

Step-by-Step Guideline for China Visa Application

Purpose: In accordance with latest China's policy, overseas candidates (with the exception of Taiwan, Hong Kong, & Macao citizens) who will be working in Shanghai could enter China with Tourist visa (L visa) then with the help of employers to convert it into Work visa (Z visa).

Shanghai Contact Person: Ms. Evie Tao, Ms. Gina Lee and Ms. Yuyan Li

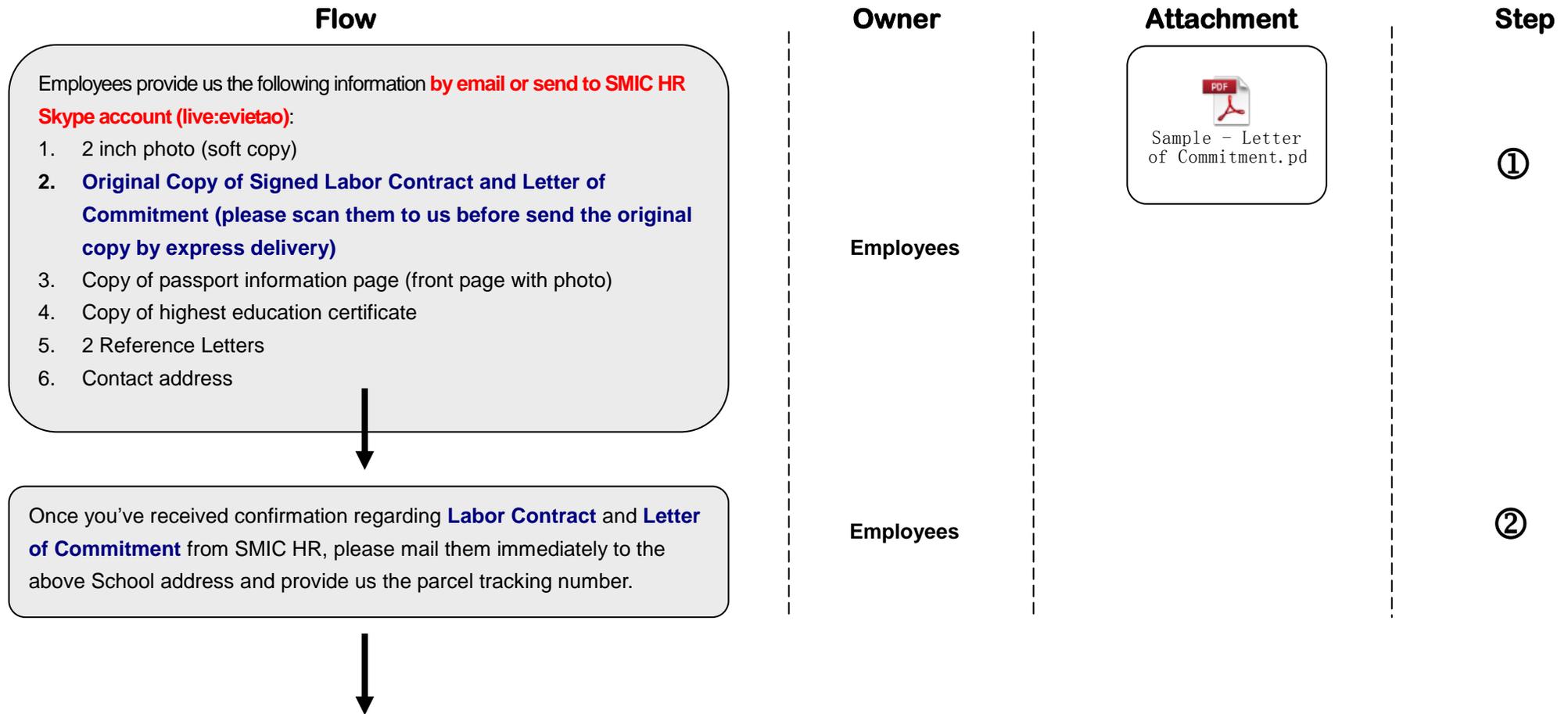
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Email: Evie_Tao@smicschool.com, Gina_Lee@smicschool.com or Yuyan_Li@smicschool.com

Fax: +86-21-5079-2883

Address: No. 169, Qing Tong Road, Pudong New Area, Shanghai 201203, China.

Note: We need at least one month to process your application, please prepare your documents early in order to come onboard on time.



Flow

Visit your family doctor and undertake a basic physical exam (please refer to the attachment for the exam items). Please be sure to have your doctor leave “**Suitable/ideal for work overseas**” in the comment area. Then send the scanned report to SMIC HR immediately via email or SMIC HR Skype.



After the required documents received, SMIC HR will apply for your **Alien Employment License of the People's Republic of China**, which will take about **20 working days** to process. Upon receiving the working permit, visa team will also apply for an **official Invitation Letter from the government**, which will take another **4 working days**. Then these documents together with a school invitation letter will be mailed to you for your Z visa application.



Employees bring the following items with him/her when applying at the Chinese Consulate (**4-5 working days**):

- A completed **Visa Application Form of the People's Republic of China (2013 Edition)**. Please see notes below.1
- Bring one colored, front-facing, hatless passport picture taken within the past 6 months.
- Bring one copy of your passport photo page, along with the original passport. Make sure your passport has at least 2 available blank visa pages and valid for a minimum of 6 months.
- If you have previously received a Chinese visa, submit one copy of the most recent Chinese visa page along with the photo page of the passport bearing the visa.
- Original copy of your physical exam report.

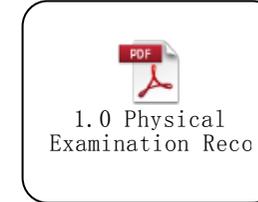
Owner

Employees

SMIC HR

Employees

Attachment



Step

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For more information, please search for your regional consulate website by country and/or state:

http://www.visahq.com/embassy_row.php

¹ Make sure to go online to your local Chinese Consulate website and download the form from the website. The Consulate now requires ALL applicants to first complete the form on computer and then print it out to bring along with them. Applications filled by handwriting will no longer be available at the Consulate office. Make sure to check the “**Work**” box for your major purpose of your visit in item 2.1. And choose “**one entry valid for 3 months from the date of issue**” at item 2.2 on the visa application. When filling out the “intended address” section of the application, please put down a friend’s address in China if you know someone. If you do not know anyone, you can put down my name and the school’s address: Evie Tao, 169 Qing Tong Road, Pudong Area, Shanghai, China, 201203.

Notes:

- 1) Z-visa applicants need to undergo medical check-ups and email the medical report to us before we can start the application for the Invitation Letter and working visa. We cannot apply for both simultaneously and must wait a minimum of 4 weeks for the first document to be approved. These are extremely time consuming pre-arrival procedures we must process a second time after your arrival in China.
- 2) After your arrival in Shanghai, we will transfer your Z-visa to a long term Resident permit. This process involves scheduling another medical check up and visa interview among other requirements. The normal procedure takes approximately one month to complete. To ensure you won’t get penalized RMB500 per day due to an expiring visa during this transition period, please request on your Z-visa application **one entry valid for 3 months** duration stay. **Once you receive your visa, send me a scanned version by email to Evie_Tao@smicshool.com so we could keep a record.**
- 3) As a result of various routine procedures during our summer recess changeover, you are not encouraged to arrive to Shanghai until **one week before** your report day. If you insist on a personal travel within China before your onboard day, you need to notify me as soon as possible since your arrival date would not be during our planned Arrival Week. Under this situation, please make sure when applying for your Z-visa, you request a single entry eligible for **at least 3 months**, so this visa is still valid during your visa transition period.
- 4) If you do not live near a Chinese Consulate, you can apply through an agent of a travel agency. One of the benefits of going through an agency is they can also help you process your visa application. If you decide to buy your air ticket through them, sometimes there are no additional fees besides the visa fee itself. If the travel agent does charge you the service fee, this could be reimbursed after you report to work (invoice is necessary). Make sure they process the “**Z**” visa for you and when asked, remember to tell your agent you are going to work in Shangri, China.

- 5) As a general rule of thumb, Z-visa applications take about 4-5 working days to complete. In order to ensure you obtain your Z-visa successfully by your planned flight date, it is recommended you submit your application **two to three weeks** before your departure date. Make sure to double check the “Enter Before” date on your visa upon receiving it to ensure you have sufficient time to enter China. Due to a given time limit the Consulate allows from the date of issue on your visa to your date of entry in China, we suggest you *don't* apply earlier than one month prior to departure. SMIC only reimburses the full amount of the visa application fee charged by the Chinese Consulate. Any additional expenses used on postal services, to expedite your application, or to reschedule your flight is fully responsible by the new hire.

- 6) You must **remember to keep the receipt** of the visa application fee issued by the Chinese Consulate. You will need to submit it with your reimbursement application after your onboard date. Please read the *Onboard Reimbursement Guidelines* document thoroughly for detailed information on reimbursable items. SMIC does not pay for any item not listed on the guideline. ***Examples include: express/courier expenses for delivering passport for L-visa application, hotel expense, overweight luggage fees, and taxi fees to/from the airport.*** You may decide how to use your relocation allowance of USD1000, or a cap of USD2000 for employees with family members, whichever way you wish. But this allowance can also be used to cover any items not listed on the reimbursement guidelines. **HR advises new hires to use this allowance to purchase furnishing for their apartments. It will be cheaper than paying the premium to ship your belongings overseas to Shanghai.**

If you have any further questions regarding any of the above, please address them in an email to Evie_Tao@smicschool.com.