Appendix One

Application for Visa (Residence Permit) Extension

PART I. International office will help students lodging in visa application/extension only for students’ study purpose at UNNC, for example:

- You will study at UNNC as a new student
- Your current visa/residence permit cannot cover your study period
- You need to extend your visa/residence permit because you have a new passport during your study at UNNC
- You need to extend your visa/residence permit because of your further study purpose at UNNC.
- You need to extend your visa/residence permit for graduation ceremony purpose

PART II. Students need to apply directly to Public Security Bureau for visa extension out of above reason, for example:

- You want to travel to other countries but you only hold a single entry visa (F visa) to China
- You want to extend your visa for personal traveling purpose in China after your finishing study at UNNC

PART III. Responsibility of International office and students

1. The international office is only responsible for advising and helping lodging relevant application documents to Entry & Exit departments of Public Security Bureaus on behalf of international student for his/her convenience upon request on the reason specified at PART I
2. International Office is NOT responsible for the final result of the visa that will be issued. The right of the final decision of the type/duration of your visa is on the Entry & Exit department of Ningbo Public Security Bureau.
3. The Maximum visa duration that you can get is 90 days calculated from the date student lodge in visa application if student apply for extension (F visa). It is student’s own responsibility to calculate the visa expiry date to make sure that he/she can stay until the date he/she intend to leave China.
4. Student should submit full set of the application documents to international office at least one week before your visa expiry date.
PART IV. Type of Visas:

X Visa---For students applying for studying in China for more than 6 month, you will normally been granted an X visa and valid only for one month after entry. You need to china X visa to Residence Permit(RP) within one month after arrival.

Residence Permit (RP)---equal to multi-entry visa which allow you to travel in and out as many times as you wish during the specified period. But you must have proper JW202 form and Health Check Certificate (Please see:  http://www.nottingham.edu.cn/en/international/offerholders/immigrationinsurance) as supporting documents.

F Visa--- For students come to China less than 6 months. Normally is a Single or Zero entry visa. If you wish to extend your F visa, you will get maximum 3 month extension starting from the date you lodge in your application.

L Visa---For students who wish to travel after they finish study at UNNC. Normally is a Single or Zero entry visa.

PART V. Supporting Documents:

Please see below check list on the VISA APPLICATION FORM

PART VI. Fees

The fees for extension of F visa is vary from country to country. Basically cost from 100RMB to 500RMB. The fees for applying Residence Permit is following:

400RMB for residency of less than one year
800RMB for one to less than three years (including one year)
1000RMB for three to five years (including three years).

PART VII. How to Submit

Please fill in below application form and submit to International Office (AB407) together with the supporting documents.

It will take at least 10 working days to finish the whole process. Once you lodged in your passport, you will not be able to get it back until the whole application process finish.
### VISA APPLICATION FORM

**First Name:**

**Surname:**

**Date of Birth**

**Student Number:**

**Passport Number:**

**Mobile Number:**

**Intend to stay until to**

Y M D

#### I require a letter for the types of my visa application

- [ ] Apply for a residence permit
- [ ] Extend residence permit
- [ ] Apply for a single-entry F visa
- [ ] Apply for a double-entry F visa

#### For what reason:

- [ ] Because I have a new passport
- [ ] To attend graduation ceremony
- [ ] To cover my study period at UNNC
- [ ] For my further study at UNNC

**Check List (Please Tick)**

<table>
<thead>
<tr>
<th>Supporting Documents</th>
<th>New Visa/RP</th>
<th>Extend Visa/RP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Filled in and signed &quot;Visa application form&quot; (Attached)</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Original Passport</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>2 Passport photos</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>2 Copies of Health Check Certificate</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>2 copies of JW202 form</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>One original and one copy of Student Identity Letter (Get from Faculty office)</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>One original and one copy of Offer Letter</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>3 copies of passport identity page or first page</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>3 copies of current Chinese visa/residence permit page</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>3 copies of the most recent entry stamp page on your passport</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Signature:** ___________________________ **Date:** _______________.

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**The University of Nottingham Ningbo, China**