

Checklist to China for Foreign Domestic Worker Visa (S-2)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
A tourist visa to China for Foreign Domestic Worker (S-2 visa) is granted for the purpose of accompanying her employer on a tourist trip or family visit. The visa will be issued strictly to the numbers of days indicated in the air ticket and hotel booking but no more than 30 days. As such do not apply too early.	☐	☐
Standard online review of applications generally takes 5-7 working days, depending on the number of applications received. Due to the Bilateral situation between India and China online review approval for Indian national takes approximately 3 weeks.	☐	☐
Applicants requiring Urgent Online Review approval of application (not applicable to Indian Foreign Domestic Worker) may opt for 'Prioritized Online Review' service where the application will be prioritized and reviewed by the next working day. It is recommended that you provide the helper's ORIGINAL passport if you (the employer) opt for this service. (an additional surcharge of 111 SGD will apply in this case and does not include the Embassy processing time and visa fee).	☐	☐
Assistance with the completion of the online visa application, uploading of supporting documents and 'Prioritized Online Review' service (an additional surcharge of 190 SGD will apply in this case and does not include the Embassy processing time and visa fee).	☐	☐
If you have an urgent need to travel and wish to withdraw the passport on or after the submission of your passport for visa stamping must be requested one 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).	☐	☐
DOCUMENTS TO BE PREPARED AND UPLOADED BY THE VISA APPLICANT'S EMPLOYER.		
Upload 1 passport sized photograph in digital format (35mmx45mm) for completing the online application form at https://biohk.visaforchina.cn and another hard copy for affixing to the printed form.	☐	☐
Upload passport biodata page and 2 consecutive un-used visa pages with at least 6 months validity remaining beyond the validity of the visa.	☐	☐
Upload copy of FDW work permit card (front and back).	☐	☐
Upload Singapore Work and Related pass/ Singapore ID/ PR ID card if the employer of the FDW is holding Singapore work and related pass/ Singapore ID/ Singapore PR ID (front and back).	☐	☐
Upload copy of China national ID card if the employer of the helper is a Chinese national or passport of foreigner with Chinese Permanent Residence permit (if staying in a private address).	☐	☐
Upload a completed invitation form issued by a Chinese citizen for family reunion or a foreigner with Chinese Permanent Residence Permit (applicable to the FDW employer who are Chinese)	☐	☐
Upload the expiry and validity status of your work and related passes by scanning the QR code on the work pass using the free SgWorkPass App available on Goggle Play store or Apple App store to obtain the latest pass information. The uploaded pass information must show the current date, confirm that the pass is valid and covers your trip to China and the return to Singapore (upload within the recent 5 days of application date).	☐	☐
Upload 'My Employment Info' using the helper's sing pass to retrieve. It must reflect the employer's name, helper's salary and address.	☐	☐
Upload digital passes, (student pass/ LTVP LTVP+) which must include the verifiable QR code which can be retrieved from MyICA mobile App, ICA website or FileSG using your Sing pass (applicable if the employer of the helper is a holder of LTVP/ LTVP+)	☐	☐
Upload re-entry permit form 7. If using a new passport to apply transfer the status of the re-entry permit from the cancelled passport to the new passport before uploading (applicable to Singapore PR).	☐	☐
Upload hotel reservation reflecting employer's helper and all family members' name who will be checking-in with the helper.	☐	☐
Upload round-trip flight itinerary of all immediate family members who will travel together with the helper.	☐	☐
Upload photocopy of marriage certificate/ birth certificate or notarized certification of kinship showing the relationship between the employer of the FDW and the inviting parties (Chinese citizen)	☐	☐
Upload completed sponsorship/ explanation letter.	☐	☐
PROCESSING TIME UPON SUBMISSION TO THE EMBASSY		
5 working days.	☐	☐
4 working days.	☐	☐
3 working days	☐	☐
Processing of visa stamping takes 7 working days. Urgent and Express is not applicable for Indian FDW worker at the moment.	☐	☐