

# Visa/Residence Permit Procedures

## **Applying for Entry Visa**

International students who are going to study in China should prepare admission letter, yellow sheet of JW201 or JW202 form, medical report and other documents, and apply for an entry visa of X1 (long-term study) or X2 (short-term study) at the Chinese Embassy or Consulate in the students' home countries.

In order to apply for residence permit in China after entry, international students must get back the admission letter, yellow sheet of JW201 or JW202 form and other documents after applying for entry visa from the Chinese Embassy or Consulate.

Visa-free is not permissible for international students.

## **Accommodation Registration**

International students should go to the local police station to apply for the Registration Form of Temporary Residence within 24 hours after entering China.

International Students who live off campus should get a Record of Living off Campus for Tongji International Students from the International Student Office, and register with it at the local police station.

International Students who live on campus should get the Registration Form of Temporary Residence (on campus) at the receptions of international students' dormitory buildings.

Please refer to the sample of Record of Living off Campus for Tongji International Students as below:

同济大学外国留学生校外住宿登记表

RECORD OF LIVING OFF CAMPUS FOR TONGJI INTERNATIONAL STUDENTS

|                                |   |                       |   |                   |                     |  |
|--------------------------------|---|-----------------------|---|-------------------|---------------------|--|
| 姓名<br>Name                     | 中文<br>Chinese   |                       |   |                   | 国籍<br>Nationality   |  |
|                                | 英文<br>English   |                       |   |                   | 性别<br>Sex           |  |
| 出生日期<br>Date of Birth          |   | 类别<br>Type            |   | 专业<br>Major       |                     |  |
| 护照<br>Passport                 | 号码<br>No.   |                       | 居留许可<br>Residence Permit  | 有效期<br>Expiration |                     |  |
|                                | 有效期<br>Expiration   |                       |   |                   |                     |  |
| 校外住址<br>Address                |   |                       |   | 电话号码<br>Telephone |                     |  |
| 同住住宿人员<br>Roommates            | 姓名<br>Name  | 出生日期<br>Date of Birth | 性别<br>Sex   | 国籍<br>Nationality | 与申请人关系<br>Relations |  |
|                                |   |                       |   |                   |                     |  |
|                                |   |                       |   |                   |                     |  |
| 住宿情况<br>Status                 | <input type="checkbox"/> 租房/Renting <input type="checkbox"/> 住借家属房屋/Living with Relatives |                       | <input type="checkbox"/> 住借宾馆/Living at Hotel <input type="checkbox"/> 其他/Others_____ |                   |                     |  |
| 为何住宿校外/ Why living Off Campus? |   |                       |   |                   |                     |  |

我声明：我提供的以上情况是真实的，住宿校外是本人的意愿。我愿意遵守中国的法律和各项规定，遵守社会公德，尊重中国的传统习惯，并承担相应的法律责任。/ I hereby affirm: all information I provide is true and correct. Living outside campus is in accord with my will. I will observe laws, regulations and social morality, respect Chinese customs and bear the relevant legal responsibilities.

填表人签名/Signature: \_\_\_\_\_ 年 月 日



请携带护照、签证及租房合同到住宿所在地派出所(警察)办理《外国人临时住宿登记表》(粉红色单子)。/ Please take the form, your passport and the renting contract to the Police Office at the place of your residence to apply for Registration Form of Temporary Residence (blue slip).

Please refer to the sample of Registration Form of Temporary Residence (off campus) as below:

**境外人员临时住宿登记单**  
REGISTRATION FORM OF TEMPORARY RESIDENCE

编号: L2013021800077

|  |                                 |                                |                                |  |  |
|--|---------------------------------|--------------------------------|--------------------------------|--|--|
| 英文姓名<br>Surname in English                           | [REDACTED]                      |                                | 英文名<br>Name in English         | [REDACTED]                                     |  |
| 性别<br>Sex  | 男性                              | 出生日期<br>Date of Birth          | 1986 年 7 月 29 日<br>(Y) (M) (D) | 国家或地区<br>Country or Region                     | 美国                                       |
| 中文姓名<br>Name in Chinese                              |                                 | 入境日期<br>Date of Entry          | 2013 年 1 月 29 日<br>(Y) (M) (D) | 入境口岸<br>Port of Entry                          | 浦东                                       |
| 上海住址<br>Address in Shanghai                          | 天宜路558弄2号[REDACTED]室            |                                |                                | 抵住宿地日期<br>Date of Arrival at Present Residence | 2013 年 2 月 14 日<br>(Y) (M) (D)           |
|  | 证件种类<br>Type of Travel Document | 证件号码<br>No. of Travel Document | 证件有效<br>Validity of Document   | 签证/签注种<br>Type of Visa/Endorsement             | 签证/签注有效期<br>Validity of Visa/Endorsement |
| 外国人<br>Foreigners                                    | 普通护照                            | [REDACTED]                     | /                              | 停留许可(20031114)                                 | 2013年05月31日<br>[REDACTED] 0090036        |
| 台湾居民<br>Taiwan Residents                             |                                 |                                | /                              |  |  |
| 华侨、港澳居民<br>Overseas Chinese Hongkong/Macao Residents |                                 |                                | /                              |  |  |
| 备注<br>Remarks  | 联系电话 Tel.                       | [REDACTED]                     |                                | 离宿日期<br>Date of Leaving Present Residence      | 年 月 日<br>(Y) (M) (D)                     |
|  | 迟报处理情况                          |                                |                                |  |  |

填表日期: 2013 年 (Y) 2 月 (M) 18 日 (D)

派出所盖章  
Police Stamp  
虹口分局嘉兴路派出所  
*Local police station*

上海市公安局出入境管理局监制  
Supervised by Bureau of Exit-Entry Administration  
Shanghai Municipal Public Security Bureau

Please refer to the sample of Registration Form of Temporary Residence (on campus) as below:

**境外人员临时住宿登记单**  
REGISTRATION FORM OF TEMPORARY RESIDENCE  
编号 D1000090106 14100304

|  |                                 |                                |                               |  |  |
|--|---------------------------------|--------------------------------|-------------------------------|--|--|
| 英文姓<br>Surname in English                              | REMLE                           |                                | 英文名<br>Name in English        |  |  |
| 性别<br>Sex  | 女                               | 国家或地区<br>Country or Region     | 法                             | 出生日期<br>Date of Birth                          | 1994年1月19日<br>(Y) (M) (D)                |
| 入境日期<br>Date of Entry                                  | 2014年9月2日<br>(Y) (M) (D)        | 入境口岸<br>Port of Entry          | 浦东                            | 抵住宿地日期<br>Date of Arrival at Present Residence | 2014年9月2日<br>(Y) (M) (D)                 |
| 中文姓名<br>Name in Chinese                                | 伊洛蒂                             | 房号<br>Room number              | 2# 509                        | 离宿日期<br>Date of Leaving Present Residence      | 年 月 日<br>(Y) (M) (D)                     |
|  | 证件种类<br>Type of Travel Document | 证件号码<br>No. of Travel Document | 证件有效期<br>Validity of Document | 签证/签注种类<br>Type of Visa/Endorsement            | 签证/签注有效期<br>Validity of Visa/Endorsement |
| 外国人<br>Foreigners                                      | P                               |                                | 2014.5.11                     | X1   | 2014.10.2                                |
| 台湾居民<br>Taiwan Residents                               |                                 |                                |                               |  |  |
| 华侨、港澳居民<br>Oversea Chinese<br>HongKong&Macao Residents |                                 |                                |                               |  |  |
| 备注<br>Remarks  | 接待单位<br>Reception Unit          | 同济大学                           | 联系电话<br>Tel.                  | 管辖单位<br>Unit                                   | 文保分局<br>浦东高校派出所                          |

填表日期: 2014年(Y) 9月(M) 2日(D)

宾馆、旅馆盖章  
Hotel Stamp

上海市公安局出入境管理局监制  
Supervised by Bureau of Exit-Entry Administration  
Shanghai Municipal Public Security Bureau

### Residence Permit (study)

International students holding X1 visa are required to get the residence permit at Shanghai Exit & Entry Administration Bureau within 30 days of entry.

Shanghai Exit & Entry Administration Bureau

Address: No.1500 Minsheng Road, Shanghai

Service Hour: 9:00-11:30 13:30-16:30 (on working days)

Telephone: 0086-21-28951900

For Residence Permit application, please bring:

- Passport
- Admission Notice issued by Tongji University (Original and Copy)
- Yellow sheet of JW201 or JW202 Form issued by Tongji University (Original and Copy)

- Official Physical Examination Report in China issued by Shanghai International Travel Health Center
- The Introduction Letter for visa application issued by Tongji University
- Registration Form of Temporary Residence (Original and Copy)
- on campus: issued by reception of international students' dormitory building;
- off campus: issued by local police station
- A passport photo

For Residence Permit extension, please bring:

- Passport
- The Introduction Letter for visa application issued by Tongji University
- Registration Form of Temporary Residence (Original and Copy)
- on campus: issued by reception of international students' dormitory building;
- off campus: issued by local police station
- A passport photo

How to get below documents

The Introduction Letter for visa application issued by Tongji University

International students who need to apply for residence permit should get The Introduction Letter in International Students Office of Tongji University before applying.

To get The Introduction Letter, please bring:

- Passport
- Admission Notice issued by Tongji University (Original and Copy)
- Registration Form of Temporary Residence (Original and Copy)
- on campus: issued by reception of international students' dormitory building;

- off campus: issued by local police station
- Payment receipt issued by financial office of Tongji University (full-scholarship students don't need)

Please pay attention that The Introduction Letter issued by Tongji University does not equal to residence permit or visa. International students should take The Introduction Letter with other documents and apply for residence service permit or visa at Shanghai Exit & Entry Administration Bureau.

Please refer to the sample of The Introduction Letter as below:

外国籍学生办证申请书

编号: 0004783

上海市出入境管理局:  
兹有 德国 籍学生(中文名) [REDACTED] (英文名) [REDACTED]  
在校学习,学习期限自 2014 年 02 月 24 日起至 2014 年 07 月 31 日,其家属(英文名) [REDACTED]  
(中文名) [REDACTED]。敬请根据有关规定给予办理相关签证、居留许可为盼。

学生类别为:  
 自费本科生  自费硕士生  自费博士生  自费普通生  自费高进生  自费访问学者  
 公费本科生  公费硕士生  公费博士生  公费普通生  公费高进生  公费访问学者  
 幼儿  中、小学生  其它 校际交流

住宿情况:  
 (校内) 区/县 [REDACTED] 派出所, 我校留学生宿舍  
 (校外) 区/县 [REDACTED] 派出所 上海市公平路768弄7号 [REDACTED] 室

申请签证、居留许可项目:

|                                     |  |                |      |            |       |            |      |       |
|-------------------------------------|--|----------------|------|------------|-------|------------|------|-------|
| <input checked="" type="checkbox"/> | 居留许可申请   | 有效期至           | 2014 | 年          | 07    | 月          | 31   | 日     |
| <input type="checkbox"/>            | 居留许可变更申请:<br><input type="checkbox"/> 变更住址为 区/县 [REDACTED] 派出所<br><input type="checkbox"/> 变更学校名称为 [REDACTED]<br><input type="checkbox"/> 变更身份为 [REDACTED]<br><input type="checkbox"/> 变更护照号码为 [REDACTED]<br><input type="checkbox"/> 迁往外省、市(说明: [REDACTED])<br><input type="checkbox"/> 其它 [REDACTED] |                |      |            |       |            |      |       |
|                                     | <input type="checkbox"/>   | 签证申请:          | 签证种类 | [REDACTED] | 次数    | [REDACTED] | 有效期至 | 年 月 日 |
|                                     | <input type="checkbox"/>   | 家属签证申请:        | 签证种类 | [REDACTED] | 次数    | [REDACTED] | 有效期至 | 年 月 日 |
|                                     | <input type="checkbox"/>   | 监护人:           | 国籍:  | 中文/拼音      | 证件号码: | [REDACTED] |      |       |
|                                     | <input type="checkbox"/>   | 其它: [REDACTED] |      |            |       |            |      |       |

此致

敬礼!

(此申请函有效期为10日)

(This letter is only valid for ten days.)

注: 浦东新区民生路1500号(二号线上海科技馆站下)上海市出入境管理局  
1500 MINGSHENG Road, Pudong New District, Shanghai (Take Metro Line2, and get off at Shanghai Science & Technology Museum Station)



Please refer to the sample of Payment receipt issued by financial office of Tongji University as below:

进修生 汉语言J

中央非税收入统一票据

1207361638  
NO 1207361638

2014 年 月 日

缴款单位: 1470640 伯仲 汉语言J

| 项目编码            | 项目名称 | 单位 | 数量 | 标准 | 金额        |
|-----------------|------|----|----|----|-----------|
|                 | 学费   |    |    |    | 16400.00  |
|                 | 保险费  |    |    |    | 600.00    |
| 金额合计(小写)        |      |    |    |    | ¥17000.00 |
| 金额合计(大写) 壹万柒仟圆整 |      |    |    |    |           |
| 备注              |      |    |    |    |           |

收款单位(公章): 同济大学财务处 复核人: 收款人(盖章):

第一联 收据

## 2. Official Physical Examination Report in China

International students who apply for residence permit should arrange the physical examination or verification at below medical center:

Shanghai International Travel Health Center

Address: No.15 Jinbang Road, Chang Ning District, Shanghai

Telephone: 0086-21-62688851

Reservation Website: <http://www.sithc.com>

Online reservation process:

Log in online reservation website: <http://www.sithc.com>

Register an account

Inquiry about available time for physical examination

Make a reservation for physical examination

For physical examination, please bring:

- Passport (Original and Copy)
- Admission Notice issued by Tongji University (Original and Copy)

- passport photos

For verification, besides above documents, original physical examination record issued by oversea medical institution (done within last 6 months) is needed

Fee and collecting:


Physical Examination fee: about 500 RMB/person

Physical Examination collecting: 4 working days

Please see detail information on reservation website

Please refer to the sample of Physical Examination Report as below:





中华人民共和国出入境检验检疫  
 ENTRY-EXIT INSPECTION AND QUARANTINE  
 THE PEOPLE'S REPUBLIC OF CHINA  
 境外人员体格检查记录验证证明  
 CERTIFICATE OF VERIFICATION  
 (FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)

正本


编号 No. 210001051409233538

|   |                                      |
|---|--------------------------------------|
| 姓 / Surname                                     | 名 / Given names                      |
| 性别 / Sex<br>男 M                                 | 出生日期 / Date of birth<br>08 Nov, 1994 |
| 国籍 / Nationality<br>缅甸<br>BURMA                 | 证件号码 / Passport or ID No.            |
| 职业 / Occupation<br>学生 Student                   |                                      |
| 公司 / 学校 / 其它 Company / school / others<br>同济大学  |                                      |
| 通讯地址[中国] / Mailing address (China)<br>四平路1239号  |                                      |
| 电话号码[中国] / Telephone Number (China)<br>65983611 |                                      |

■ 兹证明此申请人所持健康检查记录，经过验证，符合要求。  
 ■ 本证明自签发之日起，有效期为六个月。

This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.  
 This certificate is valid for six months from the date of issue.

|  |   |
|--|---|
| 医生姓名 / Name of Doctor<br>邱瑾<br>QIU JIN | 医生签名 / Signature of Doctor<br> |
| 签发日期 / Date of issue<br>24 Sep, 2014   | 签发地点 / Place of issue<br>中国上海金浜路15号(原哈密路1701号) No.15 Jinbang Rd.(No.1701 Hami Rd.), Shanghai, P.R.China           |



[5-7(2003.1.1)\*1]


### Validity of Residence Permit

For scholarship students: 2 years at most for each application

For self-supported students: same with the semesters of paid tuition and insurance

For exchange students: same with the paid period of insurance

The validity of residence permit can not exceed the validity of passport and study at Tongji University. Normally the residence permit is valid till Jan. 31st for autumn semesters and Jul. 31st

for spring semesters.

#### Fees and Collecting of Residence Permit

Residence Permit application fee: 400 RMB (validity within 1 year); 800 RMB (validity between 1-2 years)

Residence Permit collecting: 7-10 working days

Please see detail information at Shanghai Exit & Entry Administration Bureau

Fees of residence permit or visa application and relevant documents preparation should be paid by international students themselves, no matter self-supported or scholarship students.

#### Relevant Information Update of Residence Permit

Residence Permit Holders who have changed the off campus address, should get Record of Living off Campus for Tongji International Students at International Students Office of Tongji University, and report to local police station within 24 hours after the change.

Residence Permit Holders who have changed the name, reason of residence (including dropping out and graduating in advance), passport no., accompanying persons, school and so on, should get The Introduction Letter in International Students Office of Tongji University, and apply for an update at Shanghai Exit & Entry Administration Bureau within 10 days after the change.

#### Loss of Passport

International students, who have lost the passports, should go to Shanghai Exit & Entry Administration Bureau with relevant certificates (photo copy of passport, certificate of study etc.) as soon as possible, and get the certificate of passport loss.

Apply for new passport at the embassy or consulate of home country.

After received the new passport, go to International Students Office and get The Introduction Letter.

Apply for new residence permit or visa at Shanghai Exit & Entry Administration Bureau.