

工作签证 (Z 字签证) 申请材料清单
Checklist for Work Visa (Z-Visa) Application

工作签证 (Z 字签证) 发给在中国境内工作的人员。

Work visa (Z-visa) is issued to those taking up a post or employment, or giving commercial performances, in China.

***请按清单顺序准备签证申请材料。所有申请材料一律使用 A4 纸规格打印或复印。**

Please provide the following documents which must be strictly in A4 size and submit your documents in the order of the checklist.

	领事官员专用栏 For official use only
1、申请人护照原件，有效期半年以上，且至少有 2 张空白签证页。也请提供 5 年之内旧护照（如有）。 Original passport valid for at least 6 months, with 2 or more blank visa pages. And old passports of the past 5 years (if any).	
2、护照资料页及延期页（如有）复印件。 Photocopy of the information page and extension page (if applicable) of the passport.	
3、填写完整并签名的《中华人民共和国签证申请表》一份，并附本人近期、正面、彩色（浅色背景）、免冠、护照照片 2 张（照片规格要求见详细说明，请将照片粘贴在《签证申请表》上）。 One fully completed Visa Application Form with 2 recently-taken color passport photos (full face, front view, and bare head, against a light background) attached.	
4、中国有关单位签发的就业许可等证明材料，包括： （1）人力资源和社会保障部门签发的《外国人就业许可证书》原件及复印件；工作期限不超过 90 日的，还需提供《外国人在中国短期工作证明》原件及复印件； 或（2）外国专家局签发的《外国专家来华工作许可证》原件及复印件或《中华人民共和国外国人工作许可通知》打印件； 或（3）中国海洋石油总公司签发的《外国人在中华人民共和国从事海上石油作业邀请信》原件及复印件； 或（4）工商行政管理部门签发的外国（地区）企业《常驻代表机构登记证明》原件及复印件； 或（5）文化行政主管部门签发的商业性文艺演出批件（只适用于来华进行商业演出的申请人）原件及复印件；演出期限不超过 90 日的，还需提供《外国人在中国短期工作证明》原件及复印件或《中华人民共和国外国人工作许可通知》。 The following approval documents: a) Foreigners Employment Permit of the People's Republic of China issued by Chinese government authorities for Human Resources and Social Security (original and photocopy) ; if your intended work period is 90 days or less, you need to provide an Approval of Short-Term Employment for Foreigners Working in P.R. China (original and photocopy); OR b) Permit for Foreign Experts Working in China (original and photocopy) or Notification Letter of Foreigner's work Permit in the People's Republic of China (photocopy) issued by the State Bureau of Foreign Experts; OR c) Letter of Invitation to Foreigners for Offshore Petroleum Operations in China issued by China National Offshore Oil Corporation (original and photocopy); OR d) Registration certificate of the resident representative office of foreign (regional) enterprises issued by related administrative department of industry and commerce (original and photocopy); OR e) An approval document for commercial performance(original and photocopy)issued by Chinese government authority for Cultural Affairs (only applicable to applicants for commercial performances in mainland China); if your intended performance period is 90 days or less, you need to provide an Approval of Short-Term Employment for Foreigners Working in P.R. China(original and photocopy) or Notification Letter of Foreigner's work Permit in the People's Republic of China issued by the State Bureau of Foreign Experts.	
非印尼籍公民申请签证，还须提供： For citizens of other countries, the following supplementary documents are required:	
最近一次合法入境印尼的记录及在印尼合法居留、工作、学习的有效证明或有效签证的原件及复印件。 The original and photocopy of proof of the latest legal entry into Indonesia and valid certificates of residence, employment or student status, or other valid certificates of legal stay in Indonesia.	

必要时，领事官员可根据情况要求申请人提供其他证明文件或补充材料，或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。加急服务须经领事官员批准，将加收费用。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant. Express service needs approval of consular officials, and extra fees may apply.