

# Regulations on Visa / Residence Permit Issues

## *for international students enrolled at Donghua University*

Nov. 2013

### I. Apply for a visa to enter the mainland China

According to the *Exit and Entry Administration Law of the People's Republic of China*, foreigners shall apply to the visa-issuing authorities stationed abroad for a visa in order to enter China. Those who are admitted as full-time students of Donghua University shall apply to the local Chinese Embassy or Consulate for X1 or X2 visa to enter China. The renewal or extension of visa after entry shall be decided by the Bureau of Exit and Entry Administration of the Ministry of Public Security according to the relevant laws and regulations.

#### ➤ X1 Visa

Students whose study duration at Donghua University exceeds 180 days shall apply for X1 visa to enter China and the duration of stay after the entry is no more than 30 days. Students shall come to school within the designated time to go through enrollment procedures and pay the full tuition fees. Meanwhile, visa application documents shall be prepared in time so that the application for Residence Permit (study) can be submitted to the Bureau of Exit and Entry Administration of the Ministry of Public Security within the validity date of X1 visa. Residence Permit has multiple entries within the validity date.

The *Admission Notice* and the *Visa Application Form for Study in China* (JW201/202) will be offered to the admitted students. For other required documents, procedures and fees for X1 visa application, students shall consult the local Chinese Embassy or Consulate.

#### ➤ X2 Visa

Students whose study duration at Donghua University is less than 180 days shall apply for X2 visa to enter China and study here. The validity date, duration of stay (less than 180 days), entry times (zero, once, twice) etc. are decided by the local Chinese Embassy or Consulate. Students shall come to school within the designated time to go through enrollment procedures and pay the full tuition fees; otherwise, X2 visa will be canceled.

The *Admission Notice* will be offered to the admitted students. *Visa Application Form for Study in China* (JW201/202) may be provided upon the request of the Chinese Embassy or Consulate in some countries. For other required documents, procedures and fees for X2 visa application, students shall consult the local Chinese Embassy or Consulate.

## II. Process a Residence Permit (study) – RP (study)

Degree student: it is mandatory to renew your X1 visa to RP (study) through International Cultural Exchange School (ICES) of Donghua University (DHU) first, then can you study at the university. The renewed RP's (study) valid duration shall be in accordance with **the regular schooling**.

Non-degree student --- full-time language students, visiting students and exchange students --- whose study duration is over 180 days: it is mandatory to renew your X1 visa to RP (study) through ICES-DHU first, then can you study at the university. The renewed RP's (study) valid duration shall be in accordance with **the study duration you have paid the tuition for**.

If you're holding a RP (study) processed by other universities, it is mandatory to renew it to the RP (study) processed through ICES-DHU first, then can you study at the university.

### 1. Documents for Applying for a RP (study)

- ① Original Passport
- ② one ID photo (3cm\*4cm)
- ③ *Visa/Stay Permit/Residence Permit Application Form* (on which the ID photo should be pasted)
- ④ Original *Introduction Letter for Visa Application* (valid with ICES-DHU's official seal)
- ⑤ Photocopy of Registration Form of Temporary Residence (RFTR)
- ⑥ Original *Admission Notice* from ICES-DHU
- ⑦ Original *Visa Application for Study in China* (JW201/JW202)
- ⑧ Original *Health Certificate of Verification*

**外国人签证证件申请表**  
VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION FORM

(请用黑色或蓝色笔填写内容)  
Please complete the form in black or blue ink

1. 姓名 中文姓名

Surname Given name Name in Chinese

国籍 出生日期 年 月 日 出生地

Nationality Date of birth Y M D Place of birth

性别: 男  女  电子邮件地址

Sex M  F  E-mail

在华住址 申请人电话

Address in China Tel

在华单位 联系人姓名和电话

Company/School in China Contact person & tel.

2. 护照种类 外交 公务(官员) 普通 其他

Passport type Diplomatic  Service (Official)  Ordinary  Other

护照号码 有效期至 年 月 日

Passport No. Valid until Y M D

3. 现持有签证证件种类 签证 停留证件 居留证件 免签

Current visa category Visa  Stay permit  Residence permit  Visa free

证件号码 有效期至 年 月 日

Visa No. Valid until Y M D

4. 使用同一护照的偕行人 Dependents on same passport

姓名 性别 出生日期 与申请人关系

Surname Given name Sex Date of birth Relationship

5. 申请签证填写 For visa only

F 访问 L 旅游 M 贸易 Q2 团聚 J2 记者

Non-commercial business  Tourist  Business  Family reunion  Journalist

S2 私人事务 X2 学习 R 人才 G 过境 C 乘务

Personal affair  Student  Talent  Transit  Crew

团体签证分离 团签 申请停留期限至 年 月 日

Separation from group visa  Group visa  Valid until Y M D

换发 补发 入境次数 停留天数 入境有效期至 年 月 日

Renewal  Reissue  Entries  Duration of stay  Entry before Y M D

照片

Photo

请填写双面 Please fill out both sides

编号: \_\_\_\_\_

**外国留学生办证申请函**  
Introduction Letter for Visa Application

上海市出入境管理局:

兹有 \_\_\_\_\_ (Nationality) 留学生 \_\_\_\_\_ (Name)  
\_\_\_\_\_ (中文名) 在我校学习, 学习期限至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日, 其家属 (Relative's Name)  
\_\_\_\_\_ (中文名) \_\_\_\_\_, 敬请根据有关规定给予办理相  
关签证、居留许可为盼。

申请人住宿情况 (Address):  
 (校内) \_\_\_\_\_ 区/县 \_\_\_\_\_ 派出所, 我校留学生宿舍 \_\_\_\_\_。  
 (校外) \_\_\_\_\_ 区/县 \_\_\_\_\_ 派出所。

申请签证、居留许可有效期 (Expiration of Visa/ Residence Permit):

<input type="checkbox"/>	居留许可申请(Residence Permit): 有效期(Expiration Date)至 _____ 年 _____ 月 _____ 日
<input type="checkbox"/>	居留许可变更申请, 变更住址为(change address to):
<input type="checkbox"/>	<input type="checkbox"/> (校内) _____ (区/县) _____ 派出所, 我校留学生宿舍 _____。
<input type="checkbox"/>	<input type="checkbox"/> (校外) _____ (区/县) _____ 派出所。
<input type="checkbox"/>	签证申请(Visa): 签证种类 _____ 次数 _____, 有效期至 _____ 年 _____ 月 _____ 日。
<input type="checkbox"/>	家属签证申请(Relative's Visa): 签证种类 _____ 次数 _____, 有效期至 _____ 年 _____ 月 _____ 日。
<input type="checkbox"/>	其他(Others): _____。

此致  
敬礼!

(此申请函有效期为 30 日)  
(This letter is valid only for 30 days)

### ④ Introduction Letter for Visa Application

### ③ Visa/Stay Permit/Residence Permit Application Form

The renewal or extension of international student's visa or residence permit will be processed strictly in accordance with the relevant laws and regulations formulated by the Bureau of Exit and Entry Administration of the Ministry of Public Security.

➤ **Registration Form of Temporary Residence (RFTR) ⑤**

If you live in the on-campus International Student Apartments (ISAs): collect your RFTR at ICES Office 122 (International Student Service Department - ISSD) with your student card and passport

If you live outside of the campus: collect your RFTR at the local police station in charge within 24 hours after entering China with: 1) Your passport; 2) Rental agreement/contract; 3) *Record of Residing outside Campus for Donghua Foreign Students/Teachers* (valid with ICES-DHU's official seal)

If the residence address or visa is changed, please refill "3)" and collect a new RFTR.

⑤ Registration Form of Temporary Residence (RFTR)

3) Record of Residing outside Campus for Donghua Foreign Students/Teachers

➤ **Health Certificate of Verification ⑧**

The designated hospital to issue this certificate is Shanghai International Travel Healthcare Center (No. 15 Jinbang Road, near Hami Road, [www.sithc.com](http://www.sithc.com)). Those who need to do the health check must make the online appointment, and then go to the hospital with: 1) the original and the photocopy of the passport; 2) photocopy of the Admission Notice or the student ID card; 3) 4 photos (size: 3cm\*4cm).

If you have the original papers of blood-test and Health Certificate or papers obtained abroad, you have to bring them all to the hospital for the verification.

Fees for health check / verification: appr. CNY500 per person (paid to the hospital directly)

⑧ Health Certificate of Verification

**2. Fees of Processing RP (study)**

Fees of processing the RP (study) vary according to the RP's (study) valid duration and shall be paid to the Bureau of Exit and Entry Administration of the Ministry of Public Security (i.e. Visa Center). No matter you are a self-funded student or a scholarship student funded by CSC or SGS, this fee shall be paid by yourself.

- Valid duration is less than one year: CNY400
- Valid duration is one year or more, but less than three years: CNY800
- Valid duration is three years or more, but less than five years: CNY1000

The renewal or extension of international student's visa or residence permit will be processed strictly in accordance with the relevant laws and regulations formulated by the Bureau of Exit and Entry Administration of the Ministry of Public Security.

### 3. Submission & Interview

At the beginning of each semester, the police officers from Visa Center will be invited to Yan'an Road Campus to do the interview to each student and collect the complete application documents. This group visa interview will be held only once at the designated time. Students who finish the enrollment on time and get each application document ready can attend this group visa interview.

Any one who misses this group visa interview shall bring the relevant documents to do the interview at Visa Center in Pudong District (No. 1550, Minsheng Road), or the Visa Office in Changning District (No. 788, Gubei Road). The consulting telephone number is 0086-21-28951900.

## III. Other Related Issues

There are numerous complicated situations about visa issues. Corresponding documents required shall be judged and prepared according to the situation of currently valid visa. If you have any visa related queries, please do bring your original passport and consult at ICES Office 122 (International Student Service Department - ISSD). ICES suggests each student to keep a photo copy of your passport and current visa/RP (study) in case of the loss, inspection, renewal or extension.

### 1. Expiry and Cancellation

Once the study program finishes, you leave the mainland China before the expiry date of the current visa or RP (study). Otherwise, one him/herself shall bear the administrative penalties caused by overstay.

If you plan to continue to study for the next semester, finish the enrollment for next semester first in the present semester (especially the full tuition payment in one lump sum), prepare the relevant documents, and then go to Visa Center to process the renewal or extension immediately. X2 holders should renew X2 visa to RP (study), and RP (study) holders should extend the current RP (study) for another semester.

X2 holders who failed to do enrollment in the present semester has to go back to their own countries and make the visa application again to enter China in order to continue for the next semester.

Students who suspend learning or quit school shall cancel the X2 visa or RP (study) they are holding. Before they go to Visa Center for cancellation, they should first collect the *Introduction Letter for Visa Application* (valid with ICES-DHU's official seal) from ICES Office 122 (International Student Service Department - ISSD). After the cancellation, they will receive a one-month temporary visa.

### 2. Passport's Loss or Renewal

If passport is lost or seriously damaged, one must report to Visa Center first and then apply for a new passport to his/her Embassy or Consulate in China.

Within 10 days from one collect the new passport (either for makeup or for renewal), he/she should bring both the new and the old passports to collect the RFTR first, then to ICES Office 122 (International Student Service Department - ISSD) to collect *Introduction Letter for Visa Application* (valid with ICES-DHU's official seal), and to Visa Center at last to process a new X2 visa or RP (study) on the new passport.

### 3. Visa for student's family members

Student's family members here refer to the spouse, the kids under 18-year-old, student's parents or the parents-in-law. Those family members can apply for S1 visa or S2 visa to enter the mainland China. Required visa application documents and procedures shall be consulted at the local Chinese Embassy or Consulate.

After the entry, ICES-DHU can help to renew S1 visa to Residence Permit (relatives) only if the student has enrolled and holds the visa or RP (study) processed through ICES-DHU, the valid duration of RP (relatives) shall not exceed the valid duration of the student's visa or RP (study). S2 holders can stay within the S2's valid duration (no more than 180 days).

Renewal or extension of S1, S2 or RP (relatives) will be processed strictly in accordance with the relevant laws and regulations formulated by the Bureau of Exit and Entry Administration of the Ministry of Public Security.

When the student's family member applies for the RP (relatives), he/she should prepare: his/her own passport, the student's passport, valid identification letter of the relative relations, his/her RFTR (photocopy), one ID photo, Health Certificate of Verification (exemption for kids under 18-year-old) and any other documents required by Visa Center.

Reference: *The Exit and Entry Administration Law of the People's Republic of China*

<http://www.mps.gov.cn/n16/n84147/n84196/3837042.html>