What needs you do after arrival at Shandong Agricultural University:

1. Register living report within 24 hours to Taian local police upon your arrival according the regulation of the Ministry of the Police of China.

You may just take your passport to the International Cooperation and Exchange Office, the staff will help you do this.

（If you live in the hotel outside the University, the hotel will do the registration.）

按公安部规定，在到校后24小时内，需向当地派出所报外国人住宿登记，把护照交国际处代办。（住**校外**宾馆者除外，由宾馆负责你的住宿登记）

1. Hand in the item 2，3， 4， 5， 6， 7，8，11, 12, 13 and 14 of the **ORIGINAL** documents to the staff of the International Cooperation and Exchange Office. The staff will help you apply for your work permit card from Taian government by these original documents.

提交材料清单中的2,3,4,5,6,7,8,11,12,13,14项原件，用于办理后续手续。

1. Go to Taian Customs to take second time Physical Examination, and hand in the health report to the International Cooperation and Exchange Office.

去泰安市海关大楼做体检，拿到体检报告后交国际处。

1. The staff of International Cooperation and Exchange Office go to the Taian government to apply for your work permit with your original documents and health report.

国际处拿材料原件和体检报告去泰安市为你申请工作许可证。

1. After getting your work permit card, you need go to Taian Police Station to get the new visa of stay, this visa is must be done within 30 days upon your entering China according to the police regulation.

拿到工作许可证后，带护照和介绍信去公安局出入境管理处办理新签证（居留许可），按公安部规定，居留许可必须在入境后30天内办理。

1. After you get your new visa (living permit), please bring it to the International Cooperation and Exchange Office. The staff will go to the local police to update your registration.

拿到新签证后，交国际处，由国际处人员去派出所为你更新登记信息。