

2022

# International Student Orientation Leaflet



Office of International Affairs  
Westlake University  
January 2022

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## 1. Visa

If you are an international student, you need a valid Chinese visa for the duration of your study at Westlake University. There are two visa types for study purposes (student visa), which are X1 (for a study period of more than 180 days) and X2 (for a study period of less than 180 days). For information on the visa application, please refer to the [Chinese Visa Application Service Center](#).

- When you are applying for a student visa, you need to bring the Admission Notice and JW202 Form issued by Westlake University together with other documents required by the Chinese Embassy or Consulate General in your residential area.
- Once you get the visa, please send a scanned copy of the Chinese visa page in your passport to the Office of International Affairs.

### Important Notice:

**Due to the epidemic, the issuance of student visas has been suspended since March 26, 2020, in accordance with the *Announcement by the Ministry of Foreign Affairs and the National Immigration Administration on the Temporary Suspension of Entry by Foreign Nationals Holding Valid Chinese Visas or Residence Permits*. Visa policies are subject to change based on the COVID-19 outbreak worldwide. The Office of International Affairs will keep in touch with each matriculated international student for immigration support according to the updated policy.**

## 2. Arrival

Westlake University has two campuses, which are Yungu Campus and Yunqi Campus.

We recommend you print out the correct Chinese address for your taxi driver:

Yungu Campus, Westlake University  
600 Dunny Road, Sandun Subdistrict, Xihu District, Hangzhou,  
Zhejiang

西湖大学云谷校区  
浙江省杭州市西湖区三墩镇墩余路 600 号

Yunqi Campus, Westlake University  
18 Shilongshan Road, Yunqi Town, Xihu District, Hangzhou, Zhejiang

西湖大学  
浙江省杭州市西湖区云栖小镇石龙山街 18 号

There are two airports you may consider for your arrival:

1. Hangzhou Xiaoshan International Airport (HGH) 杭州萧山国际机场

Hangzhou Xiaoshan International Airport (HGH) is the closest airport to Westlake University. We recommend you book a flight to HGH as your final destination.

2. Shanghai Pudong International Airport (PVG) 上海浦东国际机场  
Shanghai Pudong International Airport is located about 30 kilometers east of the city center of Shanghai and 230 kilometers from Hangzhou.

**China Entry Quarantine Policy:**

**Due to the epidemic, China requires all overseas travelers to stay in quarantine once they enter the country. Detailed quarantine policies vary from city to city. The Office of International Affairs will update you on the local policies of Hangzhou and assist you remotely during your quarantine period.**

### **3. Police Registration**

The Public Security Bureau requires all foreigners to register with the local police station within 24 hours after your arrival at your accommodation. If you live on campus, please find the Office of General Service (Room 205-206, Building 5, Yunqi Campus). If you stay in a hotel, the hotel staff will do the registration for you. If you live off campus, you need to go to the police station responsible for your residential area to register. Your passport and a rental contract with the name and ID number of your landlord is required for police registration. For more assistance, you can contact the Office of General Service.

### **4. Residence Permit**

X1 visa holders must apply for the residence permit at the local Entry-Exit Administration of the Public Security Bureau within 30 days from the date of entry in China.

#### **4.1. Required Documents for Residence Permit**

1. Original passport, a copy of the personal information page and a copy of the visa page and entry stamp
2. The original and a copy of the Admission Notice
3. The original Health Certificate of the physical examination record for foreigners is required (Please refer to the next section "Health Certificate")
4. The original record of police registration
5. Two 2-inch biometric photos with white background (We recommend taking the photos at the specified Healthcare Center or the Hangzhou Entry-Exit Administration of Public Security Bureau.)
6. The original yellow-sheeted JW202 which you will receive from the Office of International Affairs by handing in the white-sheeted JW202 for visa application
7. The Residence Permit Application Letter issued by the Office of International Affairs

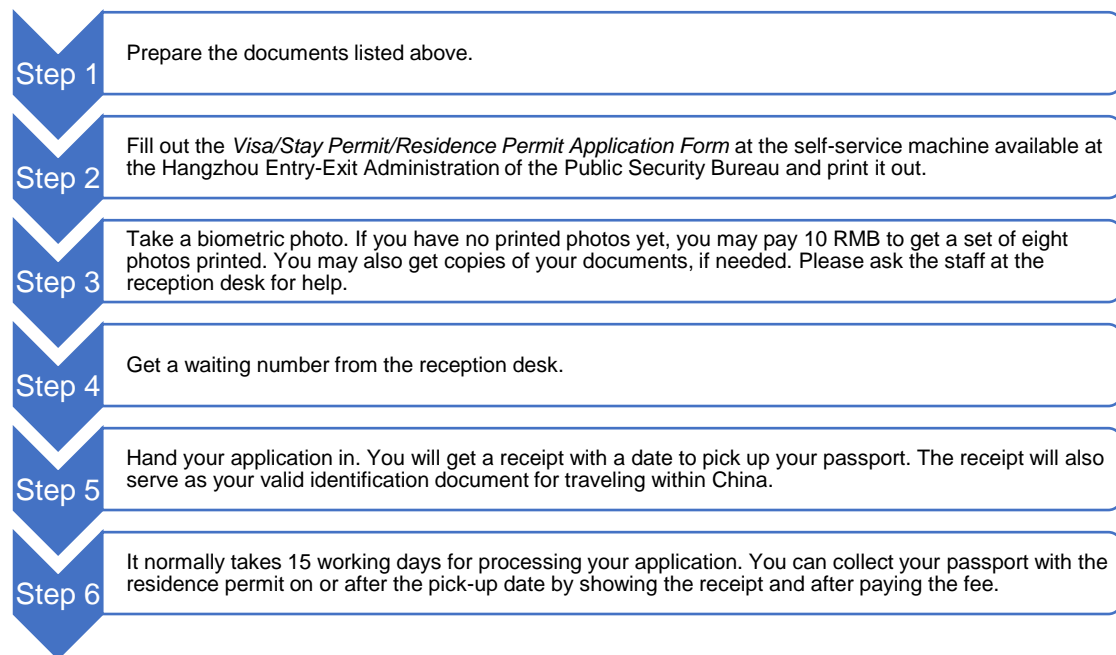
Please bring the documents #1-4 to the Office of International Affairs to get the documents

#6-7.

#### 4.2.Fees

- 400RMB for a residence permit for half a year to less than one year
- 800RMB for a residence permit for one to less than three years
- 1000RMB for a residence permit for three years or more

#### 4.3.Procedures



#### 4.4.Address

We recommend you print out the Chinese address for your taxi driver or copy-paste it to your Didi app (equivalent of Uber):

The Hangzhou Entry-Exit Administration of the Public Security Bureau, 2<sup>nd</sup> floor  
169 Wujiang Road, Shangcheng District, Hangzhou, Zhejiang

杭州市公安局出入境接待大厅二楼  
浙江省杭州市上城区婺江路 169 号

Office hours: Mon-Sun: 9:00-12:00, 13:30-17:00 (Jan-Jun, Sep-Dec)  
Mon-Sun: 9:00-12:00, 14:00-17:00 (Jul-Aug)  
Closed on national holidays

## 5. Health Certificate

### 5.1. Who needs it?

- International students who will study at Westlake University for 90 days or more (required by the University): Please submit the original certificate to the Office of International Affairs.
- International students who need to apply for a residence permit for 365 days or more (required by the Public Security Bureau): After confirmation by the Office of International Affairs, the original certificate shall be submitted to the Hangzhou Entry-Exit Administration of the Public Security Bureau.

### 5.2. What to bring?

1. Original passport
2. Four 2-inch biometric photos with white background (We recommend taking the photos at the specified Healthcare Center.)
3. 430RMB (health check fee) + 10RMB (delivery fee for Hangzhou city addresses) in cash

### 5.3. Checkup Items

- Physical examination: general check (BP, pulse, height, weight, etc.), external and internal check, ENT check, ECG, ultrasound check, and X-ray check
- Clinical examination: routine blood test and additional immunological tests (HBsAg, HCV, HIV, TRUST, TPPA, TB), and urinalysis and biochemical tests

#### Note:

1. If you are required to complete the health check in your country when you apply for visa, the health check must be done in a hospital authorized by the local Chinese Embassy. In order to get an approved health certificate (also called Certificate of Verification), you need to bring the original medical report (e.g. lab test report, the original X-ray scans, doctor's diagnoses with signatures, etc.) to the designated healthcare center in China after you have arrived at Westlake University. In this case, the fee will be reduced, but you may still be requested to go through the medical checks not covered by your previous medical checks.

#### Important:

1. You must not take in any water or food at least 8 hours before your health check.
2. For women: you may not take the medical examination during your menstruation.

### 5.4. Contact of the Healthcare Center

Zhejiang International Travel Healthcare Center, 1<sup>st</sup> floor  
 2 Wensan Road, Xihu District, Hangzhou, Zhejiang  
 浙江国际旅游卫生保健中心一楼  
 浙江省杭州市西湖区文三路 2 号

Office hours: Monday to Friday: 8:00-11:00  
 Closed on official holidays

Phone: +86-(0)571-8785 2410 / 8785 2407 / 8785 2408

## 6. Insurance

All international students at Westlake University shall be covered by the insurance below for his/her whole study period.

Insurance company: Ping An Insurance (Group) Company of China (Beijing), Ltd.  
 Insurance agency: Unichina International Insurance Brokers (Beijing) Co., Ltd  
 Insurance Region: Mainland of China  
 Insurance Plan: Comprehensive Medical Insurance and Protection (Plan II)

Insurance Items	Insurance Coverage
Liability for death or disability	¥100,000
Medical treatment for accidental injury	¥20,000
Outpatient and emergency medical insurance	¥20,000 (With daily limit up to RMB 600, the medical expenses exceeding the deductible RMB 650 will be reimbursed at 85%)
Hospitalization and medical insurance	¥400,000
Whole process medical management and emergency medical rescue	24-hour telephone number for claim consultation and reporting: 400-810-5119
Duration charge	1 Month: ¥160
	2 Months: ¥240
	3 Months: ¥320
	4-6 Months: ¥400
	7 Months: ¥560
	8 Months: ¥640
	9 Months: ¥720
	10-12 Months: ¥800

Note:

The Office of International Affairs will contact each student for the detailed processes of purchasing the insurance. The insurance fee shall be paid by the student.

## 7. Contact

### 7.1. Office of International Affairs

Coordinator: Ms. Yuan ZHONG  
Email: [zhongyuan@westlake.edu.cn](mailto:zhongyuan@westlake.edu.cn)  
Phone: +86-(0)571-8811 0559  
Office: Room 215, Administration Building, Yungu Campus

### 7.2. Office of General Service

Coordinator: Mr. Hai ZHU  
Email: [zhuhai@westlake.edu.cn](mailto:zhuhai@westlake.edu.cn)  
Phone: +86-(0)571-8811 9507  
Office: Room 205, Building 5, Yunqi Campus