交流科/港澳台交流科

  Tel: 36205303

- Section of Official International Visits Administration 出访科

  Tel: 36207049

- International Project Section 项目科

  Tel: 36317267

- Confucius Institute Affairs Office 孔子学院办公室

  Tel: 36317267

Academic Research Division 科研处

- Project Management Section/Research Division 项目科

  Tel: 36207045

- Achievement Management and Social Service Section 成果与社会服务科

  Tel: 86318201

Human Resources Division 人事处

Tel: 36207069

Academic Affairs Division 教务处

Tel: 36207053（North Campus 北校区）

Tel: 39328012（South Campus 南校区）

Security Division 保卫处

Tel: 36206999（North Campus 北校区）

Tel: 39328110（South Campus 南校区）

Maintenance Service for Apartment 宿舍维修管理

North Campus（北校）：

- Foreign Expert Building, Building 94 and Building 96:
  外专楼（五招）、94 栋、96 栋
  Reception for reporting repairment 报修地点：
  Front desk of Foreign Expert Building 外专楼前台
  Tel (联系电话): 36207237
- Building E E 栋
  Reception for reporting repairment 报修地点：
  Front desk of Building C (the building next to Building E)
  C 栋前台处（C 栋在 E 栋隔壁）
  Tel (联系电话): 36641339

South Campus（南校）：

Reception for reporting repairment 报修地点：

Front desk of Exchange Center 学术交流中心前台

Tel (联系电话): 39328328

Internet Service Center 网络服务中心

Tel: 36207209

Address: Room 401, Teaching Building 2

2. Residence Permit

居留许可

A. Function of Residence Permit

居留许可的功能

Residence Permit acts as a certificate to ensure your legal stay in China within the validated period and also a multi-entry Visa enabling you to visit mainland China to and from.

居留许可是您在华期间的合法居留证明，并可作为出国签证之用。

Your application must be sent to the Division of Exit and Entry Administration of Guangzhou Municipal Public Security Bureau within 30 days after you enter China with a 'Z' visa.

如果您持 Z 签证入境，您需要在到达中国后 30 天内到广州出入境管理处申请居留许可。

The International Office will help you with the application and extension of the visa/residence permit.

国际处将协助您申请居留许可。

B. Extension of Residence Permit
居留许可的延期

The period of validity of your Residence Permit is shown on your passport. IO will help you to extend the work permit and resident permit after the contract is renewed.

居留许可的有效期在护照居留许可页标注。国际处将协助您申请延期以保证您在合同有效期内在广州的合法居留。

If you need to extend your residence permit for other reasons, please make sure to contact IO 3 months before the permit expires to leave sufficient time for the application.

国际处会在每轮续签合同后，协助您延期工作证和居留许可。其他需要延期居留许可的情况，请在签证有效期到期前 3 个月联系国际处准备签证延期材料。

Please pay attention to the Date of Expiry of your Visa or Resident Permit. Penalty shall be imposed for any period of illegal stay in China for the first time and more severe punishment for the second offence.

请务必关注您的居留许可过期时间。如过期未办理第一次将面临罚款，第二次将面临更严重的处罚。

3. Residence Registration

境外人员临时住宿登记表

According to the relevant rules and regulation, foreigners should go through the registration formalities with the public security organs in the places of residence within 24 hours of arrival. Please go to the local police station to complete accommodation information registration as soon as possible after you settle in, and apply for the Registration Form of Temporary Residence for Visitors. You are required to update your information as soon as possible each time you obtain a new visa or residence permit at the police station.

根据中国相关法律法规规定，境外人员应当在抵达居住地 24 小时内在所在地派出所办理临时住宿登记。请您来校后尽快到派出所办理临时住宿登记。当您更换护照或居留许可后，也应当尽快到派出所更新**临时住宿登记。**

Please refer to Appendix 1 for materials required and the addresses of the police stations.

申办临时住宿登记材料及派出所地址详见附件 1。

境外人员临时住宿登记表

REGISTRATION FORM OF TEMPORARY RESIDENCE FOR VISITORS

证件种类 Type of certificate	普通护照	证件号码 Certificate No			
英文姓 Surname		英文名 Given name			
中文姓名 Chinese name		性别 Sex	男	出生日期 Date of birth	
国籍(地区) Nationality or area		居留国（地区） Residence country/region	中国	停留事由 Object of stay	就业
在华身份 Occupation in China		证件有效期 Certificate expiry date		签证(注)种类 Type of Visa	
有效次数 One/two/multiple entri(es)		签证(注)号码 Visa No		签证（注）有效期 Visa expiry date	
签证(注)签发地 Visa issued at		入境口岸 Port of entry		入境日期 Date of entry	
入住日期 Date of check in		拟停留天数 Duration date		联系电话 Telephone No	
电子邮件 E-mail				携行人亲属关系 Relationship with The accompanying person	
在华住址 Address in China					
备注 Remarks					

1、欢迎来到广东省深圳市福田区，你所在的辖区派出所为 深圳市公安局天安派出所，
Welcome to your local police station is local police station.
地址：
Adress:
电话：
Tel:

2、如需办理签证（注）手续，请到广东省深圳市 公安局出入境管理处（科）。
Please come to Entry and Exit Administration Division of Public Security Bureau to apply for your visa.
地址：
Adress:
电话：
Tel:

3、请你遵守中国的法律法规，到达住地（宾馆除外）后的24小时内到当地派出所办理住宿登记；
Please abide by chinese law and regulations,register your accommodation at the local police station within 24 hours of your arrival;and you can't work in China without permission of the competent authorities of the Chinese Government.

4、为了你的安全，建议居住在物业健全、安装技防设备的小区或星级宾馆。
For you safety,we should like to suggest you to live in star hotels of modern communities with advanced security equipments.

经办日期：2016-06-08 11:19　　打印日期：2016-[illegible]8 [illegible]

4. Cards and Certificate

校内证件

A. Main Function of the Campus Card 校园卡主要功能

The Campus Card is the only official identity card on campus. It is an all-in-one device which allows owners to enjoy services at GDUFS-owned canteens, supermarkets, clinics and libraries.

校园卡是我校校园内唯一官方通用信息卡片，持有校园卡可在各校区内进行消费、医疗、图书借阅等活动。

The Campus Card is a Pre-paid Card. It does not support purchases on loan or on credit.

此卡为预付费卡，使用前需要充值。

(a) Campus Card as Identity Card 身份证明卡

You can prove your identity as an international expert within the University by showing it to the security staff asking you to confirm your identity. You can also log in the WIFI network of the university in the library and in covered teaching areas by entering your staff number, both in the 'User's Name' slot and in the 'Password' slot.

当校安保人员要求您出示您的身份证明时，校园卡可作为您外籍教师的身份卡。您可以通过在用户名和密码栏输入您卡片上的编号登陆校园无线网，该无线网覆盖了图书馆及教学区等公共区域。

(b) Campus Card as Library Card 图书借阅卡

To get access to borrow books from the Library, please file the

application to the Library with the Guarantee Certificate provided by your faculty. With the Campus Card, you can borrow a maximum of 20 books (Chinese or English books) or 5 books in other languages each time for a maximum period of 60 days. When a book is due, you need to go to the Library to return or to renew it if needed; the overdue charge is 0.1 RMB per day for each book.

凭校园卡可在学校图书馆借阅图书。借阅书籍需要先开通借书权限，请联系所在学院开具担保书后，到图书馆办理借书权限开通。每次最多可借 20 本中/英文普通图书，5 本小语种国内版/原版图书，借期 60 天。

You are required to return all the borrowed books to the Library upon your leave at the end of your contract.

如借期已到仍希望继续借阅，可到图书馆办理续借手续。外教须遵守图书馆的有关规定，按时归还图书，超期每册每天罚款人民币壹角。在离校前应还清所有借阅的图书。

(c) Campus Card as Pay Card 付款消费卡

You can pay with the Campus Card in University Canteens, the Sunshine Supermarket（also called Xing An Chao Shi in Chinese）at the South Gate of the campus, Grand Deer Supermarket（also called Ju Lu Chao Shi in Chinese）and under many other circumstances.

校园卡也可作为支付卡在大学餐厅及巨鹿超市、兴安超市使用。

B. Recharge the Campus Card 充值校园卡

Cardholders may recharge the card at the cash recharge place on both campuses or top up the card online. Please refer to Appendix 2 for top-up online.

充值：用户可持校园卡到所在校区充值点充值或进行在线充值。在线充值指引详见附件 2。

C. Where to Recharge 充值地点

- Room C302 of Lab Building on South Campus
- Room 103 of the 2nd Teaching Building on North Campus

现金充值地点：南校区实验楼 C302 室

北校区第二教学楼 103 室

D. Report of Lost Card and Reapplication 校园卡丢失及补办

Go to the Card Center and apply for a new card at the cost of 30 RMB.

请通知校园卡管理中心，另交付 30 元钱工本费。

E. Office hours of the campus card administration office 校园卡中心工作时间

Monday~Wednesday, Friday: 9:00—16:30

Thursday 9:00—13:00

周一至周三、周五 9:00—16:30，周四 9:00—13:00

F. Contact 校园卡中心联系方式

North Campus: Room 103 of the 2nd Teaching Building

北校区：二教 103 室

Tel (联系电话): 86312111

South Campus: Room C302 of Lab Building

南校区：实验楼 C302 室

Tel (联系电话): 39328051

5. Payroll

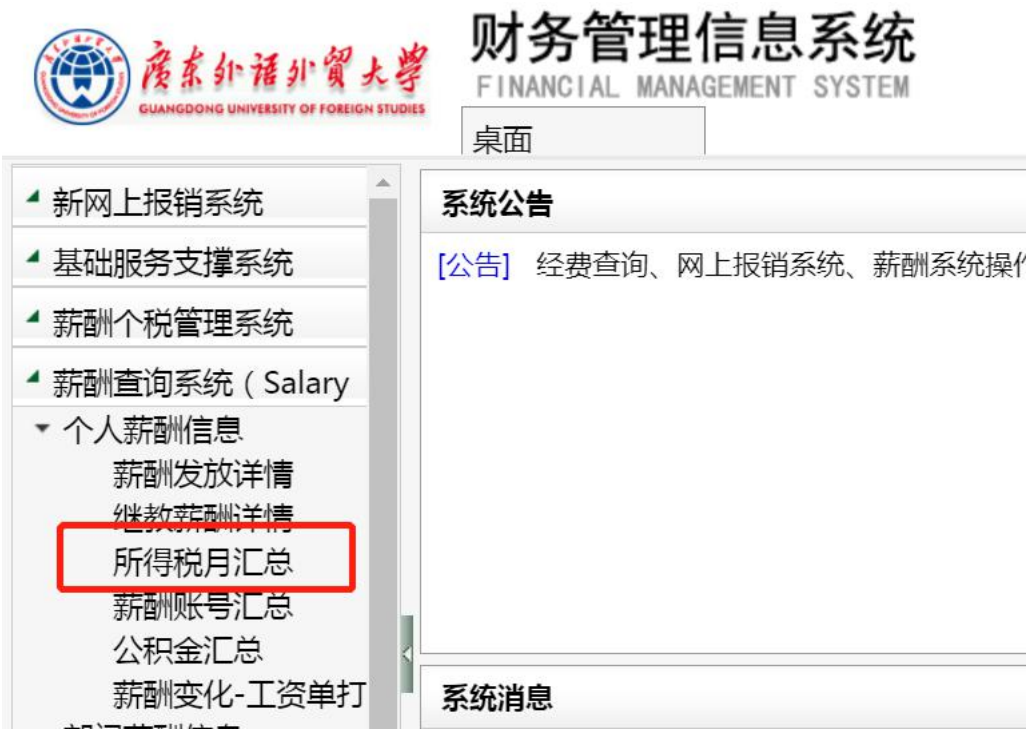
工资查询

Payday is the 20th of each month. The International Office will deposit your salary into your bank account around 20th.

工资支付时间为每月 20 日。

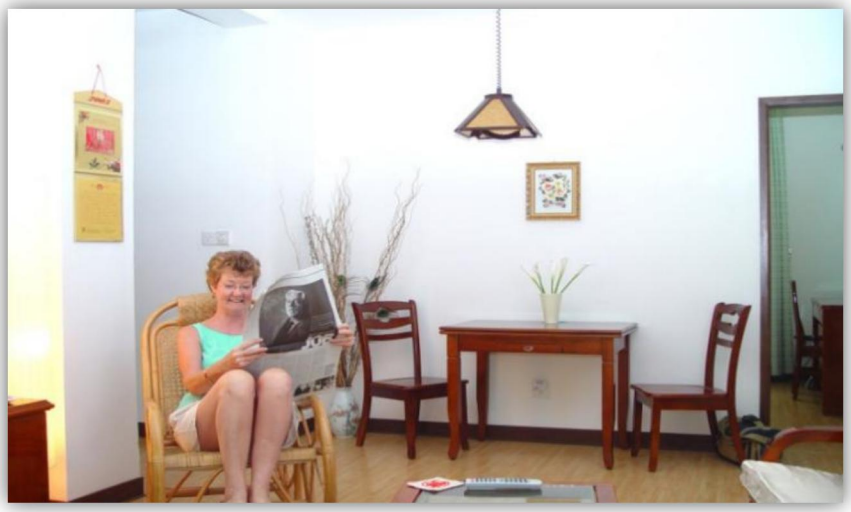
The payroll detail can be checked through the university finance system. Please refer to Appendix 3 for guidance about checking your payroll information.

薪酬发放详情可通过学校财务系统进行查询。薪酬查询指引详见附件 3。



6. Accommodations

住宿



Accommodations are provided for our international teachers and their families. Each apartment has an air conditioner, a refrigerator and a washing machine. The apartments also have televisions, beds, basic furniture, and writing desks. When you check in for the first time, some of the apartment requires 100 RMB as key deposit.

大学为外籍教师及亲属提供住宿。外国专家楼宿舍配有空调、冰箱及洗衣机，基本的家电、家具、床、写字台等。入住时部分需要付 100 元钥匙押金。

Before checking in, teachers living in Building 94 and Building 96 on North Campus need to purchase the electricity card at the electricity service center where is also the place for recharge, and apply for network access from the university IT center at Room 409, Teaching Building 2.

住在北校 94 栋、96 栋的专家需要提前到工程服务部一楼售电窗（校医院旁边）办理电卡充值，并到 2 教 409 网络中心缴费开通网络。

Electricity service center 售电窗口

Address : next to the university clinic

地址：校医院旁

Office hour : 9:00-12:00, 15:00-18:00, Monday~Saturday

工作时间：周一至周六 9:00-12:00，15:00-18:00

Tel (联系电话): 36204808

IT center 网络中心

Address : Room 409, Teaching Building 2

地址：2 教 409 室

Office hour: 8:30-12:00, 14:00-17:30, Monday~Friday

工作时间：周一至周五 8:30-12:00，14:00-17:30

Tel (联系电话): 36207209

Internet Access is available for Foreign Expert Building, Building E and Exchange Center at South Campus. Internet fee is deducted from the salary with the standard of 30 RMB per month and the electricity fee is deducted according to the actual power consumption each month.

居住在其他外教宿舍的网络由学校统一开通，每月网络使用费为 30 元，从每月工资扣除；电费由宿舍管理员每月抄电表，按照实际使用电量从工资扣除当月电费。

For the sake of your own safety, visitors or guests are required to register at the reception desk. All visitors are required to leave the Foreign Experts building before 10:30 p.m. Due to epidemic situation, off-campus personnel or vehicle should get the approval from the university to enter the campus. Please refer to Appendix 4 for the guide for application of off-campus personnel and vehicle to visit the campus.

为了您的安全，访问人员及客人需要在前台登记。所有访客需在晚上 10:30 前离开。疫情防控期间校外人员及车辆入校需提前进行申请。校外人员和车辆申请入校指引请参考附件 4。

The public kitchen and the café “Home for International Faculty” on the ground floor are open to our international teachers.

位于外专楼一楼的公共厨房和“外教之家咖啡厅”，可供有需要的外教使用。

Please note that all apartment property belongs to the University and should not be removed. If structural or furnishing repairs are needed, please contact the front desk.

教师公寓内的物品属于大学财物，不可随意移走。如有房间及家具维修需要，请联系前台服务员。

For maintenance service of the apartment, the furniture and electric appliances, please contact the maintenance reception desk. The contact can be found in part 1 “staff directory” in this brochure.

如您的宿舍需要房屋维修，或家电、家具维修请参考本指引第 1 章“工作人员联系方式”向所在宿舍维修管理处进行报修。

7. Health Care and Medical Service

医疗保健

General Service　一般服务

If you need to see a doctor, you can go to the University Clinic (on North campus, near the cherry blossom garden; on south campus, near the logistics building) or public hospitals in Guangzhou.

You can have part of your medical expenses reimbursed, according to the relevant regulations, upon submitting your receipts, payment list and medical records to IO. Please be well informed that medical expenses of treatment in private hospitals or hospitals in other cities can not be reimbursed. Emergency medical insurance and accident insurance is provided by the IO to international teachers.

如有需要，您可以前往学校医务所（北校区樱花园附近），南校区医疗室位于生活区后勤楼附近）向医生及护士进行有关身体健康事项的咨询，或者到广州市内公立医院就诊。

外出就医需要把发票、付费清单和病历交到国际处，就可以依照有关规定报销一部分医疗费用。请注意私立医院或广州市外就医的费用不在报销范围。

国际处会为外教购买境内意外医疗和伤害商业保险。

Top-rated Hospitals in Guangzhou 广州部分三甲医院名单

医院名称 HOSPITAL NAME	邮编 ZIP CODE	电话 TEL	地址 ADDRESS
中山大学附属第一医院 The First Affiliated Hospital, ZHONGSHAN UNIVERSITY	510080	87755766	中山二路 58 号 No. 58, Zhongshan Er Road
中山大学中山眼科中心眼科医院 ZhongShan Ophthalmic Center ZHONGSHAN UNIVERSITY	510060	87765309	先烈南路 54 号 No. 54 Xianlie Nan Road
中山大学光华口腔医院 Hospital of Stomatology ZHONGSHAN UNIVERSITY	510055	83802803	陵园西路 56 号 No. 56 Lingyuan Xi Road
中山大学孙逸仙纪念医院 Sun Yat-Sen Memorial Hospital ZHONGSHAN UNIVERSITY	510120	81882012	沿江路 107 号 No. 107 Yanjiang Road
中山大学附属第三医院 The Third Affiliated Hospital, ZHONGSHAN UNIVERSITY	510630	85516867	石牌岗顶 Shipai Gangding
广东省人民医院 Guangdong Provincial People's Hospital	510080	83827812	中山二路 106 号 No. 106 Zhongshan Er Road 二沙岛
广东省中医院 Guangdong Provincal Hospital of Traditional Chinese Medicine	510120	81883651	大德路 111 号 No. 111 Dade Road
广州市儿童医院 Guangzhou Children's Hospital	510120	81886332	人民中路 318 号 No. 318 Renmin Zhong Road
广州市妇婴医院 Guangzhou Women and Infants Hospital	510180	81883711	人民中路 402 号 No. 402 Renmin Zhong Road
广州市第一人民医院 Guangzhou First Municipal People's Hospital	510180	81083090	盘福路 1 号 No. 1 Panfu Road
广州医学院第一附属医院 The First Affiliated Hospital, Guangzhou Medical College	510120	83337750	沿江路 151 号 No. 151 Yanjiang Road
广州市胸科医院（结核病院） Guangzhou Tuberculosis Hospital	510095	83592692	横枝岗路 62 号 No. 62 Hengzhigang Road

医院名称 HOSPITAL NAME	邮编 ZIP CODE	电话 TEL	地址 ADDRESS
广东省妇幼保健院 Guangdong Provincial Women and Infants Health Center	510010	86506280	站西路 43 号 No. 43 Zhanxi Road
广州军区总医院 General Hospital of Guangzhou Military Region	510010	36225395	流花路 111 号 No. 111 Liuhua Road
广州市第八人民医院/广州市传染病医院 Guangzhou NO. 8 People's Hospital	510060	83816453	东风东路 627 号 No. 627 Dongfeng Dong Road
中山大学附属第六医院 The Sixth Affiliated Hospital of Sun Yat sen University	510655	020-38254000	天河区员村二横路 26 号 No. 26, Erheng Road, Yuancun, Tianhe District,
暨南大学附属第一医院 The First Affiliated Hospital of Jinan University	510660	020-38688888	天河区黄埔大道西 613 号 No. 613 West Huangpu Avenue, Tianhe District
广东药科大学附属第一医院 The First Affiliated Hospital of Guangdong Pharmaceutical University	510130	020-83062114	秀区沿江西路 151 号 No. 151 Yanjiang West Road, Xiu District
南方医科大学第三附属医院 The Third Affiliated Hospital of Southern Medical University	510665	020-62784240	天河区中山大道西 183 号 No. 183 west Zhongshan Avenue, Tianhe District
广州医科大学第一附属医院 The First Affiliated Hospital of Guangzhou Medical University	510130	020-83062114	越秀区沿江西路 151 号 No. 151 Yanjiang West Road, Yuexiu District
南方医科大学南方医院白云分院 Baiyun Branch, Nanfang Hospital, Southern Medical University	510420	020-37213681	白云区黄石街元下底路 23 号 No. 23, Yuanxiadi Road, Baiyun District

8. Communications

通讯

A. Mail 邮件

- Your mailing address for North Campus:
  北校区的老师通信地址如下：
  Name
  C/O: International Office
  Guangdong University of Foreign Studies
  2 Baiyundadaobei
  Guangzhou 510420, Guangdong Province
  P.R. China
  中国广州市白云大道北 2 号 广东外语外贸大学 国际处 转（教师姓名）
  邮编：510420

- Your mailing address for South Campus:
  南校区的老师通信地址如下：
  Name
  C/O: XXX School/ College
  Guangdong University of Foreign Studies
  Higher Education Mega Center (Da Xue Cheng)
  Guangzhou, 510006, Guangdong Province
  P.R. China
  中国广州大学城广东外语外贸大学 XX 楼 XXX 学院（教师姓名）
  邮编：510006

B. Telephone 电话

Some apartment unit has its own telephone and private number. To dial on campus, dial the last four digits of the eight digit number. To dial off-campus to Guangzhou City, dial 9 before the telephone number.

部分外专楼套房安装有电话。如要拨打校内电话，则可直接拨 8 位电话号码的后 4 位；如要拨打校外市内电话，请先拨 9，再拨 8 位电话号码。

C. Guide on GDUFS Email Application 广外邮箱申请指引

Teachers can send an email to service@gdufs.edu.cn applying for a new account.

您可以发送邮件到 service@gdufs.edu.cn 申请开通广外邮箱。

The email should include the following information:

邮件内容请写明：

1. Your name 用户姓名
2. Job number 工号
3. Department of the school 所在院系部门
4. The name of your email account (It must be letters, numbers, underline or a combination of English or numbers)

用户账号名称（必须是字母、数字、下划线或相应组合英文或数字）

5. Your original password of the account 邮箱初始密码

By default, the system will take your job number as the account name of the email. The account name you fill in will be used as an email alias.

If you need to apply for a group posting function, please indicate the group of students in the email. The information should also include the students' college and class.

开通时默认工号为邮箱账号名，申请的用户账号名作为邮箱别名使用。如果还需要申请群发功能，请在邮件内容注明群发的学生群体对象，信息包括学生所在学院、班级名称等。

9. Mobile Apps

常用手机应用

1. Wechat 微信

- What is Wechat? 微信是什么？

Wechat is the most popular instant messaging software used in China. IO has set up wechat message groups to post notices from the university and share the latest news of the university.

微信（WeChat）是一款目前中国最常使用的即时通讯软件。为方便与各位同事沟通，国际处已建立外教通知群，用于发布最新学校通知公告。

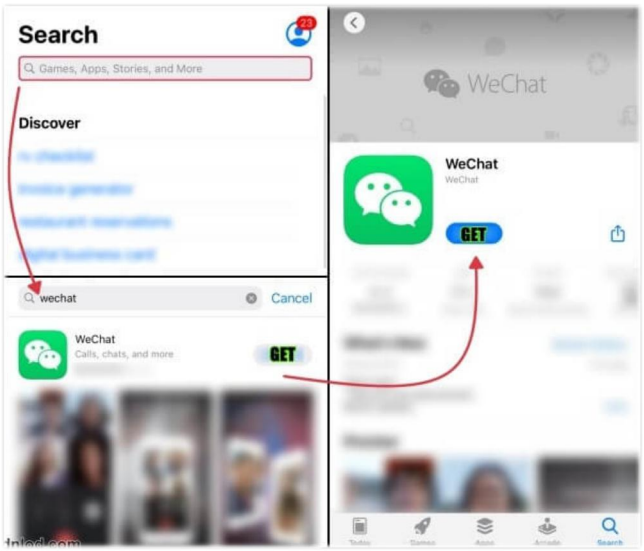
- How to Download Wechat? 如何下载微信？

Download link for computer: https://www.wechat.com/en/ to download the software on the PC end.

For smartphones: search Chinese characters “weixin” (PINYIN) in the Apple Store or App Store. English version is avaible for this app.

电脑端下载链接：https://www.wechat.com/en/

智能手机可以在 Apple Store 或 App Store 中输入汉字拼音“weixin”，下载即可。



- **Recommended Wechat Official Accounts**

推荐微信公众号

1) 广东外语外贸大学智慧校园（University Online Service Account）

This University Online Service Account provides online application services.

通过该公众号可在线办理学校常见业务。

2) 广州外国人服务（Services for Foreigners in Guangzhou）

This Official Account posts the policies and latest information related to the work and life of foreigners in Guangzhou, including epidemic prevention policy, COVID-19 epidemic situation and etc.

该公众号会定期发布外国人在广州工作的相关政策和最新信息，包括广州防疫政策、新冠疫情情况、业务办理等信息。

Appendix 1

附件 1

Guide for Applying for Temporary Residence Registration

临时住宿登记指引

A. Guide for North Campus 北校办理临时住宿登记指引

Address: Outside the North Gate of the North Campus

地址：学校北门门外警务室

Office hour: 8:30-12:00,14:30-17:00, Monday-Friday

工作时间：周一至周五 8:30-12:00, 14:30-17:00

Application materials:

需携带材料:

1. Passport with valid visa or residence permit. (If the valid visa is in the passport, you can bring your passport only; if the valid visa is in an old passport, you should bring both the old and new passports).

1. 外教护照原件以及所持签证或有效居留许可（如有效签证在现有护照上携带现有护照即可，如有效签证在旧护照上，需要同时携带新旧护照）。

2. Application certificate provided by IO.

2. 临时住宿登记申请函, 由国际处提供。

B. 南校办理临时住宿登记指引 Guide for South Campus

Address: Xiaoguwei Police Station (No. 28, Center Street South, University Town)

地址：广州市大学城中心大街南 28 号(番禺区尚法街 9 号)小谷围派出所

Office hour: 8:30-12:00, 14:30-17:00, Monday-Friday

工作时间：周一至周五 8:30-12:00，14:30-17:30

Tel: 34729905

Application materials:

需携带材料:

1. Original and photocopy of the contract.

1.合同原件以及复印件。

2. Passport with valid visa or residence permit. (If the valid visa is in the passport, you can bring your passport only; if the valid visa is in an old passport, you should bring both the old and new passports).

2. 外教护照原件以及所持签证或有效居留许可（如有效签证在现有护照上携带现有护照即可，如有效签证在旧护照上，需要同时携带新旧护照）。

3. Application certificate provided by IO.

3.临时住宿登记申请函，由国际处提供。

Appendix 2

附件 2

Guide for Charging the Campus Card on Wechat

微信充值校园卡指引

1. Follow the Official Account “广东外语外贸大学智慧校园”.
关注公众号“广东外语外贸大学智慧校园”。

2. Enter the official account. If you are using it for the first time, please bind your account at first. (The account number is the number of your campus card, and the initial password is the last six digits of your passport or other identity card).

进入公众号，若为第一次使用该公众号，请先绑定您的账户（账号为校园卡工号，初始密码为身份证件号码的后六位数字）。

3. Enter the account. Follow step 3 and step 4 in the picture.
进入公众号后，请按照下图中的步骤 3 和步骤 4。

4. Step 5 Click the first button.

点击下图中圈出的第一个按钮。

5. Step 6 Click the first button.

再次点击下图中第一个按钮。

6. Choose the amount and charge.

输入充值金额，即可充值成功。

Appendix 3

附件 3

Guide for Checking Salary and Tax

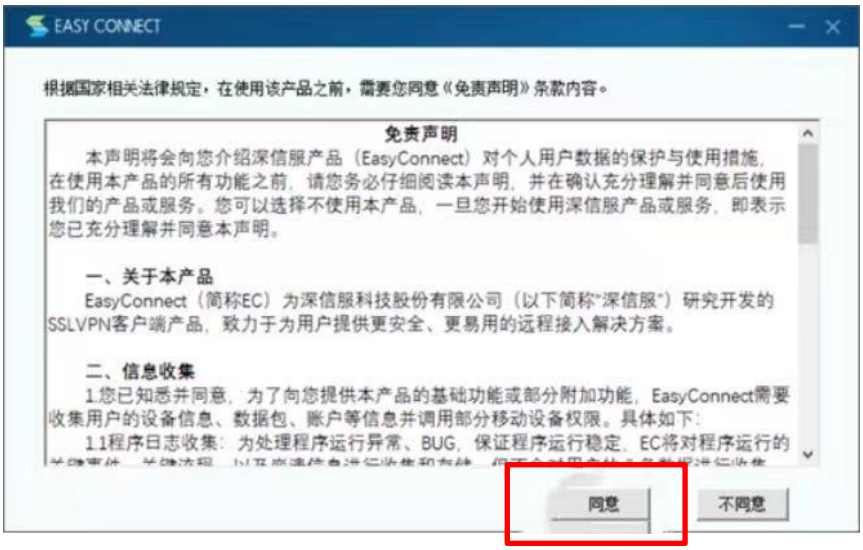
薪酬及税款查询指引

Before checking the salary and tax, please make sure you have logged in the VPN of GDUFS, which you can download on http://vpn2.gdufs.edu.cn. But there is no need to install VPN if you are using the university network.

在查询年薪和税款之前我们要先打开学校提供的 VPN，假若您没有安装学校提供的 VPN，请在如下地址下载安装 http://vpn2.gdufs.edu.cn，使用校园网无需按照 VPN。

1. To install VPN, please click "EasyConnectInstaller.exe" first, and then click "同意".

打开 EasyConnectInstaller.exe，点击"同意"即可完成安装。



2. Find the "EasyConnect" on your desktop and open it.

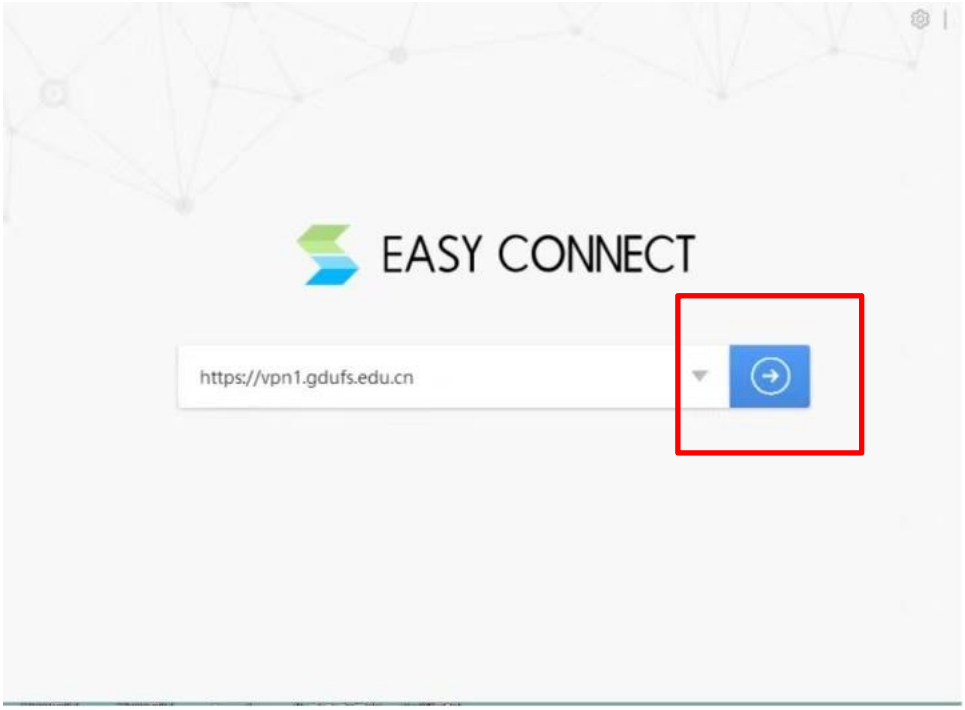
在桌面找到打开它。

3. Then click “同意”.

点击“同意”。

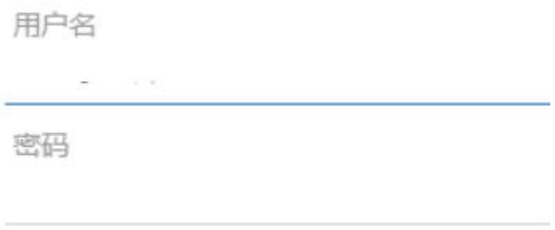
4. Then click the icon which is circled in the picture.

点击图中所示位置；



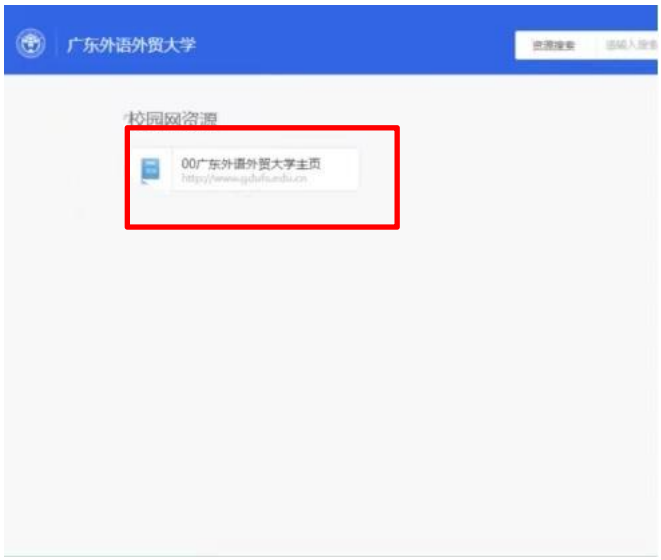
5. Enter your user name on the first line and your password on the second line. The username is your Employee ID number and if you didn't reset the password, the initial password is the same as your Employee ID or the last 6 digit of your passport.

输入您的用户名和密码。用户名为工号，密码通常为工号或护照号后 6 位。



6. Click the icon which is circled in the picture as below.

点击图中所示位置。



7. Click the icon which is circled in the picture as below.

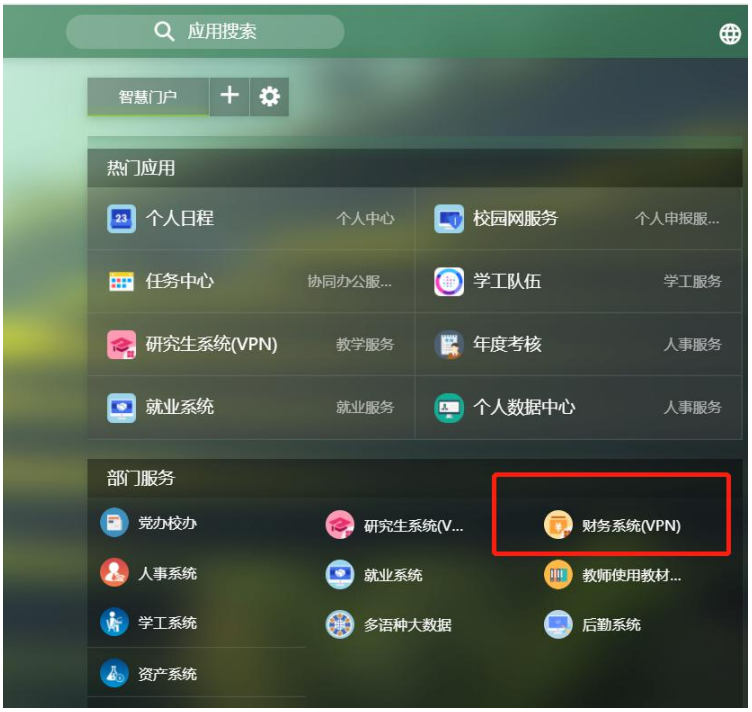
点击图中位置。

8. Enter your user name and password. The username is your Employee ID number and if you didn't reset the password, the initial password is the same as your Employee ID or the last 6 digit of your passport.

输入您的账号和密码（用户名为工号，密码通常为工号或护照号后 6 位）。

9. Scroll to the bottom of the page, and then click the icon which is circled in the picture.

滚到网页底部找到，点击进入。

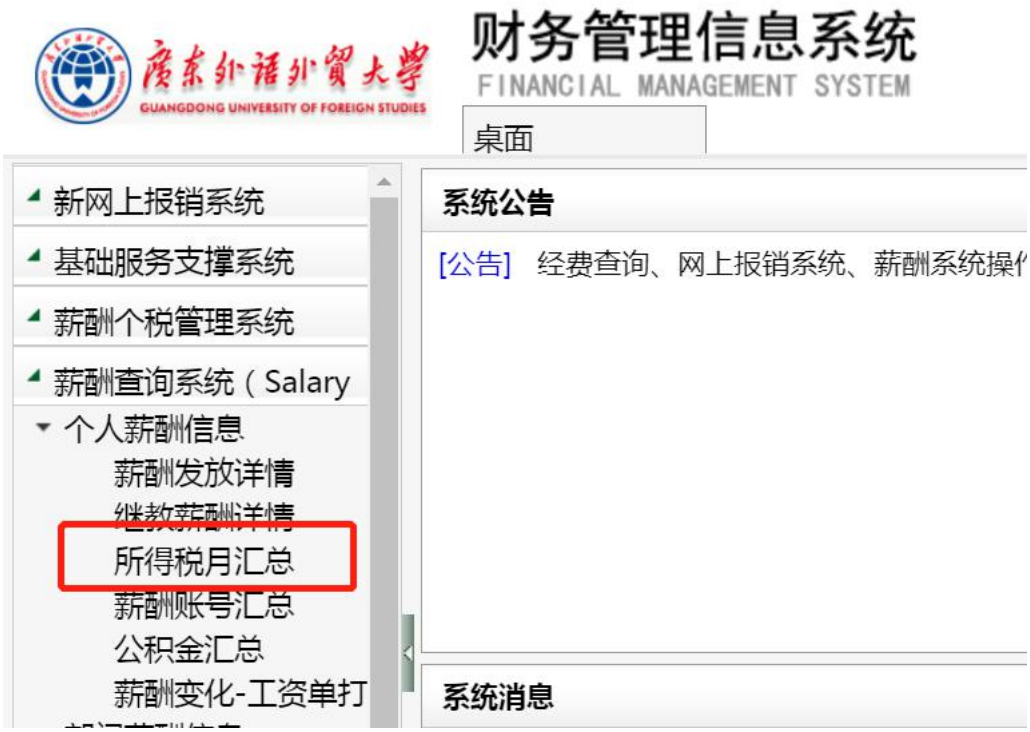


10. Then click the icon which is circled in the picture as below.

点击图中所示位置。

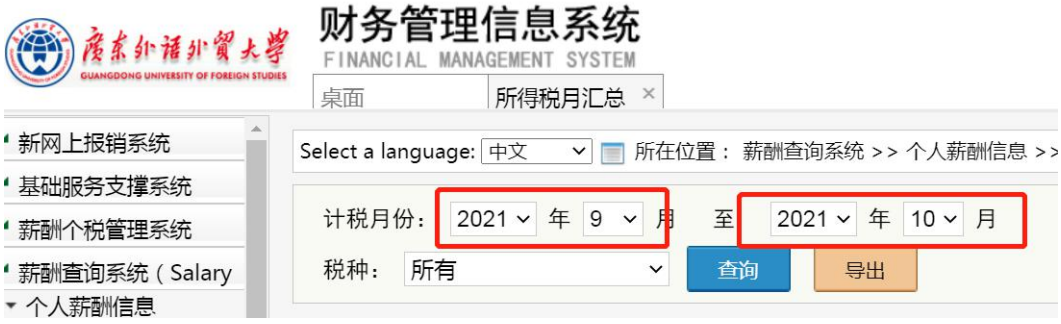
11. Click the icon which is circled in the picture.

点击图中所示位置。



12. Select the time period that you want to check, select “所有” under Tax Type as is shown in the screenshot. Then click “search”.

如图所示更改日期信息，在税种框选择“所有”，然后点击“查询”。



13. The information you want to check will be shown at the bottom of the page.

滚到网页底部，将会显示这段时间内的收入及税款信息.

14. If you want to print the salary details, please click the option which is circled in the picture.

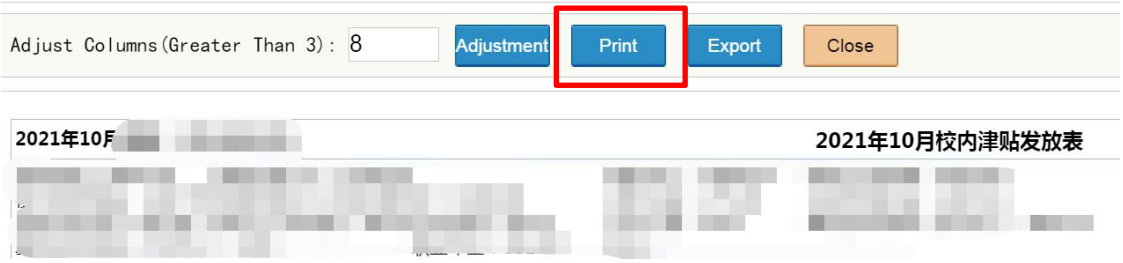
如果您需要打印明细则点击图中所示位置.

15. Fill the information then click “Payrool”.

如图所示更改信息，然后点击 Payrool.

16. Click the Print.

然后点击打印。



Appendix 4

附件 4

Guide on How to Apply for Off-campus Personnel and Vehicles to Enter the Campus

校外人员及车辆申请入校指引

A. For off-campus personnel 校外人员申请入校

1. Enter “智慧广外” system from the school website.

从学校官网进入“智慧广外”。

2. Input your employee number and password to log in.

输入用户名和密码登录系统。

(Note: The initial password is the last six digits of the passport, or the same as your employee number.)

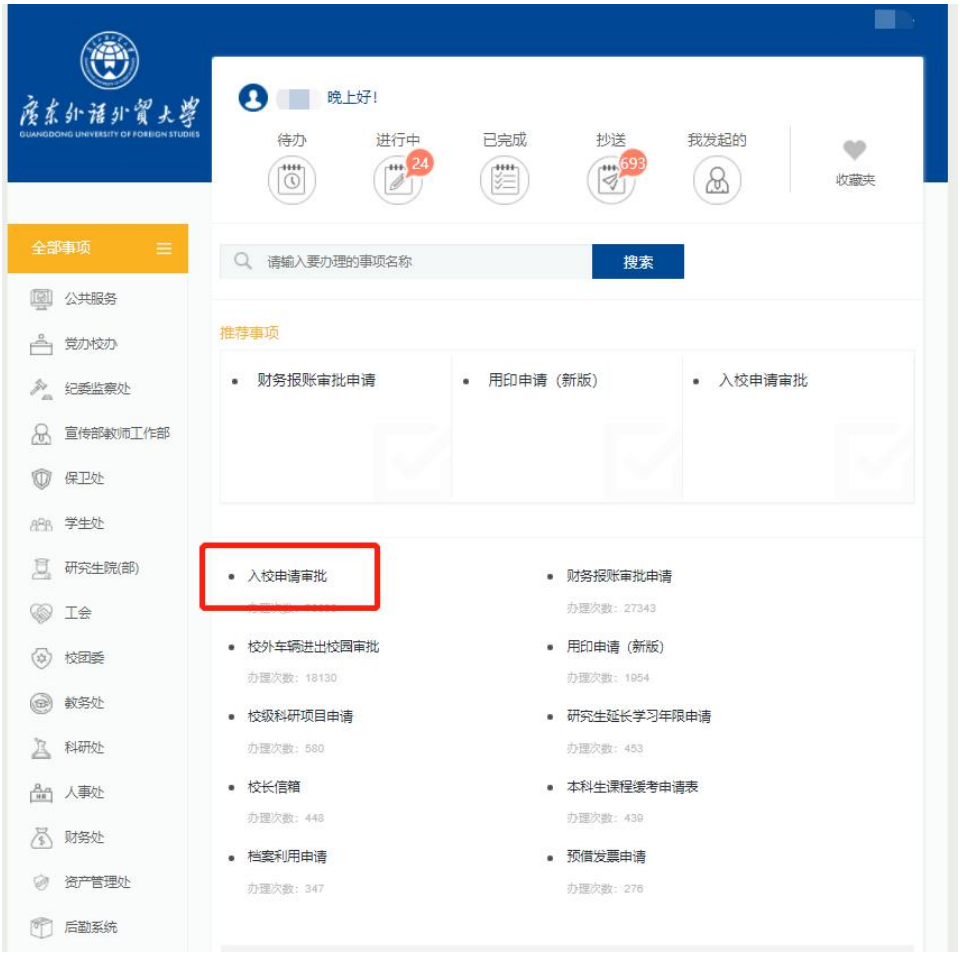
（注意事项：初始密码为护照后六位或与工号一样。）

3. Enter the online service section by clicking “线上办事大厅”.

进入“线上办事大厅”。

4. Click “入校申请审批”, and the application form will be generated.

打开“入校申请审批”，生成表格并进行填写。



5. Select the type of personnel to enter the campus: Off-campus personnel from non-key areas for epidemic prevention and control.

选择入校人员类别：非疫情防控重点地区校外人员。

(Note: People from middle or high risk areas are not allowed to enter the campus.)

（注意事项：中高风险地区人员不得入校。）

6. Select the campuses: Baiyun Mountain Campus/University Town Campus/Baiyun Lake Campus.

选择进入校区：白云山校区/大学城校区/白云湖校区。

7. Select Identity type: Foreign teacher.

选择身份类别：国（境）外教师。

8. Fill in the reason for application: Please give the reasons for the application and specify the identity of the person entering the campus.

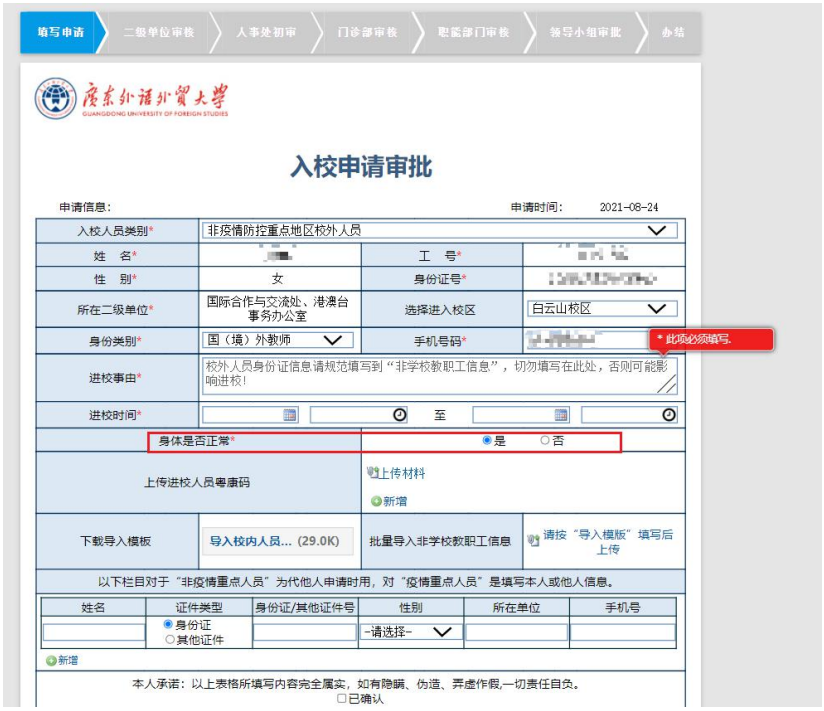
填写进校事由：需详细注明入校人员身份及入校原因。

9. Fill in the time for entering the campus: Please note that the duration time of entering the school for each application is 7 days.

填写进校时间：注意申请进校时间可选范围为 7 天。

10. Confirm physical condition: Whether the physical condition of the applicant is healthy: Yes/No.

确认身体是否正常：是/否。



11. Certification for health condition: Please upload pictures of green health code (GHC or Suikang code) and 14-day itenary which can be generated clicking the travel card below the code on Wechat mini program) here.

上传进校人员健康证明：上传粤康码或穗康码绿码和 14 天行程轨迹（可在微信小程序粤康码中行程卡生成）。

12. Please fill the blanks by the order of “Name, ID type (ID card/Others), ID number/Number of other ID number, sex, affiliated department, phone number”

依次填写以下信息：姓名、证件类型（身份证/其他证件）、身份证/其他证件号、性别、所在单位、手机号。

13. If the above information is authentic, please click here.

若以上信息真实有效，点击“已确认”。

14. Submission: When submitting the application form, you are required to choose from a list of names for the approver in the faculty. Therefore, please kindly confirm with your faculty ahead about the designated person for the approval.

提交申请：提交申请时要求选择进行审核批准的工作人员，请联系学院负责人确认此人员名字及信息。

(Note：please do NOT choose yourself or set “All（所有人）” as the approver.)

（注意事项：请勿选择“所有人”为审核人员。）

B. For off-campus vehicles 校外车辆申请入校

1. Enter “智慧广外” system on the official website of GDUFS: https://www.gdufs.edu.cn/.

从学校官网进入“智慧广外”。

2. Input your employee number and password to log in

输入用户名和密码登录系统。

(Note: The password is the last six digits of the passport, or the same as your employee number.)

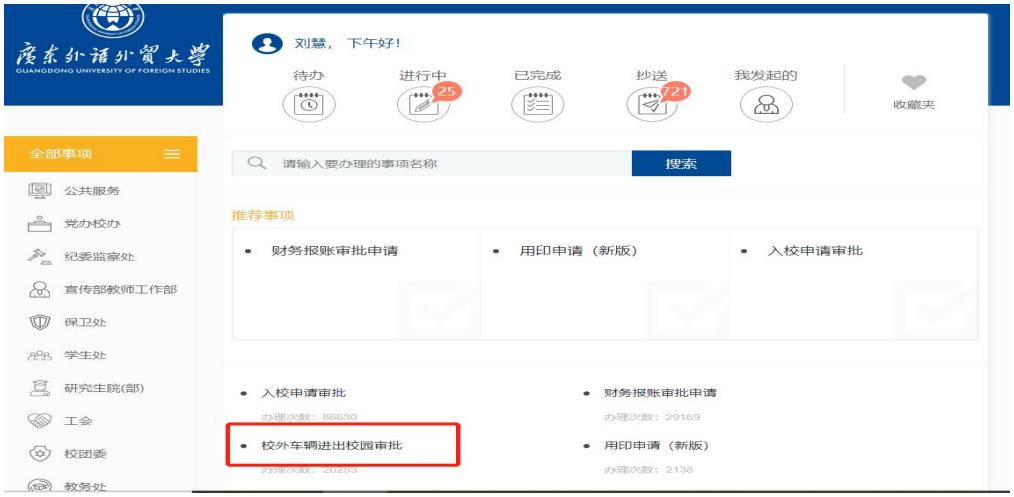
（注意事项：初始密码为护照号后六位，或与工号一样。）

3. Enter “线上办事大厅” system.

进入“线上办事大厅”。

4. Click “校外车辆进出校园审批”, and fill out the form.

打开“校外车辆进出校园审批”并进行填写。



5. Click “开始办理”.

点击“开始办理”。

6. Fill your telephone number in the blank marked in the screenshot.

在标红的地方填写手机号码。

7. Select the type of the car: official vehicle/ordinary vehicle.

选择车辆分类：公务车辆/普通车辆。

8. Campus: North Campus/South Campus.

选择所进入校区：北校区/南校区。

9. Select the entrance gate in north campus: west gate/north gate/south gate.

北校区选择进出校门：西门/北门/南门。

10. Select the entrance gate in south campus: main gate/school stone gate/gate of block A in teaching area/Door no. 1 in living area/Door No. 2 in living area.

南校区选择进出校门：正大门/校名石门口/教学区 A 座门口/生活区 1 号门/生活区 2 号门。

11. Fill the basic information of the vehicle: (1) vehicle number, (2) vehicle type, (3) name of the vehicle owner, (4) phone number of the owner, and (5) identity card number of the owner. The vehicle type should be selected from “other, large bus, large truck, small bus, special vehicle, car”.

填写车辆基本信息：（1）车辆号码、（2）车辆类型、（3）车主姓名、（4）车主电话、（5）身份证号，其中第 2 项“车辆类型”需从“其他、大型客车、大型货车、小型客车、特种车辆、轿车”中进行选择。

12. 填写入校事由。

Fill the reason of application in the blank marked.

13.确认信息无误后，点击左上角的“提交”按钮。

After confirming that the information is correct, click the "Submit" button in the upper left corner.