

# Chinese Visa Requirements

## International Programs Shanghai Internship & Asia Tour - Summer 2018

Students attending the Shanghai Internship and Asia Tour programs are required to obtain an X2 short-term student visa. This will be obtained through the two-part process detailed below.

### Part I Overview

1. Complete the [Shanghai Visa Materials Submission Form](#) for your program and term, available on the [International Programs website](#).
2. Submit the required hard copies of documents and passport photos to the International Programs office (detailed instructions below).

### Part II Overview

1. Pepperdine and Fudan University will provide you with the documents you need to secure your visa. You or a visa expeditor will take all the required documents and your passport to the Chinese consulate. You will be given a pick-up slip at the consulate which you will retain and use to pick up your visa when it is ready.
2. The Chinese consulate will review your application. If approved, your visa will be ready for pick up in approximately 4 business days. You will return to the Chinese consulate with the slip to pick up your passport and visa. You must then submit a copy of your finalized visa to the International Programs office using the [Vital Document Submission Form](#), available on the [International Programs website](#).

This document provides detailed instructions that will help you obtain your visa. Please read it carefully and follow all instructions EXACTLY. Failure to obtain your visa by the deadline will result in removal from your program. You will be responsible for all applicable withdrawal fees.

For further questions regarding visas, feel free to call the IP Office (310) 506-4230 between 8:00 AM and 5:00 PM PST or email us at [international.programs@pepperdine.edu](mailto:international.programs@pepperdine.edu).

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## Part I: Complete Shanghai Visa Materials Submission Form

Please submit the following documents using the Shanghai Visa Materials Submission Form for your program and term, found at the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSfX\\_jn0aKtiSFXHwi7HkmDdHI3IK3kFNH9yTlkvAt52Nwx0TQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfX_jn0aKtiSFXHwi7HkmDdHI3IK3kFNH9yTlkvAt52Nwx0TQ/viewform?usp=sf_link)

<input type="checkbox"/>	<b>Student Mailing Address</b>	The address where your Fudan letters can be sent so that you can take your documents to the Consulate to apply for a Chinese visa.
<input type="checkbox"/>	<b>Fudan Login Information</b>	When creating your Fudan application online, you will insert a login and password given to you by the IP Office. The Shanghai Staff will use this information to complete your application on your behalf.
<input type="checkbox"/>	<b>Completed, digital version of Fudan Application</b>	This should be typed in a PDF format.
<input type="checkbox"/>	<b>Digital Passport Sized Photo</b>	Must be a clear, color copy.
<input type="checkbox"/>	<b>Digital Passport Copy</b>	Must be a clear, color copy. Note that photos are not acceptable.

The following documents must be **submitted to the IP Office** as hard copies:

<input type="checkbox"/>	<b>Completed, hard-copy of Fudan Application</b>	A printed and signed copy of your Fudan application form. Signature must be in <b>BLUE</b> ink.
<input type="checkbox"/>	<b>4 Passport Photos</b>	4 identical, professionally-taken passport photos (explanation in “Detailed Instructions”)

If you are not currently on campus, please mail hard copies to the following address:

International Programs  
Attn: Beverly Cawyer  
Pepperdine University- TCC 131  
24255 Pacific Coast Hwy  
Malibu, CA 90263

**All Due February 1, 2018 at 5:00 PM PST**

## Part II: Deliver Visa Application to Consulate

Once you have completed Part I, the International Programs office will submit your documents to Fudan University for approval. They will then process your application and produce the important documents you will need to apply for your visa. The International Programs office will contact you when these documents are available for pickup. If you are not currently on campus, the International Programs office will mail the documents to you at the address you provided in Part I. Once you have received the required documents from our office, you are required to gather the additional materials listed below and submit them **IN PERSON** at a Chinese Consulate or through a visa expeditor.

The Passport & Visa Office for the Chinese Consulate in Los Angeles is located at **3<sup>rd</sup> Floor, 500 Shatto Place, Los Angeles, CA 90020**. They are open Monday through Friday (except holidays) from 9:00am – 2:00pm. Please allow at least four days for your visa to be processed. If you are not in Los Angeles, please locate your nearest service area consulate.

We recommend using [A Briggs](http://abriggs.com/visas) as an expediting service: <http://abriggs.com/visas>. Please note that if you use A Briggs, their website will provide you with a list of required documents, which may vary from the list below. Please follow their list of requirements if you are planning on using their services.

Please note that there may be delays in getting you the paperwork you need in order to secure your visa. These delays are out of our control and vary based on Fudan University and the Chinese government. This means you may have only a short time to visit the Chinese consulate prior to your departure. If you are planning to leave the country or will need your passport within the 2 months prior to departure, please inform the International Programs office immediately.

Bring the following items with you when you appear in person at the Chinese consulate:

<input type="checkbox"/>	<b>Actual Passport</b>	Must be valid 6 months after your return date.
<input type="checkbox"/>	<b>1 Recent Passport Sized Photo</b>	You will need to obtain 7 passport photos total: 4 to turn in to the IP Office, 1 for your visa application, and 2 for your Emergency Packet.
<input type="checkbox"/>	<b>Copy of your Driver's License</b>	One clear, color copy. If you do not have a Driver's License, a State Issued I.D. will suffice. If you are not a U.S. Passport holder, you must provide a clear, color copy of your U.S. visa documents.
<input type="checkbox"/>	<b>Typed Visa Application</b>	This must be completed and typed. Please refer to the example. Signature must be in <b>BLUE</b> ink.

<input type="checkbox"/>	<b>Fudan Invitation Letter</b>	You will need the original and a copy. <b>The IP office will provide the original copy to you.</b>
<input type="checkbox"/>	<b>JW202 Form</b>	You will need the original and a copy. <b>The IP office will provide the original copy to you.</b>
<input type="checkbox"/>	<b>Pepperdine IP Entry Letter</b>	You will need the original and a copy. <b>The IP office will provide the original copy to you.</b>
<input type="checkbox"/>	<b>Visa Fee</b>	Currently, this is approximately \$140, but check the <a href="#">consulate website</a> prior to going for exact cost and possible methods of payment.
<input type="checkbox"/>	<b>Copy of Previous Chinese Passports or Visas (If Applicable)</b>	If you have traveled to China previously and have acquired these documents, you will need to submit them while applying for your visa.

After you receive your Chinese visa, you must upload a copy of your Chinese visa to the [Vital Document Submission form](#) available on the International Programs website:  
<https://community.pepperdine.edu/seaver/internationalprograms/resources/>

Your Visa copy is due by **April 26, 2018 at 5:00pm PST.**

# Detailed Instructions

## Part I: Shanghai Visa Materials Submission Form (Due February 1, 2018 at 5:00 PM PST)

Please submit the following documents using the Shanghai Part I Visa Materials Submission Form for your program and term, found at the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSfX\\_jn0aKtiSFXHwi7HkmDdHI3IK3kFNH9yTlkvAt52Nwx0TQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfX_jn0aKtiSFXHwi7HkmDdHI3IK3kFNH9yTlkvAt52Nwx0TQ/viewform?usp=sf_link)

### 1. Mailing Address

- a. It is likely that we will receive the necessary documents from Shanghai while you are on campus. However, if there is a delay in processing your documents and we are not able to return them to you before the end of the term, we will mail the necessary documents to you at this address.

### 2. Fudan Login Information

- a. Visit the following website: <http://admission.iso.fudan.edu.cn>
  - i. Select "Register a New Account" which can be found in a blue box towards the bottom of the page.
  - ii. On the next page, enter your **Pepperdine email** as your username
  - iii. Enter the following as your password:
    1. **shanghai2018** (all lowercase)
    2. All students will use the same password.
  - iv. Login to your Pepperdine email
  - v. Open the verification email from Fudan University
    1. Click on the link to verify your email
    2. You will be redirected to the login page, but you do not need to login
  - vi. On the Shanghai Visa Materials Submission Form verify that you have completed the above process. Enter your username and password as specified above.

### 3. Fudan Application – Digital Version and Hard Copy Version

- a. Fill out the Fudan University application using the example provided on the "[Prepare](#)" page for reference. Note that the Fudan University application must be TYPED and in a PDF format. Do NOT include a signature at the bottom of the page of the digital version. When you print and submit the hard copy of your application to the IP Office, you will sign it at the bottom of the page.
- b. Upload your completed Fudan University application to the Visa Google Form.
- c. Print out your completed Fudan University application. Sign where indicated in **BLUE** ink. Bring the hard copy of your completed application to the International Programs office or mail it to us at the following address:

International Programs  
Attn: Beverly Cawyer

Pepperdine University- TCC 131  
24255 Pacific Coast Hwy  
Malibu, CA 90263

**4. Passport Sized Photo – Digital and Hard Copy Versions**

- a. Obtain 7 professional passport photos that meet the following requirements:
  - i. Color
  - ii. 2" x 2" (51x51mm)
  - iii. The head must be between 1" and 1 3/8" from the bottom of the chin to the top of the head.
  - iv. It must be taken within the last 6 months to reflect your current appearance.
  - v. It must be taken in front of a plain white or off-white background.
  - vi. Your full face must be facing the camera.
  - vii. It must be a neutral face expression with eyes looking at the camera.
  - viii. All 7 photos must be IDENTICAL
- b. Upload a clear scan of your passport photo to the Visa Google Form. This must be in a .jpeg or .jpg format.
- c. Bring 4 IDENTICAL passport photos to the International Programs Office or mail it to us at the following address

International Programs  
Attn: Beverly Cawyer  
Pepperdine University- TCC 131  
24255 Pacific Coast Hwy  
Malibu, CA 90263

- d. If you ordered additional passport photos, place them in your emergency envelope and bring them with you to China. In the unfortunate case that your passport is lost or stolen, these photos will help you to expedite the process of replacing your passport and visa.

**5. Passport Copy – Digital Version**

- a. Upload a clear, color scan of your passport to the Visa Google Form. Note that you must upload a scan of the passport you plan to travel to Shanghai on. Your passport must be valid for a minimum of 6 months AFTER your return date.

Deliver the following materials to the International Programs Office.

**1. Completed, hard-copy of Fudan Application**

- a. Signature must be in **BLUE** ink.

**2. 4 Passport Photos**

- a. All 4 photos must be identical.
- b. Reminder: You will need to obtain 7 passport photos total: 4 to turn in to the IP Office, 1 for your visa application, and 2 for your Emergency Packet.

## Part II: Deliver Visa Application to Consulate (visa copy due to IP Office by April 26, 2018)

Bring the following materials with you to the Chinese consulate. Remember that you are responsible for going to the consulate IN PERSON to apply for your visa.

### 1. Passport

- a. Bring the passport you plan to travel with to the consulate and be prepared to leave it in their possession for AT LEAST 4 business days. Your passport must be valid for at least 6 months after you RETURN to the U.S.

### 2. Passport Sized Photo

- a. We recommend that you acquire this photo when you are obtain the other 6 Passport Photos required for Part I. See above for detailed requirements.

### 3. Driver's License or State Issued I.D.

- a. You will need a clear, color copy of the front and back of your Driver's License or State Issued I.D. If you are a U.S. Passport holder and do not have a valid Driver's License or State Issued I.D. you must obtain one immediately.
- b. If you are not a U.S. Passport holder, you will need a clear, color copy of your U.S. visa documents. Make a copy of the U.S. visa page in your passport and bring a copy of your paper documents. If you are NOT a U.S. passport holder AND you do not have a valid Driver's License or State Issued I.D., bring a copy of the front and back of your student I.D.

### 4. Completed Visa Application

- a. Complete the X2 visa application. The application must be TYPED. Hand-written applications will NOT be accepted. Print your TYPED application and bring it to the consulate.
  - i. Please refer to the example of the completed application provided by the IP Office on the ["Prepare"](#) page
  - ii. Please give extra attention to the following parts of the application:
    1. Please Select "Multiple Entries" on the visa application.
    2. Remember to sign in BLUE ink at the bottom.

### 5. Fudan Invitation Letter

- a. Bring an original and a color copy of your Fudan Invitation Letter to the consulate. The IP Office will provide the original copy. Our office will contact you when this document is available. Make an extra color copy of this document and bring it with you on the plane to Shanghai.
- b. Make sure the original Invitation Letter is returned to you by the consulate when your visa has been issued. Bring the original document with you on the plane to Shanghai. You may be required to show this document when going through immigration at the airport in Shanghai.

### 6. JW202 Form

- a. Bring an original and a color copy of your JW202 form to the consulate. The IP Office will provide the original copy. Our office will contact you when this



document is available. Make an extra color copy of this document and bring it with you on the plane to Shanghai.

- b. Make sure the original JW202 form is returned to you by the consulate when your visa has been issued. Bring the original document with you on the plane to Shanghai. You may be required to show this document when going through immigration at the airport in Shanghai.

#### **7. Pepperdine IP Entry Letter**

- a. Bring 2 copies of your Pepperdine IP Entry Letter to the consulate. The IP Office will provide the original copy. Our office will contact you when this document is available.

#### **8. Visa Fee**

- a. A fee is required to obtain a visa. The consulate may require a specific form of payment, so please check their website prior to applying as it may require you to obtain a cashier's check. Also, this fee may fluctuate. As a result, please check your consulate's website prior to preparing the payment.
  - i. For those applying through the Chinese Consulate in LA, please refer to their website:  
<http://losangeles.china-consulate.org/eng/visa/chinavisa/t1448696.htm>
  - ii. The Chinese Consulate in LA provides express services that require additional fees. Please refer to their website (above) for the most updated information.

#### **9. Previous Chinese Passports or Visas (If Applicable)**

- a. If you held a Chinese passport or visa in the past, you will need to submit a copy of these documents with your application.

#### **10. Submit a copy of your visa to the International Programs Office.**

- a. When you have received your finalized visa, you must submit a photo or scan of your visa to the International Programs Office. Upload a photo or scan to the [Vital Document Submission Form](#) available on the [International Programs website](#).

Visa copies are due no later than **April 26, 2018** for Summer 2018 students. Failure to obtain your visa by the deadline will result in removal from your program. You will be responsible for all applicable withdrawal fees.