

工作签证 (Z 字签证) 申请材料清单
Checklist for Work Visa (Z-Visa) Application

工作签证 (Z 字签证) 发给在中国境内工作的人员, 包含实习等会获取报酬的事由。

Work visa (Z-visa) is issued to those taking up a post or employment, or giving commercial performances, in China.

***请按清单顺序准备签证申请材料, 打印该清单并附在申请材料首页。**

Please provide the following documents and gather your documents in the order of the checklist.

The checklist should be printed and included in your application as the cover page.

	领事官员专用栏 For official use only
1、申请人的有效护照, 护照必须在行程前至少 6 个月有效, 且至少有 2 张空白签证页。 Original passport valid for at least 6 months from the date of application, with 2 or more blank visa pages.	
2、护照资料页及延期页 (如有) 复印件。 Photocopy of the information page and extension page (if applicable) of the passport.	
3、填写完整的《中华人民共和国签证申请表》一份, 并附本人正面免冠、浅色背景的彩色护照近照一张 (尺寸 48mmx33mm, 请粘贴在《签证申请表》上)。 One fully completed Visa Application Form with a recently-taken color passport photo (full face, front view, and bare head, against a light background, size 48mmx33mm) attached.	
4、中国有关单位签发的《被授权单位邀请函》或《邀请确认函》以及就业许可等证明材料原件及复印件, 包括: (1) 人力资源和社会保障部门签发的《外国人就业许可证书》; (2) 外国专家局签发的《外国专家来华工作许可证》; (3) 中国海洋石油总公司签发的《外国人在中华人民共和国从事海上石油作业邀请信》; (4) 工商行政管理部门签发的外国 (地区) 企业《常驻代表机构登记证明》; (5) 文化部门签发的商业性文艺演出批件 (只适用于来华进行商业演出的申请人)。 The original and photocopy of the Invitation Letter of Duly Authorized Unit or Confirmation Letter of Invitation issued by Chinese relevant units, as well as one of the following approval documents: a) Alien Employment License of the People's Republic of China issued by the Chinese government authority for Human Resources and Social Security; OR b) Permit for Foreign Experts Working in China issued by the State Bureau of Foreign Experts; OR c) Letter of Invitation to Foreigners for Offshore Petroleum Operations in China issued by China National Offshore Oil Corporation; OR d) Registration certificate of the resident representative office of foreign (regional) enterprises issued by related administrative department of industry and commerce; OR e) An approval document for commercial performance issued by Chinese government authority for Cultural Affairs (only applicable to applicants for commercial performances in mainland China).	
非南非籍公民申请签证, 还须提供: For citizens of other countries, the following supplementary document are required:	
有效期不少于半年的在南非居留、工作或学习许可等正本及复印件。 The original and copy of residence, work or study permit in South Africa with at least six months of remaining validity.	

必要时, 领事官员可根据情况要求申请人提供其他证明文件或补充材料, 或要求与申请人面谈。领事官员根据申请人的具体情况决定是否颁发签证及签证的有效期、停留期限和入境次数。

If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant. The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.