

## **BEFORE YOU COME TO CHINA:**

### **Step 1: Application for < Notification Letter of Foreigner's Work Permit in the People's Republic of China>**

1. Working Permit Application Form issued by International Office
2. Certificate of former working experience (issued by the former employer within two years, including applicant's position, working period, performance; required employer's contact information, signature and seal of the company)
3. highest degree certificate
4. Statement of no criminal record issued by the applicant 's country of nationality or permanent residence country and a Signed Statement of no criminal record downloaded from the university website.
5. Health certificate (issued by medical institutions accredited by Chinese Embassy and Consulate abroad or Shenzhen Port Hospital within six months)
6. Signed contract in English and Chinese (social insurance<applicants under 60> or commercial insurance <applicants over 60> should be mentioned)
7. photo page of passport ( if you worked in China before, please provide all the previous working visa or residence permit)
8. Bareheaded photo of applicant in white background within 6 months(JPG format)
9. If you have accompanying family members, please provide a copy of his/her passport; spouse is required to provide a marriage certificate and health certificate; children under 18 are required to provide a birth certificate.-----provide the original document
10. If you worked in China before, please provide a cancellation proof of your last foreign expert certificate.
11. Applicant's resume in both Chinese and English (Please fill in the template format)

### **Step 2: Application for < Confirmation Letter of Invitations>**

1. photo page of passport
2. your last Chinese visa
3. Signed contract in English and Chinese
4. **Notice of Working Permit to China**
5. If you have accompanying family members, please provide a copy of his/her passport; spouse is required to provide a marriage certificate and health certificate; children under 18 are required to provide a birth certificate.-----provide the original document

Please send JPG copy of the above documents to [workingpermit@szu.edu.cn](mailto:workingpermit@szu.edu.cn).  
also submit paper copies to Ms. Xue ( Office 328, Administration Building) / Ms. Wu (Office 326, Administration Building).

Note:

1. < Notification Letter of Foreigner's Work Permit in the People's Republic of China> is valid for six months. Applicants are required to apply for a Z visa to China within the valid period.
2. If the applicant applies for a Z visa in the city which is not the capital city of his/her nationality country, please confirm the city with international office before submitting materials. Applicants usually apply for the Z visa in the country of nationality. Otherwise, he/she should provide a photocopy of his/her residence certificate or proof of employment in the country(such as ID card, residence permit or work visa)  
If the applicant is planning to apply for a working visa in Hong Kong/Macao, please provide the Hong Kong or Macao ID/ residence permit / work visa, check the original.
3. Only Z visa is allowed to apply for <working permit certificate> and <employment residence permit>.
4. Any documents which are not in Chinese, please provide translation copy by translation agencies.
5. The highest degree certificate, the proof of relationship (if accompanied by family members), must be approved by the Chinese embassy in the country and provide a Chinese translation. check the original.

**Step 3: Application for Z visa once you receive the < Notification Letter of Foreigner's Work Permit in the People's Republic of China> and < Confirmation Letter of Invitations>.**

## **After your arrival of China:**

### **Step 1: < Health certificate>**

Nanshan Department, Shenzhen Int'l Travel Healthcare Center

Tel: (86-755)22246100 Fax: (86-755)22246095

Office Hours: Mon-Fri 8:30-12:00 a.m. 2:00-5:00p.m.

Add: No.281, #8 Industrial Road, Shekou, Nanshan District, Shenzhen (opposite Zhongnong Building)

Bus: 70,79,80,332,328,113,K113,204,Airport 10, M241 to Shekou Walmart station, 300 meters away along #8 Industrial Road west.

Tips: Please bring your passport, photocopy of your passport page and visa page, 3 photos.

Fee: RMB 500( report out in 6 working days)

RMB 700 ( report out in 2 working days)

### **Step2: <Working Permit Certificate>**

1. Application Form issued by International Office
2. Certificate of former working experience (issued by the former employer within two years, including applicant's position, working period, performance; required employer's contact information, signature and seal of the company)
3. highest degree certificate
4. Statement of no criminal record issued by the applicant 's country of nationality or permanent residence country
5. Health certificate (issued by medical institutions accredited by Chinese Embassy and Consulate abroad or Shenzhen Port Hospital within six months)
6. Signed contract in English and Chinese (social insurance<applicants under 60> or commercial insurance <applicants over 60> should be mentioned)
7. photo page of passport, Z visa page ( if you worked in China before, please provide all the previous working visa or residence permit)
8. If you have accompanying family members, please provide a copy of his/her passport; spouse is required to provide a marriage certificate and health certificate; children under 18 are required to provide a birth certificate.
9. If you worked in China before, please provide a cancellation proof of your last foreign expert certificate.

★ Applicants should provide the above original documents.

### Step3: <Employment residence permit>

1. Visa application form (make an appointment through <http://www.sz3e.com/> and print out the application form, required signature and seal from international office )
2. Copy of passport's photo page and visa page
3. Form for interview
4. Registration form (go to your nearest police station with 3 photos and passport. If you don't live in the campus, you need the leasing contract.)
5. <working permit certificate>
6. Enterprise Legal Person Copy
7. Health Certificate
8. Receipt of China Visa Photograph for Foreigners

### ● Shenzhen Public Security Bureau (深圳市公安局出入境管理处):



Office hours: 9:00-12:00am

2:00-6:00pm

Subway No.1 line (Luo Bao Line)

get off at 大剧院 (Da Ju Yuan)

Exit D

2<sup>nd</sup> floor: submit your documents to the counter officer

Notes: < Health certificate>, <Working Permit Certificate> and <Employment residence permit> should be done within 30 days of your arrival of China.