

Application for Re-issuance of 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:

Those who have got the Aliens' Residence Permit or Residence Card issued by Shanghai Public Security Bureau and who work in the original working unit and apply for re-issuance of residence permit.

Documents and Materials for Application:

1. Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo
2. The official letter of application by the working unit
3. The certificate of approval of the establishment of the enterprise as well as the business license (duplicated version), or the certificate of the registration of the organization and the certificate of the code of the organization (both original and copy)
4. The passport of the applier; the residence permit (if the applier owns)
5. Annually checked employment certificate, expert certificate, Work Permit for Foreign Personnel Engaged in the Offshore petroleum Operations, certificate of performance, or Shanghai Residence Card B
6. Deputy director of the board should submit the original verification of the identification.
7. For the re-issuance of those who have got the Shanghai Residence Card (2 years' term), the official letter by Shanghai Foreign Economic and Trade Committee or Shanghai Foreign Affairs Office alternatively the original B card of the Shanghai Residence Card 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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