

Steps for Obtaining a Working Visa in China:

If you print off this document and follow it step by step, the process will go much more smoothly for you. If you have any questions along the way, do not hesitate to ask. ***Getting a Chinese working visa takes from 2-3 months and so you will need to begin collecting and sending paperwork right away.***

1) Check your Current Passport:

Make sure you have a current passport with at least 6 months past the time you are going to be in China for you, your significant other, and any children that may be coming. Your passport must have at least 2 blank visa pages. Scan and email this back to the Chinese school staff that sent you this email.

2) Criminal Record check:

Check with the RCMP or the Police Station and see where you need to get the record check done and ask where it will be faster. Fill out the required paperwork for a criminal record check. (only needed for teaching staff) This can take up to 4 weeks so get right to it.

3) The Chinese Consulate will need to authenticate the following documents:

- Highest university degree (diploma certificate from university)
- Criminal record check
- Birth certificates of children
- Marriage certificate

These documents will first need to be notarized and then authenticated by the provincial government which is a long process.

- a) Once you have collected the documents, take them to a lawyer or a notary and have them notarized. (A commissioner of oaths will **not** work.)
- b) Take (or mail) them to the provincial authentication office (addresses and phone numbers are included at the end of the package.) There is a fee for this service, so be sure to include a cheque if you mail it.

Once notarized and then authenticated by the provincial government, take the documents to the appropriate Chinese Consulate so that they can validate them. <http://ca.china-embassy.org/eng/zlqj/> You will need to take:

- the authenticated documents and also an extra copy of the authenticated documents
- Your passport and a copy of your passport (the picture page) The consulate gives you all the originals back and keeps the copies, but they must see the originals.
- Money to pay the fees.

- original and copy of a permanent resident card, study permit or work permit if you are out of country

You will need to leave your documents with the Chinese Consulate and pick them up later. (1-4 days later- be sure to ask when to pick it up.) The Chinese consulate adds its stamp/sticker that authenticates the documents so that you can take them to get a visa. ***Scan and Email all of these authenticated documents to the Chinese school staff.***

4) Doctor's physical examination:

Make an appointment with your family doctor to get a physical exam done. The doctor will need to fill out the medical form included in this package. If you have a significant other or children coming with you to China, they will also need to have a physical exam done. Once the form is filled out, scan it and send it to the Chinese staff. This is not covered by health care and there will be a fee involved.

5) The Chinese school staff :

Our staff in China will need a scanned copy of the following documents emailed to them ***as soon as you get them*** so that they can get the necessary invitation letters and a work permit so that you can then apply for your work visa:

- a) Copy of your Canadian passport info pages (for you and anyone else that will be coming with you to China)
- b) Medical form B filled out by your doctor
- c) Authenticated documents: degree, criminal record check, birth certificates, marriage certificate,
- d) Resume- please include your most recent job and the dates you worked that job with the specific months and year. **(please sign the last page of your resume)**
- e) Teaching certificate
- f) Administrator reference E – have your current/last administrator or mentor teacher from most recent practicum fill in the “administrator reference” check list that is included in the package
- g) Current picture of yourself (passport style)- digital copy size 48mmx33mm – Some shoppers drug marts do this.
- h) Proof of legal stay or residence status (applicable to those who are not applying for the visa in their country of citizenship)
- i) Information form H

Once the school staff receives all of these documents, they will then be able to apply for and send you **1)** original invitation letters from the government and the school and **2)** a work permit from the Chinese government. These documents will be sent via DHL. You will need these to then apply for a Chinese working visa.

6) Visit the Visa Center:

Now you have all the documents you will need to apply for a visa.

Take all of the documents you have collected to the Chinese visa center and fill out the application for a visa with the help of the staff there. For an extra fee you can rush the service and the visa can be ready in three business days.

Visa center only takes cash or debit. You will need a current passport picture that is 48mmx33mm at the visa center. You can also mail these forms to the Visa center. If you do this, you must fill out the Visa application before you mail it.

7) Bring all original documents with you to China

Authentication and Service of Documents Section

Foreign Affairs and International Trade Canada

For Mailing application: 125 Sussex Drive, Ottawa, Ontario, Canada K1A 0G2

For Walk-in application: 111 Sussex Drive, Ottawa, Ontario

Tel: 1-800-267-8376 (Toll Free in Canada)

613-944-4000 (in the National Capital Region and outside Canada)

613-944-9136 (TTY for the deaf)

Ontario : Ministry of Government Services

6th Floor, 700 University Ave,

Toronto, Ontario M7A 2S4

Tel: 416-325 8416 Fax: 416-3258434

Manitoba: Department of consumer and corporate affairs

Room 1034, 10th Floor, 405 Broadway Winnipeg, Manitoba R3C 3L6 Tel: 204-9452654

British Columbia: Order in Council Administration

Ministry of Attorney General

Room 208A 553 Superior St.

Victoria, British Columbia

V8V 1X4

Tel: 250-387-4376 Fax: 250-387-4349

Yukon: Office of the Commissioner

211 Hawkins St.

Whitehorse, Yukon

Y1A 1X3

Tel:867-667-5121 Fax:867-393-6201

Alberta: Deputy Provincial Secretary' Office

Room 111, 9833-109 St. Edmonton, Alberta T5K 2E8

Tel: 780-4275069, 3100000, 3104455

Saskatchewan:

Ministry of Justice and Attorney General, Authentication Services

800-1874 Searth Street,

Regina SK, S4P 4B3

Tel:306-7873899

Quebec:

Secretaire de la Chambre des Notaires du Quebec

600-1801 avenue McGill College,

Montreal, QC H3A 0A7

Tel:514-8791793

New Brunswick: Office of the Lieutenant-Governor

P.O. Box 6000, Fredericton, N.B. E3B 5H1

Newfoundland: Office of the Lieutenant-Governor, Government House,

P.O. Box 5517, St. John's, Newfoundland

Northwest Territories: Legal Registries, Department of Justice

1st Floor, Sourt M. Hodgson Building, 5009-49th Street

PO BOX 1320, Yellowknife, N.T. X1A 2L9

(<http://ca.china-embassy.org/eng/lsw/gzrz/rz/>) and if there are any other questions, please let me know or contact the Embassy.

Administrator Reference Form E

Name of teacher applying to teach in China: _____

Please check the appropriate box regarding the applicant's professional qualifications and personal traits.

Descriptor	Excellent	Very good	Average	Below average
Performance at work				
Track record of working effectively				
Involvement in professional activities at work				
Planning and organization skills				
Effective use of innovation and technology				
Abilities/attitude/skills				
Ability to earn the respect of colleagues				
Tolerance of divergent views				
General outlook and attitude				
Proven communication skills				
Classroom and behavior management skills				
Resourcefulness and initiative				
Community involvement				

General suitability for exchange				
General physics fitness for the position				
cultural adaptability				
Flexible and adaptable				
Capacity to act as a good ambassador				

Additional Comments:

Teacher's Signature

Date:

Administrator's Signature

Date:

Administrator's Telephone Number:

Administrator's email:

Information Form H

needed for work permit in China

1. **Surname** (As in passport): _____
2. **First name** (As in passport): _____
3. **Other surname used:** _____
4. **Other first name used:** _____
5. **Date of birth (mm-dd-yy):** _____
6. **Gender:** _____
7. **Place of birth:** _____ (city) _____ (Province/State) _____ (Country)
8. **Current Home Address in the country of Origin** (including apartment number, street, city, state/province, zip code): _____ (Street) _____ (city) _____ (state/province) _____ (country) _____ (zip code)
9. **Phone number:** _____
10. **Email address:** _____
11. **Country and city where will you apply for the visa:** _____ (city) _____ (Province) _____ (country)
12. **Chinese Proficiency:** _____ (Have you ever taken an HSK exam? If so, please indicate the level.)
13. **Your last occupation and its location:** _____ (school name), _____ (city) _____ (Province/State) _____ (Country)

Please fill in this form and send it back via email and it's very helpful and necessary for us to help prepare the work visa and Chinese foreign expert license. Thank you very much.

外国人体格检查表

PHYSICAL EXAMINATION FORM B

姓名 Name		性别 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Birthday		照片 (加盖检查单位印章) Photo (Stamped Official Stamp)																														
现在通讯地址 Present mailing address																																				
国籍或地区 Nationality (or Area)		出生地 Birth place		血型 Blood type																																
<p>过去是否患有下列疾病：(每项后面请回答“否”或“是”)</p> <p>Have you ever had any of the following diseases? (Each item must be answered “Yes” or “No”)</p>																																				
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<p>是否患有下列危及公共秩序和安全的病症：(每项后面请回答“否”或“是”)</p> <p>Do you have any of the following diseases or disorders endangering the public order and security? (Each item must be answered “Yes” or “No”)</p>																																				
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发育情况 Development		营养情况 Nourishment		颈部 Neck size																																
视力 左 L_____		矫正视力 左 L_____		眼 Eyes																																
视力 右 R_____		矫正视力 右 R_____																																		
辨色力 Colour sense		皮肤 Skin		淋巴结 Lymph nodes																																
耳 Ears		鼻 Nose		扁桃体 Tonsils																																
心 Heart		肺 Lungs		腹部 Abdomen																																

脊柱 Spine		四肢 Extremities		神经系统 Nervous system																	
其他所见 Other abnormal findings																					
胸部 X 线 检 查结果 (附检查 报告单) Chest X-ray exam (attached chest X-ray report)				心电图 ECC																	
化实验室检查 (包括 艾滋病、梅毒等血 清学检查) Laboratory exam (attached test report of AIDS, Syphilis etc)																					
<p style="text-align: center;">未发现患有下列检疫传染病和危害公共健康的疾病:</p> <p style="text-align: center;">None of the following diseases of disorders found during the present examination.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">霍乱</td> <td style="width: 25%;">Cholera</td> <td style="width: 25%;">性病</td> <td style="width: 25%;">Venereal Disease</td> </tr> <tr> <td>黄热病</td> <td>Yellow fever</td> <td>肺结核</td> <td>Lung tuberculosis</td> </tr> <tr> <td>鼠疫</td> <td>Plague</td> <td>艾滋病</td> <td>AIDS</td> </tr> <tr> <td>麻风</td> <td>Leprosy</td> <td>精神病</td> <td>Psychosis</td> </tr> </table>						霍乱	Cholera	性病	Venereal Disease	黄热病	Yellow fever	肺结核	Lung tuberculosis	鼠疫	Plague	艾滋病	AIDS	麻风	Leprosy	精神病	Psychosis
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