

DOCUMENT LEGALISATION: CHINESE VISA DIRECT



Introduction

Foreign teachers heading to China are required to authenticate (legalise) their **Degree Certificate** or **final year statement** and **police background check** in order to issue the work 'z' visa (work visa) support paperwork.

The Process:

There are 3 steps to legalisation:

- 1) Notarisation by a notary
- 2) Apostille – by the Foreign and Commonwealth Office.
- 3) Legalisation – by the Chinese Embassy

WHAT IS CHINESE VISA DIRECT?

Chinese Visa Direct are a reliable London based agency that many of our teachers have used to legalise their documents. They carry out all 3 steps of the process at £170 per document. They also offer Teach English In China applicants a discounted rate of **£160** per document. We highly recommend our teachers who are legalising 2 documents to use this agency, because they are experienced in getting the documents legalised the correct way and do so within good time.

PRICING

Chinese Visa Direct offer all three stages of the legalisation process (solicitor signature, FCO and Chinese Embassy legalisation) for £160 per document for Teach English In China applicants. To receive this discount, you must fill a cover letter and a payment authorisation form (sent to you by our staff), along with the application form.

LEGALISING YOUR DOCUMENTS

To legalise your documents using Chinese Visa Direct, you must send the original, a copy or both (depending on the document type) along with a completed application form. See below for details on document types:

Document Type	Send to CVD	Legalise
Police Background Check	Original document	Original Document
Degree Certificate	Original and copy	Copy
Final Year Statement*	Original and copy	Original

Where you are required to send both the original and copy of a document, but must only legalise the copy, make a note on the application form that you would like the untouched original sent back to you. In the past, we have had no problems with documents being sent back.

*Final year students ONLY

ADDITIONAL DOCUMENTS

Along with the documents you wish to get legalised, you must send:

- A photocopy of your passport page
- A copy of the application form (see below)
- The payment authorisation form allowing Chinese Visa Direct to take payment for the documents once they have been submitted for legalisation*

*This is a secure way to pay that has been used by many of our applicants in the past. They will only charge you once they have received your documents and checked that they meet legalisation requirements. Should they not meet requirements, the agency will contact you to let you know what's missing.

APPLICATION FORM

On 20th June 2019 a new requirement for legalisation of documents was introduced. Anyone sending their documents to be legalised from this date onwards must now complete the legalisation forms with their **original signature**.

This means no electronic signatures or scans of your signature. The signature must be handwritten.

To complete the form, make sure the document stays as a pdf. You should fill in **section 1**. Section 1 must be fully typed in every box; boxes cannot be left blank (with the applicant's details - English and Chinese names if born in China).

For your reference, there is an image of section 1 below:

1、个人申请 Applicant (For Individual Use Only)					
姓名 Name		性别 Gender		出生地点 Place of birth	
出生日期 Date of birth (yyyy-mm-dd)		国籍 Nationality		职业 Occupation	
身份证件种类 Type of ID	PASSPORT		身份证件号码 Number of ID		
工作机构或学校名称 Name of employer/school		工作机构或学校地址 Address of employer/school			
家庭住址 Home address		电子邮箱 E-mail address			
住宅电话 Home phone number		手机 Mobile phone number			

Section 3 and 4 to be ticked in the relevant box to the left of each item, do not list the items in “other” – these will tick by clicking the boxes.

You are required to sign the form **TWICE** on the second page in **Section 8**. The red rectangles on the image of the form below demonstrate the two places that you must sign and date the form. The date must be edited in all sections to the date of signing, printed then originally signed twice as the applicant (top and bottom of the section)

The original completed form should be sent to Chinese Visa Direct with the rest of your documents.

8、申请人/代办人声明 Declaration of the Applicant/Agent		
<p>我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.</p> <p>★ 申请人签名:  日期: 2019-05-30 Signature of applicant: _____ Date (yyyy-mm-dd): _____</p> <p>★ 代办人签名: _____ 日期: _____ Signature of agent: _____ Date (yyyy-mm-dd): _____</p>		
<p>我声明，我已阅读并理解以下内容： 领事认证是指领事认证机构根据自然人、法人或者其他组织的申请，对国外有关文书上的最后一个印鉴、签名的真实性予以确认的活动。领事认证不对公证书或者其他证明文书证明的事项行使证明职能，不对文书内容本身的真实性、合法性负责，文书内容由文书出具机构负责。领事官员有权对可能损害国家利益和社会公共利益的和存在不予办理领事认证有关情形的文书不予认证。 I hereby declare that I have read and understood the content below: The consular legalization refers to the practice of confirming the authenticity of the last seal or signature on relevant documents issued by other countries, performed by consular legalization agencies upon the application of natural persons, legal persons or other organizations. Consular legalization does not undertake the responsibility of certifying the matters certified by the notarial deeds or other certificates, and it is not responsible for the authenticity and validity of the documents's content, which shall be the responsibility of the issuing institution. The application will be refused by consular official if the documents may harm the national interests or social public interests or have other circumstances under which consular legalization shall not be performed.</p> <p>★ 申请人签名:  日期: 2019-05-30 Signature of applicant: _____ Date (yyyy-mm-dd): _____</p>		
以下项目仅供领事官员填写 (For Official Use Only) :		
接案人、接案日期:	签署人、签署日期:	复核人 (如有)、复核日期:

There cannot be any pen on the form, except the original signature and if the above is not correct, the document will be returned.

SENDING YOUR APPLICATION

You can send your application by REGULAR post to the below address:

Chinese Visa Direct

PO Box 5051

London

W1A 8UZ

Alternatively, you can send them by COURIER or DELIVER THEM IN PERSON to this address:

25 Margaret Street

London

W1W 8RX

PROCESSING TIME

Documents usually take around 3 weeks to be completed and returned to you. It is possible to pay for an express service for a higher price, but you shouldn't need to do this if you follow the deadlines we set. During less busy times of year, you may find your documents are completed quicker, but this is largely dependent on the Foreign and Commonwealth Office and the Chinese Embassy processing times.