**Regulations on Accommodation Management of International Students in Xi’an Jiaotong University**

In order to further standardize the accommodation management for international students, rationally plan the use of accommodation for international students, maintain the safety and stability of the campus, and build a civilized and harmonious accommodation community, the following regulations are formulated.

**I. Application for Campus Accommodation**

New students can apply for accommodation on campus after enrollment. The application process is as follows:

1. Applicants shall pay attention to the information on the available accommodation

published by the WeChat official account of the School of International Education, make room reservations on the International Student Apartment Service and

Management Platform in time, and complete the payment;

1. After the system application is completed, applicants shall go to the International

Students Accommodation Property Management Office for check-in.

**II. Living Off-campus Regulations**

The process of applying for living off-campus：

1. Register for temporary accommodation at the police station in the jurisdiction where you live within 24 hours.

2. Take the Agreement on Off-campus Accommodation for International Students of Xi'an Jiaotong University, the rental contract, the registration form for temporary accommodation of local police stations and other materials, and go through relevant formalities at the Affairs Center of International Student Affairs Office within 48 hours.

**III. On-campus living applicants apply for living off-campus**

**(a) The Time of Applying for Off-campus Accommodation**

1. Students who have lived on campus for one year should submit an application within two weeks before the end of the first academic year;

2. Students who have lived on campus for more than one and a half years should submit their applications within two weeks before the end or after the start of each semester;

3. Apply within two weeks before the expiration of the accommodation contract;

4. Pregnant women or those who really need to live outside due to personal physical reasons can submit their applications after confirmation.

**(b) The process of applying for living off-campus**

1. Submit application for living off-campus to the International Student Affairs Office within the specified time;

1. Apply for check-out on the International Student Accommodation Service and

Management Platform; and fill in the Check-out form of the International Student Accommodation;

1. Take the Agreement on living Off-campus for International Students of Xi’an

Jiaotong University and the Check-out form of the International Student Accommodation to Affairs Center of International Affairs Office to complete the check-out formalities;

4. Be sure to clear out all personal belongings in the room, put furniture in place, clean up the dormitory and then go to the Property Management Office to register the "Check-out Inspection Form";

5. Register for temporary accommodation at the local police station within 24 hours of residence.

**IV. Regulations on On-campus Accommodation room sharing and room replacement**

**(a) Requirements of room sharing and room replacement**

1. Dormitories are public resources of schools, and students are not allowed to refuse to share rooms for any reason；

2. Room replacement means that students take the initiative to replace rooms due to special circumstances, and both parties have agreed to replace rooms;

1. Room sharing and room replacement shall be carried out between two dormitories

with the same price. Otherwise, students need to settle the accommodation fee of their existing room on a daily basis, and pay the accommodation fee for changing into the room according to the one-year accommodation fee standard or the single-day accommodation fee standard;

1. According to the actual situation, the Accommodation Management Office may

refuse the application of double-room originally paid by the students as two-person fee

for a single room.

**(b) Room sharing and room replacement conditions**

1. When there is a natural vacancy in a double room, student who’s living in the room can apply to share it with those in the same situation;

2. Two students living in the same double room can apply for changing to other double rooms with the same conditions and vacant beds at the same time;

1. When there is a problem or fault in the room that cannot be repaired for a short time,

students can apply to the Affairs Center of International Students Affairs Office for room replacement.

**(c) Room sharing and room replacement process**

1. Those who meet the requirements of room sharing or room replacement shall submit an application to the Affairs Center of International Students Affairs Office in time, and fill out the Check-out form of the International Student Accommodation;

2. Be sure to clear out all personal belongings in the room, put furniture in place, clean up the dormitory and then the Property Management Office should check and register the "Check-out Inspection Form";

3. Go to the Logistics Affairs Office to complete the registration of compensation, housing sharing or housing change with "Check-out Inspection Form";

4. Go to the Property Management Office to get the room key or key card, change into the newly allocated room within 48 hours, and return the original room key or key card to the Property Management Office in time.

**V. Relevant Regulations on Checking-out for on-campus residents**

**(a) Check-out conditions**

1. Meet the living off-campus conditions and be approved;

2. Those who have gone through the formalities of dropping out or suspending their studies with the consent of the Management Center of Student Affairs Office；

3. Those who have graduated, dropped out of school or delayed the graduation.

**（b）Check out requirements**

1. Applicants for check-out must meet the requirements and submit the application within the specified time;

2. All students who intend to apply for check-out must go through relevant procedures 48 hours in advance;

3. Expenses arising from early or late completion of check-out procedures and late return of keys or key cards shall be accounted for according to the cost of a single day's accommodation in the room.

**(c) Check-out process**

1. Initiate a check-out application on the International Student Accommodation Service and Management Platform;

2. Applicants shall clear out all personal belongings in the room, put the furniture in place and clean the dormitory；

1. Take the Agreement on Living Off-campus, the procedures for dropping out of

school, the pre-graduation certificate and other materials to the Accommodation

Management Office to get the Check-out Form;

1. Go to the Property Management Office with the " the Check-out form of the

International Student Accommodation ", and the property service personnel will check the room and complete the registration of the "Check-out Inspection Form", and return the key or key card to the ward inspection personnel.

**VI. Other relevant provisions**

Expenses incurred in applying for living off-campus, room sharing and room replacement are subject to system settlement. Students must settle existing accommodation orders, refund the excess or make up the deficiency, and then charge for the next order. If the accommodation is less than half a year, the cost of bedding should be borne. Those who stay for less than one year will be charged for a single day's accommodation.

 The School of International Education shall be responsible for the interpretation of these Provisions, which shall come into force on September 1, 2023.