



1 WORK PERMIT (WHILE ABROAD)

Handled by your **EMPLOYER** in China



1. Employer Applies
Your employer submits your application for the Foreigner Work Permit through the government online system.



2. Authorities Review
Authorities review your qualifications, documents and the position.



3. Approval
If approved, you will receive the Notification Letter of Foreigner's Work Permit.



Typical Documents

- Passport copy
- Degree & transcripts
- Work experience letters
- Criminal record check
- Medical check (if required)
- Employment contract
- Other documents as required



Processing Time: ~ 1 – 4 weeks (varies by city and case)



You cannot apply for a Z visa without this notification letter.

2 Z VISA (APPLY ABROAD)

Handled by **YOU** at Chinese Embassy / Visa Center



1. Prepare Documents
Prepare required documents including the Work Permit Notification Letter.



2. Submit Application
Submit your visa application at the Chinese Embassy or Visa Center.



3. Get Z Visa
If approved, you will receive a Z visa (single-entry).



4. Enter China
The Z visa is usually valid for 30 days from the date of entry.



Required Documents (Common)

- Work Permit Notification Letter
- Passport
- Visa Application Form
- Photo
- Other documents as requested by embassy



What is a Z visa?

It is an entry visa that allows you to enter China for work purposes. It is NOT your work authorization.



Stay within 30 days

You must apply for your Work Residence Permit within 15–30 days after entering China.

3 WORK RESIDENCE PERMIT (AFTER ARRIVAL)

Handled by **YOU** + Employer in China



1. Register Address
Register your temporary residence at the local police station within 24 hours of moving in.



2. Medical Check
Complete a medical examination at a designated hospital (if required).



3. Submit Application
Your employer assists in submitting applications for:
• Foreigner Work Permit Card (or Digital Work Permit)
• Work Residence Permit



4. Review & Approval
The PSB reviews your application and issues the Work Permit Card and Residence Permit.



5. Get Residence Permit
You will receive your Work Residence Permit, which allows you to legally live and work in China.



Validity

Usually 1 year or the same duration as your work contract. Renewable.



Benefits

- Legal work in China
- Multiple entries & exits
- Long-term stay



Important

Do NOT work on a tourist, business, or student visa. It is illegal and may result in fines, detention or deportation.

OVERALL TIMELINE (REFERENCE)



Step 1: Work Permit
1 – 4 weeks
(Employer applies while you are abroad)



Step 2: Z Visa
3 – 7 working days
(Apply at embassy in your country)



Step 3: Residence Permit
15 – 30 days after arrival in China
(Apply at local Public Security Bureau)

