



The Pottery Workshop, Jingdezhen
139 Xinchang Dong Lu, Jingdezhen, Jiangxi Province, 333001 China
Tel (0798) 844 0582 / Fax (0798) 844 0585

Residency Application Procedure

1. **Please read these procedures carefully.**
2. Each individual resident artist is required to complete an **Artist Application Form (download on website) and email to infojdz@potteryworkshop.com.cn.**

We will send you an email clarifying any questions or concerns regarding your Residency Application, which includes your intentions during residency and if your requested dates are available. **Your reservations are not secure at this point.** Let us know of any health or physical limitations, as Jingdezhen has many stairs and uneven surfaces and may not have the exact same drugs as in your home country. **Do not proceed until you receive email confirmation that your application has been accepted.**

3. Only after your dates and application are reviewed by our staff, we will ask you for a 2,600RMB deposit to our bank account. It is not necessary to convert your local currency to RMB, but you can look up the exchange rate at the time of transfer in order to determine the amount to be wired. Major foreign currencies will be converted to Chinese Renminbi upon arrival in our Jingdezhen account. **All deposits are non-refundable and valid for one year, and availability subject to a new application.**



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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**

4. After receiving your deposit **we will SECURE your reservations** by emailing you a confirmation email.
5. Locate the China Visa Office responsible for your jurisdiction and review requirements. An **invitation letter**, which is commonly needed for your visa application will include your name, passport number and dates of residency. **A China (L) Tourist Visa** is the most common visa for all travellers to China. Find the latest information posted by your designated embassy and let us know if we can be of service. It is common for you to need The Pottery Workshop to send you a letter of invitation. The visa should be valid the entire duration of your stay in China, which means you may need to provide travel details to/from Jingdezhen.
6. **Purchase a plane ticket** to China. 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 utilize www.ctrip.com



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for travel/accommodations within China. This website allows you book airfare/hotel in China and compare costs utilizing your credit card. We may also be able to assist in hotel/flight booking en route to Jingdezhen, if requested.

7. Bring **1 color photo (passport size)** with you to Jingdezhen for registration.
8. Bring a printed copy of our invitation letter on your travels for reference.