

## Visas (for visiting relatives and friends)

**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 who are to visit relatives or friends in China.

### Documents and Materials for Application:

1. Valid passport and the original version of the visa for verification;
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. Proving materials in accordance with the reason for application:
  - (1). For visiting resident in the mainland of China, the proving materials of the local permanent resident household registration or the related proving materials of the actual inhabited region and of the visited relative or friend should be submitted; the ID Card (both original and copy) of the visited relative and friend should be submitted;
  - (2). For visiting overseas Chinese and residents from Hong Kong, Macao and Taiwan, the ID Card and proving materials (original and copy) of more than 6 months residence in Shanghai of the visited person should be submitted;
  - (3). For visiting foreign permanent resident in Shanghai, the Permanent Residence Card of the relative or friend should be submitted.

### Handling Procedures and Required Time:

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

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