

Starting up as SDC PhD

Application for enrolment at UCAS

All SDC PhD students must apply online for enrolment at UCAS and do so within one month after employment. Links and information on how to apply is found in the guideline “*How to fill in the online application form for PhD students*” that for now is an attachment to the welcome email from SDC but in time will be accessible via [UCAS' degree website](#). When the application is completed please let SDC know at phd@sdc.university. Any questions related to the application must be addressed to [Wang Xin](#). Applications are processed twice a year at UCAS; between May 15th – June 30th and again between November 15th – December 31st.

Visa and residence permit

Once the application is approved by UCAS an Admission Notice and a Visa Application Form (JW 202) is issued and send to the Danish SDC Office.

You will be given notice by email once the two documents has arrived at the SDC Office in Aarhus. Both documents are necessary in order to apply for an X-visa which is needed for a long stay in China. **Due to the current COVID-19 pandemic visa issuing is suspended hence JW 202-forms are not issued for the time being.**

If your first long stay in China is not planned yet or is far into the future the admission notice and/or the JW202-form will most likely expire. In case thereof you will need a [certificate of validation](#). Please contact [Wang Xin](#) if a [certificate of validation](#) is needed.

You can only apply for a residence permit when in Beijing. If you are affiliated with an institute outside of Beijing please contact [Wang Xin](#). In order to have enough time to convert your X-visa to a residence permit, allowing you multiple entry, it is imperative that your first stay in China is at least 6 weeks.

NB! If your first stay is during the Chinese New Year (January/February) or during the summer holiday (July/August), the processing of Residence Permit will exceed 30 days.



Before going to China

1. You need to bring the original versions of the Admission Notice and the JW 202-form to China in order to:
 - a. Apply for a residence permit.
 - b. Register at the Chinese Host institution
2. You must also scan and email the Admission Notice and the JW 202-form to your Chinese co-supervisor and inform him or her of your arrival one month in advance for them to arrange office space, lab access etc.
3. If you need to bring any kind of scientific equipment, research material etc. into China, make sure you meet the requirements of the customs laws of China. (If you fail to declare any goods, you risk a penalty *and* to have your equipment/material seized in customs).

Upon arrival in China

4. You must apply for "Foreigner's Health Certificate" within 7 days of arrival in China or verify that you have undergone a similar examination in Denmark. Information on where and how to apply, is sent to you in the same email as this guide.
5. You must also register at the local police station and get a temporary registration form ("临时住宿登记" in Chinese) within 24 hours if you are staying in a rented apartment.
6. You also need to register with Wang Xin in the SDC Building before visiting ISO, UCAS. The address of the SDC building in Beijing/Huairou is:

北京市怀柔区怀北镇怀北庄 380 号中国科学院大学雁栖湖校区东区中丹中心大楼 (SDC Building, Eastern Yanqihu Campus, University of Chinese Academy of Sciences, 380 Huai-beizhuang, Huairou District, Beijing).

Information about getting to the SDC building incl. the address of the SDC office can be found in the guide "[Arranging your travel to China](#)". Please contact [Wang Xin](#) in advance.

7. You need to go to ISO for registering at UCAS, to apply for a residence permit (within 30 days after arrival in China) and to take out an insurance policy unless you have already taken out one in Denmark.

