

Guidance for Z Visa Application for Foreign Faculty Member

Content

Before Entry into China	2
1. Application for Notification Letter of Foreigner’s Work Permit for a Z visa (over90 days)	2
After Entry into China.....	3
2. Application for Foreigner’s Work Permit and Residence Permit.....	3
2.1. Residence Registration Card	3
2.2. Physical Examination.....	4
2.3. Foreigner’s Work Permit	4
2.4. Residence Permit.....	5
3. Extension of Foreigner’s Work Permit.....	6
4. Application of Foreigner’s Work Permit (Change Employer)	6
5. Application of Information Change on Foreigner’s Work Permit	7
6. Cancellation of Foreigner’s Work Permit.....	8
7. Reissuance of Foreigner’s Work Permit (Lost or Damaged).....	8

Before Entry into China

1. Application for Notification Letter of Foreigner's Work Permit for a Z visa (over 90 days)

For foreigners who come to China for employment over 90 days, a Z visa is needed for him/her and the accompanying family members (spouse and children under the age of 18). A **Notification Letter of Foreigner's Work Permit** from the State Administration of Foreign Expert Affairs P.R. China (SAFEA) is necessary for the application for a Z visa from Chinese Embassies/Consulates in the country of the applicant's nationality.

Please prepare documents listed below and submit them to your school. Staff in your school will help you apply for the **Notification Letter of Foreigner's Work Permit**.

	Documents Necessary	Requirements	Note
1	《外国人来华工作许可通知申请表》 Application Form for Foreigner's Work Permit	Apply online (http://fwp.safea.gov.cn/)	International Office
2	工作资历证明及中文翻译件 Copy of Work Experience Confirmation Letter and the Chinese version	It should be issued by the previous employer including details of work, time span, contact person and official seal of the previous employer.	For those included in the first two categories of A-level talents (Appendix 1), a Letter of Commitment will work.
3	学历/学位证书、认证及中文翻译件 Copy of diploma of highest degree, its authentication and the Chinese version	It should be authenticated by Chinese embassies/consulates in your country, embassies/consulates of your country in China, authentication agency in your country, or Chinese diploma authentication agencies.	For those included in the first four categories of A-level talents (Appendix 1), a Letter of Commitment will work.
4	无犯罪记录证明、认证及中文翻译件 Copy of Certificate of Non-Criminal Records with its authentication and the Chinese version	It should be authenticated by the police, security, or law departments, or authentication agency in your country or habitual place of residence, Chinese embassies in your country, or embassies of your country in China. Certificate of Non-Criminal Records obtained in Hong Kong, Macau and Taiwan should be authenticated by local authentication agencies. A certificate is valid for 6 months.	For those included in all categories of A-level talents (Appendix 1), a Letter of Commitment will work.
5	有效体检报告	It should be issued by foreign or	Sample of Physical

	Copy of valid Physical Examination Report	Chinese medical organizations verified by the Chinese Inspection and Quarantine Bureau. A report is valid for 6 months.	Examination Report(Appendix2/3)
6	合同 Copy of Contract and the Chinese version	Details of work, payment, time span, and position should be included with the applicant's signature.	
7	电子照片 Electronic photo	2-inch passport photo taken within 6 months (JPG format).	
8	有效护照 Copy of valid passport	Photo page and visa page	
9	随行家属材料 Required documents for family members	<ol style="list-style-type: none"> 1. 2-inch passport photo (JPG format) 2. Copy of valid Passport 3. Physical Examination Report (for family members above 18 years of age) 4. Copy of Marriage Certificate or Birth Certificate and the Chinese version 	
10	其他材料 Other documents Required		

After Entry into China

The holder of a Z visa should go through *Foreigner's Work Permit* application from SAFEA within 10 days and *Residence Permit* application from Entry-Exit Administration of Beijing Public Security Bureau within 30 days after entry into China. For Z visa holders who stay in China less than 30 days, the *Residence Permit* application can be waived.

2. Application for Foreigner's Work Permit and Residence Permit

2.1. Residence Registration Card

Foreigners should complete their residence registration within 24 hours after entry into China in the local police station. (Those who live in hotels which may help with such connection can do the registration at the hotels.)

Please prepare documents listed below and submit them to your school. Staff in your school shall assist you to get the *Residence Registration Card*.

	Documents Necessary	Requirements	Note
1	Application Form for Residence Registration Card		Assistance from the school is necessary.

2	Passport	Both the original document and a copy should be provided.
3	Electronic photo	2-inch passport photo

2.2. Physical Examination

The physical examination, if has been taken in your home country, the health report should be brought to Beijing Entry-Exit Inspection and Quarantine Bureau to verify. If not be taken, then the PE should be done within 7 days after entry. Please bring the documents listed below to do the examination in the morning on an empty stomach. The School shall provide assistance when necessary. The examination report can be obtained within two weekdays.

	Documents Necessary	Requirements
1	Passport	Both the original document and a copy should be provided.
2	3 photos	2-inch passport photo
3	For verification: need Physical Examination Report (original)	
4	Examination fee: Around RMB 980 (PE), RMB180(verification)	
Location of the Sichuan Entry-Exit Inspection and Quarantine Bureau 桐梓林北路 1 号 Tel: 86-28-85158859, Work time: 8:45 am-11:00 am, 13:00 pm- 16:30 pm, Monday to Friday		

2.3. Foreigner's Work Permit

Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to get the *Foreigner's Work Permit*.

	Documents Necessary	Requirements	Note
1	Z 签证页和入境海关盖章页 Copy of Z Visa page and Customers Stamp page		
2	有效签证或居留许可 Valid Visa or Residence Permit	The original document should be provided.	
3	电子照片 Electronic photo	2-inch passport photo in white background	
4	有效体检报告 Valid Physical Examination Report	The original document should be provided.	For those who committed to do physical examination after entry into China.
5	随行家属材料 Required documents for family members	1. Passport 2. Physical examination report (family members above 18 years of age) 3. Copy of Marriage Certificate or Birth Certificate and Chinese version	
6	申请《外国人来华工作许可通知》时所用材料的原件 All original documents in the application of <i>Notification Letter of Foreigner's Work Permit</i> before entry.		

2.4 Residence Permit

The Residence Permit should be applied from the Entry-Exit Administration within 30 days after entry. Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to get the *Residence Permit*.

	Documents Necessary	Requirements	Note
1	在职工作证明 Foreign Expert working certificate		Assistance from the school is necessary.
2	外国人签证、居留许可申请表(附件4) Visa/Stay Permit/Residence Permit Application Form (Appendix 4))	Please fill in Category 1-4 and paste the photo (2-inch passport photo in white background).	Assistance from the school is necessary.
3	境外人员住宿登记备查卡原件及复印件 Residence Registration Card	Both the original document and a copy should be provided.	
4	有效体检报告原件 Valid Physical Examination Report	The original document should be provided.	
5	有效护照原件 Valid passport	The original document should be provided.	
6	《外国人工作许可证》原件和复印件 Foreigner's Work Permit	Both the original and a copy should be provided.	
7	随行家属材料 Required documents for family members	<ol style="list-style-type: none"> 1. Foreign Expert/Student Visa/Residence Permit Application Form 2. Take a photo in the Entry-Exit Administration 3. Original documents of the passport and Physical Examination Report, copy of Residence Registration Card and Marriage certificate or birth certificate, and the Chinese version <p>If family members entered with S2 Visa, the Marriage Certificate, Birth Certificate, or other relationship certificates need to be authenticated by the Chinese Embassies/Consulates. If entered with S1 Visa, the authentication is exempted.</p>	
8	Applicants should go to Entry-Exit Administration to submit required documents in person, take a photo, and be interviewed.		
9	If enter with an R Visa, please provide the evidence of “National 1000 Talent Plan for High-Level Foreign Expert Program”.		
Location of Chengdu Entry-Exit Administration: 成都市天府广场四川省科技馆旁成都市出入境			

办事大厅三楼

Work Time: 9am-17pm from Monday to Friday

3. Extension of Foreigner's Work Permit

The extension of Foreigner's Work Permit should be applied 30 days before the expiration date. Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证延期申请表》 Application Form for Extension of Foreigner's Work Permit	Apply online (http://fwp.safea.gov.cn/)	Assistance from the school is necessary.
2	新签署的有效中文工作合同或工作协议 New contract or Agreement and the Chinese version	Details of work, payment, time span, position should be included with the applicant's signature. Both the original document and a copy should be provided.	
3	签证或有效居留许可 Valid Visa or Residence Permit	Both the original document and a copy should be provided.	
4	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a copy should be provided.	
5	随行家属材料 Required documents for family members	Both the original document and a copy of valid visa or Residence Permit, relationship certificate and Chinese version should be provided.	
		1. Copy of Health Insurance Proof	

4. Application of Foreigner's Work Permit (Change Employer)

If you change employer, but still have valid Foreigner's Work Permit and Residence Permit, you should apply for new Foreigner's Work Permit and Residence Permit in the city you will work. Please prepare documents listed below and submit them to your School. Staff of your School shall assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证申请表》	Apply online (http://fwp.safea.gov.cn/)	Assistance from the school is necessary.

	Application Form for Foreigner's Work Permit		
2	原《外国人工作许可证》注 销材料证明 Evidence of Cancellation of the previous Foreigner's Work Permit	Both the original and a copy should be provided.	
3	原单位开具的无经济纠纷离 职证明 Certification of Resignation and the Chinese version	It should be issued by the previous employer. Both the original and a copy should be provided.	
4	工作经历证明 Work Experience Confirmation Letter and Chinese version	It should be issued by the previous employer including details of work, time span, contact person and official seal of the previous employer. Both the original and a copy should be provided.	For those who change work position
5	有效体检报告 Valid Physical Examination Report	Both the original and a copy should be provided.	
6	合同 New Contract	Details of work, payment, time span, position should be included with the applicant's signature.	Assistance from the school is necessary.
7	电子照片 Electronic photo	2-inch passport photo	
8	有效签证或居留许可 Valid visa or residence permit	Both the original and a copy should be provided.	
9	随行家属材料 Required documents for family members	1. Passport 2. Physical examination report (above 18 years of age) 3. Copy of Marriage certificate or birth certificate and the Chinese version	

5. Application of Information Change on Foreigner's Work Permit

If you change the passport number, work position or residence information, please apply for the change of Foreigner's Work Permit and Residence Permit within 10 days. Please prepare the listed documents below and submit them to your school, and staff of your school will assist you to go through the procedures.

Documents Necessary	Requirements	Note
《外国人工作许可证变更申请表》 Application Form of Change for	Apply online (http://fwp.safea.gov.cn/)	Assistance from the school is necessary.

Foreigner's Work Permit		
《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a copy should be provided.	
新旧护照复印件/新旧住宿登记备查卡和其他材料 New and old passport/ Residence Registration Card and other materials required	Both the original document and a copy should be provided.	

6. Cancellation of Foreigner's Work Permit

If you resign from the current job, please apply for the Cancellation of Foreigner's Work Permit within 10 days after the resignation. Please prepare the listed documents below and submit them to the school, and staff of the school will assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证注销申请表》 Application Form of Cancellation for Foreigner's Work Permit	Apply online (http://fwp.safea.gov.cn/)	Assistance from the school is necessary.
2	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a copy should be provided.	
3	原单位开具的无经济纠纷离职证明 Certificate of Resignation	Both the original document and a copy should be provided.	Assistance from the school is necessary.

7. Reissuance of Foreigner's Work Permit (Lost or Damaged)

If your Foreigner's Work Permit is lost or damaged, you need to apply for a new one. Please prepare the listed documents below and submit them to your school, and staff of your school will assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证补办申请表》 Application Form of Replacement for Foreigner's Work Permit	Apply online (http://fwp.safea.gov.cn/)	Assistance from the school is necessary.
2	申请人遗失或毁坏情况说明 Description for Lost or Damaged of Work Permit		Assistance from the school is necessary.