

Checklist for Work Visa Application to China (Z-Visa)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
An employment work visa China (Z-Visa) is issued to foreigner taking up a post or employment or giving commercial performances in China. This includes foreign experts in China, chief representatives of foreign enterprises, offshore oil operation, volunteering (for stay of more than 90 days). Generally, a single-entry visa will be granted. Holders of Z-Visa shall within 30 days from the date of entry into China apply for a 'Foreigner Resident Permit' at the local Public Security Bureau.	☐	☐
Standard online review of applications generally takes 5-7 working days, depending on the number of applications received. Due to bilateral situation between China and India online review for Indian national takes approximately 21 business days.	☐	☐
Applicants requiring 'Urgent Online Review' approval of application (not applicable for Indian citizen) may opt for the 'Prioritized Online Review' service where the applications will be prioritized and review by the next working day. It is recommended you provide your ORIGINAL passport if you opt for the 'Prioritized Online Review' service (an additional surcharge of 111 SGD will apply in this case and does include Embassy processing time and visa fee).	☐	☐
Assistance with completion of the online visa application, uploading of required documents and 'Prioritized Online Review' (an additional surcharge of 190 SGD will apply in this case and does not include Embassy processing time and visa fee).	☐	☐
If you have an urgent need to travel and wish to withdraw your passport on or after the submission of your passport for visa stamping must be requested 1 day in advance and resubmit it for visa stamping at a later date (an additional surcharge of 172 SGD will apply in this case and does not include the Embassy processing time and visa fee)	☐	☐
Applicants applying for (Z-Visa) aged 14-70 are required to provide Biometric Fingerprint screening at the Chinese Visa Application Centre unless you have already submitted your biometric screening within the last 5 years and have not renewal your passport since then.	☐	☐
DOCUMENTS TO BE PREPARED FOR SELF COMPLETION AND UPLOADING OF REQUIRED DOCUMENTS		
Upload 1 recent passport sized photograph in digital format while completing the online visa form at https://biohk.visaforchina.cn	☐	☐
Naturalized citizens born in China, Hong Kong, Macao, and Taiwan must indicate China as the country of birth in the online application form.	☐	☐
Upload passport personal information and 2 consecutive unused visa pages with at least 6 months of validity remaining beyond the validity of the visa.	☐	☐
Upload one of the following documents if you are naturalized citizen born in China, Hong Kong, Macao and Taiwan and applying for Chinese visa for the first time ((A) biodata page of the cancelled Chinese passport (B) Birth Certificate (C) Chinese citizenship renunciation notification (D) Cancelled Chinese Passport returned to Chinese embassy confirmation). If the applicant ever applied for a Chinese visa before ((A), (B), (C) and (D)) are not required to be uploaded. Upload only the current visa.	☐	☐
Upload one of the following documents ((A) TE (Temporary Employment) approval letter of 'Foreigner Work Permit' issued by Chinese Government Authorities for Human Resources and Social security, (B) Documents for Commercial Performance issued by the Chinese Government Authorities for Cultural Affairs, (C) Letter of invitation to Foreigners for Offshore Petroleum Operations.	☐	☐
Upload the Front and Back of Singapore Work Pass/ Singapore PR ID card/ LTVP/ LTVP+	☐	☐
Upload the validity and expiry status of your Work Pass which can be obtained by scanning the QR code on the Work Pass by using the free SGWORKPASS app available on Goggle Play Store or Apple App Store. The uploaded Work Pass information must show the current date and confirm that the pass is valid.	☐	☐
Upload copy of valid re-entry permit Form 7 (applicable to Singapore PR)	☐	☐
Upload Digital Pass information which must include the verifiable QR code which can be retrieved from MyICA mobile app, ICA website or FileSG using your Singpass (applicable to LTVP/ LTVP+ holder)	☐	☐
Upload Letter of Consent to work (LOC) issued by MOM (applicable to holder of DP/ LTVP/ LTVP+).	☐	☐
PROCESSING TIME UPON SUBMISSION TO EMBASSY		
Normal – 4 working days.	☐	☐
Express – 3 working days.	☐	☐
Urgent – 2 working days.	☐	☐
Processing of visa stamping takes 7 working days for Indian citizen. (No Urgent and Express service)	☐	☐