

外国人申请签证证件须知

Notice on Visa Application Documents for Foreigners

一、申请对象

Article 1 Applicants

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。

Foreigners needing to stay or reside in China after entering China other than for diplomatic or business reasons may, in accordance with relevant regulations, apply to the exit/entry administrations of public security organs to extend, modify or reissue their visa; to issue, modify or reissue their stay certificate; or issue, extend, modify or reissue their residence permit.

二、申请机构

Article 2 Application Administrations

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 should make their visa applications at the exit/entry administrations of public security organs under local people's governments at or above the county level entrusted by the Ministry of Public Security

三、申请方式

Article 3 Application Modes

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。

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。

Foreigners needing to extend, modify or reissue a visa or residence permit, or to apply for a stay certificate should follow the relevant procedures in person at the exit/entry administration of a public security organ. The inviting organization or individual, a relative of the applicant, or an exit-entry intermediary agency may apply on the applicant's behalf under any of the following circumstances:

(1) The applicant is under 16 years old, or the applicant is 60 years old or above or has limited mobility due to illness or other reasons;

(2) It is not the applicant's first time entering China, and he/she has a good stay and residence record for the duration of time spent within China;

(3) The inviting work unit or individual guarantees payment of the applicant's expenses for the duration of his/her stay within China;

Foreigners needing to extend, modify or reissue a visa or residence permit, or to apply for a stay certificate should go through the relevant procedures in person at the exit/entry administration of a public security organ. The inviting organization or individual, a relative of the applicant, or a professional intermediary agency may apply on behalf of applicants if they satisfy the requirements stipulated by the relevant competent authorities for senior-level foreign talents, or they are professionals whose skills are urgently needed in China, or who fall under the circumstances mentioned above under item.

四、单位备案

Article 4 Applications to Place Employer on Record

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。

Organizations that invite and receive foreigners may apply to the exit/entry administrations of local public security organs to be placed on record.

五、申请手续

Article 5 Application Procedures

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。

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。

Foreigners applying for visa should answer the questions asked by the exit/entry administrations of public security organs application. The exit/entry administrations of local public security organs will upon receipt of an application verify the information on it with the inviting organization (individual), and the inviting organization(individual) should cooperate. The exit/entry administrations of local public security organs have the legal right to refuse to issue visas to applicants or relevant organizations, individuals, that fail to attend interviews with exit/entry administrations within the appointed time period without valid reason.

Foreigners applying for visa should submit their valid passport or other international travel document, fill in the foreigner' s visa application form, submit a photo of the required size, and other certification documents relevant to the visa application.

六、受理回执

Article 6 Acknowledgement of Receipt

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。

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，但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。

The exit/entry administrations of local public security organs should issue foreigners whose visa applications have been examined and authorized with an acknowledgement of receipt. The exit/entry administrations should decide whether or not to issue the visa within the period of validity stated on the acknowledgement of receipt. The period of validity as stated on the acknowledgement of receipt for visa and stay certificate applications is no longer than seven working days after acceptance; the period of validity as stated on the acknowledgement of receipt for residence permits is no longer than 15 working days after acceptance.

The acknowledgement of receipt gives foreign applicants whose passports or other international travel documents have been consigned the legal right to stay or reside in China. Such applicants may temporarily reclaim their passport or other international travel document from the exit/entry administration for a valid reason, but must return the documents to the exit/entry administration within the period stated on the acknowledgement of receipt in order not to prejudice the exit/entry administration's issuance of the visa.

七、申请签证延期所需证明材料

Article 7 Certification Documents for Visa Extension Applications

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材料：

（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。

（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。

（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。

（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。

（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。

（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。

（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。

（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。

(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。

(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。

延长签证停留期限,累计不得超过签证原注明的停留期限。

Foreigners applying for visa extensions should submit applications to the exit/entry administrations of public security organs seven days before expiry of the period of stay as shown on their visa. They should also submit the following documents:

(1) Applicants holding C visas should submit certifying letters issued by local government departments or local airlines, railways, highways, ports and other transportation companies. The extension period is no longer than 30 days.

(2) Applicants holding F visas should submit certifying letters issued by inviting and receiving organizations. If the organizations concerned have not been placed on record, they should provide proof of business registration. The extension period is no longer than 180 days.

(3) Applicants holding G visas should submit certifying letters issued by receiving organizations, and air, bus or ship tickets for the destination countries or regions that show confirmed dates and seats. The extension period is no longer than 30 days.

(4) Applicants holding J2 visas should submit certifying letters

issued by the Foreign Affairs departments of people's governments at the provincial level. The extension period is no longer than 30 days.

(5) Applicants holding L visas should submit travel itineraries, and certifying letters issued by the travel agency if he/she is on a group tour. The extension period is no longer than 30 days.

(6) Applicants holding M visas should submit certifying letters issued by inviting and receiving organizations and individuals. If the organizations concerned have not been placed on record, they should provide proof of business registration. If the local partner is an individual, the certifying letters issued should bear his/her signature and be accompanied by proof of permanent residence at his/her birth place and proof of residence at his/her current domicile. The extension period is no longer than 180 days.

(7) Applicants holding Q2 visas should submit letters, proof of ID and proof of family relationship issued by the person they are to visit. The extension period is no longer than 180 days.

(8) Applicants holding R visas should submit invitation letters and letters issued by the inviting and receiving organizations. If the organizations concerned are not on record, they should provide proof of business registration. The extension period is no longer than 180 days.

(9) Applicants holding S2 visas should submit letters, proof of ID and proof of family relationship issued by the person they are to visit and that person's foreigner's residence permit. Other applicants

should submit relevant certification that they are handling personal affairs, or have other humanitarian reasons for the visit. The extension period for visiting family members is no longer than 180 days; that for other applicants is no longer than 90 days.

(10) Applicants holding X2 visas should submit certifying letters issued by educational or training organizations within the Chinese mainland certifying that they are studying in China. The extension period is no longer than 180 days.

The accumulated time limit of visa extensions should not exceed the valid extension period as originally indicated on the visa.

八、申请签证换发所需证明材料

Article 8 Certification Documents Needed to Modify a 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：

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。

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。

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。

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。

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。

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。

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。

（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。

（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。

（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。

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。

(1) Foreigners may in accordance with Chinese law apply to modify the visa they have been issued to facilitate entering the country, or if their passport has expired or has no blank pages, or they need to change from a tourist group visa to an ordinary visa for objective reasons, upon submission of the following documents:

● Applications to change to an F visa should submit certifying letters from the applicant's employers. The applicant can change to a visa with zero, single, double or multiple entries valid for no more than one year with a period of stay not exceeding 180 days. Applicants satisfying the requirements stipulated by the relevant competent authorities for senior-level foreign talents and investors can change to a visa with multiple entries valid for no more than five years with a stay period not exceeding 180 days.

● Applications to change to a J2 visa should submit certifying letters issued by a people's government at provincial level. Applicants can change to a visa with zero entries for a period of stay not exceeding 30 days.

● Applications to change to an M visa should submit certifying letters issued by the applicant's employers. Applicants can change to a visa with zero, single, double or multiple entries valid for no more than one year, with a period of stay not exceeding 180 days.

● Applications to change to a Q2 visa should submit certifying letters, proof of identity, and certification of family relationship issued by the person to be visited. The applicant can change to a visa with zero, single, double or multiple entries valid for no more than one year, with a period of stay not exceeding 180 days.

● Applications to change to an R visa should submit documents satisfying the requirements stipulated by the relevant competent authorities for senior-level foreign talents and professionals whose skills

are urgently needed in China as well as invitation letters and certifying letters from the receiving organizations. The applicant can change to a visa with zero, single, double or multiple entries valid for no more than five years, with a period of stay not exceeding 180 days.

● Applications to change to an S2 visa should submit certifying letters and proof of family relationship issued by the person to be visited and that person's foreigner's residence permit. Other applicants should submit relevant certification of humanitarian reasons for the visit. The applicant can change to a visa with zero or single entry valid for no more than three months, with a period of stay not exceeding 180 days.

● Applications to change to an X2 visa should submit official letters, admission notices and enrollment letters issued by the educational or training organization within the Chinese mainland. The applicant can change to a visa with zero, single or double entries valid for no more than one year, with a period of stay not exceeding 180 days.

(2) Foreigners needing to renew their passport because it is about to expire or because it has no blank pages should submit the passport they held on entering China, or relevant certification issued by the embassy of his/her country in China that the passport they held on entering China has been canceled. Upon submission of all documents, they will be issued with a renewed visa identical in category, validity, period of stay and number of entries with the previous one.

(3) Foreigners who after entering China want to add their spouse and/or child to their passport should submit the passport they held when

entering China and certification of the birth date and place of their spouse and/or child. Applicants can change their visa in accordance with the above mentioned regulations.

(4) Foreigners entering China holding a group visa who apply to separate from that group and stay for a period should submit certifying letters issued by the receiving travel agencies and other relevant documents. Applicants can modify their visa in accordance with the above mentioned regulations.

The period of stay on the modified visa should not cumulatively exceed one year after the date of entry.

九、申请签证补发所需证明材料

Article 9 Certification Documents Needed for Visa Reissuance Applications

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：

（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。

Foreigners whose visas are lost, damaged, stolen or robbed after entering China and who apply for reissuance of their visas should submit the following certification documents:

(1) Applicants whose visa is lost, stolen or robbed should submit a certified document reporting the loss of their passport, or a note issued by the embassy of his/her country in China along with a new valid passport or other international travel document.

(2) Applicants whose visa is damaged should submit the damaged passport, or a note issued by the embassy of his/her country in China along with a new valid passport, or other international travel document.

(3) Applicants whose group visa is lost, stolen, robbed or damaged should submit a certifying letter from the local receiving travel agency and a photocopy of the group visa.

On submission of these documents, the applicant will be issued a visa identical in category, validity, period of stay and number of entries with the original one.

十、申请停留证件所需证明材料

Article 10 Certification Documents Needed for Stay Certificate Applications

(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。

(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。

（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。

（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。

（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。

（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 and 换发要求按照前述规定办理。

（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。

(1) Foreigners who have come to China under a visa exemption agreement but need to stay longer than the visa-free period other than for diplomatic or business reasons, will, according to Article 7 of this Notice, be issued with a stay certificate of appropriate duration upon submitting the required certification documents.

(2) Foreign seamen of international vessels and their accompanying relatives who need to leave the port city where their vessel is anchored will be issued a stay certificate of no longer than 30 days after submitting

seaman' s certificates or other international travel documents or guarantee letters issued by a shipping agency, air, bus or ship tickets showing confirmed dates and seats, and other certification documents relevant to the stay certificate application.

(3) Applicants whose renunciation of Chinese nationality has been approved but who need to stay in China will be issued a stay certificate of no longer than 180 days after submitting the People' s Republic of China certificate of renunciation of Chinese nationality, a foreign passport or other international travel document, and other certification documents in support of their stay certificate application.

(4) Foreigners whose residence permits are at an end but need to stay longer because of humanitarian reasons will be issued a stay certificate of no longer than 30 days after submitting their residence permit and other relevant certification documents.

(5) Foreign babies born in Chinese territory who need to stay in China will be issued stay certificates identical with that of their parents upon submission of their birth certificate, passport and the passports of their parents.

(6) Foreigners holding stay certificates who cannot leave China within the valid period stated on the document due to objective reasons can apply for reissue of the stay certificate. Documents submitted with the application and reissue formalities are identical with the above mentioned regulations.

(7) Foreigners whose stay certificates are lost, damaged, stolen or robbed should submit a certified document reporting the loss of their passport, or a note issued by the embassy of their country in China along with a new valid passport, or other international travel document. They will then be reissued a stay certificate for the same period.

十一、申请居留证件所需证明材料

Article 11 Certification Documents for Resident Permit Applications

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。

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：

（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。

（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。

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。

（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。

（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。

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。

（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。

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。

Foreigners holding visas indicating that they must obtain a residence permit after entering China should apply within 30 days after entering China to the exit/entry administrations of public security organs of the city or region in which they are planning to reside for a foreigner's residence permit.

Foreigners who apply for a residence permit valid for one year or longer should in accordance with state regulations submit the certification of good health issued by the local health and quarantine authorities at county-level or above indicating that they do not suffer from serious mental disorders, infectious tuberculosis or other infectious diseases that may severely jeopardize the public health. Applicants should also submit certification documents in accordance with the following relevant regulations:

(1) Work Visa

After entering China, foreigners holding a Z visa should submit the work permit issued by the local human resources and social security departments and foreign expert affairs department and certifying letters

issued by their Chinese employers. Applicants holding visas of other categories should submit, in addition to the afore mentioned materials, documents satisfying the requirements stipulated by the relevant competent authorities for senior-level foreign talents and professionals whose skills are urgently needed in China, and investors. Senior-level foreign talents and professionals whose skills are urgently needed in China and investors will be issued residence permits valid for no longer than five years. Foreigners working for organizations with a good reputation that are on government records will be issued residence permits valid for no longer than two years. Other applicants will be issued residence permits valid for no longer than one year.

(2) Student Visa

After entering China, foreigners holding X1 visas should submit notification letters or admission notices and enrollment certificates issued by the school in which they will study that clearly indicate the period of study. Foreigners holding visas of other categories should submit certification documents issued by the relevant department. Applicants in both cases will be issued residence permits with a valid period identical to their period of study.

Foreigners holding student residence permits who need to work in China to financially support their studies, or need to do an internship off campus should, after getting the approval of the school where they study, submit notification letters issued by their school and the organizations they are to work for as intern and apply to the exit/entry administrations for the relevant residence permit.

(3) Journalist Visa

After entering China foreigners holding J1 visas should submit the notification letter and press card provided by the foreign affairs department under a people's government at provincial level. Applicants will be issued a residence permit valid no longer than one year.

(4) Family Reunions

After entering China, foreigners holding Q1 visas should submit proof of identity of the family member they are visiting and correspondence indicating their family relationship with them. Foreigners holding visas of other category should submit certification of family relationship. Applicants under 18 years old and above 60 years old will be issued a residence permit valid for no longer than three years; the expiry date on the residence permit of those under 18 should not exceed the date of their 18th birthday. Other applicants will be issued residence permits of no longer than two years.

Residence permit applications for foreign children under the age of 18 to be fostered in China's Mainland whose Chinese parents have acquired foreign nationality or who are overseas Chinese can be made on their behalf to the exit/entry administrations of public security organs by the children's foster carer in the city or region where he/she is living or where his/her household is registered. The assigned foster carer should submit with the residence permit application the applicant's birth certificate and photocopies of his/her foreign parent's passport. The application should include a photocopy of the foreign parent's residence permit in his/her foreign country of residence and a photocopy of the Chinese parent's/parents' overseas residence permit. Other

documents that should be submitted include the power of attorney of the applicant's parents and documents assigning the child's foster carer. The power of attorney and other relevant documents issued by the applicant's parents should indicate the foster carer or guardian and the period of time they are to foster the child, the assigned foster carer's local registered permanent residence certificate or residence certificate for the place where he/she has actually lived for at least six months, and the foster carer's ID card. Applicants will be issued residence permits valid for no longer than three years. The expiry date should not exceed the date of the applicant's 18th birthday.

(5) Personal Affairs

Those holding S1 visas should submit letters issued by the person they are to visit certifying their family relationship (spouse, parents, spouse's parents, children under 18) with that person, and that person's residence documents. Applicants will be issued a residence permit of the same duration as that of the person they are visiting in China. Other applicants, after submitting documents certifying that they are in China to handle personal affairs, will be given residence permits valid for no longer than one year.

Foreigners entering China that hold visas of other categories who are visiting relatives should submit letters and certification of the family relationship (spouse, parents, spouse's parents, children under 18) issued by the person they are visiting and that person's residence permit. Applicants will be issued residence permits of the same duration as the person they are visiting. Foreigners visiting for humanitarian reasons should submit relevant certification documents. They will be issued residence permits valid for no longer than one year. Chinese people of

60 years old or more who have acquired foreign nationality and have bought property in China should submit certification of the property in their name or a notarized house purchase contract and certification of the source of finance for the purchase. Foreigners who have received medical assistance or medical services in China should submit documents issued by hospitals at county-level or above or Double A medical organs certifying hospital stays of six months or longer or of having received medical treatment.

十二、申请居留证件延期

Article 12 Application to Extend a 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 need to extend their residence permit should apply to the exit/entry administration of the local public security organ 30 days before their residence permit expires, and submit certification documents in support of their application. After checking and examining these documents and finding the reasons for the application reasonable, the exit/entry administration will grant an extension. Those whose application is rejected should leave China on time.

十三、申请居留证件换发

Article 13 Application for Modification 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。

Foreigners on whose resident permit the registration items (name, reason for residence, number on passport or international travel document) have changed should apply to the exit/entry administration of the local public security organs to modify the permit within 10 days after such change, submitting relevant personal information and the reason for the change. They may then be issued modified residence permit.

十四、申请居留证件补发

Article 14 Application to Reissue 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。

Foreigners whose residence permits have been lost, damaged, stolen or robbed should submit certified documents reporting the loss of their passport or a note issued by the embassy or consulate of their country in China, or the damaged passport or certificate, along with a new valid passport or other international travel document.

十五、申请出入境证

Article 15 Application for 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。

Foreigners who do not hold a valid passport or other international travel document because it has been lost, damaged, stolen or robbed or is no longer valid, and have no way of reissuing it at the embassy or consulate of their country in China may apply for a foreigner's exit/entry permit, submitting with their application certified documents reporting the loss of the passport or a note issued by the embassy or consulate of their country in China, or the damaged, invalid certificate, along with the temporary ID certificate in place of the passport. They will then be issued a foreigner's exit/entry permit valid for no longer than 30 days.

十六、用语解释

Article 16 Glossary

(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。

(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。

(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。

(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。

(1) Family member: spouse, parents, spouse's parents, children, brothers and sisters, grandparents, grandchildren, children's spouses.

(2) Certificate of family relationship and kinship: marriage certificate, birth certificate, adoption certificate as well as proof of kinship or notarized certification issued by relevant government departments; or marriage certificate, birth certificate, certification of kinship or certification of change of name or other information issued by the relevant embassy or consulate of in China.

(3) The marriage certificate, birth certificate, certification of kinship

and certification of change of name or other personal information issued by the relevant foreign government department or notary public should be authenticated by the Chinese embassy or consulate in that foreign country.

(4) Certification of Identity: Certification of identity for Chinese citizens of China's mainland refers to a certificate of permanent household registration or registered proof of actual residence for at least six months and an ID card; certification of identity for overseas Chinese refers to a Chinese passport and a certificate of overseas residence; certification of identity for residents of Hong Kong and Macao refers to the Permit for Traveling to and from Hong Kong and Macao to the Mainland; certification of identity for residents of Taiwan refers to the Permit for Taiwan Residents to and from China's Mainland ; certification of identity for foreigners refers to the Permanent Residence Permit for Foreigners. Overseas Chinese and residents of Hong Kong, Macao and Taiwan should also provide proof of actual residence in a place for at least six months.

All the above mentioned certification documents in foreign languages should be translated into Chinese.

十七、审批时间

Article 17 Examination and Approval Time

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。

Exit/entry administrations of public security organs will after accepting foreigners' visa and stay permit applications decide whether or not to issue visas and stay permits within seven workdays after acceptance.

Exit/entry administrations of the public security organs will after accepting foreigners' applications for residence permits decide whether or not to issue the permit within 15 working days after acceptance.

十八、审批效力

Article 18 Examination and Approval Effectiveness

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。

The exit/entry administration of the public security organ will not issue visas to foreign applicants who fall within the circumstances stated in Article 21 and Article 31 of the Exit and Entry Administration Law of the People's Republic of China.

The decision made by exit/entry administrations of the public security organs not to extend, modify or reissue a foreign applicant's visa, and to refuse to issue a residence permit or extension of a residence permit is the ultimate decision.

十九、住宿登记

Article 19 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。

In accordance with the Exit and Entry Administration Law of the People's Republic of China regulations, foreigners should register their accommodation. Exit/entry administrations may after accepting foreigners' visa applications request foreign applicants to provide certification of their registered accommodation.

二十、缴费

Article 20 Payment

外国人申请签证证件，应当按照规定缴纳费用

Foreign visa applicants should pay the visa fee according to relevant regulations.