



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 the following residency application procedures carefully.
2. Each individual resident artist is required to complete an Artist Application Form (download from website). Please email: residencyjdz@potteryworkshop.com.cn

Your reservations are not secure at this point. Do not proceed until you receive email confirmation that your application has been accepted.

We will email you clarifying any questions regarding your Residency Application, which includes your intentions during residency and if your requested residency dates are available.

Please notify us of any health or physical limitations, as Jingdezhen has many stairs and uneven surfaces. Jingdezhen may not be able to offer the remedies or medicines as in your home country.

3. After your residency dates and application are approved and confirmed through email with a PWS residency coordinator - a deposit of 2800.00RMB is required to hold your residency.

The deposit must be wired directly to our PWS Bank of China account (please see below). It is NOT necessary to convert your local currency to Chinese Renminbi, RMB. However, please look up the exchange rate at the time of transfer in order to determine the amount to be wired.

Foreign currencies will be converted to Chinese Renminbi into our Jingdezhen bank account. All deposits are non-refundable and valid for one year, your residency deposit is applied to your overall residency fee balance. **Residency availability is per every one application.**

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**



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4. When we have received your non-refundable deposit, we will SECURE your reservations with a confirmation email and a paid deposit receipt.
5. Locate the China Visa Office responsible for your jurisdiction and review requirements. An invitation letter, 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 travelers to China.

Find the latest information posted by your designated embassy, please let us know if how 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. Arrive via: Shanghai, Guangzhou, Shenzhen (via Hong Kong) or Beijing. Most artists arrive to Shanghai. There are options of; a train, high-speed train, bus, and a regional airline to transport you from your arrival city to Jingdezhen.

Please visit www.ctrip.com for travel/accommodations within China. This website allows you to book airfare/train/hotel in China and compare costs using your own payment. We can assist you in booking your transportation en route to Jingdezhen, please email: residencyjdz@potteryworkshop.com.cn

7. **Bring 1 color photo (passport size) and your PASSPORT with you to Jingdezhen for registration.** The Pottery Workshop Jingdezhen needs to register you and your stay according to your residency dates with the city.
8. Bring a printed copy of our invitation letter on your travels for reference.

9. After completing steps 1-8, please see our list below of things to do before traveling to China.

- a. Download WeChat app to your iphone, android, iPad, or laptop.
- b. Create a profile and set up your WeChat ID before leaving your home country.
In wifi you can use WeChat to contact us at anytime internationally
- c. Please email PWS residencyjdz@potteryworkshop.com.cn if any changes are made to your travel plans. Confirm your arrival date/time at least two weeks prior, so we can arrange a driver upon arrival to Jingdezhen.