



Step5: Work Permit and Residence Permit

To legally work in China, a foreigner should have both Work Permit (credit card sized) and Residence Permit (visa in your passport).

Original documents needed:

1. Original passport;
2. Original reference letter (letter under PDF format is NOT accepted);
3. Original degree and authenticated document;
4. Original non-criminal record certificate and authenticated document;
5. Original registration form of temporary residence issued by local police station;
6. Signed condensed simple contract & medical commitment letter.

* Note that some candidates only bring their reference letters under PDF format after they arrive China, however it is NOT ACCEPTED by the government. After you arrive China, please bring original reference letter which has handwritten signature of your manager or HR.

Total processing time:

Around 23 working days total.

Application	Processing Time	Remarks
Work Permit	15 working days	* Original passport will be retained by visa team for 2 days . * We will submit Work Permit application for you.
Residence Permit	8 working days	* Original passport will be kept by PSB for 8 working days . * Your physical presence is required for Residence Permit application, we have colleague to accompany you at PSB.

Note: Z Visa is valid for only 30 days with zero entry. Therefore, we need to apply for the Work Permit and Residence Permit ASAP after your arrival.

- A short interview at bureau in person is required for the first-time Residence Permit application;
- Please DO NOT arrange international travel plans during this period;
- For domestic travel plans, excluding Hong Kong, Macao, Taiwan, we can prepare the temporary passport for you.