

**Guidelines of Tianjin Municipality for
Handling Work Permits for Foreigners
Visiting China
(for Trial Implementation)**

(Provided by Tianjin Municipal Science and Technology Bureau)

Guidelines of Tianjin Municipality for Handling Work Permits for Foreigners Visiting China (for Trial Implementation)

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Guidelines of Tianjin Municipality for Handling Work Permits for Foreigners Visiting China (for Trial Implementation)

In order to deepen the reform of “Streamline administration and delegate power, improve regulation, and upgrade services”, to strictly implement standardization requirements for administrative licensing, to form a management system for the employment of foreigners featured with scientific management, interconnection and sharing, collaborative supervision, public participation, convenience and efficiency, and a standardized-administrated, strictly-approved management system for foreigners working in China, to improve scientization, standardization, informatization and internationalization of the management and service, the *Guidelines of Tianjin Municipality for Handling Work Permits for Foreigners Visiting China (for Trial Implementation)* (hereinafter referred to as the "*Handling Guidelines*") is formulated in accordance with the *Exit and Entry Administration Law of the People’s Republic of China*, the *Administrative Permission Law of the People's Republic of China*, the *Circular of the State Administration of Foreign Experts Affairs*, the *Ministry of Human Resources and Social Security*, the *Ministry of Foreign Affairs* and the *Ministry of Public Security on*

Fully Implementing the Work Permit System for Foreigners Coming to China (Wai Zhuan Fa (2017) No. 40), the *Circular of the State Administration of Foreign Experts Affairs on Printing and Distributing the Guidelines for Applications for Work Permits for Foreign Experts (For Interim Implementation)* (Wai Zhuan Fa (2017) No. 36) and other laws and regulations.

Chapter One Preparation

I. Handling system

The application for a work permit for foreigners visiting China is uniformly handled in the Management and Service System for Foreigners Working in China (hereinafter referred to as the “System”) on the government service platform of the Ministry of Science and Technology which can be logged in through the entrance of the Government Service Platform of the Ministry of Science and Technology (website: <https://fuwu.most.gov.cn/lhgzweb>) or Tianjin Online Office Hall (website: <https://zwfw.tj.gov.cn>). The "Service Process" column in the homepage of the System publicly releases the *Evaluation Criteria for Foreigners Employed in China (for Trial Implementation)* and the *Guidelines for Applications for Work Permits for Foreign Experts (For Interim Implementation)*, and the "Skills Training" column publicly publishes the *Operation Manual for the Management and Service System for*

Foreigners Working in China and the *FAQ regarding Work Permits for Foreigners Visiting China VI.0*. The foreigner's employing unit (hereinafter referred to as the "employing unit") shall set up a full-time post in charge of handling work permits for foreigners visiting China, and the handler shall first get familiar with the above content, and understand related policies.

II. Registration of the employing unit

The employing unit or the special service agency entrusted shall register an account online prior to using the system. Registration steps and required materials are as follows:

(i) Identity verification

Firstly, the employing unit shall verify the user's identity with his/her real name in the user registration and record service system, click "Sign up for a company user (legal person)", fill in the information of the account, the legal person and the principal handler, tick "I have read and agreed to the *Registration Agreement for Identity Verification of the Legal Person with His/Her Real Name*", and then click the "Sign up" button.

(ii) Information of the company

When logging into the System for the first time, please complete the information of the company first. Click the "Complete Company Information" button to enter the page for company

information. Please truthfully fill in the mandatory columns of the company information. In case of a "white question mark highlighted in blue" mark, hover the mouse to view filling instructions. Among them, the columns that need to pay attention to are as follows:

1. "The fixed-line telephone number of the company" shall be filled in with the fixed-line telephone number of local municipality. If the company has no fixed-line telephone, it shall be filled in with "None";

2. The employing unit shall authorize its regular employee as the handler of the System. Provided that the handler isn't the legal representative of the company or the investor himself/herself, in addition to uploading the ID card of the handler and a letter of authorization, a certificate shall be submitted to prove that the handler is the regular employee of the employing unit, i.e. an employment contract or a payment certificate of the Social Security. The employing unit is permitted to entrust 1 to 3 regular employees as the handlers of the System. If a handler is a foreigner, a *work permit* of the handler who can communicate fluently in Chinese shall also be submitted;

3. Provided that the person in charge of the business department is inconsistent with the handler of the employing unit, the "mobile phone number of the person in charge of the business

department” and the “mobile phone number” filled in the column of “handler information” shall not be the same number. In case of a change in the handler of the employing unit, log in to the system within 10 days of the change, click the "Information of the employing unit changed" button to modify the information of the handler, export the employing unit information change form online, and upload the ID card, a letter of authorization and the regular employee certificate of the employing unit of the new handler;

4. If pre-approval by a competent authority of industry is required by laws and regulations, approval documents from industry authorities shall be submitted, including but not limited to the following situations:

(1) Enterprises in the telecommunication and information service industry and business-related websites shall submit a Business Certificate for Internet Content Providers (ICPs);

(2) Civil airlines shall submit a Business License of Public Air Transport Enterprises;

(3) Road transport enterprises shall submit a Road Transport Business Permit;

(4) Financial institutions shall submit a Permit of Legal Persons of Financial Institutions or a Business License of Financial Institutions;

- (5) Medical institutions shall provide a Practice License of Medical Institutions;
- (6) Schools shall provide a Certificate of Legal Persons of Institutions or a Private School Permit;
- (7) Accounting firms shall submit a Practising Certificate of Accounting Firms;
- (8) Law firms shall submit a Law Firm Practising License;
- (9) Tax agents shall submit a Practice License of Tax Agents;
- (10) Drug manufacturers shall submit a Drug Manufacturing License;
- (11) Food production enterprises shall submit a Food Production License, and food sales and catering service enterprises shall submit a Food Business License;
- (12) Enterprises in the hotel industry, the engraving and printing industry, the second-hand goods purchase trust industry, the repair industry and the others shall submit a Special Industry License;
- (13) Human resource service agents and the entrusted specialized service agents shall submit a Human Resource Service License;
- (14) National high-tech enterprises shall submit a Certificate of High-Tech Enterprises.

5. To apply for work permits for foreigners visiting China, application documents shall be stamped with an official seal of the employing unit. If an employment contract is stamped with a legally engraved Employment Contract Business Seal with the legal name, an authorization letter for the official seal shall be submitted for record. Please click the "Print Official Seal Authorization and Registration Form" button to download a template, fill it in and stamp and upload it to the System.

(iii) Uploading annexes

After completing in company information, click the "Save" button, and after saved successfully, click "Print Company Registration Form" to allow the System to generate a registration form automatically. The printed and stamped copy shall then be uploaded to the system. The annexes required for company registration are clearly stipulated in the "Annexes of the Company Information" column, please upload the annexes according to the instructions of the System.

(iv) Submit for review

Once complete the above steps, click the "Submit for Review" button. If any supplement or modification is required to the filled content, the staff of the Work Permit Window for Foreigners

Visiting China will return the application and note existing problems. If application materials for company registration are complete and eligible, log in to the System and the following words will show "Please bring original application materials such as a Company Registration Form, a Legal Registration Certificate of the Company, an ID card of the handler himself/herself, a letter of authorization to the handler, an industry license, etc., as well as the original or photocopy of the ID card of the legal person and the certificate proving the handler is a regular employee of the employing unit, and go to the windows in Tianjin handling applications for work permits for foreigners visiting China (Address: 58 Jiulong Road, Hexi District, Tel: 23269358, 23269359) for on-site confirmation". Then please click the "Submit for Review" button again and go to the acceptance window for materials verification. The company registration review is passed after confirmation. During the implementation period of the non-face-to-face approval policy, the employing unit can call the above-mentioned phone number to confirm.

Chapter Two Evaluation Criteria

III. The Evaluation Criteria for Foreigners Employed in China and the Supporting Materials

Before applying for a work permit for foreigners visiting China, the employing unit shall assess the evaluation criteria of the foreigners. In addition to the mandatory columns required by the System, supporting materials corresponding to the relevant evaluation criteria shall be submitted in the "Other Annexes" column. Specific requirements are as follows:

(i) High-level foreign talents (Category A)

High-level foreign talents mainly include scientists, leading science and technology talents, international entrepreneurs, specialized and special talents and other foreign high-level and rare talents urgently needed in the economic and social development of China who can enjoy “Green channel” and “Acceptance on Incomplete Materials” services. The high-level foreign talents mainly include the following seven classes.

1. Foreign talents selected for China’s talent introduction programs: submitting a qualification certificate of talent introduction programs;

2. Foreign talents meeting the international criteria for professional achievements: submitting documentation for professional achievements;

In the case that a foreign leading talent meets the above two criteria, a core member of his/her team who is recommended by the

major head in charge of the project can apply for a *work permit* with less strict restrictions on the age, education background and work experience.

3. Foreign talents fulfilling the market demand for government-encouraged posts: in the case of an applicant who meets the job description stated in the evaluation criteria, the job proof or employment contract for the corresponding post in the corresponding employing unit shall be submitted; in the case of an applicant who meets the average annual wage income stated in the evaluation criteria, materials certifying the applicant's average annual wage income being at least 7 times higher than Tianjin's average wage income of the previous year (subject to the announcement by Tianjin Municipal Bureau of Human Resources and Social Security) shall be submitted, and the Proof of Tax Paid or other materials that can certify the wage income shall be submitted for the extension or cancellation of the work permits; in the case that the applicant fails to submit the materials certifying the wage income for the reason that the new employee's enrollment hasn't get processed, he/she can submit a letter of commitment for the wage income as an alternative.

4. Innovative and entrepreneurial foreign talents: submitting the documentary proof corresponding to relevant innovative and

entrepreneurial criteria;

5. Outstanding young foreign talents: submitting a certificate of appointment or employment contract for post-doctoral research in China;

6. Foreign talents with over 85 points as per the point-based system: submitting all certifying materials corresponding to all extra point items. For extra points awarded for wage income, materials certifying the average wage income reaches the amount filled in the System by the employing unit shall be submitted, and the Proof of Tax Paid or other materials that can certify the wage income shall be submitted for the extension or cancellation of the work permits; in the case that the applicant fails to submit the materials certifying the wage income for the reason that the new employee's enrollment has not get processed, he/she can submit a letter of commitment for the wage income as an alternative.

7. Foreign chief representatives of foreign NGO representative offices: a foreign chief representative holding recommendation opinions from the administration department for a foreign NGO of a Public Security Organ at provincial or above level can be identified as a high-level foreign talent and relevant recommendation opinions or chief representative certificate shall be submitted.

(ii) Foreign specialized talents (Category B)

Foreign specialized talents urgently needed in the economic and social development of China who conform to the guidance catalogue and job descriptions for foreigners working in China mainly include the following eight classes:

1. Foreign specialized talents with a bachelor's degree or above and at least 2 years of relevant working experience; Restrictions on work experience can be loosened for returned overseas students who have previously had Chinese nationality and plan to come to Tianjin for innovation and entrepreneurship.

2. Foreign specialized talents holding international vocational qualification certificates or skilled talents who are urgently needed: Qualification certificates held by an applicant shall be included in the publicity catalog of foreign vocational qualification certificates released by the Occupational Skill Testing Authority of the Bureau of Human Resources and Social Security, and the information published on the official website shall prevail, including: Commercial and Retail Management Service Certificate, Corporate Administrative Management Certificate, Chartered Financial Analyst Certificate, International Commercial Art Designer Certificate, Test of English for International Communication, Cambridge Certificate in Tourism Administration, Cambridge Certificate in Business Administration, International Financial

Manager Certificate, Certified Professional Purchasing Manager Certificate, Enterprise Risk Manager Certificate, Hotel Management Certificate, Sightseeing and Tourism Certificate, Electronic Engineering Certificate, International Facilities Management Certificate, J.TEST, International Certificate in Banking Risk and Regulation, Occupation Korean Test. The applicant shall submit relevant certificates certified by Chinese embassies or consulates abroad;

3. Foreign language teaching staff: applicants who are engaged in teaching language in their mother tongue and have obtained a bachelor's degree or above. For applicants not majoring in education, language or teacher education, and having relevant work experience for less than two years, the teacher qualification certificate of the host country or other acceptable international certificates in language teaching shall be submitted. Certificates shall be certified by Chinese embassies and consulates abroad. International certificates in language teaching mainly include: TESOL, TEFL, CELTA, etc. Among them, applicants from non-English-speaking countries engaged in English teaching who meet one of the following conditions can apply for an English teacher post:

(1) Acquiring a master's degree or above in language, education or teacher education;

(2) Acquiring a master's degree or above, holding a teacher qualification certificate in English and having relevant working experience for more than two years;

(3) Graduating foreign students who have obtained a master's degree or above in a key domestic institution of higher education (subject to the list of first-class universities and disciplines of the world announced by the Ministry of Education) or institutions of higher education in Tianjin, and holding a teacher qualification certificate in English;

(4) Studying abroad in an English-speaking country and acquiring a bachelor's degree in language, education or teacher education;

(5) Studying abroad in an English-speaking country, acquiring a bachelor's degree, holding a teacher qualification certificate in English and having relevant working experience for more than two years;

The application criteria for foreign teachers teaching in kindergartens in Tianjin shall be implemented in accordance with the criteria for foreign language teachers. During the Covid-19, applicants from non-English speaking countries who have acquired a bachelor's degree or above in language, education, and teacher education, and hold a teacher qualification certificate in English, can

apply for the post of a kindergarten teacher.

4. The foreign talent whose average wage income is at least 4 times higher than Tianjin's average wage income in the previous year: materials certifying the wage income of the applicant being at least 4 times higher than Tianjin's average wage income in the previous year shall be submitted, and the Proof of Tax Paid or other materials that can certify the wage income shall be submitted for the extension of the work permits; in the case that the applicant fails to submit the materials certifying the wage income for the reason that the new employee's enrollment hasn't get processed, he/she can submit a letter of commitment for the wage income as an alternative;

5. Specialized talents who meet the requirements of relevant national departments and the talents conducting a project: relevant certifying materials concerning project implementation shall be submitted;

6. Specialized talents with over 60 points as per the point-based system: submitting all certifying materials corresponding to all extra point items. For extra points awarded for wage income, materials certifying the average wage income reaches the amount filled in the System shall be submitted, and the Proof of Tax Paid or other materials that can certify the wage income shall be submitted for each extension of the work permits; in the case that the applicant

fails to submit the materials certifying the wage income for the reason that the new employee's enrollment hasn't get processed, he/she can submit a letter of commitment for the wage income as an alternative.

7. Foreign representatives of foreign NGO representative offices: a foreign representative certificate for foreign NGO representative offices shall be submitted.

8. The foreign talents in charge and serving as key staff at a foreign NGO that implements legally-registered or filed temporary activities in China without an established representative office (working in China for more than 90 days, but less than one year): the registration receipt for the temporary activities shall be submitted.

(iii) Other foreign personnel (Category C)

Other foreign personnel who meet the needs of the domestic labor market and comply with national policies and regulations mainly include the following three classes:

1. The foreign personnel meeting current management regulations for foreigners working in China. Among them, in the case of an original holder of the Foreign Expert Certificate or Alien Employment Permit applying for extension but dissatisfying the criteria stated in Category A and Category B, select this Class and

submit the original Foreign Expert Certificate or Alien Employment Permit to apply for extension; in the case of an applicant who established an enterprise in Tianjin while dissatisfying the criteria stated in Category A and Category B, submit the Proof of Foreign Investment and materials certifying the actual operation of the enterprise to apply for extension. The certifying materials include the Proof of Employees' Social Security paid in the previous year, the Annual Audit Report of the Enterprise issued by an accounting firm, and related bills of the main business, etc.

2. The foreign personnel engaged in temporary or short-term jobs (not exceeding 90 days). Among them, the foreign personnel in charge and key staff of a foreign NGO that implements legally-registered or filed temporary activities in China without an established representative office: the registration receipt for the temporary activities shall be submitted;

3. Personnel in the management scope of the quota system, including foreign young people who come to China for internships according to the intergovernmental agreement, international students who meet the prescribed conditions, foreign graduates of overseas universities, and foreigners working in special fields such as offshore fishing: proof materials that meet the corresponding requirements shall be submitted.

Chapter Three Handling Process

IV. The Process and Caution to applying outside the territory of China for work permits for foreigners visiting China (working in China for more than 90 days, excluding 90 days)

In the case that an applicant is outside the territory of China, the employing unit shall apply for a *Notice of Work Permits for Foreigners of the People's Republic of China* (hereinafter referred to as *Work Permit Notice*) for the applicant, and the applicant shall apply to the Chinese embassy, consulate for a work (Z) visa with the *Work Permit Notice* to enter China and then apply for a *Foreigner Work Permit* (hereinafter referred to as *Work Permit*) afterwards. The employing unit shall click the “apply outside the territory of China for Work Permits for Foreigners visiting China - apply for Work Permit Notice (pre-entry)” button, and fill in the foreigner’s category information, basic information, application information, education background, work experience, information of accompanying dependents, annex information and other content. Filling cautions are as follows:

(i) Category Information

Please verify the supporting materials submitted by the applicant are consistent with the Category the applicant selects in the *Evaluation Criteria for Foreigners Employed in China (for Trail Implementation)*.

(ii) Basic information

1. Passport information such as the surname, name, gender, nationality, date of birth, passport no., date of issue and date of validity of the passport shall be consistent with the scanning copy of the passport;

2. Applicants who have once been granted the Chinese nationality shall fill in the Chinese name;

3. List all the countries that have once granted you a passport: fill in your country of nationality at least;

4. Email address: the email address that can reach the applicant, different from the email address of the handler of the System of the employing unit;

5. Phone number in China: the phone number of the applicant in China, which shall be different from the "fixed-line telephone number of the company", the "mobile phone number of the person in charge of the business department", the "mobile phone number of the handler" and other phone numbers filled by the employing unit

to sign up in the System.

(iii) Application information

1. In case of entrusting a relevant agency to handle the work permit, the name of the entrusted agency shall be filled in;

2. Job offer, way of employment: no obvious unreasonable information;

3. Consecutive working years in China: it can be queried in the history record of the System;

4. Offer position in China, salary (per month), commencement date and expiry date of the employment contract / certificate of appointment: it shall be consistent with the employment contract / certificate of appointment (including the Letter of Dispatch from a multinational enterprise). In the case that the salary isn't indicated in the employment contract / certificate of appointment (including the Letter of Dispatch from a multinational enterprise), the employing unit shall submit an additional document to explain the specific salary (per month, accurate to Yuan, if the salary is paid in foreign currency, state specific salary amount as well, with the official seal of the employing unit); The salary shall not be lower than the minimum wage standard in Tianjin.

5. Starting date and ending date of the application for working in China: fill in the date of this application, which shall be within the

commencement date and expiry date of the employment contract / certificate of appointment;

6. Years of working (year): in the case the applicant applies for a *Work Permit* as per points-based system, the working years shall be consistent with the information stated in the Work Qualification Proof;

7. Working time in China per year (Month): it shall be consistent with the employment contract / certificate of appointment (including the Letter of Dispatch from a multinational enterprise);

8. Name and located country of the dispatching enterprise: These two items shall be filled in in the case that the employment contract or certificate of appointment is substituted with the Letter of Dispatch from a multinational enterprise;

9. Name, telephone number and email address of the emergency contact person in China: If filled, the format shall abide by domestic requirements;

10. For the columns from the “Personnel in the management scope of quota system?” column to the “Hold a Chinese vocational qualification certificate (criterion for entry)?” column, please fill in based on the actual conditions of the applicant.

11. For following three items: “Have you ever been arrested or convicted for any crime, even though pardoned or retraction and

other similar measures were granted?”, “Have you ever been infected with an infectious disease that has an impact on public health or suffered from a dangerous physical or mental illness?”, “Have you ever violated Chinese laws and been deported by the Chinese government?”, please tick based on the actual conditions of the applicant.

(iv) Education background

Please click "Add Education background", and fill in the applicant's highest degree at least, and then click “Save” after completing all the mandatory columns. In the case that the highest degree is "primary school" or "secondary school", the education background shall be filled in as well. In the case that the applicant is uneducated at all, fill in "None" in the mandatory column of education background, and the employing unit shall issue a statement and upload it to the "Education background" column in the annex information.

(v) Work experience

Please click “Add Work Experience”, and fill in at least one work experience of the applicant, and then click “Save” after completing all the mandatory columns. In the case that the applicant has no work experience at all, fill in "None" in the mandatory column of work experience.

(vi) Information of accompanying dependents

In the case that the foreign accompanying dependents of the applicant apply for the visa together with the applicant, fill in the information of the accompanying dependents. Please click “Add Accompanying Dependents”, and fill in all the mandatory columns. The accompanying dependents include the applicant’s spouse, children under the age of 18, parents, and parents of the spouse; in the case that no accompanying dependent of the applicant applies to enter the country with the applicant, you may leave the “Information of the Dependents” blank.

(vii) Annex

The annexes of the application materials shall conform to the requirements of the documents issued by the State Administration of Foreign Experts Affairs (refer to Annex: 1), and upload the annexes to the mandatory items in the attachment as required. For non-Chinese materials, corresponding translation copies shall be provided as issued by a translation company with relevant translation qualification and stamped with special seals for translation.

1. After filling in all the information, please click the "Print the Application Form" button to print an Application Form automatically generated by the System. Affix an official seal of the

employing unit, a seal on the perforation, and the applicant's handwritten signature (consistent with the signature in the passport) to the Application Form;

2. The information page of the passport or the international travel document shall be a scanned copy of the original document, with the content being clear and valid, and the remaining period of validity shall be more than half a year;

3. In the case that the applicant applies for an *Work Permit* as per the point-based system with extra points awarded for his/her work experience, he/she shall submit the work qualification proof for all work experiences.

In case of following conditions, click “Add Other Annexes” and submit corresponding annex materials:

4. In the case that information for the consecutive working years in China is unavailable in the System, the employing unit shall submit materials to explain the situation (with an official seal of the employing unit)

5. In the case the information for the main work experience coincides with the time for the main education experience, the employing unit shall submit materials to explain the situation (with an official seal of the employing unit);

6. Unless the “Chinese proficiency” column is filled in with

“No” while applying as per points-based system, supporting materials shall be submitted;

7. In the case the applicant selects foreign high-level talents for the Category Information, he/she shall provide corresponding supporting materials.

8. In the case the applicant enters the college at a significantly young age (less than or equal to 16 years old), the employing unit shall submit materials to explain the teaching system of the country where the applicant is educated or the special circumstances of the applicant himself/herself (with an official seal of the employing unit);

9. In the case the applicant applies for an *Work Permit* as per market-orientation and his/her average wage income is at least 7 times (Category A) or 4 times (Category B) higher than the average wage income of local district in the previous year, he/she shall submit a proof for average wage income. In the case the applicant fails to submit the materials certifying the wage income for the reason that the new employee’s enrollment hasn’t get processed, he/she can submit a letter of commitment for the wage income as an alternative, and commit to paying the salary according to the employment contract and paying the individual income tax pursuant to law (with an official seal of the employing unit);

10. For business handled in the mode of "online approval", the employing unit shall submit the "Online approval commitment" (with an official seal of the employing unit) and state clearly the mailing address and telephone number. A template of the commitment letter is obtainable from the handling window on request.

After filling in all the content and uploading all the annexes, click the "Finish and Submit for Review" button. The staff member at the handling window conducts preliminary review of the application submitted by the employing unit, and, within 4 working days, gives feedback. The employing unit can log in to the System to inquire the results of the preliminary review, and the System will display "Acceptance in Progress" on passing the preliminary review. If you choose the "online approval" mode, you can call the handling window at 022-23269358 or 022-23269359 to confirm relevant information and then wait for review and results. If you choose the on-site handling mode, please go to the handling window to verify the original materials and submit the photocopy, and then wait for review and results. If the application is accepted, the employing unit can log in to the System to download the *Work Permit Notice* (electronic version with an electronic official seal).

After the applicant enters the territory of China, the employing

unit shall click the “apply outside the territory of China for Work Permits for Foreigners visiting China - apply for *Work Permits* for Foreigners Visiting China (post-entry)” button, select relevant *Work Permit Notice*, fill in the supplementary content such as the type and valid date of the Visa, upload relevant annexes, and click the “Finish and submit for review” button. The review process for the staff at the handling window is the same as that of applying for a *Work Permit Notice*. In the case that the application is accepted, and the "online approval" mode is selected, please wait and the staff at the handling window will mail the *Work Permit* by EMS with freight to be collected; in the case that the on-site handling mode is selected, please go to the handling window to verify the original materials and submit the photocopy. The *work permit* can be obtained on-site afterwards.

V. The Process and Caution to applying inside the territory of China for work permits for foreigners visiting China (working in China for more than 90 days, excluding 90 days)

In the case that an applicant is inside the territory of China and meets one of the following conditions, he/she can directly apply for a *Work Permit*.

- (i) The high-level foreign talent (Category A) who has entered

China holding another Visa or a valid Residence Permit;

(ii) The foreigner working in China changes his/her employing unit, but his/her position (occupation) remains unchanged, and his/her Residence Permit for Work is within the valid period;

(iii) The foreign spouse or children of a Chinese citizen or the spouse or children of a foreigner permanently residing or working in China, holding a valid Visa or a Residence Permit within the valid period;

(iv) In line with the preferential policies of the free trade zone and the pilot reform zone for all-round innovation;

(v) The employing unit is eligible to enjoy the preferential policies of the headquarters of multinational enterprises in China;

(vi) The flow of personnel within the enterprise group;

(vii) Implementing an intergovernmental agreement or treaty;

(viii) Representative of a foreign institution in China who has entered China holding a Work Visa; the applicant who has been granted the Work Permit (less than 90 days) and is employed by an employing unit inside the territory of China during his/her valid stay in China;

(ix) Others that found eligible by the approving authority.

The employing unit shall click the “apply inside the territory of China for Work Permits for Foreigners visiting China” button, and the foreigner’s category information, basic information, application

information, education background, work experience, annex information and other content to be filled in and the filling cautions are the same as those of applying outside the territory of China for a *Work Permit Notice*. In the case that the application is accepted due to the applicant has been in the territory of China, the *Work Permit* shall be directly mailed by EMS with freight to be collected or obtained on-site.

In the case that an applicant has once applied for a *Work Permit* in the System, he/she is exempt from submitting such application materials as work qualification certificate, highest degree certificate or relevant approval documents and professional qualification certificate to apply for a *Work Permit* again. Within one month since the date when cancelling a *Work Permit*, or in the case that the applicant hasn't left China during the cancellation period of his/her *Work Permit*, the applicant is exempt from submitting such application materials as Certificate of No Criminal Record and Medical Certificate (for applicants under 60 years old) to apply for a *Work Permit* again.

VI. The Process and Caution to applying for short-term work permits for foreigners visiting China (working in China for no more than 90 days, including 90 days)

In the case that an applicant is outside the territory of China

and is visiting China for short-term work (staying in Tianjin for less than 90 days), the employing unit shall apply for a *Work Permit Notice* for the applicant, and the applicant shall apply to the Chinese embassy, consulate for a Work (Z) Visa. After entering China, those who will work in Tianjin for no more than 30 days can directly work in Tianjin with a Work Visa; those who will work in Tianjin for more than 30 days but no more than 90 days shall apply to the Exit and Entry Administration Department of Public Security for a *Residence Permit for Work* (no more than 90 days). The annexes of the application materials for a short-term *Work Permit Notice* shall abide by the document requirements of the State Administration of Foreign Experts Affairs (refer to Annex: 2).

VII. The Process and Caution to handling extension, change, cancellation and reapplication

(i) In the case that an applicant's *Work Permit* is about to expire and he/she is still working at the original company, the employing unit shall apply for an extension for the applicant in the System within 30-90 days before the expiry date of such permit. In the case that the extension hasn't been applied for less than 30 days before the expiry of the permit, the System will not accept the application for an extension any more. The annexes of the application materials for an extension shall abide by the document requirements of the

State Administration of Foreign Experts Affairs (refer to Annex: 3). When the application for an extension is approved, the employing unit can scan the QR code in the *Work Permit* to check the validity period of the updated *Work Permit*. While during the Covid-19, the System temporarily cancels the restriction that "application for an extension shall be submitted 30 days before the expiry of the permit", and the resuming date is subject to the announcement of the System.

(ii) In the case of any change of particulars such as the basic information (name, passport number, position, and category) of the applicant, he/she shall apply to the approving authority within 10 working days from the date when the change occurs. When the application for a change is approved, the employing unit can scan the QR code in the *Work Permit* to check the information of the updated permit.

(iii) In the case that the employing unit and the applicant reach a common consensus on not renewing the contract after the expiry of the contract, or terminating the contract and the employment relationship before the date of expiry, the employing unit shall apply to the approving authority for cancellation within 10 working days from the date of the event. When the application for cancellation is approved, the *Proof for Cancellation of the Foreigner Work Permit* can either be mailed by EMS with freight to be collected or be

obtained on site at the choice of the employing unit. The cancellation proof is in duplicate, and the employing unit shall hand one copy to the applicant. The *Work Permit* shall be automatically canceled if it's not renewed after the expiry date, and the system will not issue a cancellation proof in that case.

(iv) The applicant shall post a statement on the Management and Service System for Foreigners Working in China from the date of loss or from the date when discovering the loss, and apply to the approving authority for reissuing a *Work Permit*. In the case of any damage to the permit, please bring the original permit when applying for a reissue. When the application for reissue is approved, the *Work Permit* can either be mailed by EMS with freight to be collected or be obtained on site at the choice of the employing unit.

Chapter Four Regulations on Acceptance on Incomplete Materials

VIII. Regulations on Acceptance on Incomplete Materials and Notification and Commitment

(i) In the case that the electronic version of the original documents required to apply for a *Work Permit* has been uploaded to the System, it can be deemed to have the original copy. Provided that the employing unit has issued an "Acceptance on Incomplete

Original Documents” application before the foreigner entering China, the handling window can directly accept the application and verify the original documents when the foreigner applies for a *Work Permit* after entering China; during the period implementing the “non-face-to-face approval” policy, the electronic version of the application materials uploaded to the System shall prevail for review. The review authority, if dubious on the electronic version of the materials, can request the employing unit to provide the original materials for verification.

(ii) In accordance with the local standards of *Tianjin Municipal Procedures for Administrative Permission - Work Permits for Foreigners Visiting China*, the non-primary materials for review (including work experience proof and employment contract or certificate of appointment) shall be applied for based on the “Acceptance on Incomplete Original Documents” application issued by the employing unit before the applicant entering China, and the window can accept it directly. Materials for application shall be complemented when the foreigner applies for a *Work Permit* after entering the country.

(iii) In accordance with the requirements stipulated in the *Guidelines for Applications for Work Permits for Foreign Experts (For Interim Implementation)*, a medical certificate is applicable to

the “Acceptance on Incomplete Materials” policy, and the Verification of Medical Examination Record or Medical Examination Certificate for foreigners, issued by the inspection and quarantine institution in China, shall be submitted when the foreigner applies for a *Work Permit* after entering China.

(iv) For the entrepreneurial foreign talents or foreign specialized talents (Category B) urgently needed by scientific and technological enterprises recognized by the Department of Science and Technology, work experience proof and no criminal record can be handled according to the "Notification and Commitment System": the applicant, by issuing a letter of commitment which is verified by the employing unit, can be exempt from submitting relevant certifying materials. For other foreign specialized talent, in the case that the applicant's highest academic certificate, professional qualification certificate, no criminal record certificate and other materials have been issued but have not been certified by the embassy, the employing unit can issue an application of “Acceptance on Incomplete materials”, and complement the application materials when applying for a *Work Permit* after the foreigner enters China, or when applying for an extension of the *Work Permit*.

(v) For foreign talents in charge of and acting as key staff of a

foreign NGO that implements legally-registered or filed temporary activities in China without an established representative office (working in China for more than 90 days, but less than one year): the work qualifications proof, no criminal record, the certificate for final academic degree obtained and other materials can be handled according to the "Notification and Commitment System". The applicant, by issuing a letter of commitment which is verified by the employing unit, can be exempt from submitting relevant certifying materials.

(vi) Part of the materials of high-level foreign talents can be handled according to the "Notification and Commitment System". The applicant, by issuing a letter of commitment which is verified by the employing unit, can be exempt from submitting relevant certifying materials. Please refer to Annex 4 for facilitation measures available to high-level foreign talents.

Chapter Five Miscellaneous

IX. Description of Miscellaneous

(i) Support foreign talents to apply for a work permit in the business incubation period

In accordance with relevant regulations, the main investor or the legal representative of an enterprise, not directly involved in the operation and management of the enterprise, may not apply for a *Work Permit* in China. In the case that the main investor or legal representative of the enterprise participates in the operation and management and meets the criteria for Category A and Category B of the *Evaluation Criteria for Foreigners Employed in China*, he/she can apply for a *work permit*, and the restriction on age can be appropriately loosened in accordance with relevant regulations. In the case that the main investor of the enterprise in the business incubation period doesn't meet the criteria for Category A and Category B of the *Evaluation Criteria for Foreigners Employed in China*, he/she can apply as the Category C foreigner for the first time and the valid time for the *Work Permit* shall be one year. Materials certifying the actual operation of the enterprise shall be submitted to apply for an extension of the *work permit*, including but not limited to the Proof of Employees' Social Security paid in the previous year, the Annual Audit Report of the Enterprise issued by an accounting firm, and related bills of the main business, etc. Extension shall not be granted in the case of no actual operation of the enterprise.

(ii) Support fresh graduates to apply for a work permit

For the foreign fresh graduate who has obtained a bachelor's degree or above from a high-level foreign (overseas) university (subject to the *List of top 500 universities in the world* on the homepage of the Management and Service System for Foreigners working in China), and a fresh international student who has obtained a bachelor's degree or above from a key domestic institution of higher education (subject to the list of first-class universities and disciplines of the world announced by the Ministry of Education) or institutions of higher education in Tianjin, in the case that he/she is engaged in teaching in his/her mother tongue, refer to the "Foreign language teachers" criteria stated in *Evaluation Criteria for Foreigners Employed in China (for trial implementation)*; in the case that he/she is engaged in other jobs, apply for a Work Permit based on the criteria "Foreign specialized talents with a bachelor's degree or above and at least 2 years of relevant working experience". The "Proof for Work Experience" can be exempt from the application materials.

(iii) Support over-age applicants to apply for a work permit

No age limit is imposed on foreign high-level talents to apply for a work permit. According to the *Circular of Tianjin Municipal Bureau of Human Resources and Social Security and Tianjin*

Municipal Administration of Foreign Experts Affairs on Further Improving the Business Environment to Encourage and Support Foreign Talents to Come to Invest, Start Businesses and Work in Tianjin (Jin Ren She Ban Fa (2018) No. 258), for a foreign talent who invests and starts businesses in Tianjin, serving as the legal person or General Manager, staying in good health and having no criminal record, if filing an application personally, the age limit for him/her can be extended to 70 years old if he/she is a foreign investor in a micro enterprise; the age limit for foreign investors in a small enterprise can be extended to 75 years old. For the intermediate and senior management or professional and technical foreign talents that indeed need to be introduced to the enterprises and institutions in our city, the age limit can be extended to 65 years old. The over-age applicant (over 60 years old) shall submit his/her medical certificate, letter of health guarantee issued by the employing unit and social security or commercial insurance certificate, in addition to the general materials mandatory for the application of a *work permit*. In principle, other applicants cannot exceed 60 years old.

(iv) Expiry date of a Work Permit

The expiry date of a *Work Permit* cannot exceed the valid period of a foreigner's contract, passport, representative card,

various enterprise licenses, industry licenses, etc. High-level foreign talents (Category A) can be granted a *work permit* with a maximum valid period of no more than 5 years, and foreign specialized talents (Category B) can be granted a work permit with a maximum valid period of no more than 2 years. Other foreign talents (Category C) can be granted a work permit with a maximum valid period of no more than 1 year.

(v) Local incentive standards for extra points of the points-based system

The foreigners listed in the *Tianjin Municipal Catalogue of Urgently-Needed and shortly-supplied Foreigners Working in China* can get extra 10 points as the incentive extra points at maximum; and for other positions, if demanded, can get extra 5 points as the incentive extra points at maximum at the request of the employing unit.

(vi) The employing unit entrusts an agency to apply for a *Work Permit*

The employing unit is allowed to entrust a specialized service agent that has been registered in the "Management and Service System for Foreigners Working in China" to apply for a *Work Permit*. In the case of an entrustment to a specialized service agent, a letter of authorization issued by the employing unit shall be

submitted, specifying the entrusted entity, the specific entrusted person, and the entrusted particulars, and filling in the entrusted person's ID number and contact information; that is, "one person, one particular, and one entrustment". The specialized service agent can be entrusted to handle the application, extension, change, cancellation, and reissue of work permits for foreigners working in China.

(vii) The foreigner holding an Alien's Permanent Residence Permit applies for a Work Permit

According to the *Circular of the Organization Department of the CPC Central Committee, the Ministry of Human Resources and Social Security, the Ministry of Public Security and 22 Other Government Authorities on Printing and Distributing the Measures for Relevant Entitlements of Foreigners with Chinese Permanent Residency* (Ren She Bu Fa (2012) No. 53), the foreigner holding an *Alien's Permanent Residence Permit* is exempt from applying for a *Work Permit*. If an application is required, following materials shall be submitted: an Application Form for a Work Permit for a Foreigner Coming to China, an employment contract or a certificate of appointment (dispatch letter); the applicant's passport or international travel certificate; the full-faced and bareheaded photo of the applicant within 6 months; and the Alien's Permanent

Residence Permit.

(viii) Cancellation of the Work Permit Notice

If the applicant who has obtained the *Work Permit Notice* isn't going to work in Tianjin for any reason, the employing unit shall explain the reason for cancellation in writing, submit an application for canceling the *Work Permit Notice* in the System, and then cancel the *Work Permit Notice* on receiving the review results. Within 4 months from the date of issuance of the *Work Permit Notice*, if the employing unit fails to submit an application for a *Work Permit* in the System, the *Work Permit Notice* will be automatically canceled, and the employing unit does not have to handle the cancellation application.

X. The *Handing Guidelines* shall come into force as of the date of promulgation thereof and the power of interpretation of these Guidelines shall be vested in Tianjin Municipal Bureau of Science and Technology.