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:
Please refer to the sample of Registration Form of Temporary Residence (off campus) as below:
Please refer to the sample of Registration Form of Temporary Residence (on campus) as below:
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 permit or visa at Shanghai Exit & Entry Administration Bureau.

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

![Sample Image]

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:
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.