

# APPLYING FOR YOUR VISA



Applicants for the Work Visa are always on a very tight timeline, therefore it is important that you get the application right the first-time round, to minimise the chance of further delays. This document contains information on how, where and what you need to apply for the visa.

## APPLICATION DOCUMENTS

### (1) Passport

- a). Original passport with at least six months of remaining validity and with at least 2 pieces of blank visa page.
- b). A photocopy of the passport (the data page that includes the photo, personal information and signature page)

### (2) Visa Application Form

One completed Visa Application Form with There are two ways to prepare your application form. You may complete an [Online Application Form](#) (where a Visa Centre provides such service), print it out and sign it; or, you can download the [application form](#) from the website and fill it out manually and sign it.

You MUST submit the completed form to the Visa Centre to submit your application.

### (3) Passport Photo

A recently-taken colour [passport photo](#) (bare-head, full face) against a light background (size: 48mm x 33mm) must be attached to the application form.

### (4) Declaration

Please download and sign [Declaration](#).

### (5) Work Permit Letter

A print out of both the English and Chinese versions of the *Work Permit Letter*, sent to you by your school.

The above documents are necessary for all applicants. The below documents may or may not apply to you. Please read them carefully to ensure you submit all necessary documents for your application.

**(5) Proof of legal status** (applicable for those not applying for the visa in their country of citizenship)

If you are not applying for a visa in the country of your citizenship, you must provide the original and photocopy of your UK legal status (work visa, study visa or residence permit).

**(6) Photocopy of previous Chinese visas** (applicable for those who have obtained Chinese visas before).

If you have obtained Chinese visas before, you should provide the photocopy of the latest Chinese visa.

**(7) Photocopy of previous Chinese passports or previous Chinese visas** (applicable for those who were Chinese citizens and have obtained foreign citizenship).

If you are applying for a Chinese visa for the first time, you should provide the last Chinese passport held and a photocopy of its data page.

If you have obtained Chinese visas before and apply for a Chinese visa with a renewed foreign passport that does not contain any Chinese visa, you should provide original previous passport(s) and present the photocopy of the previous passport's data page and the photo page if it is separate, as well as the previous Chinese visa page (If your name on the current passport differs from that on the previous one, you must provide an official document of name change).

**NOTE:** As a Z Visa holder, you will need to apply for a residence permit from the immigration department of the local public security authority of your city within 30 days of entry to China. Your school contact will take you to do this and take care of all steps.

## COMPLETING THE APPLICATION FORM

Most of the fields are straightforward, but below we have outlined suitable answers for some you may be unsure about:

**1.2** None

**1.15** Student OR unemployed

**1.16** Other: Bsc, Ba or Msc

**1.17** Your university's details

**2.1** Work

**2.2** Tick the first box: one entry valid for 3 months.

**2.3** The express service means you pay more to have the documents processed faster. If you receive the documents relatively late it's advisable to use the express option. Details about prices [here](#)

**2.4** Date your school wants you to arrive in China

**2.5** Longest intended stay: 000 days (sounds counter intuitive, but this code means "to be determined").

**2.6** Enter ONE city for the entire period (the one in which you will live) e.g. 15/08/2017 to 30/06/2018, Shanghai

**2.7** Yourself

**2.8** This contact information is in your invitation documents you received in the mail.

If you do not see address details on the invitation documents or in your contract, you can leave the address blank in field 2.8. There is enough information on the invitation documents to successfully process your application without the address details.

The phone number can be found on the bottom left of the 'Invitation Letter of Duly Authorized Unit'.

Relationship with applicant: inviter

The rest should be self-explanatory.

## **APPLYING FOR YOUR VISA**

The work permit application process takes several weeks to complete, which often leaves teachers on a very tight timeline to apply for their visa, book their flights and arrive in time for the training camp. Once you receive your work permit documents, you should apply for the visa as soon as possible.

There are 3 visa centres in the UK; in London, Manchester and Edinburgh (addresses below) and they get very busy around this time of year.

If you wish to apply at a visa centre in person, we advise booking a few appointments at your chosen centre as soon as you receive indication when your work permit will arrive from your school contact. London tends to be far busier than Manchester and Edinburgh and appointments are usually booked up several weeks in advance. If applying in person, you must also pick up the visa in person and pay on collection.

Appointments can be booked on the website of the Visa Centre you wish to apply at by clicking on 'Quick Access'. There is no limit on how many appointments you can book, but please ensure you cancel any unwanted ones.

### **Visa Centre Addresses**

China Visa Application Service Centre London  
12 Old Jewry,  
London  
EC2R 8DU  
Tel: 020 7776 7888  
Web: [https://www.visaforchina.org/LON\\_EN/](https://www.visaforchina.org/LON_EN/)

China Visa Application Service Centre Manchester  
71 Mosley St,  
Manchester  
M2 3HR  
Tel: 0161 236 1070

**Web:** [https://www.visaforchina.org/MAN\\_EN/](https://www.visaforchina.org/MAN_EN/)

China Visa Application Service Centre Edinburgh  
Exchange Tower,  
19 Canning St,  
Edinburgh  
EH3 8EG

**Tel:** 0131 229 2519

**Web:** [https://www.visaforchina.org/EDI\\_EN/](https://www.visaforchina.org/EDI_EN/)

You will have the choice of;

- **Regular service**, 4 working days (£151)
- **Express service**, 3 working days (£178)

If you can't get an appointment at an embassy, you can apply by post. This service takes longer, usually around 15 working days\* and costs £175. If you choose this option, you must send the original copies of the required supporting documents, not photocopies. The originals will be posted back to you along with your passport, containing the visa.

Please check the website of the Visa Centre you wish to apply to. You can view their specific requirements for a Work Visa application by clicking on 'Step by Step Guidance'.

*\*Applications to the London Visa Centre will take around 10-15 days. Applications to the Manchester and Edinburgh Visa Centres will take less time and can be processed in 5-10.*

Sometimes the documents can arrive from China quite last minute, meaning you may not have enough time to wait for an appointment or apply by post. In this case, it is possible to apply through an agency (such as China Visa Direct), who can get your visa within 3 or 4 working days, depending on your chosen service. To do this, you will need to post your documents and passport to the agency, who will post it back when the visa has been processed. This is of course more expensive, but it may be worth the extra cost depending on how last minute it is. Please check websites of visa agencies for detailed information on what must be sent to them.

China Visa Direct  
25 Margaret St,  
Marylebone,  
London  
W1W 8RX

**Tel:** 020 7436 9156

**Web:** <http://www.chinesevisadirect.co.uk/>

As you can see, there is a lot involved in getting a Work Visa. Please note it is likely you will only obtain the visa a few days before departure to China, so please **DO NOT** book your flights until you have your visa.