

Regulations by USTC on Off-campus Accommodation for International Students

I. In principle, University of Science and Technology of China (USTC) has no objection to international students applying for off-campus accommodation. For those wishing to check out of the dormitory for international students, they should apply to the International College and administrators of the dormitory a week in advance and go through off-campus accommodation procedures according to rules.

II. International students should prepare the following materials to apply for off-campus accommodation:

1. International students who rent private housing should sign a formal leasing contract with the landlord.

2. For international students who live in the residence of relatives or friends:

1) They must provide relevant information of the guarantor (registered household head of the residence), including name, address, and relationship with the guaranteed person and valid documents.

2) The guarantor must sign a written document of guarantee and make the following assurance:

A. Allowing the guaranteed person to live at his/her residence;

B. Accepting relevant legal responsibilities.

III. Procedures for off-campus accommodation:

1. First, for freshmen applying for off-campus accommodation, they must inform the International College a week before registering at USTC and submit the *Safety Commitment for Off-campus Accommodation by International Students at USTC* when making the registration.

Second, students renting private housing also need to submit leasing contracts. Students staying at the residence of relatives or friends need to submit a letter of guarantee signed by the registered household head of the residence.

Third, students should go to the police station of the jurisdiction to register accommodation within 24 hours of the stay.

Finally, students should submit a copy of the accommodation registration form to the International College.

2. For students applying for off-campus accommodation after moving into the dormitory for international students:

1) First, students should submit a written application and *Safety Commitment for Off-campus Accommodation by International Students at USTC* to the International College. With the review and approval of the International College, students should submit the leasing contract or the guarantee letter signed by the registered household head of the residence, and the new accommodation registration form issued by the police station.

Then, students will receive the *Check-out Form of the Dormitory for International Students*.

2) Before going through the check-out procedures, students should take out personal belongings and clean the room. During the check-out, dorm staff will check water, electricity and room facilities to see that rooms are clean and in good repair. In case of man-made damage, students will be assessed a compensation in line with the price list according to the rules.

3) After completing the check-out, students should register at the International College as soon as possible. The date signed by the dormitory administrator on the *Check-out Form of the Dormitory for International Students* is taken as the final check-out date.

4) Rent assessment: International students who complete the check-out by the 15th of the month only need to pay half of the monthly on-campus rent. Students whose scholarships include off-campus accommodation subsidies can receive half of the monthly subsidy. International students who complete the check-out on or after the 15th of the month are required to pay the full monthly rent. Students whose scholarships include off-campus accommodation subsidies are not entitled to any subsidies for the month.

IV. Requirements for off-campus accommodation

1. For international students living off campus, when there are changes to personal information such as phone numbers, passports, visas, residence

permits, accommodation information, they should inform the International College in a timely manner.

2. International students living off campus should pay attention to personal and property safety, avoid using prohibited electrical appliances, abide by rules on motorcycles, and report to security personnel or the public security authorities when encountering suspicious persons or emergency situations.

3. International students living off campus must strictly abide by Chinese laws and regulations. They must not engage in activities that endanger China's national security or violate Chinese laws and relevant public security regulations.

4. The International College will work with the public security authorities to conduct non-regular safety checks for international students living off campus. Relevant international students should cooperate and must not block or refuse the checks without proper reasons.

5. In case of emergencies, students should immediately report to the public security authorities and the International College, and cooperate in the handling of the emergencies.

6. For international students living off campus, if they can't come to school for class or scientific research due to illness or private affairs, they should apply for leave in line with the relevant regulation.