

Application for Permanent Residence Card of Foreigners Holding Posts in China

Address for handling: No.1500 Minsheng Road, Pudong New District

Time for handling: 9:00 am to 5:00 pm from Monday to Saturday

Tel: 28951900

Conditions for Administrative Permission:

Foreigners meet the following conditions may apply for Permanent Residence Card of Foreigners Holding Posts:

1. Hold post of or above deputy general manager, or deputy factory director, or hold professional titles of or above associate professor, or associate researcher
2. Continuously hold the post for more than 4 years and more than 3 years reside in China during the tenure
3. Good record of taxation payment
4. The company or unit of the foreigner complies with any of the following conditions:
 - (1). Any of the department of the State Council, research organizations belong to Shanghai Municipal Government, or public institutions with function of administration.
 - (2). Key institutions of higher education (universities of the “211” Project or universities enjoy first enrollment)
 - (3). Enterprises or public institutions undertaking national key engineering projects or major projects of science and technology.
 - (4). Enterprises with high and new technology, enterprises with foreign investment encouraged by the national policy, enterprises with foreign investment in the field of advanced technology, or enterprises with foreign investment in the line of product export.

The spouse of the person as mentioned and their unmarried children under the age of 18 may apply for the Permanent Residence Card at the same time.

Documents and Materials for Application:

1. Completely filled PERMANENT RESIDENCE CARD APPLICATION FORM(the foreigner and the spouse and their children), and four recently taken two-inch half-length, bareheaded and full-faced photo;
2. Valid passport or other alternative certificates (original and copy)
3. Health Examination Certificate in recent 6 months issued by health or medical institutions designated by the Chinese government, or those issued by health or medical institutions abroad and authenticated by a local Chinese Consulate or local Chinese Embassy. (Free for children under the age of 18);
4. Certificate of no criminal record, authenticated by a local Chinese Consulate or local Chinese Embassy;
5. Registration receipt of temporary lodging in Shanghai or the Aliens’ Resident Certificate of People’s Republic of China;
6. Certification about the position or the title of the foreigner issued by the enterprise or public

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institution, and the Foreign Expert Certificate or Alien Employment Permit;

7. The certificate of tax payment in the recent 4 years

8. The certification of registration and annual check of the enterprise or public institution:

If the enterprise is a foreign invested one, the Certificate of Approval for the Establishment of Enterprises with Foreign Investment and the certification of joint annual inspection should be submitted.

If the foreigner works in the enterprises or public institutions undertaking national key engineering projects or key projects of scientific and technological research, the proving materials of the project issued by the competent departments of the provincial or ministry government should be submitted.

If the foreigner works in enterprises with high and new technology, the Certificate of High-Tech Enterprises of the recent 4 years should be submitted.

If the foreigner works in enterprises with foreign investment which belong to the encouraged types, the Confirmation Letter on Foreign-Funded Projects Encouraged by the State of the recent four years should be submitted.

If the foreigner works in enterprises with foreign investment of high technology, the Confirmation Letter on Enterprise with Foreign Investment of High Technology of the recent 4 years should be submitted.

If the foreigner works in export-oriented enterprises with foreign investment, the Confirmation Letter on Export-Oriented Enterprises with Foreign Investment of the recent 4 years should be submitted.

For the family members of the person as mentioned above, the valid passport and visa as well as the certification of the relationship should be submitted. The foreign certification of relationship should be attested by Chinese oversea embassies or consulates. For example: for the spouse, the certificate of marriage should be submitted; for the children, the certification of birth or certification of relationship should be submitted; if the children are adopted, the certification of adoption should be submitted.

Handling Procedures and Required Time:

6 months after the collection of all the application materials.

The application should be accepted by the Exit-Entry Administration Bureau, verified by Shanghai Public Security Bureau, and approved by the Ministry of Public Security.

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