**Entry Procedure for Foreigners**

**to Work in Lanzhou University**

**International Office**

**of Lanzhou University**

**February 20, 2022**

**Contents**

[Introduction 1](#_Toc29975788)

[Chapter 1 Entry Procedure for Foreigners working in Lanzhou University (Type-A) 2](#_Toc29975789)

[Chapter 2 Entry Procedure for Foreigners working in Lanzhou University (Type-B) 8](#_Toc29975790)

[Chapter 3 Work Permit Application Procedure for Foreigners Changing Positions inside China 14](#_Toc29975791)

[Chapter 4 Renewal Procedure of Work Permit & Residence Permit 16](#_Toc29975792)

[Chapter 5 Guideline to Online Appointment for Residence Permit 20](#_Toc29975793)

[Chapter 6 Exit Procedure for Accompanying Person 24](#_Toc29975794)

**Introduction**

Lanzhou University (LZU) is a key and comprehensive university supervised directly by Ministry of Education in China. Now waved by the “Double-First Class Program”, LZU is striving to build its figure at the international stage, and thus welcoming professionals in all fields to communicate, teach and conduct research on its campus.

Then, for foreign teachers and post-doc fellow to work in Lanzhou University, how to deal with the entry procedure including the work permit and residence permit? International Office of Lanzhou University, together with its schools and colleges are well prepared in this aspect.

In the following part, entry procedures for foreigners in type-A and type-B, foreigners changing position inside China, as well as the renewal for work permit and residence permit are all clarified.

If you have any question, please do not hesitate to contact Ms. Chang Lili (changll@lzu.edu.cn; 0931-8915626) in A205 of Guiqin Building at Chengguan West Campus.

**Chapter 1 Entry Procedure for Foreigners working in Lanzhou University (Type-A)**

Here foreign teachers in type-A refers to professors, researchers, post-doc and other personnel who sign the contract with LZU for more than 2 year. As to language teachers, we categorize them into type-B, whose entry procedures will be illustrated in Chapter 2.

The whole process for foreigners in type-A is composed of 4 steps, and normally every inviting units in LZU will appoint a Chinese worker specifically responsible for helping the applicant.

**Step 1: apply for the Confirmation Letter for High Level Foreign Talents**

**List of documents:**

1. **Application form** of Confirmation Letter for High Level Foreign Talents
2. Invitation Letter from the Chinese side (in both English and Chinese versions signed by the inviter and stamped by the inviting unit)
3. Identity verification as High Level Foreign Talents (specific requirements is depended on different sub-types, please consult International Office of LZU)
4. Passport main page
5. ID photo (white background, between 354\*472 pixels and 420\*560 pixels in JPG format with the size between 40k and 120k)
6. Resume
7. Informed Commitment Letter on the Prevention and Control Measures over COVID-19 of China
8. No-criminal record (to sign a standard commitment letter for a promise)
9. Diploma or certificate for doctor’s degree (the original is required for post-doc; a standard commitment letter is required for other sub-types)

**Notes:**

1. Documents not in English or Chinese shall be translated into Chinese and stamped by the schools or colleges of Lanzhou University.
2. Electronic files of each document shall be less than 1MB in the pdf, jpg or png format. And photocopy is not required.
3. Electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn; 0931-8915626) by your Chinese contact person.
4. The issuing unit of the Confirmation Letter is the Department of Science and Technology (DST) of Gansu Province, and International Office (IO) of LZU is responsible for all the application process.
5. IO workers will process your electronic files in 1 to 2 days and send your formal application form to your Chinese contact person who will ask you to sign the form. Then, with the form already signed, all documents will be submitted to DST. The processing time in DST is 5 working days. After the Confirmation Letter being issued, IO workers will download from the system and send to your Chinese contact person.
6. The Confirmation Letter is valid for 6 months upon certification. The applicant shall apply for the R visa in the local Chinese embassies or consulates and entry into China within the 6 months.

**Step 2: apply for R visa in the embassies or consulates designated on the Confirmation Letter**

**Notes:**

1. For the R visa application, normally the Confirmation Letter and passport are required, and other materials shall be depended on the extra requirements of different countries. Please consult in advance the embassies or consulates designated on the Confirmation Letter to get well prepared.
2. It’s suggested that post-doc fellow need to take the diploma or certificate of the doctor degree into China which is necessary for the next step.
3. It’s also suggested that you need to take your marriage certificate or birth certificate of your children if you plan to take them into China.
4. R visa is valid for ten years and allows a 180-days-stay every time you entry into China, which means you don’t need to apply for the work permit and residence permit if you could ensure you can exit China every 180 days for the excuses including family reunion, international sightseeing or conference. Otherwise, you need to proceed into the next step to get the work permit and residence permit. However, when you get the residence permit, R visa will be not valid automatically, and the residence permit as well as the work permit needs to be extended every year or every two year.

Note: When you enter China each time and stay in China to 180 days with R visa, you can apply for a 180-days-extension. However, you can only apply for the extension once for each entry. If you need to stay in China for a quite long time more than 1 year, please apply for the work permit and residence permit.

1. Documents required for the extension of R visa:
2. Passport, and the photocopy of the main page and R visa page.
3. Confirmation Letter of High-level Foreign Talents with the stamp of International Office
4. Residence registration from local police station (if you live outside the University, you can go directly to the local police station with your passport; if you live inside the University, you need first go to International Office to get a residence document, and then go to the corresponding police station)
5. Official letter written by International Office to prove your identity

For the address and online appointment procedure of R visa extension, please refer to the Step 4 in this Chapter.

1. It’s suggested that you can take a photo of the main page and R visa page on your passport for the use of the application of work permit and residence permit in Step 3 and Step 4, for example, when you need to make online appointment for residence permit but your passport is in the Department of Science and Technology of Gansu Province for check.

**Step 3: apply for Work Permit**

**List of documents:**

1. Personal page and R visa page of the passport
2. Work contract
3. Medical examination report (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
4. Covering note (The post-doctoral fellow’s covering note is issued by Post-Doc Office of LZU, while for others, the Department of Human Resources)
5. the Invitation Letter (in both Chinese and English) of the Chinese side, the identity verification of High Level Foreign Talents, and the Confirmation Letter of High Level Foreign Talents.

**Notes:**

1. Documents not in English or Chinese shall be translated into Chinese and stamped by the schools or colleges of Lanzhou University.
2. The original version and photocopy of the above materials as well as the electronic copy (except for item 5) are all required, and it is suggested that the size of each item’s electronic version shall be within 1 M.
3. The electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn), and the paper documents shall be sent to A205 of Guiqin Building.
4. The issuing unit of Work Permit is the Department of Science and Technology (DST) of Gansu Province, and International Office (IO) of LZU is responsible for all the application process.
5. IO workers will process your files in 1 to 2 days and send your formal application form to your Chinese contact person who will ask you to sign the form. Then, with the form already signed, all documents will be submitted to DST. The processing time in DST is 5-10 working days. After the Work Permit being issued, IO workers will get it back and inform you to fetch it.
6. Work Permit shall be delayed 1 to 3 months before the expire date. And for the related procedures, please refer to Chapter 4.

**Step 4: apply for Residence Permit**

**List of documents:**

1. Passport main page and R visa page
2. China work permit card (front and back in one page)
3. Work permit’s QR code information page stamped by International Office
4. Confirmation Letter of High Level Foreign Talents stamped by International Office
5. Residence registration from local police station (if you live outside the University, you can go directly to the local police station with your passport; if you live inside the University, you need first go to International Office to get a residence document, and then go to the corresponding police station)
6. Medical examination report (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. If you get the medical report in China’s overseas embassies or consulates, you still need to get it authenticated inside China. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
7. Official letter written by International Office to prove your identity
8. Money

**Notes:**

1. The original version and photocopy of the above documents (except for item 5) are all required.
2. The item 2, 3, 4, 5 and 7 (if necessary) will be given to you by IO workers when you come there to get the work permit. For the residence permit of the accompanying persons, IO workers need to prepare independent documents for the accompanying persons who needs to apply the residence permit. Thus, tell IO workers in advance about the NAME and PASSPORT NUMBER of your accompanying persons.
3. The issuing unit of residence permit is the Entry and Exit Administration Bureau of Lanzhou, and IO of Lanzhou University is not responsible for the application process.
4. Address of the Bureau: 4th floor of Min’an Building, No.159 at Qingyang Road of Chengguan District
5. The application of residence permit needs the presence of the applicant.
6. Before you go to the Bureau, you need to make an appointment online through wechat. Thus, it is suggested to invite your Chinese friend to help you. And the detailed appointment process will be introduced in another Chapter 5.
7. After you send all the materials to the Entry and Exit Administration Bureau, they will process your materials in 3 to 4 weeks, and keep your original passport at this step. However, you can still travel domestically with the receipt from the bureau (inside China mainland but not Hongkong, Macao and Taiwan).
8. Residence Permit shall be delayed 1 to 3 months before the expire date. And for the related procedures, please refer to Chapter 4.

**Chapter 2 Entry Procedure for Foreigners working in Lanzhou University (Type-B)**

Here foreign teachers in type-B mainly refer to language teachers who sign the contract with LZU for 1 year or within 1 year.

The whole process for foreigners in type-B is composed of 4 steps, and normally every inviting units in LZU will appoint a Chinese worker specifically responsible for helping the applicant.

**Step 1: apply for the Notification Letter of Foreigner's Work Permit in China**

**List of documents:**

1. Application form of Notification Letter of Foreigner’s Work Permit in China
2. Work contract
3. Passport main page (plus those of your accompanying person if you have)
4. Job Qualification Certificate (For those with related job experience, letter from the ex-employer with the stamp and contact information is required; for those without, TESOL/TEFL, or bachelor degree or above in education or language majors in the country where the language to be taught is the mother language.)
5. Diploma or certificate of academic degree (Those got outside China shall be authenticated by China’s embassies or consulates of China abroad, or embassies or consulates of the issuing country in China, or China’s diploma certificate agency; those got in Hong Kong, Macau, and Taiwan shall be authenticated by China’s diploma certificate agency or local notary organization.)
6. Certificate of no-criminal Record (It shall be issued by the state of nationality or habitual residence, and authenticated by China’s embassies or consulates of China abroad, or embassies or consulates of the issuing country in China. The Certificate issued by Hong Kong, Macau or Taiwan shall be notarized by the local notary office. The Certificate shall be issued within 6 months.)
7. Medical examination report (to sign a disease-free commitment letter before the entry into China; after the entry, get the Report issued by China’s entry-exit inspection and quarantine organs within 6 months. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
8. ID photo (plus those of your accompanying person if you have. Requirements: white background, between 354\*472 pixels and 420\*560 pixels in JPG format with the size between 40k and 120k)
9. Resume in English

**Notes:**

1. Documents not in English or Chinese shall be translated into Chinese and stamped by the schools or colleges of Lanzhou University.
2. Electronic files of each document shall be less than 1MB in the pdf, jpg or png format. And photocopy is required.
3. The electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn), and the paper documents shall be sent to A205 of Guiqin Building.
4. The application of Notification Letter does not need the original version, but please keep all original documents well for the later check.
5. The issuing unit of the Confirmation Letter is the Department of Science and Technology (DST) of Gansu Province, and International Office (IO) of LZU is responsible for all the application process.
6. IO workers will process your electronic files in 1 to 2 days and send your formal application form to your Chinese contact person who will ask you to sign the form. Then, with the form already signed, all documents will be submitted to DST. The processing time in DST is 5 to 10 working days. After the Notification Letter being issued, IO workers will download from the system and send to your Chinese contact person.
7. The Notification Letter is valid for 6 months upon certification. The applicant shall apply for the Z visa in the local Chinese embassies or consulates and entry into China within the 6 months.

**Step 2: apply for Z visa in the embassies or consulates designated on the Notification Letter**

**Notes:**

1. For the Z visa application, normally the NotificationLetter and passport are required, and other materials shall be depended on the extra requirements of different countries. Please consult in advance the embassies or consulates designated on the Notification Letter to get well prepared.
2. It’s suggested that you need to prepare the original version of the birth certificate or marriage certificate if you take your children or couple into China, which is required for step 4, that is, residence permit.
3. Z visa is valid for only 30 days, so after the entry into China, you need to immediately prepare for the application of work permit and residence permit and put forward the application of residence permit within 30 days.
4. It’s suggested that you can take a photo of the main page and visa page on your passport for the use of the application of work permit and residence permit in Step 3 and Step 4, for example, when you need to make online appointment for residence permit but your passport is in the Department of Science and Technology of Gansu Province for check.
5. It’s suggested that you can take a photo of the main page and Z visa page on your passport for the use of the application of work permit and residence permit in Step 3 and Step 4, for example, when you need to make online appointment for residence permit but your passport is in the Department of Science and Technology of Gansu Province for check, since time is limited after your entry into China.

**Step 3: apply for Work Permit**

**List of documents:**

1. Personal page and Z visa page of the passport
2. Medical examination report (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
3. Covering note (The covering note of language teachers is issued by International Office of Lanzhou University)
4. Work contract

**Notes:**

1. Documents not in English or Chinese shall be translated into Chinese and stamped by the schools or colleges of Lanzhou University.
2. The original version and photocopy of the above materials as well as the electronic copy (except for item 4) are all required, and it is suggested that the size of each item’s electronic version shall be within 1 M.
3. The electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn), and the paper documents shall be sent to A205 of Guiqin Building.
4. The issuing unit of Work Permit is the Department of Science and Technology (DST) of Gansu Province, and International Office (IO) of LZU is responsible for all the application process.
5. IO workers will process your files in 1 to 2 days and send your formal application form to your Chinese contact person who will ask you to sign the form. Then, with the form already signed, all documents will be submitted to DST. The processing time in DST is 5-10 working days. After the Work Permit being issued, IO workers will get it back and inform you to fetch it.
6. Work Permit shall be delayed 1 to 3 months before the expire date. And for the related procedures, please refer to Chapter 4.

**Step 4: apply for Residence Permit**

**List of documents:**

1. Passport main page and Z visa page
2. China work permit card (front and back in one page)
3. Work permit’s QR code information page stamped by International Office
4. Residence registration from local police station (if you live outside the University, you can go directly to the local police station with your passport; if you live inside the University, you need first go to International Office to get a residence document, and then go to the corresponding police station)
5. Medical examination report (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. If you get the medical report in China’s overseas embassies or consulates, you still need to get it authenticated inside China. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
6. Official letter written by International Office to prove your identity
7. Money

**Notes:**

1.The original version and photocopy of the above documents (except for item 5) are all required.

1. The item 2, 3 and 4 (if necessary) will be given to you by IO workers when you come there to get the work permit. For the residence permit of the accompanying persons, IO workers need to prepare independent documents for the accompanying persons who needs to apply the residence permit. Thus, tell IO workers in advance about the NAME and PASSPORT NUMBER of your accompanying persons.
2. The issuing unit of residence permit is the Entry and Exit Administration Bureau of Lanzhou, and IO of Lanzhou University is not responsible for the application process.
3. The application of residence permit needs the presence of the applicant.
4. Address of the Bureau: 4th floor of Min’an Building, No.159 at Qingyang Road of Chengguan District
5. Before you go to the Bureau, you need to make an appointment online through wechat. Thus, it is suggested to invite your Chinese friend to help you. And the detailed appointment process will be introduced in Chapter 5.
6. After you send all the materials to the Entry and Exit Administration Bureau, they will process your materials in 3 to 4 weeks, and keep your original passport at this step. However, you can still travel domestically with the receipt from the bureau (inside China mainland but not Hongkong, Macao and Taiwan).
7. Residence Permit shall be delayed 1 to 3 months before the expire date. And for the related procedures, please refer to Chapter 4.

**Chapter 3 Work Permit Application Procedure for Foreigners Changing Positions inside China**

The working permit application for foreigners changing positions inside China is different from whom to apply for the first time, that is, he/she needs to change his/her position after he/she has already gotten a work permit inside China. In the following part, we will clarify its procedure and documents required by Department of Science and Technology in Gansu Province (DTS), the issuing authority of work permit.

**List of documents:**

1. Application form of Foreigner’s Work Permit in the People's Republic of China
2. Resume in English (list specifically the job experience you have)
3. Job qualification Certificate (for example, recommendation letter)
4. Job Qualification Certificate (For those with related job experience, letter from the ex-employer with the stamp and contact information is required; for those without, TESOL/TEFL, or bachelor degree or above in education or language majors in the country where the language to be taught is the mother language.)
5. Diploma or certificate of academic degree (Those got outside China shall be authenticated by China’s embassies or consulates of China abroad, or embassies or consulates of the issuing country in China, or China’s diploma certificate agency; those got in Hong Kong, Macau, and Taiwan shall be authenticated by China’s diploma certificate agency or local notary organization.)
6. Certificate for No Criminal Record (It shall be issued by the state of nationality or habitual residence. The Certificate issued by Hong Kong, Macau or Taiwan shall be notarized by the local notary office. The Certificate shall be issued within 6 months.)
7. Medical Examination Report (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路)
8. Covering Note (Covering note for foreigners in type-A is issued by Department of Human Resources of Lanzhou University, while for type-B, International Office of Lanzhou University.)
9. Declaration of Cancellation of Previous Work Permit
10. Work contract
11. Main page and valid residence permit page of passport of applicant (plus those of your accompanying person if you have)
12. ID photo of applicant (plus those of your accompanying person if you have. Requirements: white background, between 354\*472 pixels and 420\*560 pixels in JPG format with the size between 40k and 120k)

**Notes:**

1. Documents not in English or Chinese shall be translated into Chinese and stamped by the schools or colleges of Lanzhou University.
2. Electronic files of each document shall be less than 1MB in the pdf, jpg or png format. And photocopy is required.
3. The electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn), and the paper documents shall be sent to A205 of Guiqin Building.
4. International Office (IO) of Lanzhou University will process your electronic files in 1 to 2 days and send your formal application form to your Chinese contact person who will ask you to sign the form. Then, with the form already signed, all documents will be submitted to DST. The processing time in DST is 5 to 10 working days. After the Notification Letter being issued, IO workers will download from the system and send to your Chinese contact person.
5. Work permit shall be delayed 1 to 3 months before the expire date. And for the related procedures, please refer to Chapter 4.

# Chapter 4 Renewal Procedure of Work Permit & Residence Permit

According to the government policy, the processing time for work permit and visa renewal generally takes totally 3 to 7 weeks. Thus, if your current work permit is about to expire, it is better for you to start the process as early as possible.

The earliest you can apply for the work permit renewal is 90 days before the expiration date, but the work permit system requires applicants to submit the renewal application at least 30 days before the expiration date stated on the work permit; otherwise, the application will be automatically blocked by the system if it is not submitted on time. As after the renewal of the work permit, there still leaves the renewal of the residence permit which normally takes 3 weeks, we suggest our foreign staff to begin the whole renewal process 60 to 90 days before the expiration date.



In the following part we will attempt to clarify the whole process and how long it might take.

The whole process includes two major steps:

**Step 1: Work permit renewal – 10 to 15 working days**

**List of materials:**

1. Passport main page and current residence permit page
2. China work permit card (front and back in one page)
3. New work contract (if your current contract is still effective for next year, the current contract is OK)
4. Covering note (for the professional teachers and post-doc, please present your insurance card, and ask the covering note from Ms Wang Yuxia, B226 Guiqin Building, Human Resources Department; for language teachers, please ask covering note from International Office for)
5. Official letter written by International Office to prove your identity

**Notes:**

1. The original version and photocopy of the above materials as well as the electronic copy (except for item 5) are all required, and it is suggested that the size of each item’s electronic version shall be within 1 M.
2. The electronic documents shall be sent to Ms. Chang Lili (changll@lzu.edu.cn), and the paper documents shall be sent to A205 of Guiqin Building.
3. The issuing unit of work permit is the Department of Science and Technology (DST) of Gansu Province, and International Office (IO) of Lanzhou University is responsible for all the application process.
4. After you send all the materials to the IO, IO workers will process your materials in 1 to 2 days and ask you come to the office again to sign your name on the application form, or you can choose the electronic signature. And then, the IO workers will submit them to the DST for check, and call you to get your passport and other original documents back in another 1 to 2 days. IO workers, after getting back the work permit already renewed by DTS which normally needs 5 to 10 working days, will call you to get it back in IO office.

**Step 2: Residence permit renewal – 3 to 4 weeks**

**List of materials:**

1. Passport main page and current work visa page
2. China work permit card (front and back in one page)
3. Work permit’s QR code information page stamped by International Office
4. Residence registration from local police station (if you live outside the University, you can go directly to the local police station with your passport; if you live inside the University, you need first go to International Office to get a residence document, and then go to the corresponding police station)
5. Official letter written by International Office to prove your identity
6. Money

**Notes:**

1. The original version and photocopy of the above documents (except for item 5) are all required.
2. The item 3, 5 and 4 (if necessary) will be given to you by IO workers when you come there to get the work permit already renewed.
3. The issuing unit of residence permit is the Entry and Exit Administration Bureau of Lanzhou, and IO of Lanzhou University is not responsible for the application process.
4. Address of the Bureau: 4th floor of Min’an Building, No.159 at Qingyang Road of Chengguan District
5. Before you go to the Bureau, you need to make an appointment online through wechat. Thus, it is suggested to invite your Chinese friend to help you. And the detailed appointment process will be introduced in Chapter 5.
6. After you send all the materials to the Entry and Exit Administration Bureau, they will process your materials in 3 to 4 weeks, and keep your original passport at this step. However, you can still travel domestically with the receipt from the bureau (inside China mainland but not Hongkong, Macao and Taiwan).

# Chapter 5 Guideline to Online Appointment for Residence Permit

According to the policy of the Entry-Exit Administration Bureau of Lanzhou City, affairs about foreigners’ residence permit needs an online appointment in advance.

Then, how to make such an appointment? And when to make? Let’s go ahead!

**First, prepare a wechat account**

For this step, you shall have your own wechat account; otherwise, you can use the wechat account of your Chinese friend. After all, the following steps does pose some requirements to your Chinese, so it’s better to invite your Chinese friend to help you.

**Secondly, follow the official account of 甘肃公安**

You can scan the square code below or just type “甘肃公安” in wechat to follow it. This official account could not only provide the appointment service for foreigners, but also allow them to check the progress, so please keep it even you finish the appointment.



**Thirdly, make an appointment on your wechat**

**—Choose服务大厅on the bottom of the page**

**—Choose出入境业务**

**—Choose网上预约办理**

**—Choose外国人预约办证**

****

**—Choose:**

Accepted City: Lanzhou City;

Service Hall: The Exit-Entry Administration Department of Lanzhou PSB;

Appointment Date: choose a date and time that you are available



**—Read carefully the application agreement and click “Agree”**

**—Fill in the Appointment Information**

All tables marked by “\*” have to be filled;

For current address, you need to fill in the address on your residence registration from the local police.

**—Fill in the Inviter Information**

Name of the Inviter: 兰州大学;

Address of the Inviter:甘肃省兰州市城关区天水南路222号;

Actual Address of the Inviter: depends on the actual address of schools, colleges, research centers or institutes;

Name & Contact Tel of the Inviter: depends on different individuals;

Address of the Inviter: depends on different individuals and if troubling, it’s allowed to fill in 甘肃省兰州市城关区天水南路222号

**—Fill in the Current Identification Information and Visa Information**

**—Fill in the Business Application Information**

Certificate Type: residence certificate;

Application Category: choose extension, renewal or reissue according to your needs;

Visa Type: choose according to your needs;

Number of Entries: choose according to your needs;

**—Fill in the Information of the Accompanying Person if Available**

You might fill in the name, birth date and gender of your accompanying person as well as your relationship.

**Fourthly, check again of your information and click “Confirm Submit”**

Once you see this page, it proves your success in making an appointment.



**Notes:**

1. All tables marked by “\*” have to be filled.
2. All tables shall be filled with by Chinese.
3. It’s suggested that you might take a photo of your passport main page and valid visa page, which might be useful when you need to make such an appointment but without your passport in hand.
4. Residence registration could be got from the local police station. Before you go to the police station, you should firstly confirm with your Chinese friends your detailed address. If you live inside the University, you could come to the International Office (A205 of Guiqin Building) to get a document required by the police. If you live outside the University, you could directly go to the local police station to get it. It’s suggested that after your settling, you might go on your first time to the police station with your passport to process it since it is quite necessary.
5. According to the policy, the appointment shall be made 7 days before when during the rush period, for example, the back-to-school season, but during the ordinary period, it’s normal for you to book a very near date. In this sense, please arrange your time considering different seasons.
6. Your accompanying person, when dealing with his/her residence permit, shall go with you at the same time, but you also need to make an appointment for him/her.
7. After you send all the materials to the Entry-Exit Administration Bureau, they will process your materials in 3 to 4 weeks, and keep your original passport at this step. However, you can still travel domestically with the receipt from the bureau (inside China mainland but not Hongkong, Macao and Taiwan).

**If you have any question, please do not hesitate to contact:**

International Office of Lanzhou University (tel: 0931-8915626; changll@lzu.edu.cn)

Entry-Exit Administration Bureau (tel: 0931-5167271)

# Chapter 6 Exit Procedure for Accompanying Person

Exit procedure for accompanying person consists of 3 steps, that is, before the entry, the entry and after the entry.

Visa of accompanying person belongs to S visa, including S1 visa for those accompanying persons staying in China more than 180 days, and S2 visa for those staying in China within 180 days.

**Step 1: before the entry – provide information to International Office of Lanzhou University**

**Type-A Foreign Talent:**

Since the Confirmation Letter of High Level Foreign Talent does not require the details of accompanying persons, the following information shall be provided to the International Office for a document to the Chinese embassy or consulates where you intend to apply for a visa.

List of Information:

Passport name, gender, nationality, passport number, relations with foreign talent, Chinese embassy or consulates where you intend to apply for a visa, period you intend to stay in China (precise to date if possible)

Foreign talent and his accompanying person, when entry into China meanwhile, could present the document of International Office and other materials required (please consult to the Chinese embassy or consulates) for a visa.

**Type-B Foreign Talent:**

Since the Notification Letter of Foreigner’s Work Permit in China has the information of the accompanying person, foreign talent and his accompanying person, when entry into China meanwhile, does not need the document of International Office to the Chinese embassy or consulates.

**Accompanying Person entry into China after the entry of Foreign Talent:**

Whether accompanying person of type-A or type-B, if planning to entry into China after the entry of foreign talents, both shall need

1. the document of International Office to the Chinese embassy or consulates where you intend to apply for a visa.

For the document, please provide the following information to International Office of Lanzhou University:

Passport name, gender, nationality, passport number, relations with foreign talent, Chinese embassy or consulates where you intend to apply for a visa, period you intend to stay in China (precise to date if possible)

1. the Certificate of Employment

Type-A Foreign Talent: Department of Human Resources, B324 or B219 of Guiqin Building

Type-B Foreign Talent: International Office, A205 of Guiqin Building

**Accompanying Person of Foreign Talent Changing Positions inside China:**

If already entry into China, please jump to Step 3.

If will entry into China, please prepare:

1. the document of International Office to the Chinese embassy or consulates where you intend to apply for a visa.

For the document, please provide the following information to International Office of Lanzhou University:

Passport name, gender, nationality, passport number, relations with foreign talent, Chinese embassy or consulates where you intend to apply for a visa, period you intend to stay in China (precise to date if possible)

1. the Certificate of Employment

Type-A Foreign Talent: Department of Human Resources, B324 or B219 of Guiqin Building

Type-B Foreign Talent: International Office, A205 of Guiqin Building

**Step 2: the entry – apply for visa from the Chinese embassy or consulates where you intend to apply for a visa**

Please consult the Chinese embassies or consulates for specific requirements of the materials

Generally speaking, passport, and Marriage Certificate or Birth Certificate are definitely required. And documents of International Office, Confirmation Letter of High Level Foreign Talent, Notification Letter of Foreigner’s Work Permit in China, and Employment Certificate are required according to different conditions.

Moreover, for S1 visa, the Marriage Certificate or Birth Certificate shall be authenticated in the Chinese embassies or consulates for the next step.

**Step 3: after the entry – apply for visa from the Chinese embassy or consulates where you intend to apply for a visa**

**Accompanying person with S1 visa, shall within 30 days:**

1. Apply for Residence Registration from local police station and submit to the International Office.
2. Apply for Medical Report from China’s entry-exit inspection and quarantine organs. (The report shall be issued by China’s entry-exit inspection and quarantine organs within 6 months. If you get the medical report in China’s overseas embassies or consulates, you still need to get it authenticated inside China. The nearest quarantine organ of Gansu Province locates at No. 387 at 嘉峪关东路. The application term for medical report is about 7 days.)
3. Apply for Residence Permit from the Entry and Exit Administration Bureau of Lanzhou.

Application of Residence Permit requires the original version and photocopy of the following materials:

* Passport main page and page of S1visa
* Marriage certificate or birth certificate authenticated by the embassy or consulate
* Residence registration issued by the local police station
* Medical report
* Document from the International Office
* Money

Notes: The application of residence permit shall be appointed 7 days before. Please make an appointment online in advance by referring to Chapter 5 before you go to the Entry and Exit Administration Bureau of Lanzhou.

**Accompanying person with S2 visa, shall instantly:**

Apply for residence registration from local police station and submit to International Office of Lanzhou University after settling-in.

**Notes: Extension procedure for Residence Permit or S2 Visa**

**Residence permit of accompanying person, if to be extended, requires the original version and photocopy of the following materials:**

* Passport main page and page of residence permit
* Marriage certificate or birth certificate authenticated by the embassy or consulate
* Residence registration issued by the local police station
* Medical report
* Document from the International Office
* Money

**Notes:**

The extension of residence permit shall be applied 7 days before the expire date. Please make an appointment online by referring to Chapter 5 7 days in advance before you go to the Entry and Exit Administration Bureau of Lanzhou (4th floor of Min’an Building).

**S2 visa of accompanying person, if to be extended, requires the original version and photocopy of the following materials:**

* Passport main page and page of S2visa
* Marriage certificate or birth certificate authenticated by the embassy or consulate
* Residence registration issued by the local police station
* Medical report
* Document from the International Office
* Money

**Notes:**

The extension of S2 visa shall be applied 7 days before the expire date. Please make an appointment online by referring to Chapter 5 7 days in advance before you go to the Entry and Exit Administration Bureau of Lanzhou (4th floor of Min’an Building).