

## Change of the Residence Permit

**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:

For any change concerning the reason for residence, the number of the passport, or the companies, a new residence permit should be applied to the issuance department within 10 days after the change; for changes concerning the address, the school or university, the position or the working unit of the owner of the residence permit, a new residence permit should be applied to the issuance department within 10 days after the change; for moving from one city to another, either the entry-exit administration of the original city or the city of the new place may accept the application for registration of change.

### Documents and Materials for Application:

1. Valid passport and residence permit;
2. The official letter of the working unit;
3. Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo;
4. Related proving materials:
  - (1). For the change of address, the registration receipt of lodging in Shanghai from hotel or local police station (original) should be submitted;
  - (2). For the change of number of passport, the original passport should be submitted;
  - (3). For the change of working unit, the Business License (duplicated and copy) of the new unit, and the original version of the employment certificate, expert certificate, or the press card should be submitted.
  - (4). For the change of school or university, the JW201 or JW202 form and the notification of admission should be submitted.

### Handling Procedures and Required Time:

5 workdays after the collection of all the application materials. (Note: Saturday is only for collection of materials.)

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