

Guide to the Application of Work Permit, Visa, and Residence Permit

The guide below concerns the application of work permit in China, entry-visa (Z type, 30 days) and residence permit (for time after the 30 days) by foreign experts who have signed a full-time employment contract with the School of Foreign Languages (SFL) or Peking University (PKU) for at least one semester.

If any problem, please contact your liaison person or Foreign Affairs Office (tansf@pku.edu.cn).

1. Application of *Notification Letter of Foreigner's Work Permit in the People's Republic of China* (before entry)

(1) Originals of the following documents should be submitted to Foreign Affairs Office of SFL and their scanning copies e-mailed over first.

Number	Documents	Notes
①	<i>Application Form for Foreigner's Work Permit</i>	<ul style="list-style-type: none"> i. Foreign expert fill in <i>Information Form for Foreign Experts of Long-term Employment</i> (digital) and e-mail it to liaison person / Foreign Affairs Office. ii. Foreign Affairs Office works out a formal document accordingly: <i>Application Form for Foreigner's Work Permit</i>. iii. Foreign expert print <i>Application Form for Foreigner's Work Permit</i>, sign on it, and e-mail the high-resolution scanned copy to liaison person / Foreign Affairs Office. iv. Foreign Affairs Office prints the scanned document and applies for the PKU stamp.
②	High - resolution scanned copy of the passport home page	<ul style="list-style-type: none"> i. Be valid for more than six months. ii. Be valid before the end date of the employment contract.
③	Digital photo	Bareheaded photo taken within 6 months; White background; no less than 100KB.
④	Employment contract	<ul style="list-style-type: none"> i. Employment Contract and its appendix (Sample) be filled in by the director of the department or liaison of foreign experts, and e-mailed to Foreign Affairs Office.

		<ul style="list-style-type: none"> ii. Foreign Affairs Office issues formal contract (PDF) accordingly. iii. Foreign expert prints out the formal contract (PDF), signs on it, and e-mails its high-resolution scanned copy to liaison person / Foreign Affairs Office. iv. Foreign Affairs Office prints the signed contract and applies for the SFL or PKU stamp.
⑤	Diploma of the highest degree	<ul style="list-style-type: none"> i. High-resolution scanned copy. ii. The Chinese translation of diploma. Foreign Affairs Office applies for the PKU stamp. iii. Diploma should be authenticated by the Chinese Embassy or Consulate office. <u>If foreign expert holds or ever held associate professor or above positions in overseas universities or academic institutions, he/she can be exempted from authentication.</u>
⑥	Certificate of work experience	<ul style="list-style-type: none"> i. A certificate of work experience related to the position employed issued from where foreign expert used to work. The certificate should have an organization's stamp or signature of the person in charge, and contact information (e-mail address or phone number at least). ii. The Chinese translation of certificate. Foreign Affairs Office applies for the PKU stamp.
⑦	Certificate of no-criminal record	<ul style="list-style-type: none"> i. Issued by judicial authorities (e.g. police office, court) in foreign expert's country or place of residence. The scanning copy shall be sent to the Foreign Affairs Office. <u>If foreign expert holds or ever held associate professor or above positions in overseas universities or academic institutions, he/she can be exempted from providing it.</u> ii. The Chinese translation of certificate. Foreign Affairs Office applies for the PKU stamp. iii. Certificate should be authenticated by the Chinese Embassy or Consulate office. The scanning copy shall be sent to the Foreign Affairs Office.
⑧	Physical examination	<ul style="list-style-type: none"> i. Have a physical examination in an official medical

	report	<p>institution and send the scanning copy of physical examination report to Foreign Affairs Office.</p> <p>ii. If not, foreign expert makes a physical examination in the Chinese Inspection and Quarantine Bureau after entry.</p>
⑨	Documents for family members	<p>i. Children under 18 years old: scanning copy of passport homepage, digital photo, and scanning copy of birth certificate and its Chinese translation</p> <p>ii. Spouse, parents, or parents in law: scanning copy of passport homepage, digital photo, scanning copy of family relationship certificate (such as marriage certificate for spouse, birth certificate for parents or other notarized certificate) and its Chinese version .</p>

★**NOTICE:** Originals of documents listed above (except passport) must be mailed to Foreign Affairs Office once all prepared. If foreign expert holds or ever held associate professor or above positions in overseas universities or academic institutions, originals need to be brought to China for follow-up procedures (no need to mail them before entry China).

(2) Foreign Affairs office applies for *Notification Letter of Foreigner's Work Permit in the People's Republic of China*. If documents well prepared, the application would be finished in about three weeks.

2. Application of Entry Visa (Z Visa-30 days) (before entry)

Foreign expert takes *Notification Letter of Foreigner's Work Permit in the People's Republic of China* to the embassy or consulate of China to apply for the entry visa (valid for 30 days).

3. Application for *Foreigner's Work Permit in the People's Republic of China* (after entry)

(1) Foreign expert brings documents as follows to Foreign Affairs Office soon after the entry:

- Original documents listed above for *Foreigner's Work Permit in the People's Republic of China* (overseas) if ever kept in hand.
- Foreign expert takes a physical examination (if not having the examination before entry) or applies for *Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese* with the original examination report. Note: ask for 2 copies of *Certificate of Verification for*

Physical Examination Record for Foreigner or Overseas Chinese and submit 1 copy to Foreign Affairs Office.

- (2) Foreign Affairs Office takes care of application of *Foreigner's Work Permit in the People's Republic of China*.

4. Application for Residence Permit (after entry)

- (1) Foreign expert takes following documents to the Administration of Exit and Entry of Beijing Public Security Bureau to apply for residence permit. It generally takes about three weeks.

- Passport (original)
- Application form (provided by Foreign Affairs Office)
- Work certificate (provided by Foreign Affairs Office)
- *Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese* (original)
- *Foreigner's Work Permit in the People's Republic of China* (original and a copy; provided by Foreign Affairs Office)
- *Letter on Foreigner's Work Permit* (original and a copy; provided by Foreign Affairs Office)
- Accommodation certificate (if living in the Zhongguanyuan Global Village, foreign expert asks the reception for it; if arranging accommodation by himself/herself, foreign expert go to the local police station for it)

- (2) After obtaining the residence permit, foreign expert informs the reception or the police station soon.