

## Visa and Residence Permit for Full-time Students

### Applying for your Visa

Before you arrive at PKU Shenzhen, you need to apply for a visa from your home country. As full-time students you will apply for an X1 visa. To apply for a visa, you need to apply through the local Chinese Consulate in your country. The school has provided you with the original copy of your admission notification and your JW202, which are required to apply for an X1 visa. The visa application form can be downloaded from the Chinese Consulate's website in your home country. Full-time students are required to complete the resident permit procedure within 30 days of arrival, and be on a student resident permit throughout the duration of their study.

Please keep in mind that regulations often vary by country, and your country may require additional forms and steps. Some countries may require a health exam and blood tests; please check well in advance what the requirements and procedures are for your country. If you encounter any difficulties in your visa application, please contact the international affairs manager at PHBS.

### Applying for your Resident Permit

The residence permit application process includes police station registration, a health check and document submission to the Public Security Bureau (PSB). Due to the Exit-Entry Administration Law, the application process takes approximately 4 weeks. During a portion of this time you will be without your passport and unable to leave Mainland China. **Please note that we cannot allow students to apply for the resident permit earlier than the time scheduled by PHBS. Please ensure that you do not plan for travel outside China until after the process is complete, and do not arrive in China before the arrival date issued by PHBS.**

1. *Register with the local police station.* The school will register your passport at the local police station on your behalf upon your arrival at PKU Shenzhen. You will need to submit 1 passport-sized photo, please come prepared with these photos. *This takes approximately 1 week.*

2. *Take an official ID photo with an authorized receipt.* The school will provide the opportunity to take the official ID picture during orientation. Students that miss this opportunity will be required to take care of it themselves and cover the cost (roughly 40 RMB). This receipt is valid for one year and will be used to apply for your residence permit.

3. *Obtain a health certificate issued by the Shenzhen International Travel Healthcare Hospital.* The school will accompany you to the hospital for your health check. The health check is required even if you completed a similar health check in your home country for your visa application. The health check includes a blood test, urine sample, ultrasound, ECG and X-Ray and costs approximately 500RMB (subject to change; cost to be paid by the student). You will need to bring your passport, 500 RMB in cash/UnionPay card and two passport-sized photos which you should come prepared with ahead of time. *It usually takes seven work days to receive the results of the health check.*

4. *Submit application for a resident permit.* All students must apply in person at the Shenzhen PSB for their resident permits. Students are required to submit their passports, health certificate, official ID

picture, local police station registration form, residence application form, admission notification (photocopy), JW202 form (photocopy), and an official letter from PKU Shenzhen stating the duration of your studies. The cost of a residence permit for one year is 800 RMB (paid by the student). The fee must be paid using a Chinese UnionPay card. The application processing time after submitting all necessary forms takes approximately 7 work days\*, for which you will be without your passport. You will also be instructed to renew your residence permit by the end of your first academic year.

Procedure	Time	Documents Needed	Cost
Registration with the local police station	On your arrival (within 24 hours), will be done after the health check for fall semester	One passport photo, passport	Free
Official Photo ID	Within the first week		40 RMB
Health Check	Within the first or second week, receive certificate 6 work days after health check	Official Photo ID, passport	500 RMB
Residence Permit Application Submission	First make appointment online 1 week ahead of time. Submission is within the third or fourth week, receive residence permit 6 work days after the date of submission	Official Photo ID, passport, JW202 form, official letter from PKU Shenzhen, admission notification, interview documents, health certificate, application form	800 RMB (only by UnionPay card)

\*As of information collected May 3, 2017. The PSB has the right to hold passports longer than this time.

### Renewing your Residence Permit

The student residence permit is usually valid for one year. Therefore full-time students are required to renew it by the end of the first academic year. As residence permit application, students must renew their resident permits in person at the Shenzhen PSB. Students' passports, official ID picture, local police station registration form, residence application form, admission notification (photocopy), JW202 form (photocopy), and an official letter from PKU Shenzhen stating the duration of your studies are required. The cost and processing time are the same as the application for the first time.

### Adding Internship Notes to your Residence Permit

If full-time students, during your second year, would like to do internships in China, you are supposed to add internship notes to your resident permits. The items required are similar to residence permit renewal, except for some additional documents provided by the companies where the students do their internships. These documents include a statement of internship and the company's corporate charter. Please note that your internship has to be related to the major you are studying in at PHBS. Adding internship notes after your resident permit renewal will require you to pay as if you renewed your resident permit again (800 RMB, 400 RMB if less than one year validity).