

Checklist for Work Visa (Z-Visa) Application

Issued to those who intend to work in China Mainland

Please provide the following documents, **printed documents and photocopies should be in A4 size**. Please arrange the documents in the same order as in the list and place this checklist at the top of the file:

- Passport: Original passport with at least 6 months of remaining validity and 2 blank visa pages
- One color photo (bare-head, full face) with white background, taken recently within the last 6 months. Size: 48mmx33mm, width of head: 15mm to 22mm, height of head: 28mm to 33mm.
- 1. One completed Visa Application Form: Please visit website https://bio.visaforchina.org/SGN2_EN/ enter the "Quick Access" section from the homepage, and then select "Online Application Form" to **fill in your application form online****
Note: The applicant should fill in this form truthfully, completely, and clearly. After filling in the application form, please **prints out the complete form (one-side print), sign on the Confirmation page and the 8th page of the Application form.**
- 2. Photocopy of the passport's data page.
- 3. Photocopy of previous Chinese visas or Chinese residence permit (If any)
Note: If the previous Chinese visas or Chinese residence permit in old passport, applicant should provide the photocopy of the previous passport's data page as well.
- 4*. Only applicable to visa applicants who are Vietnamese citizens:
 - (a) Photocopy of ID card Note: Original documents must be provided for verification
 - (b) Photocopy of Certificate of registered residence book Note: Original documents must be provided for verification**OR Valid Confirmation of Residence Information Form CT07/ CT08 (Original documents)**
- 5*. Only applicable to visa applicants who are foreigners:
 - (a) Photocopy of valid Vietnam Visa and Extension Stamp (if any) **or** Vietnam Temporary Residence Card Note: Original documents must be provided for verification
 - (b) Photocopy of Vietnam legal Entry Stamp (the last time you entered Vietnam).
- 6*. Only applicable to foreign citizens those who were Chinese citizens and have obtained foreign citizenship:
 - a. If you are applying for a Chinese visa for the first time, you should provide your previous Chinese passport held and a photocopy of its data page.
 - b. If you have obtained visa for China (mainland only) before and want to apply for a Chinese visa with a renewed foreign passport that does not contain any Chinese visa, you should present the photocopy of the previous passport's data page + the photo page if it is separate + the previous Chinese visa page. (If your name on the current passport differs from that on the previous one, you must provide an official document of name change.
- 7. One of the following documents:**
 - a. Foreigners Employment Permit of the People's Republic of China issued by Chinese government authorities for Human Resources and Social Security.
Note: If employment period is no more than 90 days, the short-term working permit is necessary.
 - b. Permit for Foreign Experts Working in China issued by the State Bureau of Foreign.
 - c. Registration Certificate of Resident Representative Offices of enterprises of foreign countries(regions) issued by Chinese authorities of industrial and commercial administration.
 - d. An approval document for commercial performances issued by the Chinese government authorities for cultural affairs.
Note: If the performance is no more than 90 days, the short-term working permit is necessary.
 - e. Letter of Invitation to Foreigners for Offshore Petroleum Operations in China issued by China National Offshore Oil Corporation.

Note:

- i.** If necessary, the applicant may be required to provide other proof documents or supplementary materials. **The consular officer will decide on whether to issue the visa and on its validity, duration of stay and number of entries based on the specific conditions of the applicant.**
- ii.** Starting from June 10th, 2021, the Chinese Visa Application Service Center in Ho Chi Minh City **no longer accept old version paper Application form (FormV.2013).**
- iii.** Please visit the website https://bio.visaforchina.org/SGN2_EN/ enter the "**Quick Access**" section from the homepage, and then select "**Start to book an appointment**" to make an appointment for visa application. Applicants who have made an appointment need to prepare all the above documents in advance and arrive at the Center **10 minutes** before the appointment time.
- iv.** All applicants aged **between 14 and 70 years old (inclusive)** need to visit the Chinese Visa Application Center to provide their biometric data. Please click the link below for more details: https://bio.visaforchina.org/SGN2_EN/generalinformation/news/283474.shtml
- v.** **Service areas** of the Chinese Visa Application Service Centre in **Ho Chi Minh City:** https://www.visaforchina.cn/SGN2_EN/generalinformation/visaknowledge/267761.shtml (ID card & Household registration book or Valid Confirmation of Residence Information Form CT07/ CT08 (Original documents); **only applicable to Vietnamese citizens**)