

### Visas (for Separation from Group or Reissue)

**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:

1. Those who have to separate from group because of irresistible reasons;
2. Those who have lost the original group visa.
- 3.

#### Documents and Materials for Application:

1. For separation of group visa
  - (1). Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo;
  - (2). The passport and group visa (original)of the separated person;
  - (3). The official letter from the reception unit of Shanghai;
  - (4). Related proving materials for the reason of separation.
2. For reissue of group visa
  - (1). Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo;
  - (2). The copies of the group visa, list of the group members, and the plan of the group;
  - (3). The official letter from the reception unit of Shanghai;
  - (4). The passports (original) of all the members of the group

#### Handling Procedures and Required Time:

The required time depends on the real condition.

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