

## 上海天文台外籍人员手册

# GUIDELINES FOR FOREIGNERS ON WORKING & STAYING LEGALLY IN CHINA

According to the Exit and Entry Administration Law of China, foreigners who work in China must obtain a work permit and a work-type residence permit in accordance with relevant regulations.

No entities or individuals shall employ foreigners who don't have these two documents.

### 一、适用范围

本程序适用于来台工作的外籍正式职工、访问学者和博士后。

### 二、工作依据

(一)《中华人民共和国行政许可法》。

(二)《中华人民共和国出境入境管理法》第四十一条规定：外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

(三)《中华人民共和国外国人入境出境管理条例》第七条规定：申请 R 字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。申请 Z 字签证，应当按照规定提交工作许可等证明材料。

第十六条规定：工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

(四)国务院审改办《关于整合外国人来华工作许可事项意见的函》(审改办函〔2015〕95号)。

### 三、承办部门

科研处、人事教育处、研究部门

## 四、办理程序 Procedures

入境前	Before Entry into China
<p><b>第一步：线上申请《高端人才确认函》或《外国人来华工作许可通知》（A类，90日以上）</b></p>	<p><b>Step I: Apply online for a Confirmation Letter (for R Visa) or Notification Letter (for Z Visa, Category A)</b></p>
<p><b>办理流程：</b></p> <p><b>I. 申请人准备申请所需材料：</b></p> <ol style="list-style-type: none"> <li>1. 申请表（<a href="#">见样表</a>）</li> <li>2. 6个月内正面白底免冠照</li> <li>3. 申请人电子签名</li> <li>4. 护照信息页（有效期不少于6个月）</li> <li>5. 聘用合同（<b>人教处</b>）： <ul style="list-style-type: none"> <li>应提供中文合同，由申请人签名并加盖单位公章，不得涂改。聘用合同应当包括工作地点、工作内容、薪酬、来华工作时间、职位、签字盖章页等必要内容。</li> </ul> </li> <li>6. 外国人才认定材料： <ol style="list-style-type: none"> <li>①A1—国内人才计划入选者： <ul style="list-style-type: none"> <li>相关证书、证明或含入选者的证明文件（发文名单）</li> </ul> </li> <li>②A3—教授、研究员、访问学者： <ul style="list-style-type: none"> <li>聘用合同/协议/岗位聘用证书（无人才项目依托的外籍客座教授需另外提供岗位聘用证书）</li> </ul> </li> <li>③A5--博士后： <ul style="list-style-type: none"> <li>博士学位证书（<b>在国外获得的，应经我国驻外使领馆或由申请人获得博士学位所在国驻华使领馆或我国学历认证机构认证；在港澳台地区获得的，应经我国学历认证机构认证或经所在地区公证机构公证。</b>）</li> </ul> </li> </ol> </li> <li>7. 工作资历证明：</li> </ol>	<p><b>Procedure:</b></p> <p><b>I. Applicant Prepares Materials in Advance:</b></p> <ol style="list-style-type: none"> <li>1. Application Form (<a href="#">see sample</a>)</li> <li>2. Digital Photo (size: &gt;40kb, &gt;354px*472px)</li> <li>3. E-Signature of the Applicant</li> <li>4. Passport Information Page (valid for no less than 6 months)</li> <li>5. Employment Contract (with <b>SHAO</b>): <ul style="list-style-type: none"> <li>The contract shall be in Chinese, signed by the applicant and stamped by the employer. No handwritten alteration is allowed.</li> <li>The contract shall include work place, job responsibilities, payment, work duration in China, and position, and page of seal and signature.</li> </ul> </li> <li>6. Materials to Prove that the Applicant Belongs to Category-A Talents: <ol style="list-style-type: none"> <li>①A1—For those selected in a China talent program: <ul style="list-style-type: none"> <li>Relevant certificates, credentials or supporting documents containing the selected persons (such as officially released list)</li> </ul> </li> <li>②A3--For professors, researchers and visiting scholars: <ul style="list-style-type: none"> <li>Employment contracts/agreements/certificates (Foreign visiting professors not selected in any China talent program need to provide an extra employment certificate by <b>SHAO</b>)</li> </ul> </li> <li>③A5--For post-doctorates: <ul style="list-style-type: none"> <li>Original PhD diploma, <b>and its verification, by a Chinese embassy/consulate, if the diploma is obtained outside of China</b></li> </ul> </li> </ol> </li> <li>7. Work Qualification Certificate:</li> </ol>

由申请人原工作过的单位出具从事与现聘用岗位工作相关的工作经历证明，包括职位、工作时间或曾经做过的项目，需申请人原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件。除A1、A2以外的其他A类人才仍需提供。如申请人在专业领域知名奖项获奖，可提供相应获奖证明材料。

8. 体检证明：

入境前可采用承诺制，提供体检承诺书，待入境后补充提交体检证明。境外人员体格检查记录验证证明或健康检查证明书，需由中国检验检疫机构出具，签发时间6个月内。

9. 随行家属证明材料：

①随行家属护照信息页

②家属关系证明

（在国外获得的需认证，配偶—结婚证书，子女—子女出生证明或收养证明，父母或配偶父母—申请人出生证明或结婚证书或公证证明）

③体检报告（18周岁以上家属）

④6个月内正面白底免冠照

随行家属包括配偶、未年满18周岁的子女、父母及配偶父母

10. 根据个案情况需要补充提供的材料

A work experience certificate from the previous employer is required, covering the position, work duration, and the projects done. The document needs to be stamped with the official seal of the previous employer or signed by the person in charge with an effective contact number or an email address. A1 and A2 applicants are exempt from providing this material. Applicant who has won well-known awards in the field can provide relevant award certificates.

8. Health Examination Report:

Applicant's written commitment to physical examination shall apply before entry into China. A health report issued within six months, by a Chinese inspection and quarantine authority, shall be provided after entry into China.

9. Accompanying Family Members' Credentials:

①Information page of the family member's passport

②Certificate of family relationship **and its verification** (for spouse, marriage certificate; for child, child birth certificate or adoption certificate; for parents or parents-in-law, applicant's birth certificate or marriage certificate or notarized certificate)

③Health examination report (for family members over 18)

④Digital photo (size: >40kb, >354px\*472px)

Accompanying family members could be the applicant's spouse, children below 18 years old, parents, and parents-in-law

10. Additional Materials as Required on a Case-by-case Basis

**Notes on Materials:** All original paper materials and Chinese translation must be electronically uploaded to the foreigners work management service system in China. **Chinese translation shall be provided for all non-Chinese certification materials, including items 5, 6, and 7.** All printed and photocopied written materials should be on A4 paper.

**材料形式标准：**所有纸质材料原件及中文翻译件均须以电子方式上传至外国人来华工作管理服务系统。**非中文证明材料均需提供中文翻译件，包括上述第5、6、7项，**并加盖用人单位公章。所有打印及复印的书面材料，应当使用A4纸。

<p><b>II. 科研处在“外国人来华工作管理服务系统”中文录入填报申请:</b></p> <ol style="list-style-type: none"> <li>1. 科研处线上提交申请</li> <li>2. 一级预审 (5个工作日内)</li> <li>3. 受理&amp;审查 (5个工作日内, A类3个工作日内)</li> <li>4. 决定 (3个工作日内, A类2个工作日内)</li> <li>5. 科研处线上下载获批证件</li> </ol>	<p><b>II. SHAO Fills in the Online Application on the “Service System for Foreigners Working in China” Platform:</b></p> <ol style="list-style-type: none"> <li>1. SHAO fills in and submits the application online</li> <li>2. Official preliminary examination (5 workdays)</li> <li>3. Official review (5 workdays, 3 workdays for Category A)</li> <li>4. Official decision (3 workdays, 2 workdays for Category A)</li> <li>5. SHAO downloads the approved letter</li> </ol>
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**Certifying Agency:** Shanghai Administration of Foreign Experts Affairs (SAFEA)

**Office Time:** Monday to Friday, 09:00-11:30, 13:30-16:30 (except statutory holidays)

**Tel:** (021)12345; 8008205114 (landline); 4008205114 (cellphone)

**Ref:** <https://zwdt.sh.gov.cn/govPortals/bsfw/item/f42487e9-55b0-4aa2-bbb2-4ffeb1d884b8#spzj>

<p><b>第二步: 申请 R 字或 Z 字签证入境</b></p> <p><b>办理流程:</b></p> <p><b>I. 申请人在所在国向中国驻外使领馆申请签证:</b></p> <ol style="list-style-type: none"> <li>1. 签证申请表 (向驻外使领馆领取)</li> <li>2. 申请人护照以及护照照片</li> <li>3. 申请R签则提供《外国人高端人才确认函》; 申请Z签则提供《外国人来华工作许可通知》</li> <li>4. 单位邀请函</li> <li>5. 驻外使领馆要求的其他材料</li> </ol> <p><b>II. 申请人签证到手后购买机票入境</b></p>	<p><b>Step II: Apply for an R or Z Visa to enter China</b></p> <p><b>Procedure:</b></p> <p><b>I. Applicant Applies for an R or Z Visa at a Chinese Embassy/Consulate:</b></p> <ol style="list-style-type: none"> <li>1. Visa Application Form (provided by the embassy/consulate)</li> <li>2. Passport &amp; Photo</li> <li>3. Confirmation Letter if Applying for an R Visa, or Notification Letter if Applying for a Z Visa</li> <li>4. Invitation Letter by SHAO Inviter</li> <li>5. Additional Materials as Required on a Case-by-case Basis</li> </ol> <p><b>II. Applicant Buys a Plane Ticket to China after Obtaining the Visa</b></p>
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<p><b>入境后</b></p>	<p><b>After Entry into China</b></p>
<p><b>第三步: 境外人员住宿登记</b></p>	<p><b>Step I: Accommodation Registration</b></p>
<p>外国人须在抵达酒店以外的住宿地址后 24 小时内办理住</p>	<p>Foreigners shall apply for an accommodation registration certificate</p>

宿登记。当居住地址发生变化时，需在 24 小时内重新办理登记。

### 如何办理？

申请人可以前往就近派出所登记，需携带材料：

- ① 护照原件
- ② 租房合同，或人教处住宿证明

申请人也可自助网上申报（支持中、英、日、韩四语操作），申报系统 PC 端网页链接：

[https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?locale=en\\_US](https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?locale=en_US)

或手机扫码登录：



### 自助网上申报步骤：

第一步：注册登录

第二步：系统内填报提交，所需材料包括：

- ① 护照信息页



- ② 申请人手持护照正面照



- ③ 住房信息，包括申请人居住地址、详细地址、入住日期、拟离宿日期、联系电话

within 24 hours of their arrival at a non-hotel accommodation. Where changes to the accommodation address occur, new accommodation shall be reported again within 24 hours.

### How to Apply?

Applicant goes to a nearby police station for the accommodation registration, with his/her original passport, lease contract or the accommodation certificate provided by SHAO; or

Applicant reports his/her accommodation online at the website below (available in Chinese, English, Japanese, and Korean):

[https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?locale=en\\_US](https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?locale=en_US)

Or by scanning the QR code below:



### Steps for Self-service Online Reporting:

Step 1: Register and log in

Step 2: Fill in and submit the application. Materials required are:

- ① Passport information page



- ② Photo of the applicant holding his/her passport in front



- ③ Accommodation information, including the street name and house number of the applicant's accommodation in Shanghai, date of

**住房信息**  
请输入您居住的房屋地址

居住地址

详细地址  门牌号  建筑号  房间号

在沪拟入住日期

在沪拟离沪日期

联系电话

第三步：申报当天(一小时内)即可收到审批通过的邮件，登录网站下载住宿证明。

arrival, intended date of departure, and phone number.

**Residence Information**  
Please fill in the residence address.

Street Name  sample:Yan'an Road

House number  Street No.  Bulding No.  Room No.

Date of arrival

Intended Date of Departure

Phone no.

Step 3: Receive (within 1 hour) the email declaring successful registration, and log in to download the certificate.

**第二步：入境体检**

**Step II: Physical Examination**

**办理流程：**

**I.提前线上预约（最好提前 1-2 周）**

预约网址：<https://online.shhg12360.cn/MEC/regist>

**II.携带材料到现场体检：**

1. 健康检查申请表（预约系统内下载，双面打印）
2. 知情同意书（预约系统内下载，双面打印）
3. 护照原件和复印件（信息页+签证页+最新入境页）
4. 3张二寸免冠照
5. 住宿登记证明
6. 600元现金（备用）

**【注意事项】**

1.请在入境后尽快办理入境体检手续，以免影响后续签证的办理。

**Procedure：**

**I. Schedule a Physical Exam Appointment Online (better 1-2 weeks in advance)**

Reservation website: <https://online.shhg12360.cn/MEC/regist>

**II. Go On-site for the Exam with Materials as Follows:**

1. Physical Exam Application Form (downloaded from the reservation website, double-sided printing)
2. Consent Form (downloaded from the reservation website, double-sided printing)
3. Original Passport and Photocopies of Passport Information Page + Visa Page + Latest Entry Page
4. Three 2-inch Photos (full face without hat)
5. Accommodation Registration Certificate
6. Cash RMB 600

**【Notes】**

1. Get the exam after entering China as soon as possible, to save time for the subsequent visa application.

2. 体检前 5 小时需保持空腹状态，可以喝水。

2. Fast five hours prior to the appointment for the exam. Water is fine.

**【报告领取】**

**【Results Collecting】**

体检报告可在完成体检 4 个工作日后领取，两种方式：

The results can be collected within 4 weekdays after the exam. There are two ways of collecting for choice:

1. 本人现场取证：

1. In person.

需体检者本人凭有效护照、取证回执原件到公共服务中心 2 号窗口取证。

Applicants can go back to the certificate-collecting window in person with valid passports and the exam receipts to collect the exam results.

2. 委托快递取证：

2. By courier.

体检结束后由体检者本人办理委托快递送证服务，体检证明将于完成体检四个工作日后送达。

Applicants can also sign up upon getting the exam for courier services to deliver your certificates to the appointed addresses.

☞ 为确保体检结果的安全性和私密性，领证方式一旦确定，如需更改，需体检者本人到公共服务中心 2 号窗口办理。

☞ Applicants must go to the certificate-collecting window in person if they want to change the way of results collecting midway, to ensure the safety and privacy of the exam results.

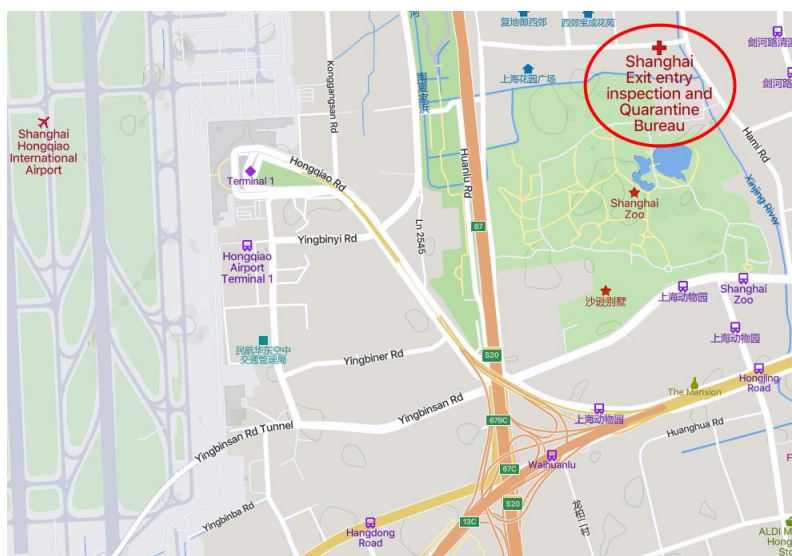
**Exam Address:** Floor 2, Building 3, #15 Jing Bang Road, Chang Ning District, Shanghai, China

Shanghai International Travel Healthcare Center

Shanghai Exit-entry Inspection and Quarantine Bureau

上海市长宁区金浜路 15 号 3 号楼 2 楼（外） 上海国际旅行卫生保健中心

上海出入境检验检疫局



**第三步：申请外国人来华工作许可**

**Step III: Apply for a Work Permit**

**办理流程：**

**Procedure:**

**I. 申请人准备申请所需材料：**

**I. Applicant Prepares Materials in Advance:**

- 1. 外国人来华工作许可申请表（持R/Z签入境见样表1，持其他签证入境见样表2）
- 2. 申请人入境体检报告
- 3. 聘用合同（应包含来华工作时间、工作地点、工作内容、薪酬、职位、签字盖章页）
- 4. 博士学位证书及其认证件
- 5. 工作资历证明
- 6. 随行家属证明材料：
  - ① 随行家属护照信息页
  - ② 家属关系证明  
(在国外获得的需认证，配偶—结婚证书，子女—子女出生证明或收养证明，父母或配偶父母—申请人出生证明或结婚证书或公证证明)
  - ③ 体检报告（18周岁以上家属）
  - ④ 6个月内正面白底免冠照随行家属包括配偶、未年满18周岁的子女、父母及配偶父母
- 7. 护照原件和护照信息页+签证页+最新入境页扫描复印件（尺寸<1024kb）
- 8. 正面免冠照（尺寸>40kb, >354px\*472px）
- 9. 申请人电子签名
- 10. 根据个案情况需要补充提供的材料

- 1. Application Form for Foreigner’s Work Permit (see sample 1 for R/Z visa holders; see sample 2 for other visa holders)
- 2. Physical Examination Results
- 3. Employment Contract with SHAO (including work place, job responsibilities, payment, work duration in China, and position, and page of seal and signature)
- 4. Original PhD Diploma and its Verification
- 5. Relevant Vocational Qualification Certificates
- 6. Accompanying Family Members’ Credentials:
  - ① Information page of the family member’s passport
  - ② Certificate of family relationship and its verification (for spouse, marriage certificate; for child, child birth certificate or adoption certificate; for parents or parents-in-law, applicant’s birth certificate or marriage certificate or notarized certificate)
  - ③ Health examination report (for family members over 18)
  - ④ Digital photo (size: >40kb, >354px\*472px)Accompanying family members could be the applicant’s spouse, children below 18 years old, parents, and parents-in-law
- 7. Original Passport and Photocopies of Passport Information Page + Visa Page + Latest Entry Page (size: <1024kb)
- 8. Digital Photo (size: >40kb, >354px\*472px)
- 9. E-signature of the Applicant
- 10. Additional Materials as Required on a Case-by-case Basis

**注：**



<p>1. 如持 Z/R 签入境，只需补充提交 1, 2, 3, 7 项</p> <p>2. 请务必在工作许可证到期前，提前一个月提出延期申请（最多可提前 90 日）。</p>	<p><b>Notes:</b></p> <p>1. If you enter with a Z/R visa, you only need to submit Items 2,3, and 7</p> <p>2. Please apply for a work permit extension 1 month in advance of the due date (up to 90 days in advance).</p>
<p><b>II. 科研处办理工作许可申请:</b></p> <ol style="list-style-type: none"> <li>1. 科研处线上中文填报提交申请</li> <li>2. 材料预审（5个工作日）</li> <li>3. 科研处现场提交材料</li> <li>4. 审查（5个工作日，A类3个工作日）</li> <li>5. 决定（3个工作日，A类2个工作日）</li> <li>6. 科研处现场领证（不支持物流快递）</li> </ol>	<p><b>II. SHAO Handles the Work Permit Application:</b></p> <ol style="list-style-type: none"> <li>1. SHAO fills in and submits the application online</li> <li>2. Official preliminary examination (5 workdays)</li> <li>3. SHAO submits the materials on-site</li> <li>4. Official review (5 workdays, 3 workdays for Category A)</li> <li>5. Official decision (3 workdays, 2 workdays for Category A)</li> <li>6. SHAO collects the work permit on-site (Courier service unavailable)</li> </ol>
<p>Access to Government Online-Offline Shanghai (Service System for Foreigners Working in China) at</p> <p>① <a href="https://fuwu.most.gov.cn/html/fwsx/wgrlhq/">https://fuwu.most.gov.cn/html/fwsx/wgrlhq/</a></p> <p>② <a href="https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp">https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp</a></p> <p><b>Office Hours and Location:</b></p> <p>Monday to Friday, 09:00-11:30, 13:30-16:30 (except statutory holidays)</p> <p>Windows 1-4, Shanghai Science &amp; Technology Administrative Service Center, 1F, Jimao Building, 1525 West Zhongshan Rd., Xuhui District, Shanghai</p> <p><b>Processing Time:</b> 1-2 weeks after all the required documents are accepted by the Center</p> <p><b>Service Hotline:</b> 800-820-5114 *9 (landline), or at 400-820-5114 *9 (mobile phone)</p>	
<p><b>第四步：申请工作类居留许可</b></p>	<p><b>Step IV: Apply for a Work-type Residence Permit</b></p>
<p><b>办理流程:</b></p> <p><b>I. 申请人准备申请所需材料:</b></p> <ol style="list-style-type: none"> <li>1. 护照原件以及护照信息页+签证页+最新入境章页复印件</li> </ol>	<p><b>Procedure:</b></p> <p><b>I. Applicant Prepares Materials in Advance:</b></p> <ol style="list-style-type: none"> <li>1. Original Passport &amp; Photocopies of Passport Information Page + Visa Page + Latest Entry Page</li> </ol>

2. 入境体检报告（6个月内出具，18周岁以下和70周岁以上者免交）
3. 单位申请公函（注明统一社会信用代码）
4. 单位法人执照副本
5. 个人申请函（1年期免提交）
6. 工作许可证原件，以及制证信息打印件（通过扫码证件上二维码获得制证信息）
7. 住宿登记证明
8. 根据个案情况需要补充提供的材料

2. Physical Examination Results (issued within 6 months, exempted for those under 18 and over 70 years old)
3. Application Letter by **SHAO**
4. Legal Registration Proof of **SHAO**
5. Application Letter by Applicant
6. Work Permit & a Print-out of the Permit Information (obtained by scanning the QR code on the work permit)
7. Accommodation Registration Certificate
8. Additional Materials as Required on a Case-by-case Basis

**II. 申请人**登录支付宝或微信小程序“随申办”--出入境专栏—外国人签证证件办理—工作类居留证件--预约办证时间

**II. Applicant** Makes an Appointment Online via Alipay or Wechat Mini Program “Sui Shen Ban”—Entry-exit Column—Visa/stay permit/residence permit—Residence permit for work

**III. 申请人**携带准备好的材料前往上海市公安局出入境管理局办理工作类居留许可，现场办理流程：

**III. Applicant** Goes to the Shanghai Public Security Entry-Exit Bureau to Apply for the Residence Permit with the Materials

- Prepared. Steps for On-site Application:**
1. 凭护照到出入境大厅照相室进行免费拍照，并保留拍照回执单
  2. 凭护照和拍照回执，在自助服务器上打印《工作类居留许可申请表》，填写表格并签字
  3. 服务台取号，排队等号，到窗口提交材料现场核验
  4. 获得并保留居留许可回执单：提交的材料包括护照原件，大约5个工作日后可取回护照，在此期间居留许可回执单可代替护照使用

- Prepared. Steps for On-site Application:**
1. With your passport, take a photo for free at the photography room of the Entry-Exit Bureau hall, and keep the photo receipt
  2. With your passport and photo receipt, print the Work-type Residence Permit Application Form at the self-service machine in the hall, fill in the form and sign it
  3. Take a number at the service desk, and wait for your turn to submit the materials to the window for on-site verification
  4. Get the residence permit receipt and keep the receipt: The documents submitted include the original passport, and while your passport is away, for about 5 workdays, the receipt can be used temporarily in place of the passport

<p><b>注:</b></p> <ol style="list-style-type: none"> <li>1. 提交承诺书、《工作许可通知》，可免交《外国人工作许可证》（但须在取得居留证件后一个月内办理）</li> <li>2. 请务必在到期日前，提前一个月提出延期申请</li> <li>3. 原居留证件期限届满，但在3个月之内续办的，可免交体检证明</li> <li>4. 华裔需提供中国户籍注销证明</li> </ol>	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Material I.6 “work permit” can be replaced by a letter of commitment and Work Permit Notice. (However, work permit must be got within 1 month after receiving the residence permit).</li> <li>2. Please apply for an extension of the residence permit 1 month prior its due date.</li> <li>3. A medical examination certificate is not required for residence permits renewals within three months of expiration.</li> </ol>
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**Office Hours and Locations:**

Monday to Saturday, 9:00-17:00 (except for statutory holidays; Saturdays for document acceptance only)

**Location I:**

F1, Xuhui District Administrative Service Center, No. 999 Nanning Road, Xuhui District, Shanghai

Shanghai Public Security Entry-Exit Bureau, Xuhui District

徐汇区南宁路999号徐汇行政服务中心一楼 上海市公安局出入境管理局徐汇分局

**Location II:**

No.1500 Minsheng Road, Pudong New Area, Shanghai

Shanghai Public Security Entry-Exit Bureau, Pudong New Area (HQ)

(Yingchun Road Subway Station Entrance & Exit 1 Pedestrian 160 Meters)

浦东新区民生路1500号 上海市公安局出入境办证大厅

**Processing Time:** 1-2 weeks after all the required documents are accepted by the Bureau (7 workdays at the soonest)

**Service Hotline:** 12367

<p>随行家属私人事务类居留证件(探亲/私事)</p>	<p>Accompanying Family Members Apply for Residence Permits for Personal Matters (Family Visits/Other Personal Matters)</p>
<p><b>办理流程:</b></p> <p>I. <b>申请人</b>准备申请所需材料:</p> <ol style="list-style-type: none"> <li>1. 本人护照原件以及护照信息页+签证页+最新入境章页复印件</li> </ol>	<p><b>Procedure:</b></p> <p>I. <b>Applicant</b> Prepares Materials in Advance:</p> <ol style="list-style-type: none"> <li>1. Original Passport &amp; Photocopies of Passport Information Page + Visa Page + Latest Entry Page</li> </ol>

2. 被探望人有效护照、居留证件原件及复印件
3. 入境体检报告（6个月内出具，18周岁以下和70周岁以上者免交）
4. 提供被探望人员出具的说明亲属关系的函件（需说明与被探望人的亲属关系及被探望人的完整工作单位名称和学校名称）
5. 亲属关系证明（再次申请时，若被探望人不变，可免提交）
6. 住宿登记证明
7. 被探望人工作许可证，以及制证信息打印件（通过扫码证件上二维码获得制证信息）
8. 根据个案情况需要补充提供的材料

2. Original and Photocopies of the Valid Passport and Residence Permit of the Visited or Accompanied Person
3. Physical Examination Results (issued within 6 months, exempted for those under 18 and over 70 years old)
4. Letter Provided by the Visited or Accompanied Person (explaining the family relationship with the person to be visited and the name of the person's complete work employer)
5. Accompanying Family Members' Credentials (exempt when applying again if the visitor remains the same)
6. Accommodation Registration Certificate
7. The Visited or Accompanied Person's Work Permit & a Print-out of the Permit Information (obtained by scanning the QR code on the work permit)
8. Additional Materials as Required on a Case-by-case Basis

II. **申请人**登录支付宝或微信小程序“随申办”--出入境专栏--外国人签证证件办理--私人事务类居留证件--预约办证时间

II. **Applicant** Makes an Appointment Online via Alipay or Wechat Mini Program “Sui Shen Ban”—Entry-exit Column—Visa/stay permit/residence permit—Residence permit for personal matters

III. **申请人**携带准备好的材料前往上海市公安局出入境管理局办理工作类居留许可，现场办理流程：

III. **Applicant** Goes to the Shanghai Public Security Entry-Exit Bureau to Apply for the Residence Permit with the Materials

1. 凭护照到出入境大厅照相室进行免费拍照，并保留拍照回执单
2. 凭护照和拍照回执，在自助服务器上打印《工作类居留许可申请表》，填写表格并签字
3. 服务台取号，排队等号，到窗口提交材料现场核验
4. 获得并保留居留许可回执单：提交的材料包括护照原件，大约5个工作日后可取回护照，在此期间居留许可回执单可代替护照使用

**Prepared. Steps for On-site Application:**

1. With your passport, take a photo for free at the photography room of the Entry-Exit Bureau hall, and keep the photo receipt
2. With your passport and photo receipt, print the Work-type Residence Permit Application Form at the self-service machine in the hall, fill in the form and sign it
3. Take a number at the service desk, and wait for your turn to submit the materials to the window for on-site verification

	4. Get the residence permit receipt and keep the receipt: The documents submitted include the original passport, and while your passport is away, for about 5 workdays, the receipt can be used temporarily in place of the passport
<b>变更单位</b>	<b>Change Employer</b>
<b>第一步：注销《外国人来华工作许可证》</b>	<b>Step I: Cancel Work Permit</b>
<b>申请材料：</b> 1. 工作许可注销申请表 2. 离职证明（离职证明开具后10日内需办理居留许可注销/停留许可申请）	<b>Required Materials:</b> 1. Application Form 2. Employment Separation Certificate (The residence permit shall be cancelled/A stay permit shall be applied within 10 days after the issuance of the separation certificate)
<b>第二步：申请停留许可</b>	<b>Step II: Apply for a Stay Permit</b>
<b>申请材料：</b> 1. 离职证明 2. 住宿登记证明	<b>Required Materials:</b> 1. Employment Separation Certificate 2. Residence Registration Certificate
<b>离职出境</b>	<b>Leave China</b>
1. 注销《外国人来华工作许可证》 2. 注销《工作类居留许可》 3. 出境 如有需要，向上海市出入境管理局申请在中国期间无犯罪记录证明	1. Cancel Work Permit 2. Cancel Work-type Residence Permit 3. Leave China If necessary, apply to the Shanghai Public Security Entry-Exit Bureau for a Criminal Record while in China ( <a href="#">Reference</a> )
<b>申请30天停留</b>	<b>Apply for a one-month Stay Permit</b>
<b>办理流程：</b> I. <b>申请人</b> 准备申请所需材料： 1. 住宿登记	<b>Procedure:</b> I. <b>Applicant</b> Prepares Materials in Advance: 1. Residence Registration Certificate

2. 单位申请函
3. 单位法人执照副本
4. 护照原件（出入境将暂时留存）
5. 护照信息页+签证页+入境页+变更页复印件
6. 与申请事由相符的证明材料
7. 根据个案情况需要补充提供的材料

**II. 申请人**登录支付宝或微信小程序“随申办”--出入境专栏—外国人签证证件办理—外国人停留证件签发--预约办证时间

**III. 申请人**携带准备好的材料前往上海市公安局出入境管理局办理停留许可，现场办理流程：

1. 凭护照到出入境大厅照相室进行免费拍照，并保留拍照回执单
2. 凭护照和拍照回执，在自助服务器上打印停留许可申请表，填写表格并签字
3. 服务台取号，排队等号，到窗口提交材料现场核验
4. 领取并保留停留许可回执单：提交的材料包括护照原件，大约5个工作日后可取回护照，在此期间停留许可回执单可代替护照使用

2. Application Letter by **SHAO**
3. Legal Registration Proof of **SHAO**
4. Original Passport (will be temporarily kept by the Shanghai Public Security Entry-Exit Bureau)
5. Copy of Information Page + Visa Page + Latest Entry Page
6. Supporting Documents Consistent with Application Purposes
7. Additional Materials as Required on a Case-by-case Basis

**II. Applicant** Makes an Appointment Online via Alipay or Wechat Mini Program “Sui Shen Ban”—Entry-exit Column—Visa/stay permit/residence permit—Issuance of foreigner’s stay permit

**III. Applicant** Goes to the Shanghai Public Security Entry-Exit Bureau to Apply for the Stay Permit with the Materials Prepared.

**Steps for On-site Application:**

1. With your passport, take a photo for free at the photography room of the Entry-Exit Bureau hall, and keep the photo receipt
2. With your passport and photo receipt, print the stay permit application form at the self-service machine in the hall, fill in the form and sign it
3. Take a number at the service desk, and wait for your turn to submit the materials to the window for on-site verification
4. Get the stay permit receipt and keep the receipt: The documents submitted include the original passport, and while your passport is away, for about 5 workdays, the receipt can be used temporarily in place of the passport