

NECESSARY STEPS DESCRIPTION

Documents Preparing:

Prepare the documents according to the stage 1 by March 15, the digital one should color scanned to SCIS HR and bring all the original one and receipts to Shanghai

Authentication issued by overseas Chinese Embassy:

First to notarized by the Secretary of State (National Notary Bureau) by adding a cover statement with a designated big seal, signature and wording recognized by Chinese Consulate. And then bring the notarized document to apply for a legalization in Chinese embassy/consulate in person.

Z Visa:

Apply for the visa, which needed to officially enter China as an employee. Commonly called your 'Work Visa.' It is valid for 30 days.

Residence Permit (RL):

The permit which allows you to live in China longer than a tourist. Once you have obtained this, your initial visa is cancelled and you may freely enter and exit China.

Work Permit Card (WPC):

The long term certificate that allows you to work in China.

The Visa, Work, & Residence Permit process for moving to Shanghai, China

STAGE 1: These Materials must be submitted to SCIS to apply for the Z Visa by March 15

- Name and address of the Chinese Embassy/Consulate in which the teacher will apply for Z visa (**cannot be changed once confirmed**).
 - Passport ID full page (passport should valid at least 2 years upon the report school year date, and eight blank visa pages)
 - Resume (with education and work experience, from 18 years old to the present, it should be continuous and identify in which country each position was held within)
 - Original Bachelors or higher **diploma** (degree transcript will not acceptable) and **its authentication issued by overseas Chinese Embassy** (the sample will be provided)
 - Original letter of reference from any international organization with proof of at least 2 years full-time work experience, after graduation from university, in education and within a similar role
 - Original **official police clearance certificate** (PCC) from your home country and current residency country, and **its authentication issued by overseas Chinese Embassy**
 - Original medical check report with standard medical form
 - Digital 2-inch sized color photo (passport photo style, pure white background, 3.5 cm x 4.5 cm)
- Spouse and children if they will accompany to Shanghai through the contract time**
- Spouse and children's passport ID full page (the permits application identify children should under 18 years old)
 - Marriage certificate and its authentication issued by overseas China Embassy if they accompany in Shanghai
 - Birth Certificates of each children and its authentication issued by overseas Chinese Embassy
 - Digital 2-inch sized color photo for each accompanies (same size and style as employee)

STAGE 2: Arrive in Shanghai with Z visa and begin the Residence License Process



STAGE 3: Apply for the Work Permit Card

