

# Document Legalisation: Benjamin Wise



## Legalisation

Foreign teachers heading to China are required to authenticate (legalise) their **Degree Certificate** and **police background check** and their TEFL/ TESOL/ CELTA certificate) in order to issue the work 'z' 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

## Who is Benjamin Wise?

Benjamin Wise is a Notary Public based in Clapham, London. He offers a high-quality, very reasonably priced legalisation service to our candidates who are legalising three or more documents. You can visit his website here:

<https://www.wisenotary.co.uk/>

## Pricing and Payment

Benjamin charges a set price of £296 for a bundle of 2 or 3 documents.

When Benjamin receives your documents, he will give you a call to take payment, which he can do over the phone.

Keep the receipts as this will be reimbursed by your school.

## Legalising your documents

To legalise your documents, you must send the original, a copy or both (depending on the document type) to Benjamin. 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
<i>or Final Year Statement*</i>	<i>Original and copy</i>	<i>Original</i>
TEFL Certificate	Original and copy	Copy

Where you are required to send both the original and copy of a document, but must only legalise the copy, make a note 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)
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## APPLICATION FORM

On 20<sup>th</sup> 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 Benjamin 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: <span style="background-color: red; color: black;">[REDACTED]</span> 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: <span style="background-color: red; color: black;">[REDACTED]</span> 日期: 2019-05-30 Signature of applicant: _____ Date (yyyy-mm-dd): _____</p>		
<b>以下项目仅供领事官员填写 (For Official Use Only) :</b>		
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

We'd advise contacting Benjamin before you send your documents to him, to let him know that you will be using his services, and to double check that all of the documents you will be submitting meet the requirements. Here are his contact details:

**Tel:** 020 3897 0807

**Mobile:** 07817 728088

**Email:** [ben@streathers.com](mailto:ben@streathers.com)

**Address**

Benjamin Wise

Streathers Clapham LLP

53 Clapham High Street

Clapham

London SW4 7TG

**PROCESSING TIME**

Documents can take up to 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. Benjamin will be able to give you an estimate when you contact him.