

外国人申请签证证件须知

VISA/STAY PERMIT/RESIDENCE PERMIT INFORMATION

一、申请对象 Applicant

外国人入境后，因非外交、公务事由需要在中国境内停留居留的，可以按照规定向公安机关出入境管理机构申请签证的延期、换发、补发和停留证件的签发、换发、补发以及居留证件的签发、延期、换发、补发。

A foreigner who intends to stay or reside in China for non-diplomatic or official reasons after entry may go through procedures in accordance with relevant regulations with exit-entry administration of the public security organ to apply for:

- 1) extension, change or reissuance of a visa
- 2) a stay permit
- 3) change or reissuance of a stay permit
- 4) a residence permit; or
- 5) extension, change or reissuance of a residence permit

二、申请机构 Administration

外国人应当向公安部委托的县级以上公安机关出入境管理机构申请签证证件。

Foreigners shall apply to the exit/entry administration of public security organ under local people's government at or above county level entrusted by the ministry of public security for the above

visa/stay permit/residence permit.

三、申请方式 Ways of Application

外国人申请签证和居留证件延期、换发、补发以及停留证件，应当由本人到公安机关出入境管理机构办理相关手续。具有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

- (一) 未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；
- (二) 非首次入境且在中国境内停留居留记录良好的；
- (三) 邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

The applicant shall apply to the exit/entry administration of public security organ for extension, change or reissuance of a visa or residence permit, or apply for a stay permit in person. However, in one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for extension, change or reissuance of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

- 1) The applicant is under the age of 16 or over the age of 60 or it would unduly inconvenience the applicant due to illness or other reasons ;
- 2) The applicant's current entry is not his or her first entry into China and the applicant has a good record of stay or residence in China; or
- 3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

外国人申请居留证件，应当由本人到公安机关出入境管理机

构办理相关手续。属于国家需要的高层次人才和急需紧缺的专门人才以及具有前款第一项情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

The applicant shall apply to the exit/entry administration of public security organ for residence permit in person. If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

四、单位备案 Entity Registration for Reference

邀请、接待外国人的单位可以向当地公安机关出入境管理机构申请备案。

The inviting or hosting entity may file records with the exit/entry administration of the local public security organ.

五、申请手续 Formalities

外国人申请签证证件，应当接受公安机关出入境管理机构有关询问。公安机关出入境管理机构需要向邀请单位（个人）核实有关情况的，相关单位（个人）应当予以配合。申请人或者有关单位、个人无正当理由未根据公安机关出入境管理机构通知在约定时间内接受面谈的，公安机关出入境管理机构可以依法不予签发签证证件。

Foreigners who apply for visa/stay permit/residence permit shall accept interview by the exit/entry administration of public security organ. Where the exit/entry administration of public security organ requires relevant inviting entity or individual to help with the verification of relevant information, the latter shall

cooperate. According to the law, if the applicant, relevant entity or individual fails to participate in the interview without legitimate causes, the visa/stay permit/residence permit may not be granted.

外国人申请签证证件应当提交本人有效护照或者其他国际旅行证件，填写《外国人签证证件申请表》，交一张符合规定要求的照片，提交与申请事由相关的证明材料。

A foreigner applying for visa/stay permit/residence permit shall submit his or her own valid passport or other international travel document, fill out the VISA / STAY PERMIT / RESIDENCE PERMIT APPLICATION FORM, and submit a qualified photo and material relating to the purpose of application.

六、受理回执 Receipt of Acceptance

对经审查符合受理条件的签证证件申请，公安机关出入境管理机构应当受理并出具受理回执，在受理回执有效期内作出是否签发的决定。签证和停留证件申请的受理回执有效期自受理之日起不超过 7 个工作日；居留证件申请的受理回执有效期自受理之日起不超过 15 个工作日。

Where a foreigner's application for visa/stay permit/residence permit meets the acceptance provisions, the exit/entry administration shall accept the application and issue a receipt of acceptance and make a decision on whether to issue the visa/stay permit/residence permit within the validity period of the receipt of acceptance. The validity period of the receipt for visa/stay permit application shall not exceed 7 working days since the date of application. The validity period of the receipt for residence permit shall not exceed 15 working days since the date of application.

申请人所持护照或者其他国际旅行证件被收存的，可以凭受理回执在中国境内合法停留居留；具有正当理由的，可以向公安

机关出入境管理机构申请临时取回护照或者其他国际旅行证件，应当在受理回执有效期内交还，以不影响公安机关出入境管理机构签发相应签证证件。

During the period of time when the applicant's passport or other international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay or reside in China legally on the strength of the receipt. An applicant may apply to the exit/entry administration of public security organ for temporary recaption of his or her passport or other international travel documents and return it within the validity period of the receipt so as not to hinder the issuance of visa or permit.

七、申请签证延期所需证明材料

Documents for the Extension of Visa

外国人申请延长签证停留期限，应当在签证注明的停留期限届满 7 日前向公安机关出入境管理机构申请，并按照规定提交相关申请证明材料：

Where the duration of stay needs to be extended, the visa holder shall file an application with the exit/entry administration of public security organ seven days prior to the expiry of the duration specified in the visa, and shall submit information of specific application matters in accordance with relevant requirements.

(一)持 C 字签证者，应当提交县级以上人民政府主管部门或者当地民航、铁路、公路、港口等运输公司出具的证明函件。可以延长停留期限不超过 30 日。

Extension of C visa: A certification letter issued by relevant competent authorities under local people's government at or above county level or a certification letter issued by a local airline, railway, highway or port transportation company.

(二)持 F 字签证者，应当提交邀请、接待单位出具的证明

函件。未备案的单位还应当提交注册登记证明。可以延长停留期限不超过 180 日。

Extension of F visa: A certification letter issued by inviting entity. Entities that have not filed records with exit/entry administration shall also submit registration certificates.

(三) 持 G 字签证者，应当提交接待单位证明函件和前往国家(地区)已确定日期、座位的机(车、船)票。可以延长停留期限不超过 30 日。

Extension of G visa: A certification letter issued by hosting entity and an air(train or ship)ticket with confirmed date and seat to the destination country or region.

(四) 持 J2 字签证者，应当提交省级人民政府外事部门出具的证明函件。可以延长停留期限不超过 30 日。

Extension of J2 visa: a certification letter issued by the foreign affairs department under local people's government at provincial level.

(五) 持 L 字签证者，应当提交旅行计划行程安排，团体旅游还应当提交旅行社证明函件。可以延长停留期限不超过 30 日。

Extension of L visa: documents showing the itinerary. Foreigners who travel in a group shall also submit certification letter from their travel agency.

(六) 持 M 字签证者，应当提交当地邀请、接待单位或者个人出具的证明函件，未备案的单位还应当提交注册登记证明。合作伙伴为个人的，出具的函件应当签名并提交本地常住户籍证明或者实际居住地居住证明。可以延长停留期限不超过 180 日。

Extension of M visa: a certification letter issued by inviting entity or individual. Entities that have not filed records with

exit/entry administration shall also submit registration certificates. Inviting individual shall put signature in the letter and submit local household registry or residence certificate in Wenzhou.

(七) 持 Q2 字签证者，应当提交被探望人出具的函件、身份证明、家庭成员关系证明。可以延长停留期限不超过 180 日。

Extension of Q2 visa: invitation letter issued by and identity certificate of the inviting individual, and certification showing the relationship of family members between the applicant and the inviting individual.

(八) 持 R 字签证者，应当提交邀请、接待单位证明函件，未备案的单位还应当提交注册登记证明。可以延长停留期限不超过 180 日。

Extension of R visa: a certification letter issued by inviting entity. Entities that have not filed records with exit/entry administration shall also submit registration certificates.

(九) 持 S2 字签证者，探亲人员应当提交被探望人出具的函件、外国人居留证件和家庭成员关系证明。其他人员应当提交处理私人事务或者具有人道原因的相关证明。对探亲人员，可以延长停留期限不超过 180 日，对其他人员，可以延长停留期限不超过 90 日。

Extension of S2 visa:

Foreigners visiting family members shall submit an invitation letter issued by and residence permit of the inviting individual, and certification showing the relationship of family members between the applicant and the inviting individual.

Foreigners visiting for other purposes shall submit documentation identifying the nature of the private affairs or humanitarian causes.

(十) 持 X2 字签证者，应当提交中国境内教育、培训机构

出具的在读证明函件。可以延长停留期限不超过 180 日。

Extension of X2 visa: a studying certificate issued by an education or training institution in China.

延长签证停留期限，累计不得超过签证原注明的停留期限。

The accumulated length of extension shall not exceed the original duration of stay specified in the visa.

八、申请签证换发所需证明材料

Documents for the Change of Visa

(一) 外国人符合国家规定需要变更停留事由、给予入境便利或者因换持新护照、持团体签证入境后由于客观原因需要分团停留申请换发普通签证，应当提交下列证明材料：

Where a foreigner changes his or her purpose of stay or is granted entry conveniences in accordance with relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, he or she may apply for a change of visa by submitting the following documents:

1、申请换发 F 字签证，应当提交邀请单位出具的证明函件，可以换发入境有效期不超过 1 年，停留期不超过 180 日的零次、一次、二次或者多次签证。对符合国家有关外国高层次人才和投资者规定的人员，可以换发入境有效期不超过 5 年、停留期不超过 180 日的多次签证。

Documents for F visa: a certification letter issued by the inviting entity.

2、申请换发 J2 字签证，应当提交省级人民政府外事部门出具的证明函件。可以换发停留期不超过 30 日的零次签证。

Documents for J2 visa: a certification letter issued by foreign

affairs department under local people's government at provincial level.

3、申请换发 M 字签证 ,应当提交邀请单位出具的证明函件 ,可以换发入境有效期不超过 1 年 , 停留期不超过 180 日的零次、一次、二次或者多次签证。

Documents for M visa: a certification letter issued by the inviting entity.

4、申请换发 Q2 字签证 , 应当提交被探望人出具的函件、身份证明、家庭成员关系证明。可以换发入境有效期不超过 1 年 , 停留期不超过 180 日的零次、一次、二次或者多次签证。

Documents for Q2 visa: invitation letter issued by and identity certificate of the inviting individual, and certification showing the relationship of family members between the applicant and the inviting individual.

5、申请换发 R 字签证 , 应当提交符合中国政府主管部门确定的外国高层次人才和急需紧缺专门人才引进条件和要求规定的证明材料以及邀请、接待单位出具的证明函件。可以换发入境有效期不超过 5 年 , 停留期不超过 180 日的零次、一次、二次或者多次签证。

Documents for R visa: the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high-level talent or urgently needed specialists, and submit the relevant certification documents in accordance with relevant provisions, as well as certification letter issued by the inviting entity.

6、申请换发 S2 字签证 , 探亲人员应当提交被探望人出具的函件、外国人居留证件和家庭成员关系证明。其他人员应当提交

具有人道原因的相关证明材料。可以换发入境有效期不超过 3 个月，停留期不超过 180 日的零次或者一次签证。

Documents for S2 visa:

Foreigners visiting family members shall submit an invitation letter issued by and residence permit of the inviting individual, and certification showing the relationship of family members between the applicant and the inviting individual.

Foreigners visiting for other purposes shall submit documentation identifying the nature of the humanitarian causes.

7、申请换发 X2 字签证，应当提交中国境内教育、培训机构出具的函件和录取、入学证明，可以换发入境有效期不超过 1 年，停留期不超过 180 日的零次、一次或者二次签证。

Documents for X2 visa: an official letter and an admission certificate issued by an education or training institution in China.

(二) 外国人因护照即将到期或者签证页用完等情况换持新护照的，应当提交本次入境时所持护照或者所属国驻华使领馆出具的已收回本次入境时所持护照的相关证明，可以换发与原签证种类、入境有效期、停留期限以及原签证剩余有效入境次数一致的签证。

A Foreigners who starts using a new passport because the original one is about to expire or is running out of visa pages may apply for a change of visa by submitting the original passport with the latest entry stamp or relevant certification issued by his or her embassy or consulate stationed in China specifying that the original passport has been withdrawn.

(三) 外国人入境后增加偕行人的，应当提交本次入境时所持护照，偕行人的出生证明。可以参照本条前述规定换发签证。

Foreigners who need to add dependants on the same passport

after entry shall submit the passport with the latest entry stamp and the birth certificate of the dependant. The visa may be changed in accordance with the provisions in the preceding paragraph.

(四) 外国人持团体签证入境申请分团停留的，应当提交接待旅行社证明函件等材料。可以参照本条前述规定换发。

Foreigners who need to stay separately from his or her tour group after entering China with a group visa shall submit certification letter issued by the hosting travel agency. The visa may be changed in accordance with the provisions in the preceding paragraph.

签证换发的停留期自本次入境之日起连续累计不超过 1 年。

The accumulated length of stay of the changed visas altogether shall not exceed 1 year since the date of current entry.

九、申请签证补发所需证明材料

Documents for the Reissuance of Visa

外国人入境后因所持签证遗失、损毁或者被盗抢申请补发签证，应当提交下列证明材料：

Where a foreigner needs to apply for reissuance of visa because his or her original visa is lost, damaged, destroyed, stolen or robbed, he or she shall submit the following documents:

(一) 签证遗失或者被盗抢的，应当提交本人护照报失证明或者所属国驻华使领馆照会以及新的有效护照或者其他国际旅行证件。

(二) 签证损毁的，应当出示损毁护照或者所属国驻华使领馆照会以及新的有效护照或者其他国际旅行证件。

(三) 团体签证遗失、被盗抢或者损毁的，应当提交当地接待旅行社证明函件和团体签证复印件。

可以补发与原签证种类、入境有效期、停留期以及原签证剩余有效入境次数一致的签证。

- 1) If the visa is damaged, the applicant shall submit the damaged passport and the new valid passport or other international travel documents; or submit the official note issued by his or her country's embassies or consulates stationed in China and the new valid passport or other international travel documents.
- 2) If the visa is lost, stolen or robbed, the applicant shall submit the confirmation of reporting the loss of passport and the new valid passport or other international travel documents; or submit the official note issued by his or her country's embassies or consulates stationed in China
- 3) If the group visa is lost, stolen, robbed or damaged, the applicant shall submit a certification letter issued by the hosting travel agency and a copy of the original group visa.

十、申请停留证件所需证明材料

Documents for Stay Permit Application

(一) 免办签证入境的外国人因非外交、公务事由需要超过免签期限继续停留的，应当按照本须知第七条规定，提交相关证明材料，可以签发相应期限的停留证件。

Where visa-exempt foreigners need to stay in China longer than the visa-exempt period due to non-diplomatic or official reasons, he or she may apply for stay permit by submitting relevant supporting documents in accordance with the provisions on the Documents for the Extension of Visa.

(二) 外国船员及其随行家属需要离开船舶停靠的港口所在城市的，应当提交海员证或者其他国际旅行证件和船舶代理公

司的担保函件，以及已确定日期和座位的机（车、船）票或者其他与停留事由相关的证明材料，可以签发停留期不超过 30 日的停留证件。

Where foreign seamen and their accompanying family members need to leave their cities where the ports are located, they shall submit the seaman certificate or other international travel documents, a certification letter issued by the shipping agency company, and an air (train or ship) ticket with confirmed date and seat or other supporting document relevant to the purpose of stay.

（三）经批准退出中国国籍需要在中国境内停留的，应当提交中华人民共和国退籍证书、外国护照或者其他国际旅行证件以及与停留事由相关的证明材料，可以签发停留期不超过 180 日的停留证件。

If those who have renounced their Chinese nationality upon approval need to stay in China, they shall submit the certificate of renouncement of Chinese nationality, the foreign passport or other international travel document, as well as other supporting documents relevant to the propose of stay.

（四）外国人居留事由终止，因人道原因需要继续停留的，应当提交居留证件和相关的证明材料，可以签发停留期不超过 30 日的停留证件。

Foreigners who need to stay for humanitarian causes after the ending of the original purpose of residence shall submit their residence permit as well as other related supporting documents.

（五）在中国境内出生的外国婴儿需要在中国境内停留

的，应当提交婴儿的出生证明、护照和父母双方护照，可以签发与其父母停留期一致的停留证件。

Where foreign infants who are born in China need to stay in China, they shall submit the birth certificate, their own passport, as well as the passports of both parents.

(六) 持有停留证件的外国人，由于客观原因无法在停留证件有效期内离境的，可以申请换发停留证件。申请材料和换发要求按照前述规定办理。

Where foreigners who hold stay permit can not depart within the prescribed duration of stay due to objective reasons, they may apply for a change of stay permit by submitting documents in accordance with the previous provisions.

(七) 对停留证件遗失、损毁或者被盗抢的外国人，应当提交本人护照报失证明或者所属国驻华使领馆照会和新的有效护照或者其他国际旅行证件，可以补发相应期限的停留证件。

If the stay permit of a foreigner in China is lost, damaged, destroyed, stolen or robbed, he or she may apply for a reissuance of the stay permit by submitting the confirmation of reporting the loss of passport or the official note issued by his or her country's embassies or consulates stationed in China, and the new valid passport or other international travel document.

十一、申请居留证件所需证明材料

Documents for Residence Permit Application

外国人所持签证注明入境后需要办理居留证件的，应当自入

境之日起 30 日内，向拟居留地公安机关出入境管理机构申请办理外国人居留证件。

Where visas held by foreigners specify that foreigners need to apply for residence permits after entry, such foreigners shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs in the proposed places of residence for foreigners' residence permit.

外国人申请有效期 1 年以上的居留证件，应当按照规定提交当地卫生检疫部门或者县级以上卫生医疗部门出具的身体健康证明，证实申请人未患有严重精神障碍、传染性肺结核或者有可能对公共卫生造成重大危害的其他传染病。并按照要求提交下列证明材料：

When applying for a residence permit valid for more than 1 year, a foreigner shall, in accordance with relevant provisions, submit his or her health certificate, which shall be issued by a local health quarantine agency or a medical department at or above county level proving that the applicant is not suffering from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health. A health certificate is valid for six months beginning from the date of issue. The applicant shall also submit the following supporting documents:

(一) 工作类：持 Z 字签证入境者，应当提交当地人力资源和社会保障、外国专家等主管部门出具的工作许可证明以及工作单位出具的证明函件；持其他种类签证入境者，还应当提交符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才、投资者等条件和要求规定的证明材料。对外国高层次人才、急需紧缺专门人才和投资者，可以签发居留期不超过 5 年的居留

证件；对在信誉良好的备案单位工作的人员，可以签发居留期不超过 2 年的居留证件；对其他人员，可以签发居留期不超过 1 年的居留证件。

Work: Foreigners who enter China with Z visa shall submit work permit issued by local human resource and social welfare department or foreign expert administration, and a certification letter issued by the entity which hire them. Foreigners who enter China with other types of visa shall also meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high-level talent, urgently needed specialists or investors, and submit the relevant certification documents in accordance with relevant provisions

(二) 学习类：持 X1 字签证入境者，应当提交就读学校注明学习期限的函件和录取或者入学证明；持其他种类签证入境者，还应当提交主管部门出具的证明材料。可以签发与学校注明学习期限一致的居留证件。

Study: Foreigners who enter China with X1 visa shall submit a letter issued by their school specifying the period of their study, and an enrollment or admission certificate. Foreigners who enter China with other types of visa shall also submit certifications issued by the competent authorities.

持学习类居留证件的外国人，需要勤工助学或者在校外实习的，应当经就读学校同意后，提交就读学校和实习单位出具的同意勤工助学或者校外实习的函件，向公安机关出入境管理机构申请居留证件加注。

Where foreigners who hold study-type residence permit need to engage in off-campus work-study or internship, they shall, upon the approval of the school, apply to the exit/entry administration authority of the public security organ to have relevant information

specified in their residence permit. They shall submit the letter of approval issued by the school and the entity where they engage in internship.

(三) 记者类：持 J1 字签证入境者，应当提交省级人民政府外事部门出具的函件和核发的《记者证》。可以签发居留期不超过 1 年的居留证件。

Journalists: Foreigners who enter China with J1 visa shall submit the letter provided and the Press Card issued by the foreign affairs department under local people's government at provincial level.

(四) 团聚类：持 Q1 字签证入境者，应当提交被探望人的身份证明和说明家庭成员关系的函件。持其他种类签证入境的外国人，还应当提交家庭成员关系证明。对未满 18 周岁和已满 60 周岁的，可以签发居留期不超过 3 年的居留证件，对未满 18 周岁人员的居留期截止日期不能超过其 18 周岁的日期；对其他人员可以签发居留期不超过 2 年的居留证件。

Reunion: Foreigners who enter China with Q1 visa shall submit the identity certificate of the inviting individual, and the letter specifying the relationship of family members between the applicant and the inviting individual provided by the inviting individual. Foreigners who enter China with other visas shall also submit certification showing the relationship of family members between the applicant and the inviting individual.

对外籍华人、华侨在中国寄养的未满 18 周岁的外籍子女，寄养受托人可以向户籍所在地或者主要生活地的公安机关出入境管理机构代为申请居留证件。应当提交申请人的出生证明、外

籍父母的护照复印件，父母双方或者一方为中国人的，还应当提交在境外定居证明的复印件；申请人父母的委托书、寄养受托人的受托书，委托书应当注明委托抚养或者监护人、寄养年限等内容；受托人本地常住户籍证明或者实际居住地 6 个月以上居住证明和居民身份证。可以签发有效期不超过 3 年的居留证件，居留期截止日期不能超过其 18 周岁的日期。

Where foreigners with Chinese origin or overseas Chinese put their children under the age of 18 in China for fosterage, persons who foster the children may apply to the exit/entry administration in the places of their household registry or where they actually reside for residence permit on behalf of the children. They shall submit the following documents:

- 1) Children's birth certificate.
- 2) Copies of passports of the children's parents; if one or both of the children's parents is/are Chinese, the copies of their permanent residence certificate shall also be submitted.
- 3) The applicant's parents' authorization paper, specifying the information of the guardian or others who will foster the applicant and the period of fostering, etc.
- 4) The guarantee of fostering that has been notarized.
- 5) The local household registry and ID card of the person to be authorized, or his or her residence certificate in Wenzhou more than 6 months and his or her ID card.

(五) 私人事务类：持 S1 字签证入境者，探亲人员应当提交被探望人出具的说明亲属（配偶、父母、配偶的父母、未满 18 周岁子女）关系的函件和居留证件。可以签发与被探望人在华居留期一致的居留证件。其他人员应当提交处理私人事务相关的证明材料。可以签发居留期不超过 1 年的居留证件。

Personal matters:

If foreigners who enter China with visa S1 need to apply for residence permit for purpose of family visiting, they shall submit a letter provided by the inviting individual specifying the relationship of immediate family members between the applicant and the inviting individual (spouses, parents, spouses' parents, sons and daughters under the age of 18)

持其他种类签证入境者 ,探亲人员应当提交被探望人出具的函件、居留证件和亲属 (配偶、父母、配偶的父母、未满 18 周岁子女) 关系证明。可以签发与被探望人在华居留期一致的居留证件。具有人道原因的人员应当提交相关证明材料 , 可以签发居留期不超过 1 年的居留证件 : 已满 60 周岁在中国境内购置房产的外籍华人 , 应当提交本人名下的房产证明或者经公证的房屋买卖合同、经济来源证明 ; 在中国境内接受医疗救助、服务的外国人 , 应当提交当地县级以上或者二级甲等以上医疗机构出具的 6 个月以上的住院证明或者接受医疗服务证明。

If foreigners who enter China with other types of visa need to apply for residence permit for purpose of family visiting, they shall submit the letter provided by and the residence permit of the person to be visited, as well as the certification showing the relationship of immediate family members (couples, parents, couples' parents, sons and daughters under the age of 18) between the applicant and the inviting individual.

Foreigners who apply for residence permit for humanitarian causes shall submit relevant supporting documents:

Foreigners with Chinese origin above the age of 60 who purchase house property in Wenzhou shall submit the certificate of house property or notarized sales contract of house property and assurance of support.

Foreigners who reside in China for medical assistance or service shall submit the hospitalization certificate or certification for

acceptance of medical service issued by the hospital at or above the county-level or secondary level (the period of hospitalization or treatment shall be above 6 months)

十二、申请居留证件延期

Application for the Extension of Residence Permit

外国人申请居留证件延期，应当在居留证件有效期限届满30日前向公安机关出入境管理机构提出申请，并提供与申请事由相关的证明材料。经审查，延期理由合理充分的，准予延长居留期限；不予延长居留期限的，应当按期离境。

Foreigners who apply for the extension of residence certificate shall, within 30 days prior to the expiry of the validity period on their residence permits, file applications with the exit/entry administrations of public security organs, and submit relevant information of specific application matters in accordance with relevant requirements. If upon examination, the reasons for extension are appropriate and sufficient, an extension shall be granted; if an extension is denied, the foreigner concerned shall leave China on the expiry of the validity period specified in their residence permits.

十三、申请居留证件换发

Application for the Change of Residence Permit

外国人居留证件登记事项(姓名、居留事由、护照或者其他国际旅行证件号码等)发生变更的，应当自登记事项发生变更之日起10日内向公安机关出入境管理机构申请办理变更，并参照前述规定提交与个人基本信息和居留事由变更相关的证明材料，可以换发居留证件。

Where the registered item (name, purpose of residence, number of passport or number of other international travel document, etc.) in

a foreigner's residence permit has changed, the holder shall, within 10 days from the date of change, apply to the exit/entry administration of public security organ for going through the formalities for alteration, and submit supporting document about the change of basic individual information or purpose of stay in accordance with previous provisions. A changed residence permit may be issued.

十四、申请居留证件补发

Application for the Reissuance of Residence Permit

外国人居留证件遗失、损毁或者被盗抢，应当提交本人护照报失证明或者所属国驻华使领馆照会或者出示被损毁证件，以及新的有效护照或者其他国际旅行证件，可以补发居留证件。

If the residence permit of a foreigner in China is lost, damaged, destroyed, stolen or robbed, he or she may apply for a reissuance of residence permit by submitting the following documents:

- 4) Confirmation of reporting the loss of passport and new valid passport or other international travel document
- 5) Official note issued by his or her country's embassies or consulates stationed in China and new valid passport or other international travel document

Or

- 6) The damaged or expired international travel document and new valid passport or other international travel document

十五、申请出入境证

Application of Exit-entry Permit

在中国境内的外国人因证件遗失、损毁、被盗抢、失效等原因未持有效护照或者其他国际旅行证件，无法在所属国驻华使领馆补办的，提交护照报失证明或者所属国驻华使领馆照会或者出

示被损毁、失效证件以及代替护照使用的临时身份证明。可以签发有效期不超过 30 日的外国人出入境证。

Where a foreigner's certificate is lost, damaged, destroyed, stolen, robbed, or is not valid anymore, and therefore holds no valid passport or other international travel document and can not apply for reissuance from their embassies or consulates stationed in China, he or she may apply for a foreigner's exit-entry permit valid for a period not exceeding 30 days by submitting the following documents:

- 1) Confirmation of reporting the loss of passport and temporary identification paper in lieu of passport
- 2) Official note issued by his or her country's embassies or consulates stationed in China and temporary identification paper in lieu of passport

Or

- 3) The damaged or expired international travel document and temporary identification paper in lieu of passport

十六、用语解释 Meaning of Terms

(一) 家庭成员：包括配偶、父母、配偶的父母、子女、兄弟姐妹、祖父母、外祖父母、孙子女、外孙子女、子女的配偶。

“Family members” refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.

(二) 家庭成员关系证明和亲属关系证明：有关国家主管部门出具的结婚证明、出生证明、收养证明、其他亲属关系证明以及相关公证；所属国驻华使领馆出具的婚姻证明、出生证明、亲

属关系证明、姓名等资料变更证明等。

“Certification showing the relationship of family members and immediate family members” refers to marriage certificate, birth certificate, adoption certificate, other certification of kinship issued by competent authorities of relevant state or relevant notarized certification ; marriage certificate, birth certificate, certification of kinship and document of information change such as name change issued by foreign countries’ embassies/consulates stationed in China, etc.

(三) 外国主管部门或者公证部门出具的婚姻证明、出生证明、亲属关系证明、姓名等资料变更证明等应当经中国驻该国使领馆认证。

Marriage certificate, birth certificate, other certification of kinship, documents of information change such as name change and other supporting document issued by foreign competent authorities or foreign notary offices must be certified by Chinese embassies or consulates stationed in the countries where such authorities or offices belong to .

(四) 身份证明 : 中国内地居民身份证明指本地常住户籍证明或者实际居住地 6 个月以上居住证明和居民身份证 ; 华侨身份证明指中国护照和国外定居证明 ; 港澳居民身份证明指港澳居民来往内地通行证 ; 台湾居民身份证明指台湾居民来往大陆通行证 ; 外国人身份证明指外国人永久居留证。华侨和港澳台居民还应当提交实际居住地 6 个月以上居住证明。

上述有关外文证明材料应当翻译成中文。

Identification paper of China’s mainland citizen refers to his or her certificate of the local household registry and ID card, or his or

her residence certificate in Wenzhou more than 6 months and ID card.

Identification paper of overseas Chinese refers to his or her Chinese passport and permanent residence certificate of the state where he or she resides.

Identification paper of resident of Hong Kong, Macau refers to mainland travel permit for Hong Kong and Macao residents.

Identification paper of resident of Taiwan residents refers to mainland travel permit for Taiwan residents.

Identification paper of foreigner refers to foreigner's permanent residence certificate of China.

Overseas Chinese, resident of Hong Kong, Macau or Taiwan shall also provide residence certificate in Wenzhou more than 6 months.

The above supporting documents in foreign languages shall be translated into Chinese.

十七、审批时间

The Period of Time for Examination and Approval

公安机关出入境管理机构在受理外国人签证和停留证件申请后的 7 个工作日内作出是否签发的决定。在受理外国人居留证件申请后的 15 个工作日内作出是否签发的决定。

申请人具有正当理由的，可以向公安机关出入境管理部门申请缩短签证证件审批时限，公安机关出入境管理机构可以根据实际情况提供便利。

The exit-entry administration of the public security organ shall make a decision on whether to issue the visa or stay permit within 7 working days since the date of application, and make a decision on whether to issue residence permit within 15 working days since the date of application.

Applicants may apply for shortening of the period of time for examination and approval if they have justifiable reasons. The

exit-entry administration of the public security organ may provide convenience according to specific cases.

十八、审批效力 Validity of Examination and Approval

公安机关出入境管理机构对外国人具有出境入境管理法第二十一条、三十一条等规定情形的，将不予签发签证证件。

公安机关出入境管理机构作出的不予办理签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

Under any of the circumstances listed in the article 21 or article 31 in the Exit and Entry Administration Law of the People's Republic of China, visas/stay permit/residence permit shall not be issued to foreigners.

Decisions made by the exit/entry administration of public security organ on rejecting applications for visa extension or reissuance, or on not issuing foreigners' stay or residence permits or not extending the duration of residence shall be final.

十九、住宿登记 Registration of Accommodation

外国人应当按照《中华人民共和国出境入境管理法》的规定办理住宿登记。公安机关出入境管理机构受理外国人签证证件申请时可以要求申请人提供在中国境内的住宿登记证明。

Foreigners shall go through accommodation registration formalities in accordance with relevant articles in the Exit and Entry Administration Law of the People's Republic of China. The exit-entry administration of public security organ may demand applicant to provide proof of accommodation registration within China when accepting his or her application.

二十、缴费 Fees

外国人申请签证证件，应当按照规定缴纳费用。

A foreigner who applies for visa/stay permit/residence permit shall pay fees in accordance with relevant regulations.

二十一、社会融入 Integration

(一) 汉语自学 Chinese Learning

1. 手机软件 Apps on cell phone:

(1) Learn Chinese-Mandarin

(2) Learn Chinese 10,000

(3) u Talk Classic 学汉语 (search“u Talk Classic”, the one with the five-star flag)

2. 汉语学习网址 Chinese learning websites:

(1) [http://www.china.org.cn/learning Chinese/](http://www.china.org.cn/learning%20Chinese/)

(2) <http://www.chinatravel.com/facts/chinese-learning.htm#2>

(二) 宗教信仰 Religion

根据《浙江省宗教事务条例》，公民有宗教信仰自由。任何组织或者个人不得强制公民信仰宗教或者不信仰宗教，不得歧视信仰宗教的公民或者不信仰宗教的公民。集体宗教活动应当在依法登记的宗教活动场所或经县级以上宗教事务部门认可的场合内进行。任何组织和个人不得在宗教活动场所外传教。

According to the Regulations on Religious Affairs of Zhejiang Province ,citizens in Zhejiang enjoy religious freedom. No groups or individuals shall force others into or out of faith, or discriminate religious believers or non-believers. Religious group activities must be held in religious activity areas registered in accordance with law or in places approved by religious affairs administrations at or above

county level. No groups or individuals shall do missionary work outside religious activity areas.

(三) 中国社会与文化 Chinese Society and Culture

1、提供在华生活贴士的微信公众号

Wechat Public Numbers providing tips about living in China

(1) GuideinChina

(2) ChinaWire

2、部分中国经典书目 List of Some Chinese Classics 四

书 The Four Books :

《大学》 The Great learning

《中庸》 The Doctrine of the Mean

《论语》 The Analects of Confucius

《孟子》 Mencius

五经 The Five Classics:

《诗经》 The Book of Songs

《书经》 The Book of History

《易经》 The Book of Changes

《礼经》 The Book of Rites

《春秋》 The Spring and Autumn Annals

《史记》 Records of the Grand Historian

《资治通鉴》 Comprehensive Mirror for Aid in Government

《毛泽东选集》 Selected Works of Mao Zedong

《西游记》 Journey to the West

- 《水浒传》 Outlaws of the Marsh
《三国演义》 Romance of the Three Kingdoms
《红楼梦》 The Dream of the Red Chamber
《边城》 Remote City
《骆驼祥子》 Camel Xiangzi