

## Application for Aliens' Residence Certificate of Foreign Family Members of Foreign Workers

**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 the Aliens' Residence Certificate of Foreign Family Members:

1. The foreign family members of foreigners who works in Shanghai;
2. The foreign family members of foreign journalists who permanent reside in Shanghai;
3. The foreign family members of foreigners who give profit theatrical performance in Shanghai;
4. The foreign family members of Chinese who once studied overseas and now come back to China and have got Shanghai Household Registration and work in Shanghai
5. The foreign family members of Residents from Hong Kong, Macao or oversea Chinese

Note: foreign family members include the spouse, parents and children under the age of 18.

### Documents and Materials for Application:

1. Valid passport and visa (original);
2. Registration receipt of lodging in Shanghai from hotel or local police station (original);
3. Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo;
4. Health Examination Certificate issued by Shanghai Municipal Health and Quarantine Bureau (No.15 Jinbang Road, Changning District) Note: appliers who are under the age of 18 or above the age of 70 and those whose Aliens' Residence Certificate is expired and applies for reissue within 3 months do not have to submit the health examination certificate.
5. The copy of the certification of relationship;
6. The official letter of application issued by the working unit.
7. The passport and Residence Certificate of the one who works in Shanghai (original and copy); for the residents of Hong Kong or Macao, the Certificate of Temporary Residence of Hong Kong, Macao or oversea Chinese and alternative Shanghai Residence Certificate should be submitted (original and copy)
8. Foreign family members of Chinese who once studied overseas and work in Shanghai currently should submit the certification issued by Shanghai Personnel Bureau (original).

For reissue of the certificate, only the documents as mentioned in Item1, 3, 6, 7, 8 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.)

The copyright and/or other intellectual property rights of China Business Engine including related text, images, charts, sound, animation, and videos, and their arrangement on the China Business Engine website, are protected by copyright and other protective laws.

**China Business Engine**

Tel +86 21 52289730

Fax +86 21 5228-9730

**Website**

China site: [www.cbize.com](http://www.cbize.com)

Globe site: [www.cbize.net](http://www.cbize.net)