

外国人居留许可政策介绍

General Policies on Aliens' Residence Permit

2011-05-05

上海市公安局出入境管理局
外国人证件管理处

Visa Division
Shanghai Exit-Entry Bureau



外国人申办就业居留许可一般程序

Procedures of Applying for Employment Residence Permit

向上海市外国人就业管理办公室申请就业许可
Working License from the Aliens' Employment Administration Center

向上海市商务委员会申请职业签证通知函
Working Visa Notice from the Shanghai Commercial Committee

向中国驻外使、领馆申请职业签证
Working Visa from a Chinese Embassy / Consulate Abroad

向上海市出入境检验检疫局办理体检证明
Health Certificate from Exit-Entry Quarantine Administration

向上海市外国人就业管理办公室申请就业证
Employment Permit from the Aliens' Employment Administration

向上海市出入境管理局申请外国人居留许可
Residence Permit from the Exit-Entry Administration Bureau



办理外国人就业居留许可的申请材料 Documents Needed for Applying for Employment Residence Permit

- 1、护照 Passport
- 2、照片 Photo
- 3、健康证明 Health Certificate
- 4、就业证/登记表 Alien's Work Permit / Form
- 5、境外人员临时住宿登记单
Registration Form For Temporary Residence
- 6、工作单位申请书、营业执照、组织机构代码证
application letter, Business License and
Bar Code Certificate of the company



住宿登记 Residence Registration

- 外国人入境后入住宾馆以外住所的，须在
24小时内
- 到居住地派出所办理临时住宿登记手续
Register at the local police station **within 24 hours** of lodging in a residence other than a hotel (unless residence permit obtained).
- 注：持当地办理的有效外国人居留许可的除外，但居住住址变更的须重新办理住宿登记并申请居留许可变更



签证的期限 Validity of Visa

1、入境有效期 Date of Entry

2、停留有效期 Duration of Stay

visas issued by Chinese embassy or consulate:

valid for 30 days, 60 days, 90 days or 180 days for each stay

visas issued by Exit-Entry departments:

same with the date of re-entry

3、特殊情况 Special Cases

Z、X、J-1 Visa holders should, within 30 days of entry, apply for a residence permit.



申办长期居留许可 (1) Application for Long-term Residence Permit

外国人在沪连续工作居留满5年
可申办2年期居留许可

A foreigner who has been **working and residing in Shanghai for 5 years** continuously can apply for 2 years' residence permit



申办长期居留许可 (2)

Application for Long-term Residence Permit

获得上海市居住证(B卡)外籍人员
可申办与该证相同年限居留许可

Holder of a *Shanghai Residence Card (B)*
can apply for a Foreigner's Residence Permit
with the same period of Shanghai Residence Card



申办长期居留许可 (3)

Application for Long-term Residence Permit

在沪公司、企业外籍**法定代表人、总经理、副总经理**，可凭市商务委员会推荐函申办**2年期居留许可**

An ordinary company

Legal Representative / General manager / Vice General Manager

----- **2 years' residence permit**

A recommendation letter from the *Shanghai Municipal Commercial Committee* is required



申办长期居留许可 (4)

Application for Long-term Residence Permit

注册资金达**3000**万美元公司、企业外籍员工，可凭市商务委员会推荐函申办2年期居留许可

An company with **registered capital US\$ 30 million:**

ordinary foreign staff

----- 2 years' residence permit

A recommendation letter from the *Shanghai Municipal Commercial Committee* is required



申办长期居留许可 (5)

Application for Long-term Residence Permit

外籍人员如荣获
“上海市荣誉市民”、“上海市白玉兰荣誉奖”、“上海市白玉兰纪念奖”
可凭市外办或市商务委员会推荐函申办5年期居留许可

A foreigner can apply for a 5 years' residence permit if awarded with:

Honorary Citizen of Shanghai, or
Magnolia Gold Award, or
Magnolia Silver Award

A recommendation letter from the *Shanghai Municipal Commercial Committee* or from the *Foreign Affairs Office of the Shanghai Municipal Government* is required



申办长期居留许可 (6)

Application for Long-term Residence Permit

注册资金达**300万美元**公司、企业，凭市商务委员会推荐函

法定代表人/总经理/副总经理/财务总监----- 5年期居留许可
部门经理----- 3年期居留许可

A company with **registered capital US\$ 3 million**

Legal Representative / General Manager / Vice General Manager/CFO
-----5 years' residence permit
department manager -----3 years' residence permit

A recommendation letter from the *Shanghai Municipal Commercial Committee* is required



申办长期居留许可 (7)

Application for Long-term Residence Permit

高新技术企业、鼓励类外商投资企业、外商投资先进技术企业、外商投资产品出口企业

四类企业外籍人员可凭市商务委员会推荐函申办

法定代表人/总经理/副总经理/财务总监 ----- 5年期居留许可

部门经理 ----- 3年期居留许可

A New and High Technology Enterprise, or
Foreign-invested Enterprise in the Encouraged Category, or
Foreign-invested Advanced Technology Enterprise, or
Foreign-invested Products Exporting Enterprise

Legal Representative / General Manager / Vice General Manager/CFO -----5 years R.P.
department manager -----3 years R.P.

A recommendation letter from the Shanghai Municipal Commercial Committee is required



申办长期居留许可 (8)

Application for Long-term Residence Permit

跨国公司上海地区总部、研发中心、投资性公司

法定代表人/总经理/副总经理/财务总监 ----- 5年期居留许可

部门经理 ----- 4年期居留许可

A company recognized as

Shanghai Regional Headquarters of a Transnational Corporation, or

Research and Development Center , or

Investing Company

Legal Representative / General Manager / Vice General Manager/CFO ----5 years R.P.

department manager ----4 years R.P.

A recommendation letter from the Shanghai Municipal Commercial Committee is required



申办长期居留许可 (9)

Application for Long-term Residence Permit

“营运中心”企业

法定代表人/总经理/副总经理/财务总监 ----- 3年期居留许可
部门经理 ----- 2年期居留许可

An enterprise recognized as “Regional Operation Center”

Legal Representative / General Manager / Vice General Manager/CFO ----3 years R.P.
department manager ----2 years R.P.

A recommendation letter from the Shanghai Municipal Commercial Committee is required



申办长期居留许可 (10)

Application for Long-term Residence Permit

外商个人投资企业

- 投资人兼法定代表人 ----- 5年期居留许可
- 总经理/副总经理 ----- 3年期居留许可
- 部门经理 ----- 2年期居留许可

An Individually Invested Enterprise

- investor & Legal Representative ----- 5 years R.P.
- General Manager / Vice General Manager ----- 3 years R.P.
- department manager ----- 2 years R.P.

A recommendation letter from the Shanghai Municipal Commercial Committee is required



申办长期居留许可 (11)

Application for Long-term Residence Permit

以上各类任职/就业人员的**随行家属**（包括其父母/配偶/18岁以下子女）可申办相同期限居留许可

Their **family members** including the parents, the spouse and the children (under 18 years) can apply for the same period of residence permit.



就业人员家属办理居留许可

Application for Family Members' Residence Permit

- 就业人员家属包括其父母/配偶/18岁以下子女
- 家属可申办与就业人员相同期限居留许可
- 18岁至70岁家属需提交健康证明
- 需提交就业者护照及其单位申请材料
- 需提供亲属关系证明

The accompanying family members include the employee's parents, spouse and children under 18.

The family members can apply for the same period of residence permit as the employee's.

An application letter from the employer is required.

A family relationship certificate is required.

A health certificate is required for the family members between 18 to 70.



申办永久居留证 (1)

Application for Permanent Residence Card

- 荣获上海市荣誉市民、上海市白玉兰荣誉奖、上海市白玉兰纪念奖的外籍人员，可凭上海市政府推荐函申办永久居留证

- A foreigner can apply for a Permanent Residence Card if awarded with:

Honorary Citizen of Shanghai or
Magnolia Gold Award or
Magnolia Silver Award

A recommendation letter from the *Shanghai Municipal Government* is required



申办永久居留证 (2)

Application for Permanent Residence Card

夫妻团聚

- 1、配偶是上海市民或在沪永久居留资格外国人
- 2、婚姻关系满5年
- 3、在华连续居留满5年
- 4、每年居住9个月以上
- 5、有稳定生活保障和住所

Spouse

- has been married to a Chinese citizen for over 5 years &
- has been living in China for over 5 years &
- stayed in china for more than 9 months every year &
- Has a stable income and residence



申办永久居留证 (3)

Application for Permanent Residence Card

任职者

1. 高新技术企业、鼓励类外商投资企业、外商投资先进技术企业、外商投资产品出口企业
2. 担任董事长、副董事长、总经理、副总经理职务
3. 连续任职满四年
4. 四年内在华累计居留不少于三年
5. 纳税记录良好

Senior Managers

1. working in a New and High Technology Enterprise, or Foreign-invested Enterprise in the Encouraged Category, or Foreign-invested Advanced Technology Enterprise, or Foreign-invested Products Exporting Enterprise
2. Chairman of Board / Vice Chairman of Board / General Manager / Vice G. M.
3. holding 4 years of the position continuously
4. totally 3 years of residence in China during the 4 years
5. sound record of tax payment



申请途径

Application Channels

- 1、窗口申请 On-site Application
- 2、网上申请 On-line Application
- 3、自助申请 Self-service Application



1、窗口申请

On-site Application

- * 浦东新区民生路1500号3楼（出入境管理局本部）
3F, 1500 Minsheng Road, Pudong New District (Headquarters)
- * 浦东新区张江路39号2号楼（张江高科技园区内）
Bldg. 2, 39 Zhangjiang Road, Pudong New District
- * 外高桥保税区华京路8号（保税区5号门）
8 Huajing Road, Waigaoqiao Duty-free Zone
- * 长宁区古北路788号
788 Gubei Road, Changning District
- * 黄浦区陆家浜路88号
88 Lujiabang Road, Huangpu District
- * 普陀区大渡河路1895号
1895 Daduhe Road, Putuo District



当场提交申请材料，经批准同意后5个工作日内办结

Submitting the application materials to the visa officer

Paying the fee and collecting the passport

after 5 working days



2、网上申请

On-line Application

- * 申请在沪申办的F签证、1年期居留许可的延期
Extension of F visa and 1 year's residence permit
that were issued in Shanghai
- * IP地址: 218.242.152.134:9080/eemis_tydic
or
- * **Google**搜索 >>> 上海市出入境管理局电子政务平台
or
- * www.police.sh.cn >>> 特色服务 >>> 上海市出入境
管理局电子政务平台



输入原在沪申办的签证或居留许可号码

Entering the number of the current visa / residence permit



获取预约号码，1个工作日后查询预约结果

Getting a reservation number

Inquiring the reservation result after 1 working day.



在预约时间携带申请材料到民生路1500号3楼专设窗口办证

Bring the relevant application materials to
3F, 1500 Minsheng Road at the reserved time.



申请材料经民警核对无误的，领取办证收据

Having the application materials examined by the visa officer

Getting a receipt



1小时内付费并取证

Paying the fee and collecting the passport in 1 hour



3、自助申请

Self-service Application

- * 申请在沪申办的L、F签证，1年期居留许可的延期
Extension of L Visa, F Visa and 1 year's residence permit
that were issued in Shanghai
- * 民生路1500号（出入境管理局）3楼自助受理机
3F, 1500 Minsheng Road, Exit-Entry Bureau



输入原在沪申办的签证或居留许可号码
Entering the number of the current visa / residence permit



选择申请居留许可或签证,并输入申请期限等
Selecting the type of application: residence permit or visa
Entering the period or entries, etc.



持自助受理收条并携带申请材料到3楼专设窗口办证
Taking the reception slip and the relevant application materials
to the specified desk on 3F to check



申请材料经民警核对无误的, 领取办证收据
Having the application materials examined by the visa officer
Getting a receipt



3个工作日后付费、取证
Paying the fee and collecting the passport after 3 working days



新生儿 **Newly Born Child**

1、中华人民共和国不承认中国公民具有双重国籍

No recognition of dual nationality

2、父母双方或一方为中国公民，本人出生在中国，具有中国国籍

A child born in China with a Chinese parent
----- Chinese nationality



父母分别为外国和中国公民，本人出生在中国

A child born in China with the mixed foreign/Chinese parents

- 1、具有中国国籍：considered as Chinese citizen
可到中国籍父\母户口所在地申报户口
- 2、如已取得外国护照：if a foreign passport obtained
凭外国护照、出生证明、父母护照等办理通行证出境（需注销户口），
再用外国护照向中国驻外使领馆申请签证入境
apply for a Chinese travel document to leave China
then
apply for a Chinese visa with the foreign passport from Chinese
embassy/consulate to enter China



父母双方均为外国公民，本人出生在中国 A child born in China with foreign parents

- 1、出生后30日内办妥护照：
凭护照、出生证明、父母护照等办理签证
within 30 days of birth, apply for a visa
- 2、出生后30日内无法办妥护照：
凭出生证明、父母护照等办理登记。30天宽限期。
passport unavailable within 30 days of birth
- 3、未能及时办理签证或进行登记的：
penalty
一般予以罚款处罚



护照报失 Loss of Passport

护照遗失或失窃后报失和补办护照/签证的一般流程

General procedures of reporting loss of passport and applying for a new passport and visa when a passport is lost or stolen:

1、向上海市出入境管理局报失护照

Reporting to the Shanghai Exit-Entry Administration Bureau (EEB).

2、向本国驻沪领馆/驻京使馆补办护照

Applying for a new passport from the consulate or embassy.

3、向居住地派出所重办临时住宿登记

Register again with the new passport at the hotel or local police station.

4、向出入境管理局补办签证/居留许可

Applying for a new visa/residence permit from EEB



紧急情况下，未向出入境管理局报失护照即从外国驻华使领馆补办好护照或旅行证件的，需请该使、领馆出函证明

If, under some emergency case, the applicant has already obtained a new passport or travel document from the consulate or embassy without reporting to the EEB for loss of his passport, he needs to provide a letter of explanation from that consulate or embassy.



No 0901932

护 照 报 失 证 明

CONFIRMATION OF REPORTING THE LOSS OF PASSPORT

姓名 (Name in Full) _____ 性别 (Sex) _____ 出生日期 (Date of Birth) _____ 国籍 (Nationality) _____

于 _____ 年 _____ 月 _____ 日向我局报告他(她)的护照(号码: _____)

Reported at our bureau on (Date) _____ that his/her passport (No. _____)

于 _____ 年 _____ 月 _____ 日在 _____ (地点) 丢失。

Was lost on (Date) _____ at (where) _____



盖章 (STAMP): 

日期 (DATE): _____

SAMPLE

- 新护照补发前在华临时身份证明
Regarded as a temporary I.D. in China before a new passport is issued.
- 签发后30天内需补办护照及签证
Within 30 days of issuance, application of a new passport & visa is required.





Questions ?

