

工作签证 (Z 字签证) 申请材料清单

Checklist for Work Visa (Z-Visa) Application

工作签证 (Z 字签证) 发给在中国境内工作的人员。

Work visa (Z-visa) is issued to those taking up a post or employment, or giving commercial performances, in China.

***请按清单顺序准备签证申请材料。所有申请材料一律使用 A4 纸规格打印或复印。**

Please provide the following documents which must be strictly in A4 size and submit your documents in the order of the checklist.

	领事官员专用栏 For official use only
1、申请人护照原件，有效期半年以上，且至少有 2 张空白签证页及护照资料页（带照片页）复印件一份。 Original passport valid for at least 6 months, with 2 or more blank visa pages and photocopy of the information page of the passport.	
2、线上填写完整《中华人民共和国签证申请表》，并打印签名。 Fill the fully completed Visa Application Form online, print it and sign it.	
3、本人近期、正面、彩色（浅色背景）、免冠、护照照片 2 张（照片规格要求见详细说明）。 2 recently-taken color passport photos (full face, front view, and bare head, against a light background).	
4、须提供下列证明材料之一： (1) 《中华人民共和国外国人工作许可通知》（打印件）； (2) 工商行政管理部门签发的外国（地区）企业《常驻代表机构登记证明》； (3) 文化主管部门签发的商业性文艺演出批件（只适用于来华进行商业演出的申请人）。 (4) 中国海洋石油总公司签发的《外国人在中华人民共和国从事海上石油作业邀请信》； *如工作或商业演出期限不超过 90 日，还需提供《外国人在中国短期工作证明》（原件），且申请人须在《外国人在中国短期工作证明》上注明的起始日期前申请签证，工作时间不能超过《外国人在中国短期工作证明》所注期限。 a) Notification Letter of Foreigner's work Permit in the People's Republic of China issued by the State Bureau of Foreign Experts.(photocopy) OR b) Registration certificate of the resident representative office of foreign (regional) enterprises issued by related administrative department of industry and commerce ; OR c) An approval document for commercial performance(original and photocopy)issued by Chinese government authority for Cultural Affairs (only applicable to applicants for commercial performances in mainland China); OR d) Letter of Invitation to Foreigners for Offshore Petroleum Operations in China issued by China National Offshore Oil Corporation ; *if your intended work/performance period is 90 days or less, you need to provide an Approval of Short-Term Employment for Foreigners Working in P.R. China (original);	
6、原中国签证复印件。（适用于曾获得过中国签证的申请人） Photocopy of the previous Chinese visa, if any.	
7、原中国护照。（适用于曾有中国国籍，后加入外国国籍且第一次申请中国签证者） Original Chinese passport, if you have ever held Chinese nationality, and it's your first time to apply for a chinese visa.	
非哈籍公民申请签证，还须提供： For citizens of other countries, the following supplementary documents are required:	
1、最近一次合法入境哈萨克斯坦的记录及在哈合法停留 180 天以上的证明，如有效签证、合法居留证明、工	

作、学习的有效证明的原件及复印件。

The proof of the latest legal entry into Kazakhstan and legal stay for more than 180 days in Kazakhstan, for example, the original and photocopy of valid visa, legal certificates of residence, employment or student status, or other valid certificates of legal stay in Kazakhstan.

必要时，领事官员可根据情况要求申请人提供其他证明文件或补充材料，或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。加急服务须经领事官员批准，将加收费用。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant. Express service needs approval of consular officials, and extra fees may apply.