Chinese Visas and Permits

2.1 Foreign Passport as Chinese Identity Card

Chinese citizens are required by the Chinese Government to carry their Personal Identity Card (Shen Fen Zheng 身份证). The ID card must be shown when requested by a police officer, and when dealing with financial transactions for example, opening a bank account, buying a long distance train ticket, registering for Alipay, etc.

Currently, foreigners are unable to apply for a Chinese ID Card. Instead, the passport acts in the place of the ID Card, but many systems are not set up to support the use of a passport as identification.

For example: Chinese SHU staff are able to buy a SIM card from the stores on campus, however, foreigners must purchase the SIM card directly from a company store.
Processes are changing. An Alipay account (that is bound to a Chinese bank account) is starting to be used as identification verification for online purposes.

Keep a copy of passport details on the phone, but be aware that this cannot be used as identity verification.

2.2 Lost / Stolen Passport

As soon as foreigners realize that their (or a member of their accompanying family) passport is lost or stolen, they must immediately notify the police station and their embassy or consulate.
Likewise, if their passport is about to expire, the embassy or consulate needs to be contacted.

Once the replacement passport has been received, a replacement VISA must be applied for within 10 days. A letter from SHU HR confirming continued employment status is also required for(or for an accompanying family member) replacement visa application.



2.3 Registration Form of Temporary Residence

This form is also called: 临时住宿登记表. All Foreigners in China, whether the stay is for 1 day or 10 years, must register at the local Police Station within 24 hours of arrival at each location (even if they are there for one night) and also upon return to their main Chinese residence.

This is done in different ways depending upon the type of accommodation.

1. Hotel, for example: Lehulou and expensive hotels

Hotels electronically lodge the Registration Form of Temporary Residence application for foreigners, and upon request, issue a pink colored receipt. (Ask the reception for临时住宿登记表)

Please note: Foreigners cannot stay in all hotels in China. Many hotels are not able to lodge the Registration Form of Temporary Residence application, so they are unable to accept foreigners overnight. (Please check before booking that they allow foreigners to stay.)

2. SHU Accommodation, for example: Foreign Experts' Apartment

The reception desk, located on level 1 of the Apartment building, will organize the Registration Form of Temporary Residence application and lodgment during working hours. If checking in at night, remember to return to reception the next day to lodge the application. This process needs to be repeated when returning from a different location, or with a new Visa. Any overnight foreign visitors must also be registered in the same manner.

3. Private Accommodation

The application is made directly at the local Police Station that oversees the area that the apartment is in (not any other) with passport, copy of owner's certificate and rental agreement so that they can issue a Registration Form of Temporary Residence.
This must be repeated when returning back to your residence from an absence of even one day, or, if there is a new visa. Any foreign overnight guests must also be registered in the same way.

Please Note:

i. *Permanent residence visa holders only need re-register when there is a new visa, not when returning to the permanent address.*
ii. AirBnB etc landlords will not release the documents to enable registration at the local Police Station. It is illegal to stay without registering. Check before booking.

It is the foreigners' responsibility to register wherever they stay, even if they stay at a colleague's residence. Officials monitor travel documents and will expect a corresponding registration.

Note:
A "Residence Permit" and a "Registration Form of Temporary Residence" are completely different forms, serving different purposes.

2.4 Working Visa: Work Permit & Residence Permit

All foreigners working in China for more than 90 days (90 is not included) require a Work Permit and a Residence Permit. The applicants can be classified into two different types (Type A and Type B) according to academic achievement.
The Foreign affairs secretary in the colleges or schools at SHU will organize and lodge all the necessary documents, please contact them. The following is intended to be a guide.

Many documents need to be authenticated by the Chinese embassy or consulate in the foreigners' home country before arrival in China, or by the Chinese Academic Accreditation Organization or the notary institution (Hong Kong, Taiwan and Macao only). This authentication cannot be done in China. Documents required are as follows:

Type A Applicants

- Relationship Certificate for accompanying family (Birth Certificate of Child, Marriage Certificate, Adoption Certificate, Change of Name Certificate etc.)
- If Applicant is a Post-Doc: (The highest) Degree Certificate, Graduation Certificate or Professional Qualification Certificate

Type B Applicants

- (The highest) Degree Certificate, Graduation Certificate or Professional Qualification Certificate
- Non-Criminal Record
- Relationship Certificate for accompanying family (as above)

Please refer to http://fwp.safea.gov.cn for more details. (English site is not available)



2.4.1 Foreign Experts Working Permit: Type A

Type A applicants apply for "Foreign Experts Working Permit" after arrival in China. They do not need to apply for a "Notice of Foreign Experts Working Permit".

Foreign Experts Working Permit Requirements

All the original materials should be taken with the applicants to China.

- Application Form of the Foreign Experts Working Permit
  The form needs to have the official SHU business seal on it.

- Working Proof
  A document provided by the previous place of work, to include the position held, the exact working time (month and year), working experience, relevant project, the contact information of the referees. This document needs to be signed by the person in charge, include their contact phone number and email address and to have the official business seal.

• Degree Certificate, Graduation Certificate or the Professional Qualification Certificate
(the highest of these certificates)

• The Certificate of Non-criminal Record
No more than 6 months old, from the police station, safety agency, or the court of the state of nationality of the permanent residence.

• Health Report
The applicants need to go to Shanghai International Travel Health Care Center for the medical check. The report is valid for 6 months.

• Contract or Agreement
The Contract or agreement must be in Chinese, and signed by both parties, with the official seal of SHU. The Contract or agreement should include the working place, exact working contents, salary, exact working time, position.

• Passport or other valid International Travel Documents
The personal information pages of the passport or the international travel documents (valid date should be more than 6 months).

• Recent 2-inch Bareheaded Digital Photo
The photo should be no more than 6 months old. The subject should be bareheaded and have clear facial features. The photo should be taken with a white background and contain no borders.

• Accompanying Family Members
The personal information pages of the passport or the international travel documents of accompanying family members. In addition, necessary documents from your family members are required as followed: marriage certificate for the applicant's spouse, kinship certificate for the applicant's parents, and the birth certificate or the adoption certificate for the applicant's children. The relevant certificates must be authenticated in the home country.
A medical check certificate and the digital photo of the accompanying family member is also required.

2.4.2 Foreign Experts Working Permit: Type B

Applicants are first required to apply for a "Notice of Foreign Experts Working Permit" which can be done from outside of China. Once in China, the "Foreign Experts Working Permit" application can be started.

1. Notice of Foreign Experts Working Permit requirements (refer to Type A applications for extra details)

All the original materials should be taken with the applicants to China.

• Application Form of the Foreign Experts Working Permit
• Working Proof
• Degree Certificate, Graduation Certificate or the Professional Qualification Certificate
(the highest of these certificates) (Authenticated)

- The Certificate of Non-criminal Record (Authenticated)
- Health Report

  Before entering the country, a commitment can be used, after arriving in China, the applicants need to go to Shanghai International Travel Health Care Center for the medical check.
- Contract or Agreement
- Passport or other valid International Travel Documents
- Recent 2-inch Bareheaded Digital Photo
- Accompanying Family Members certificates (Authenticated)

2. Foreign Experts Working Permit requirements (refer to Type A applications for extra details)

Applicant needs to be in China.
Applicant needs to have already acquired the Notice of the Foreign Experts Working Permit.

- Visa of Applicant (Z Visa) or other type of visa

  Passport (or international travel Document) visa page, entry seal page and residence permit information page.
- Contract or Agreement
- Health Report
- Visa of Accompanying Family Member

2.4.3 Extension of the Foreign Experts Working Permit

Employer decides to employ the applicant continuously in the original position (occupation), the applicant shall apply for extension of the Foreign Experts Working Permit at least 30 days in advance before their working permit expires.

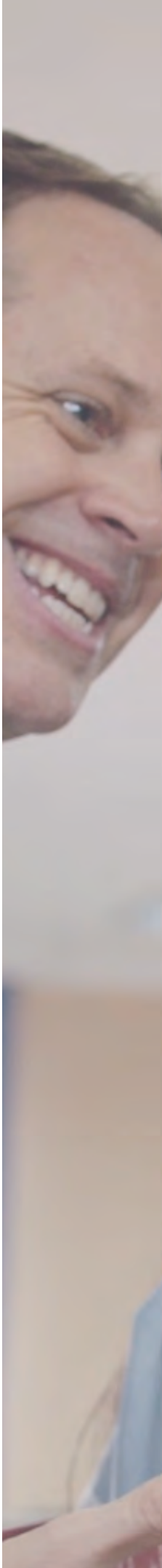
Foreign Experts Working Permit Extension Requirements:

- Extension Application Form of the Foreign Experts Working Permit
- Contract or Agreement
- Passport, visa page, entry seal page and residence permit
- The Foreign Experts Certificate

2.4.4 Residence Permit

Application is lodged at the Visa Office using the following documents:

- SHU Application from International Office
- Organization Code of SHU from International Office
- Foreign Experts Working Permit (Scan the card and print all the information)
- Passport
- Registration Form of Temporary Residence
- Photo will be taken at the Visa Office
- Original Visa Health Report (not required for renewing Residence Permit)



Visa Office

The Visa Office will organize a digital photo to be taken which is then inserted into the application form. This form is printed out and then other details are to be filled in. The form and all the documents (including passport) are then submitted. A receipt is issued that can be used in the place of a passport if needed for travel purposes (banks will not accept the receipt as identification). Visa applications take 7 working days to process. Then the passport can be collected from the visa office by anyone who has the receipt and the required cash. Alternatively, the passport can be courriered to the applicants (receipt and cash required on delivery).



Shanghai Entry-Exit Administration Bureau 上海市出入境管理局

1500 Minsheng Road, Pudong
浦东新区民生路1500号
9:00-17:00 (Monday to Saturday)
Tel: +86-21-28951900

Metro Shanghai Science and Technology Station, line 2 (Green Line), exit 3 and then a 10 min walk
http://crj.police.sh.cn/

Prices:

400 RMB	Visa less than 1 year
800 RMB	Visa less than 3 years
1,000 RMB	Visa more than 3 years

Online platform for Visa Office

The online platform can be used for to apply for changes to a current Residence Visa, for example, extension of visa, change of address, alteration of passport number and for renewal.
Refer to http://crj.police.sh.cn/wjrwsyy_type.jsp for further details.



Visa Health Report

Shanghai International Travel Health Care Center
上海国际旅行卫生保健中心

15 Jinbang Road, Changning District
长宁区，金浜路15号（近哈密路路口）
Metro Shanghai Zoo Station, line 10 (purple line) and walk 17 minutes

No food for 5 hours prior to blood test (water allowed)
Booking required, may take 4-6 weeks for appointment.
http://sithc.shciq.gov.cn/sithcen/

Cost approximately 500 RMB.
Report can either be picked up or delivered to your appointed address four working days after the examination.



2.5 Visiting Visa

It is highly recommended that all visitors have Medical Travel Insurance.
All Professionals and Personal friends will require an invitation letter to support their Visa application. Details required do vary; check the Visa website for more information.
Please inform all colleagues/ friends that if possible, allow an additional 2 months processing time for the Visa application. If there is any slight problem with the application the visa may take much longer to process than expected.

Visas can be chosen as follows:

- 144 hour Transit Visa-free entry to Shanghai is available, providing that you are on-route to another country. Ticket for the next flight must be shown at immigration on entry to China.
- F visa, M visa and L visa. Visitors with these visa types cannot be funded with any salary or subsidy.
- R visa. Type A foreigners (with the exception of post-doctoral) can apply for R visa. An R visa is valid for 5-10 years, is multi-entry as long as each visit is less than 180 days. Visitors with R visa can be funded with subsidy.

R visa applications require foreigners to have a confirmation letter first, please contact the secretaries to complete the application.

