

## **NOTICE OF VISA EXTENSION / RENEWAL & MULTIPLE ENTRY APPLICATION**

1. Students who hold the X2 visa that cannot cover the whole semester,
  - Please go to Room 106, School of International Education, UIBE in March, 2015.
  - For X2 visa extension, please take
    - a. Registration form of Temporary Residence
    - b. Recent passport photo, 2-inch, white background, no hat
    - c. Admission notice
    - d. Corresponding visa application fee (the fee differs from country to country)
  - Please fetch your passport 2 weeks after the application date
  
2. Students who need to multiply entries,
  - Please go to Room 106, School of International Education, UIBE, at least 3 months before the completion of your study in UIBE.
  - Maximum two entries
  - For entries multiplying, please take
    - a. Registration form of Temporary Residence
    - b. Recent passport photo, 2-inch, white background, no hat
    - c. Admission notice
    - e. Corresponding visa application fee (the fee differs from country to country)
  - Please fetch your passport 2 weeks after the application date
  
3. Students who hold the X1 visa
  - Please change the X1 visa to Residence Permit as soon as you arrive in China, as this type of visa only allow you to stay here for 30 days.
  - For Residence Permit application, please take
    - a. Registration form of Temporary Residence
    - b. Recent passport photo, 2-inch, white background, no hat
    - c. Admission notice
    - d. Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese (please ask for the map of Beijing International Travel Healthcare Center Haidian clinic in the Room 106)
  - RMB 500 (Not urgent)
  - Please fetch your passport 23-30 days after the application date
  
4. Students who need to use the passport during the visa application procedures
  - Please raise a claim on the day of visa application
  - After receiving the notice, please go to Room 106 to get a Yellow Receipt (VISA/STAY PERMIT/RESIDENCE PERMIT APPLICATION RECEIPT) which could certify that your passport is in application temporarily (for taking a train or living in a hotel in mainland China)
  - Please take the Yellow Paper to fetch your passport at the EXIT AND ENTRY ADMINISTRATION DIVISION OF BEIJING MUNICIPAL PUBLIC SECURITY BUREAU