**Notice of Visa Application for International Students**

March 9, 2017

Dear International Students, Secondary Schools:

In order to help international students abide by laws of China, rules of SDJU, and to help complete their study more successfully, we hereby announce the following visa application process for international students:

1. Any international student should fill in the form of “SHANGHAI DIANJI UNIVERSITY VISA APPLICATION FOR INTERNATIONAL STUDENTS” and turn it in to the students’ affairs office of his/her secondary school **1 month before** the visa expires.

2. According to the applicant’s class attendance and payment status, the secondary school has the priority to present suggestion on visa issue to International Cooperation & Exchange Department 2 weeks before the application’s visa expires.

3. International Cooperation & Exchange Department will check the documents and issue “SDJU Letter of Visa Application” of the applicant to the secondary school within 1 week. And the secondary school informs the applicant to get the “SDJU Letter of Visa Application” and go to apply for visa before the visa expires.

We hope that every international student should apply in advance strictly according to the above process. SDJU will take no responsibility for any visa expiration caused by international students themselves.

International student’s Affairs Office

International Cooperation & Exchange Department