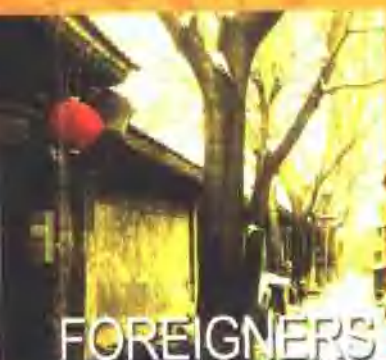




HANDBOOK FOR FOREIGNERS' LIVING IN BEIJING

外国人

北京市人民政府外事办公室 编
COMPILED BY THE FOREIGN AFFAIRS OFFICE OF THE
PEOPLE'S GOVERNMENT OF BEIJING MUNICIPALITY
在京居住手册



北京出版社出版集团

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前言

欢迎您来到北京！

《外国人在京居住手册》简要介绍了北京概况、外国友人来华出入境、在华居住等法律、法规，目的在于方便外国朋友在京工作生活，故特编以本《手册》为媒介，与各位朋友相识。

北京市人民政府外事办公室是北京市人民政府外事工作的职能部门，主要职责为：代表市政府或根据授权向口管理有关涉外事宜，具体包括：协助中央有关部门接待来访重要外宾；接待办理市领导人的重要外事活动和对外交往事宜；负责北京市与外国首都、省、州市及友好城市交往活动；归口审核因公出国（境）任务，颁发护照、申办签证；负责邀请外国人来京工作并负责部分外国人在京签证的工作；配合外交部管理驻京记者；协助有关部门管理在京常驻外籍人员等等。

我们非常重视所取得的建议和要求，渴望您的好朋友。您在京工作、生活期间若需要帮助，欢迎与我们联系。

联系方式：

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祝您在北京工作顺利，生活愉快！

本《手册》在编辑过程中得到了中华人民共和国外交部，北京市人民政府研究室，北京海关，北京市教育委员会，北京市公安局，北京市地方税务局，北京市旅游局，北京市卫生局，北京市劳动和社会保障局，北京市公安局，北京外企服务集团等单位的大力支持，在此一并致谢。

北京市人民政府外事办公室

2004年1月

Preface

Welcome to Beijing!

The Handbook for Foreigners Living in Beijing is compiled by the Foreign Affairs Office of the People's Government of Beijing Municipality. This Handbook covers introduction to Beijing, entry and exit of foreigners and the relevant laws and regulations related to living in China and serves as a guidebook to foreign friends during their stay in Beijing.

The Foreign Affairs Office of the People's Government of Beijing Municipality administers foreign-related affairs of the city. Its main functions are: To implement policies concerning foreign affairs; authorized to administer relevant foreign-related matters; To arrange important activities and exchanges with foreign countries for senior municipal officials; To be responsible for the administration of exchanges between Beijing and its sister cities abroad/foreign capitals, provinces and states; To examine and approve the eligibility of official missions dispatched by municipal departments and to issue passports and handle visa applications for them; to invite foreign experts to work in Beijing and to issue business visas for foreigners working in Beijing; To assist the relevant department of the Ministry of Foreign Affairs in exercise the management of foreign journalists; to assist relevant departments in managing foreign residents in Beijing.

We hope that this Handbook will bring us closer as good friends and we welcome your suggestions and requests at any time. You are most welcome to contact us if you need our help in your life and work in Beijing. Our telephone is 66-10-65162706. Our fax is 86-10-65129604. And our website is www.bjfo.gov.cn.

We wish you every success in your work and a pleasant stay in Beijing!

In the compilation process, we have received valuable support from the Ministry of Foreign Affairs of the P.R.China, Policy Research Department of the People's Government of Beijing Municipality, Beijing Customs, Beijing Municipal Education Commission, Beijing Religious Affairs Bureau, Beijing Local Taxation Bureau, Beijing Municipal of Tourism Bureau, Beijing Health Bureau, Beijing Municipal Bureau of Labor and Social Security, Beijing Municipal Public Security Bureau, Beijing UNESCO etc. We would also like to thank them for their support.

**FOREIGN AFFAIRS OFFICE OF THE PEOPLE'S
GOVERNMENT OF BEIJING MUNICIPALITY**

January 2004



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Introduction to Beijing

北京概况

Introduction to Beijing

北京是中华人民共和国的首都，是历史悠久，享誉世界的文明古都，是中国政治、文化及国际交往的中心。还是一座迈向现代化快速发展的大都市。

Beijing, capital of the People's Republic of China and a world-renowned city with a time-honored history, is the political, cultural and international exchange center of China as well as a metropolis moving fast in its modernization process.

北京属温带大陆性季风气候，四季分明，春干多风，夏热多雨，秋爽宜人，冬冷干燥。

Beijing, a city of temperate continental and monsoon climate, has four distinct seasons in a year. It is dry and windy in the spring, hot and rainy in the summer, cool and comfortable in the autumn and cold and dry in the winter.



天安门广场焰火

Fireworks above the Tian'anmen Square

北京市人口已达1400万(含暂住人口),全市人口中有全国所有55个民族。北京作为国际交往中心,居住外国人有6.8万,年接待海外游客达310万。

Beijing has a population of 14 million (temporary residents included) including people from all 55 ethnic groups in China. As a center for international exchanges, the city is home to 58 thousand permanent foreign residents and receives 3.1 million overseas tourists each year.

北京已有3000多年的历史,是周、金、元、明、清五朝古都,是辽、宋、元、明的古都,天安门是首批列入世界文化遗产名录。天安门城楼



“两门八景”：中南海、北海、什刹海三海景观、雄伟的天安门城楼、角门、德胜门、钟鼓楼、鼓楼南升龙壁、的京城钟鼓楼和遍布城内的几千条街道、胡同构成了世界规模最大、保存最完整的独特古都风貌。

With a history of over 3600 years, the city was once capital of the Liao, Jin, Yuan, Ming and Qing dynasties. The Imperial Palace Museum, the Great Wall, the Summer Palace and the Temple of Heaven are on the list of the world cultural heritage. The famous Eight Supreme Sceneries of old Beijing, the three water systems of Zhongnanhai, Beihai and Shichihai, the south-to-north Axial Line that cuts through the magnificent Tian'anmen Gate, the Qianmen Gate, the Jingshan Park, the Bell Tower and the Drum Tower as well as the thousands of streets and alleys that enssorpass the entire city area have all presented the charm of a unique ancient capital that is the largest of its kind in the world and best-preserved amongst its peers.

中华人民共和国成立50年来以来，北京的建设发展日新月异。现代化的建筑，繁闹的快速交通道路和覆盖5000多公顷的公共绿地，已经使新北京从理想逐步变成现实。

For the 50-odd years since the founding of the People's Republic of China, Beijing has seen rapid development. We are fast approaching our dreamed-of goal of building a rejuvenated Beijing with the appearance of many modern buildings, express highways and over 5000 hectares of public green coverage.

北京拥有大小文物古迹7000多个。荟萃中西、南北风味的精美菜肴、商场、餐饮、文化、娱乐、体育场所和数百家国际都市的星级酒店饭店，拥有世界的旅游资源，使北京成为中外人民交往的胜地。

Beijing has over 7000 historic miles. The exquisite Beijing cuisine which has brought together the best of Chinese and western as well as south and north food and such world-oriented tourist resources as shops, catering, cultural, entertainment and sports venues as well as hundreds of star hotels have made the city an ideal meeting place for people from China and the rest of the world.

随着北京环境保护、生态建设和城市基础设施建设的进一步加强，特别是为迎接2008年奥运会，北京在可持续发展、全球经济一体化的竞争中，将再现更加美好的未来。

With better environmental protection, ecological preservation and infrastructure and in particular with the upcoming 2008 Olympic Games, Beijing is in for an even brighter future both in terms of sustainable development and as a competitor in the global economic integration process.

【土地面积、行政区划】

Land Area and Administrative Division

北京市土地面积16807.8平方公里。市辖区：东城区、西城区、宣武区、崇文区、朝阳区、海淀区、丰台区、石景山区、门头沟区、房山区、通州区、顺义区、昌平区、大兴区、怀柔区、平谷区、密云县、延庆县。

Beijing has a total land area of 16807.8 km² and administers such districts as Dongcheng, Xicheng, Xuanwu, Chongwen, Chaoyang, Haidian, Fengtai, Shijingshan, Mentougou, Fangshan, Tongzhou, Shunyi,



长城
The Great Wall



Changping, Daxing, Huairou and Pinggu as well as two counties, namely Yanqing and Miyun.

【对外关系】

External Relations

北京与世界各国和地区的经济贸易、科技、教育、文化等众多领域的交流日益加强，政府、民间和社会团体之间的友好往来十分活跃，已形成全方位、多层次、宽领域的对外开放格局。北京已与72个国家的124个首都和大城市有友好往来关

系。其中与24个国家的27个城市缔结了友好城市关系。北京现有外国驻华使馆152个，国际组织和地区代表机构18个，外国新闻机构185个。在北京设立的国外代表机构已超过7000家，外国留学生13000多人。北京曾成功举办过第11届亚运会、第4届世界妇女大会、第21届世界大学生运动会等。

With ever closer exchanges with other countries and regions in the world in the economic, trade, science and technology, education, cultural and all the other fields as well as dynamic and friendly ties among the governments, people and social organizations, Beijing has already become a city that opens up to the outside world in all directions, on multiple levels and in extensive areas. Beijing has regular friendly ties with 124 capitals and major cities in 72 countries and has established sister relations with 27 cities in 24 countries. There are 152 foreign embassies, 18 offices of international and regional organizations and 185 offices of foreign news media in Beijing. In addition, over 7,000 foreign representative offices are operating and over 13,000 foreign students are



颐和园

The Summer Palace

studying in the city. Beijing successfully hosted the 11th Asian Games, the 4th UN Women's Conference and the 21st International Games for University Students.

北京进出口规模逐年扩大。外贸年进出口总额已达525亿美元。其中出口126亿美元。全球最大500家跨国公司已有160余家来京投资。

Beijing's foreign trade has been expanding with each passing year. The total annual volume of import and export reaches USD52.5 billion among which USD12.6 billion are in exports. Over 160 of the world's top 500 multinationals have come to invest in Beijing.

热情友善的北京人民愿与世界各国人民和睦相处，友好往来。我们张开双臂欢迎每一位远道而来的朋友。

The friendly and hospitable people of Beijing are ready to live together in peace and harmony and develop friendly ties with people from the rest of the world. And they will open their arms to embrace every friend from afar.

【奥运北京】

Beijing and the Olympics

2008年，第29届奥林匹克运动会将在北京举办。以“绿色奥运、科技奥运、人文奥运”为三大主题的北京奥运会，将带给北京新的发展契机和深远影响，极大地促进中华文化与世界各国文化的交流。北京将以奥林匹克公园为重点，加快推进奥运会场馆及配套设施建设，在2006年底以前，使所有场馆完全符合未来体育场馆的数字化发展趋势和环境保护要求，达到国际一流水准。

Welcome to

BEIJING

Let's Meet and Win!



The 29th Olympics will be held in Beijing in 2008. The Beijing Olympics, with the three themes of Green Olympics, Hi-Tech Olympics and People's Olympics will bring about new opportunities for and a profound impact on Beijing and greatly promote the cultural exchange between China and other countries. With the focus on building the Olympic Park, Beijing will accelerate the construction of Olympic stadiums and gymnasia as well as the supporting facilities and ensure that all of them will completely meet the future trends of digitalization and environmental protection by the end of 2006 and reach the international standards.

市树 市花

Trees and Flowers of the City

市树：国槐 侧柏

Trees of the City: Chinese Scholar Tree and Platycladus Orientalis

市花：月季、菊花

Flowers of the City: Chinese Rose and Chrysanthemum.



国槐

Chinese Scholar trees



首都机场
Capital Airport

出入境 Entry and Exit

【来华签证】 Chinese Visa

外国人来华时，申请一个适当的签证，会给自己在华期间的
生活、工作带来方便。中国签发签证机关将根据申请人入境
的事由，给予签发相应的签证。申请来华签证，申请人应提供有
效护照，必要时需提供有关证明。

To apply for an appropriate visa will make a foreigner's
life and work in China much easier. The Chinese visa authori-
ties will issue a relevant visa according to the purpose of the
entry. To apply for a Chinese visa, an applicant needs to
provide a valid passport and, when necessary, relevant
certificates.

中国政府在国外受理外国人入境、过境签证申请的机关是：中国的外交代表机构、领事机关和外交部授权的其他驻外机关。中国政府在北京受理外国人入境、过境、居留、旅行申请的机关是：中国外交部领事司外国人签证处、中国外交部礼宾司证件处和北京市人民政府外事办公室、北京市公安局出入境管理处。

The authorities of the Chinese Government abroad for handling foreigners' application for entry or transit visa are Chinese diplomatic missions abroad, consular offices and other overseas agencies authorized by the Ministry of Foreign Affairs (MFA) of China. The authorities of the Chinese Government in Beijing for handling foreigners' application for entry, transit, residence and travel visas are: Division of Visa for Foreigners of the Department of Consular Affairs, MFA; Division of Certificates of the Protocol Department, MFA; the Foreign Affairs Office of the People's Government of Beijing Municipality; Division of Entry & Exit Administration of Beijing Municipal Public Security Bureau.



(中国外交部领事司外国人签证处 地址：北京朝阳门南大街2号 联系电话：65963788 中国外交部礼宾司证件处 联系电话：65963440 或 65963444 北京市人民政府外事办公室因公出入境服务部 地址：北京朝阳区外交部南街8号 联系电话：85622633 北京市外事服务交流中心 联系电话：85622712 北京市公安局外国人出入境管理处 地址：北京东城区安定门东大街2号 联系电话：84015294)

(Division of Visa for Foreigners of the Department of Consular Affairs, MFA Address: No.2, Chaoyangmen Nandajie, Beijing Tel: 65963788; Division of Certificates of the Protocol Department, MFA

Tel: 65963400 or 65963444, Beijing Public-Purpose Entry & Exit Service Center of the Foreign Affairs Office of the People's Government of Beijing Municipality. Address: No. 8, Waijiaobu Nan Jie, Chaoyang District. Tel: 85622633; Beijing Foreign Service Exchange Center. Tel: 85622712; Division of Entry & Exit Administration of the Beijing Municipal Public Security Bureau. Address: No. 2, Andingmen Dong Da Jie, Dongcheng District. Tel: 84015294)

【新证换发】

Application for a New Visa

外国人入境后,可根据其来华的目的和所持签证种类,到中国国内签发签证机关换取新的签证。中国外交部领事司外国人签证处负责为外国驻华使馆、联合国机构和其他国际组织驻华代表处持外交签证、公务签证入境的外国人签发签证。北京市人民政府外事办公室为来北京持外交、公务签证的其他外国人签发签证。北京市公安局出入境管理处为来北京持普通签证的外国人签发签证。

A foreigner may obtain a new visa from the visa authorities inside China according to the type of the visa he/she holds once he/she enters into China. The Division of Visa for Foreigners of the Consular Department of the MFA issues new visas for foreigners working for foreign embassies, UN offices or representative offices of other international organizations in China who have entered China on a Diplomatic and Service Visa. The Foreign Affairs Office of the People's Government of Beijing Municipality issues new visas for other foreigners visiting Beijing on a Diplomatic and Service Visa. The Division of Entry & Exit Administration of the Beijing Municipal Public Security Bureau issues new visas for foreigners visiting Beijing on Ordinary Visa.

根据中国政府与派遣国政府达成的协议,不同国家人员所持来华签证的有效期限不同。当需从中国签发签证机关获得签证后,应特别注意签证的有效期限在华停留天数。如在签证停留天数期满后仍滞留在北京,应