

## Immigration Procedures for International Faculty and Staff

All international appointed faculty and staff members are required to obtain a valid entry visa and an approval letter of Foreigner's Work Permit before arriving in China or starting work at NYU Shanghai.

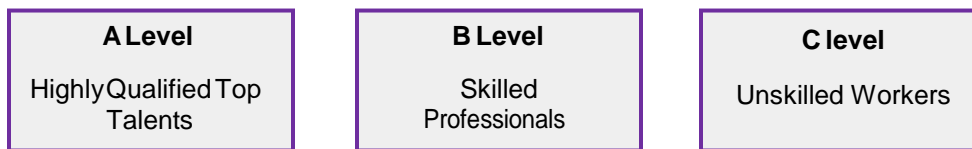
The visa and associated work rights must be appropriate to the type of work or purpose of their stay, and the length of time they will be participating in the University life.

### General Application Requirements for Work Permit

- Be at least 18 years of age
- Be in good health
- Have no criminal record
- Have a commitment from a legal employer in China
- Bachelor's degree or above
- Have at least 2 years' full time working experience in related field after graduation

### Unified Work Permit System

From April 1, 2017, the Chinese government launched a unified work permit system for foreigners to work or working in Shanghai. The new system classifies foreign workers into three tiers, i.e. A, B or C level candidates. The classification takes into account candidates' education, salary level, age, time spent working in China, Chinese language skills, achievements in related working fields, etc. For different level of candidates, the application materials may vary.



### Entry Visa

Generally, all new appointed faculty and staff members are required to apply for Z (work) visa to enter China. Only in very extreme cases, the applicants may enter on an M/F (business) or L (tourist) visa.

For accompanying dependents, they can either apply for S1 (private visits) or regular L (tourist) visa.

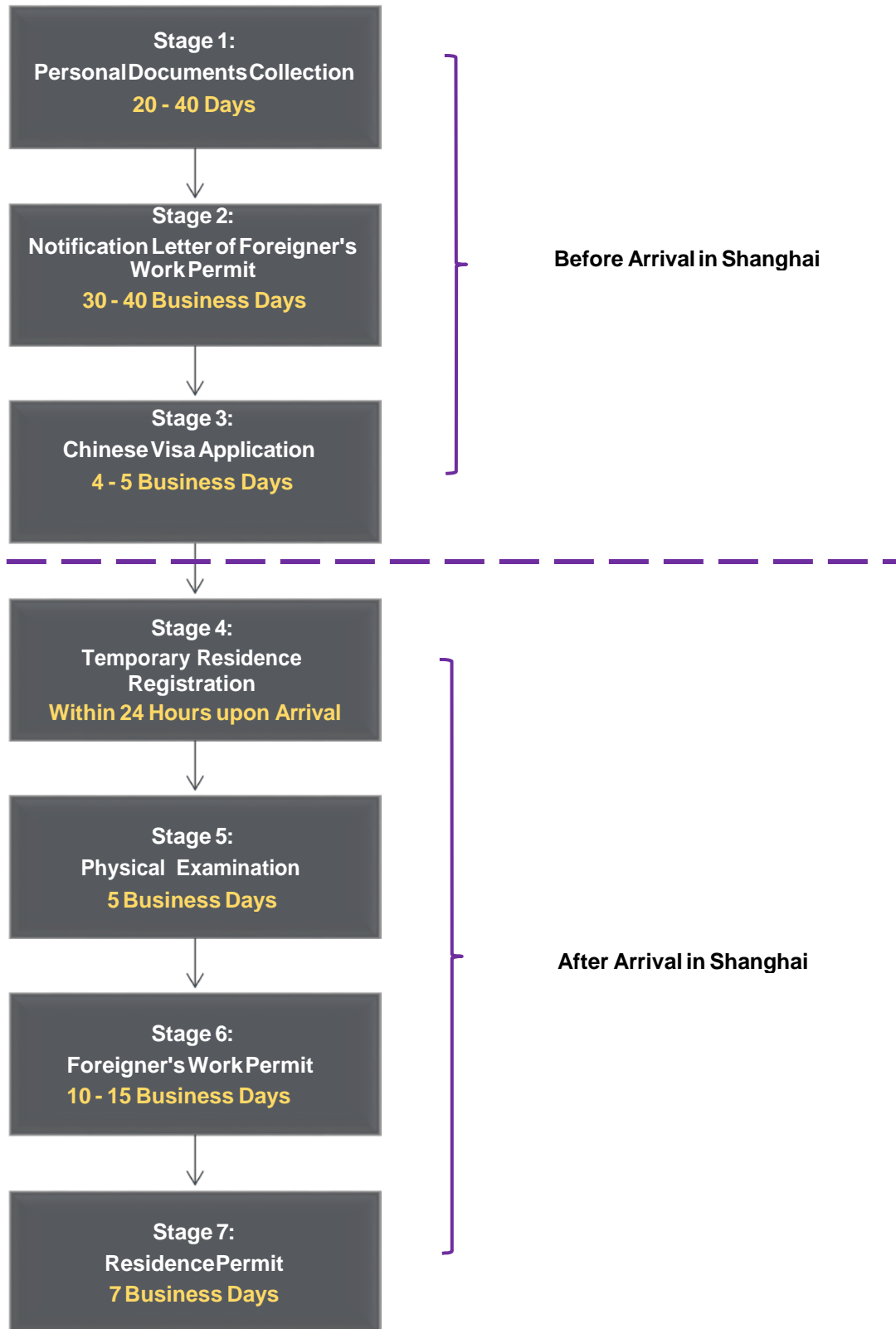
Z visa is a single-entry visa. Z visa holders are required to apply for a Residence Permit within 30 days after entry.

### Residence Permit

The entry visa grants the holder the right to enter China for a specific purpose, while Residence Permit allows foreigners to live and work in China. It is like a multiple-entry visa, allowing the holders to leave mainland China and return without an additional visa as long as the permit remains valid. The validity of the Residence Permit and Foreigner's Work Permit Card is in line with employment period in China.

Accompanying family dependents can apply for a dependent Residence Permit together with the main applicant if they plan to stay longer than their entry visa granted.

## Immigration Process



**Stage 1 – Personal Documents Collection**

<b>STAGE 1: The HR Immigration and Relocation Services Team collects required immigration documents from new faculty/staff.</b>	
<b>Required Documentation</b>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Scanned color copy of passport ID page</li> <li>• Completed resume</li> <li>• Employment Certificate from past employer</li> <li>• Scanned color copy of highest degree certificate</li> <li>• Digital passport photo</li> <li>• Signed Employment Contract</li> <li>• Signed application form and letter of commitment</li> <li>• <a href="#">Scanned color copy of legalization of highest degree certificate</a></li> <li>• <a href="#">Scanned color copy of legalization of no criminal record</a></li> </ul> <p><b>Additional Documents for Applicant Over 65</b></p> <ul style="list-style-type: none"> <li>• Three-party Commitment Letter</li> <li>• Copy of current health insurance plan or enrollment form</li> </ul> <p><b>Accompanying Family Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Scanned color copies of passport ID pages for each family member</li> <li>• Scanned color copy of relationship documents for accompanying family members e.g. marriage certificate, birth certificate, etc.</li> <li>• Digital passport photo of each family member</li> </ul>
<b>Processing Time</b>	<b>20 – 40 Days</b>

**Note:**

The item highlighted in blue is optional for some senior level professors. Please check with your designated HR Immigration and Relocation Services Associate about your eligibility.

**Stage 2 – Notification Letter of Foreigner’s Work Permit**

<p><b>STAGE 2: The HR Immigration and Relocation Services Team reviews all the materials provided and submit application for Notification Letter of Foreigner’s Work Permit at local authority in Shanghai.</b></p>	
<p><b>Required Documentation</b></p>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Provided materials in Stage 1</li> </ul> <p><b>NYU Shanghai HR Immigration &amp; Relocation Team</b></p> <ul style="list-style-type: none"> <li>• Application letters</li> <li>• Application forms</li> <li>• Translated copies of resume, diploma, relationship documents, etc.</li> </ul>
<p><b>Processing Time</b></p>	<p><b>30 – 40 Business Days</b></p>



**Stage 3 – Chinese Visa Application**

<b>STAGE 3: The HR Immigration and Relocation Services Team sends the approved Notification Letter of Foreigner’s Work Permit to new faculty/staff and the faculty/staff applies for Chinese visa in home country/country of current residence.</b>	
<b>Required Documentation</b>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>Passport</li> <li>Completed visa application form</li> <li>Passport photos</li> <li>Proof of legal stay or residence status (ONLY applicable to those not applying for the visa in their country of citizenship)</li> <li>Photocopy of previous Chinese passports or previous Chinese visas (ONLY applicable to those foreign citizens who were Chinese citizens and have obtained foreign citizenship)</li> </ul> <p><b>Accompanying Family Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>Passport</li> <li>Completed visa application form for each dependent</li> <li>Passport photos</li> <li>Relationship document with main applicant</li> </ul> <p><b>NYU Shanghai HR Immigration &amp; Relocation Team</b></p> <ul style="list-style-type: none"> <li><u>Notification Letter of Foreigner’s Work Permit</u> approved by Shanghai Foreign Expert Bureau</li> </ul>
<b>Processing Time</b>	<b>4-5 Business Days</b>

**Note:**

The documents listed above may be subject to change depending on your personal situation. Please consult with your designated HR Immigration and Relocation Services Associate if you have any questions.

**Stage 4 – Temporary Residence Registration**

<b>STAGE 4: New faculty/staff and accompanying family members (if applicable) register at their new residence upon arrival in Shanghai within 24 hours.</b>	
<b>Required Documentation</b>	<p><b>Faculty/Staff Stay in Hotel/Serviced Apartment</b></p> <p> <b>Register at the front desk of Hotel/Serviced Apartment</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Passports of dependents (if applicable)</li> </ul> <p><b>Faculty/Staff Stay in Market Housing</b></p> <p> <b>Register at nearby police station</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Passports of dependents (if applicable)</li> <li>• Copy of lease agreement</li> <li>• Copy of landlord's ID</li> <li>• Copy of property certificate</li> </ul>
<b>Processing Time</b>	<b>5-10Minutes</b>

**Notes:**

1. According to the immigration law, foreigners are required to register at residing hotel/serviced apartment or nearby police station if lodge in private housing **WITHIN 24 hours** upon arrival in China. Failure to do so will result in fines and problems when apply for residence permit at later stage.
2. If stay in private market housing, normally the real estate agent who helped you in finding your residence can help you with the registration.
3. The landlord will provide copy of his/her ID and property certificate when you sign the lease.
4. When you change your residence or passport/visa information, you will need to register again to keep all information updated.
5. More enquiries, please consult with your designated HR Immigration and Relocation Services Associate.

**Stage 5 – Physical Examination**

<p><b>STAGE 5: Faculty/staff and accompanying family members (if applicable) attend physical examination at the designated medical center by Shanghai Exit-Entry Administration Bureau.</b></p>	
<p><b>Required Documentation</b></p>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• 4 Passport photographs</li> <li>• Original Physical Examination Form in Stage 1 and all test reports</li> </ul> <p><b>Accompanying Family Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Passport photographs each</li> </ul>
<p><b>Processing Time</b></p>	<p><b>Examination: 1-2 Hours</b></p> <p><b>Medical Report: Issued in 5 Business Days</b></p>

**Notes:**

1. The appointment has to be made at least two weeks earlier. HR Immigration and Relocation Services Team will make an appointment for you prior to your arrival.
2. Children below 18 years old can be exempted from the examination.
3. No food or coffee before the medical examination.

**Stage 6 – Foreigner’s Work Permit**

<p><b>STAGE 6: The HR Immigration and Relocation Services Team lodges your application for the Foreigner’s Work Permit Card at Shanghai Foreign Expert Bureau.</b></p>	
<p><b>Required Documentation</b></p>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Original Employment Certificate from past employer</li> <li>• Original highest degree certificate or Original legalization of highest degree certificate and no criminal record</li> <li>• Original Physical Examination Form</li> </ul> <p><b>Accompanying Family Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Original relationship documents with the main applicant</li> </ul> <p><b>Additional Documents for Faculty Over 65</b></p> <ul style="list-style-type: none"> <li>• Three-party Commitment Letter</li> <li>• Copy of current health insurance plan or enrollment form</li> </ul> <p><b>NYU Shanghai HR Immigration &amp; Relocation Team</b></p> <ul style="list-style-type: none"> <li>• Application letter</li> <li>• Application form</li> <li>• Copy of Notification Letter of Foreigner’s Work Permit</li> <li>• Original physical examination report(s) issued in Stage 5</li> </ul>
<p><b>Processing Time</b></p>	<p><b>10 - 15 Business Days</b></p>



**Stage 7 – Residence Permit**

<b>STAGE 7: The HR Immigration and Relocation Services Team lodges Residence Permit application for you and your accompanying family members (if applicable) at Shanghai Exit-Entry Administration Bureau.</b>	
<b>Required Documentation</b>	<p><b>Faculty/Staff</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Copy of Temporary Residence Registration Form issued in Stage 4</li> <li>• 2 Passport photos</li> </ul> <p><b>Accompanying Family Members (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Copy of Temporary Residence Registration Form issued in Stage 4</li> <li>• 2 Passport photos each</li> <li>• Certified relationship documents with the main applicant</li> </ul> <p><b>NYU Shanghai HR Immigration &amp; Relocation Team</b></p> <ul style="list-style-type: none"> <li>• Application letter</li> <li>• Application form</li> <li>• Foreigner’s Work Permit (obtained in Stage 6) or Notification Letter of Foreigner’s Work Permit (obtained in Stage 2)</li> <li>• Original physical examination report issued in Stage 5</li> </ul>
<b>Processing Time</b>	<b>7 Business Days</b>

**Notes:**

1. Passport(s) will be held by the Shanghai Exit-Entry Administration Bureau for 7 business days, during which international travel is NOT allowed. Domestic travel is fine.
2. The applicants have to present in person when lodge the application.