

Step-by-Step Guideline for Chinese 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 Beijing should get the Work visa (Z visa) according to the following procedure.

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

Flow

Step 1

Employees provide us the following information **by email or send to SMIC HR Skype account (live: lindalvyanshu)**:

1. Original Copy of Signed Labor Contract (for visa purpose only) and Work Application Form in word format
2. Resume in word format
3. Copy of passport information page (front page with photo, with Over 1 year validity period and at least 2 visa pages available, please confirm with your Embassy/Consulate if they have special requirements that need more validity of passport.)
4. Copy of highest education certificate
5. Teaching License or Service Letter
6. JPG Photo
7. Contact address

Step 2

1. Employee complete a basic physical exam in home/living Country (please refer to the specified exam items).
2. Employee applies for a Background Check from your local police station.
3. Employee emails the scanned physical exam and background check to SMIC HR via email.

Step 3

Authentication Process:

1. Get the highest degree/or degree major in Education authenticated by the Chinese Embassy/Consulate in the Country where you got the degree.
2. Get the teaching license authenticated by the Chinese Embassy/Consulate in the Country where you got the license.
3. Get the background check authenticated by the Chinese Embassy/Consulate in the Country where you got the check.
4. Employee send all the authenticated documents, all the medical records, signed application form and labor contract to SMIC HR via email, then send the original documents via express mail(original background check paper is required).

Step 4

1. SMIC HR applies for the Work Permit in Beijing, which will take about 20 work days.
2. HR sends to employee the Work Permit in PDF.

Step 5

1. Employee applies for the Z-visa.
2. Employee emails the Chinese visa page to HR.

or

1. Employee applies for the L-visa with at least 90 days stay.
2. Employee emails the Chinese visa page to HR.

Step 6

1. Employee come to China and get onboard with Z-visa.
2. SMIC HR applies for the Work Card and long term residence permit for employee in Beijing.

1. Employee come to China and get onboard with L-visa.
2. SMIC HR converts the L-visa into residence permit and apply for the Work Card for employee in Beijing.

Notice: During the above procedure, if any of the Party would break the Offer, please let our HR team knows first.