



# The Pottery Workshop, Jingdezhen

139 Xinchang Dong Lu, Jingdezhen, Jiangxi Province, 333001 China

Tel +86 (0798) 844 0582 / Fax +86 (0798) 844 0585

## Residency Program Application Procedure

1. **Please read these procedures carefully.**
2. Each artist should complete an **Artist Application Form (download on website) and send it in an email to [infojdz@potteryworkshop.com.cn](mailto:infojdz@potteryworkshop.com.cn).**
3. We will send you an email clarifying any questions or concerns regarding your Residency Application, while confirming your requested dates. **Your reservations are not secure at this point. Do not proceed until we have approved your Residency Program dates.**
4. Upon approval of your Residency Program dates, transfer a \$400USD deposit (or equivalent) to our bank account. Major currencies will be converted to Chinese Renminbi on your behalf and may be used for your travel reservations in transit to Jingdezhen. All deposits are non-refundable and valid for one year.

Name of the Bank: **The Bank of China**  
Address of the Bank: **1053 Cidu Avenue, Jingdezhen, Jiangxi, PRC**  
SWIFT Code: **BKCHCNBJ56A**  
Name of Account Holder: **The Pottery Workshop (Jingdezhen)**  
PWS Account Number: **194702540178**

5. After receiving your deposit **we will secure your reservations** by sending a confirmation email with an attachment of the amount received by The Pottery Workshop. At this point we will also send you an official **Invitation Letter** with your requested dates for residency. In the case that your Residency Program dates change, you are required to reapply with new dates. Resident Artists are financially responsible for the confirmed dates on the Invitation Letter.
6. Locate the China Visa Office responsible for your jurisdiction and review requirements, as a visa is required for all foreign travelers to China. The visa process is always changing. Check the consulate website for the most updated information. The visa should be valid the entire duration of your time in China.
7. **Purchase a plane ticket** to China. (may be required for visa application) Most artists fly to Shanghai, but you can also arrive via: Guangzhou, Shenzhen (via Hong Kong) or Beijing if you would rather see one of those cities. You may reference [www.ctrip.com](http://www.ctrip.com) for travel within China.
8. Plan to bring **1 color passport photo** with you to register in Jingdezhen.
9. Bring a printed copy of our invitation letter on your travels.
10. We may be able to assist in hotel/flight booking en route to Jingdezhen. (optional)