

# Notice for Extending Current International Students'

## Residence Permit

NBU international students whose residence permits expire on July 31<sup>st</sup> are requested to International Student Affairs Center (counter no.6, second floor, Service Center (Wei Shao Xiang Building)) to extend residence permits PRIOR TO June 30th, and the procedure will take 15 working days at Ningbo Immigration.

**For students who pay tuition fee and insurance fee before extending residence permit, we will extend it to October 2017, and the procedures are listed as follows.**

1.

A) Students living on campus:

Scan your passport ID, your current Visa, latest Chinese entry stamp and Dorm receipt, send all the scanned images to your departments (E-Mail)

B) Students living off campus:

Take your original apartment contract, and photocopies of your passport ID, current Visa, latest Chinese entry stamp, landlord's ID and certificate of property to your local police station to process the "Registration Voucher of Residence for Visitors from Overseas"

2.

1) Pay your tuition fee to the Ningbo University ICBC/CCB account. The bank account information is as follows.

ICBC

户名: 宁波大学

开户行: 中国工商银行宁波市江北分行

账号: 3901130009000002464

CCB

Account with bank: China Construction Bank, Ningbo Branch

SWIFT BIC: PCBCCNBJNPX

Beneficiary Account No: 33101983679050511058

Beneficiary Name: Ningbo University Education Fees Account

Add: No. 818 Fenghua Road, Ningbo, Zhejiang, P.R China 315211

Tel: +86-574-87609027

Fax: +86-574-87600900

2) Take your receipt to your College/Faculty.

3) Ask your College to Stamp your Visa/Residence Permit Application Form

3.

According to the latest policy from immigration office, if you are extending your residence permit for one year or over one year, you have to take physical examination again in Ningbo International Travel Healthcare Center. The address is No.336, Liuting St, Haishu District (宁波市海曙区柳汀街 336 号宁波国际旅行卫生保健中心).

4.

Take all the documents below to the Student Service Center (Wei Shao Xiang Building):

- 1) VISA/Residence Permit Application Form
- 2) Two 2-inch white background pictures
- 3) Photocopy of your passport ID, your current Visa, latest Chinese entry stamp
- 4) Health Certificate
- 5) Students On Campus:  
Accommodation Registration Form for Foreign Nationals (provided by the school Students Off Campus: Registration Voucher of Residence for Visitors from Overseas
- 6) Photocopy of your JW202/JW201 form (yellow) Please keep a Scanned Copy and the Original for yourself (If the JW202/JW201 is lost you will have to pay a fee of CNY500 and wait 2 weeks to receive a new one)
- 7) Photocopy of your Admission Notice (Only the Chinese Version is acceptable)

5.

Pay your Insurance fee (cash) CNY 800 at the Student Service Center (Wei Shao Xiang Building)

6.

Get the Official School Letter from the Student Service Center (Wei Shao Xiang Building)

Take all the documents mentioned above (1-7) and the Official School letter to the Immigration Service Window at the Ningbo Administrative Service Center (note that it will take 14 working days to get your new visa:

Saturday, Sunday and public holidays are not counted as Working days)

**For students who can't pay tuition fee and insurance fee before extending residence permit, we will extend it to October 2016, you need to deposit the tuition fee to the university bank account before September 10th, and the procedures are listed as follows.**

1.

A) Students living on campus:

Scan your passport ID, your current Visa, latest Chinese entry stamp and Dorm receipt, send all the scanned images to your departments (E-Mail)

B) Students living off campus:

Take your original apartment contract, and photocopies of your passport ID, current Visa, latest Chinese entry stamp, landlord's ID and certificate of property to your local police station to process the "Registration Voucher of Residence for Visitors from Overseas"

2.

Ask your College to Stamp your Visa/Residence Permit Application Form

3.

Take all the documents below to the Student Service Center (Wei Shao Xiang Building):

1) VISA/Residence Permit Application Form

2) Two 2-inch white background pictures

3) Photocopy of your passport ID, your current Visa, latest Chinese entry stamp

4) Students On Campus:

Accommodation Registration Form for Foreign Nationals(provided by the school Students Off Campus: Registration Voucher of Residence for Visitors from Overseas

5) Photocopy of your JW202/JW201 form (yellow) Please keep a Scanned Copy and the Original for yourself.

6) Photocopy of your Admission Notice (Only the Chinese Version is acceptable)

4.

Pay your Insurance fee (cash) CNY 400 for one semester at the Student Service Center (Wei Shao Xiang Building)

5.

Get the Official School Letter from the Student Service Center (Wei Shao Xiang Building)

Take all the documents mentioned above (1-6) and the Official School letter to the Immigration Service Window at the Ningbo Administrative Service Center (note that it will take 14 working days to get your new visa:

Saturday, Sunday and public holidays are not counted as Working days)