

**工作签证 (Z 字签证) 申请材料清单**  
**Checklist for Work Visa (Z-Visa) Application**

工作签证 (Z 字签证) 发给赴中国工作的人员。

Work visa (Z-visa) is issued to those taking up a post or employment, or giving commercial performances in China.

\*请按清单顺序准备签证申请材料, 打印该清单并附在申请材料首页。

Please provide the following documents and gather your documents in the order of the checklist.

The checklist should be printed and included in your application as the cover page.

	Check box
1、申请人的普通有效护照, 护照必须在行程前至少 6 个月有效, 且至少有 2 张空白签证页。 Ordinary valid passport valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
2、护照资料页及延期页(如有)和最近一次中国签证的复印件(如有)。 Photocopy of the information page and extension page (if applicable) of the passport and last Chinese visa copy (if applicable).	
3、网上填写完整的《中华人民共和国签证申请表》一份, 需要按照相关要求上传本人正面免冠、浅色背景的彩色护照近照一张。然后彩色打印一份上述表格。 One fully completed Visa Application Form online with a recently-taken color passport photo (full face, front view, and bare head, against a light background)。Then make a color copy of the above form.	
4、须提供下列证明材料之一: One of the following documents: (一) 人社部门或外国专家局签发的《外国人工作许可通知》复印件; (1) Notification Letter of Foreigner's work permit issued by Chinese Government Authorities for Human Resources and Social Security or the state Bureau of Foreign Experts . (photocopy) (二) 文化主管部门关于经营性演出的批准书原件、复印件 和《外国人在中国短期工作证明》原件、复印件(在华停留期小于等于 90 天); (2) Approval documents for commercial performance issued by the Chinese Government Authorities for Cultural Affairs (original and photocopy) and approval of short-term employment for foreigners working in P.R China issued by Chinese Government authorities for Human Resources and Social Security ( original and photocopy) (less than 90 days) (三) 工商行政管理部门签发的《外国(地区)企业常驻代表机构登记证明》复印件或商务部门签发的《外国企业常驻代表机构批准证书》复印件; (3) Registration Certificate of Resident Representative offices of enterprises of Foreign Countries (Regions) issued by Chinese Authorities of industrial and Commercial Administration (Photocopy). Approval letter of Resident Representative offices of enterprise of foreign countries (Regions) issued by Bureau of the Commerce (Photocopy). (四) 文化主管部门关于经营性演出的批准文件书原件、复印件(在华停留期大于 90 天); (4) Approval document for commercial performance issued by the Chinese Government Authorities for Cultural Affairs (original and photocopy) (more than 90 days) (五) 中国海洋石油总公司签发的《外国人在中华人民共和国从事海上石油作业邀请信》复印件。 (5) Letter of invitation to Foreigners for Offshore Petroleum Operations in China issued by China National offshore Oil Corporation (Original).	
非南非籍公民申请签证, 还须提供: For citizens of other countries, the following supplementary document is required: 有效期不少于半年的在南非居留、工作或学习许可等正本及复印件。 The original and copy of residence, work or study permit in South Africa with at least six months of remaining validity.	

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.

All documents submitted must be in Chinese or English.