

# Arranging your travel to China – a mini guide for teachers and researchers

## Introduction

Travelling to China to carry out activities within the framework of SDC should be viewed as any other travel activity carried out by employees at the Danish universities. This means that you are responsible for the travel arrangements, which include:

- Applying for visa
- Booking airline tickets and other transportation
- Booking hotel

To make it easier for you to arrange your travel, SDC has collected important information regarding hotel, visa, invitation letters etc. in this mini-guide.

For more extensive information relevant for your stay in China, please see the guide Going to China – Information for Danish Teachers about the Sino-Danish Center available on our website:

<http://sdc.university/about/for-teachers-researchers/>

Please note that settlement of travel expenses must be made with your own university. SDC will subsequently reimburse your university in accordance with the compensation structure. Consequently, there are no financial transactions between you and SDC. The compensation structure can be found on our website: <http://sdc.university/about/for-teachers-researchers/> (only in Danish).

## Travelling with research equipment

If you need to bring any kind of scientific equipment, research material etc. to China, contact the Danish SDC Office well in advance, preferably three months before date of travel. (If you fail to declare goods, you risk a penalty and to have the equipment/material confiscated).

## Applying for a Visa

There are visa requirements for Danish citizens travelling to China. You must apply for a visa at the Chinese Visa Application Service Center in Copenhagen. You can find all relevant information regarding the application process on their website [http://www.visaforchina.org/CPH\\_EN/](http://www.visaforchina.org/CPH_EN/).

Most researchers and teachers should apply for an F visa (exchanges, visits, study tours and other activities). One of the requirements for obtaining an F visa is an invitation,

which will be issued by Beijing Administration for Foreign Experts Affairs (BAFEA). For more information about invitation letters see the section below, Invitation letters for SDC-teachers and Invitation letters for researchers.

If you have any questions regarding the visa application please contact the Chinese Visa Application Service Center who can be reached by phone between 9 am and 3 pm on week days. The phone number is: +45 70209308. It is also possible to contact the center by email: [denmarkcenter@vis-aforchina.org](mailto:denmarkcenter@vis-aforchina.org).

Address:

Chinese Visa Application Service Center in Copenhagen  
Lyngbyvej 28, st. tv., 2100 Copenhagen Ø

We urge applicants to always keep updated on new rules etc. by visiting the website of the Chinese Visa Application Service Center in Copenhagen before beginning the application process.

### Invitation letters for SDC teachers

SDC can assist SDC teachers travelling to China in obtaining the required invitation letter.

**TAKE NOTE:** You must apply for an invitation letter at least **two months** before you apply for a visa.

To obtain an invitation letter, SDC teachers must submit the following documents:

- The form for invitation letter request. The form can be found here: <http://sdc.university/about/for-teachers-researchers/> (The form can be filled in after downloading it to your computer.)
- A scan of the passport page with your picture and personal information
- A digital head shot the same size as the passport photo against a white or light blue background
- If you intend to travel to China two or more times during the coming twelve months, you should strongly consider applying for a double or multiple entry visa by stating the expected dates of future visits. Remember to attach a scanned copy of your last Chinese F-type visa.

E-mail the completed form along with the supporting documents and information regarding your latest visit (if any) to China, to Mr. XU Rong at the SDC office in Beijing: [xurong@ucas.edu.cn](mailto:xurong@ucas.edu.cn)

To ensure that you will receive the invitation letter on time, please send the invitation letter request along with the supporting documents to the SDC office **at least** 2 months ahead of applying for a visa and preferably even earlier.

The invitation letter you receive is valid for six months which means that you don't have to apply for a visa right away (i.e. you can obtain an invitation letter in May to apply for a trip in October).

Keep in mind that processing time will be longer when coinciding with the major Chinese holidays:

- 1 October (UCAS/CAS offices closed for 1 week)
- Chinese New Year (UCAS/CAS offices closed 4 weeks in the period January – February).
- If you are planning to arrive between 19 July and 1 September, the deadline for applying is at least 2 months ahead.
- If you are planning to arrive between 1 September and 29 September, the deadline for applying is before 1 July.
- Summer vacation (UCAS/CAS offices closed middle of July until ultimo August).

Note: Teachers and researchers who plan to stay in China for more than 90 days must apply for a permanent residence permit.

### Invitation letters for researchers

In general, we encourage researchers going to China on research stays to acquire an invitation letter from the Chinese institution they are cooperating with. If you are going to China to both carry out research and teach at SDC we can help you acquire an invitation letter via CAS.

### Accommodation at the Yanqihu campus

In the SDC building there are 15 apartments that will become available for teachers who teach on the Master's programmes. More information on this option will follow.

Until further notice SDC teachers and researchers will have to stay at the UCAS International Conference Center (300 RMB per night) or The Swan Lakeview Hotel (750 RMB per night).

### Booking procedure:

To book a room please send an e-mail to Qin Yihong, yhqin@ucas.ac.cn, at the SDC Office in Beijing. Remember to include the following information:

Full name:

Check-in date:

Check-out date:

Purpose of stay:

Preferred accommodation (UCAS International Conference Center or The Swan Lakeview Hotel):

## Accommodation in Beijing

For researchers who have to stay in Beijing during their trip, SDC have agreements with the following hotels.

### Liaoning International Hotel

UCAS has signed a corporate agreement with 4-star Liaoning International Hotel ([www.liaoninginternationalhotel.com](http://www.liaoninginternationalhotel.com)) for rooms at 580 RMB per night including breakfast, service fee and tax.

— To book rooms on the UCAS agreement send an e-mail to Mr. Qin Yihong – ([yhqin@ucas.ac.cn](mailto:yhqin@ucas.ac.cn)). In the subject field write “Liaoning Hotel Reservation – UCAS agreement”.

The email must contain the following information:

Family Name

Given Name

Date of Arrival

Date of Departure

Smoking/non-smoking room

— The address of the hotel is:

Liaoning International Hotel

中国北京 海淀区北四环西路甲二号 邮编：100190

No.2 A North 4th Ring Road West, Haidian District, Beijing P.R. China, P.C : 100190

### Park Plaza Beijing Science Park

SDC has signed a corporate agreement with Park Plaza Beijing Science Park (<http://www.parkplaza.com/beijing-hotel-cn-100083/chnbjch>) for rooms at 518 RMB per night including breakfast, service fee and tax.

— To book rooms on the SDC agreement send an e-mail to Ms. Zhang Yan ([Janezhang@parkplaza-bj.com](mailto:Janezhang@parkplaza-bj.com)). In the subject field write “Sino-Danish Center room reservation under the CAS-agreement”.

The email must contain the following information:

1. Family Name

2. Given Name

3. Date of Arrival

4. Date of Departure

5. Smoking/non-smoking room