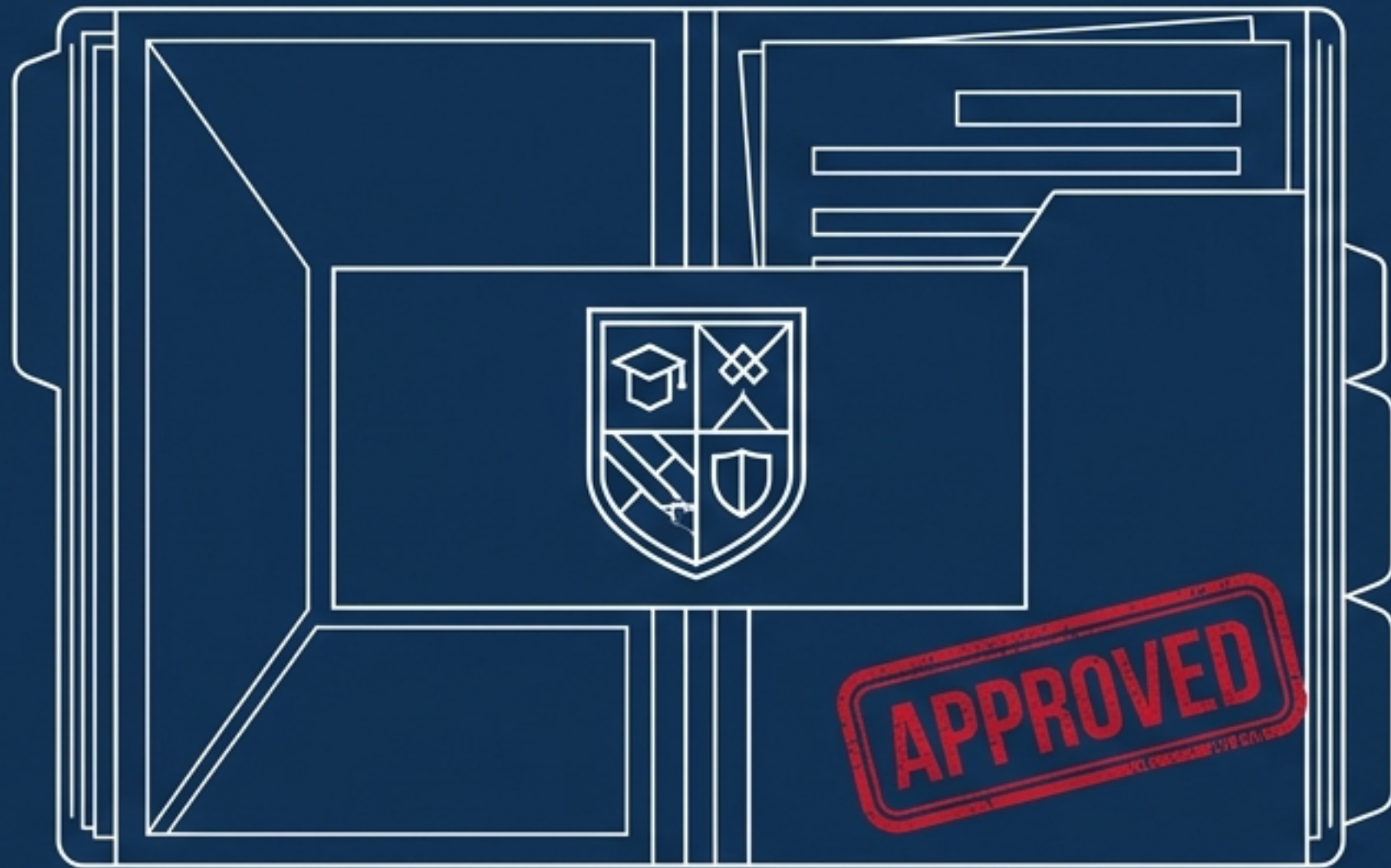


The Zhongshi Blueprint: Navigating the Chinese Visa Process

A definitive diagnostic guide for incoming foreign teachers.



The Reality of Relocation: Three Golden Rules



Geography Dictates Policy

Regulations vary significantly depending on your home country and local embassy. What worked for a colleague may not apply to you.

VERIFIED SOURCE



Precision is Absolute

Chinese bureaucratic standards are exacting. A single missing date or incorrect stamp will cause rejections. Strict compliance is non-negotiable.

AUDIT REQUIRED



Relentless Communication

You are the hero of this process, but our HR team is your guide. Send digital scans of every document for our approval before taking permanent, costly actions.

URGENT ACTION

Diagnostic Matrix: Identify Your Visa Path

Student Visa (X-Visa)	Work Visa (Z-Visa)
<ul style="list-style-type: none">• Condition: Less than two years of post-qualification teaching experience.• Status: Entitles you to the same work privileges as a Work Visa.• Progression: Upgraded to a Z-Visa after completing two years of experience.	<ul style="list-style-type: none">• Condition: More than two years of post-qualification experience + Bachelor's Degree + full teaching certificate.• Status: The standard employment visa for experienced educators.• Progression: Requires an official Letter of Invitation with an Alien License Number prior to application.
Dependents Alert:	
Cannot bring dependents into China.	Can bring dependents (requires extensive family documentation).

The Core Dossier: Universal Requirements

Passport & Photos



Must have **12** months validity remaining and **2** blank pages. Need digital photos (white background, **354x472** pixels, JPG, **40-120KB**) plus **2-4** printed copies.

Degree Certificate



Bachelor's or higher. Original diploma required. Must undergo the full authentication chain (or apostille) and be translated if not in English/Chinese.

Work Experience Certificate



Must detail strictly post-graduation experience. See annotated blueprint for exact formatting.

Criminal Background Check



Issued by national police/judicial authority within the last **6** months. Must be authenticated/apostilled.

Medical Examination



Dated within **6** months. Must be from a Chinese-authority-approved clinic OR completed immediately after arrival in China.

TEFL / TESOL / CELTA



Required if your degree is not in education or you lack a teaching license. Must be **120+** hours.

Anatomy of a Perfect Work Certificate

Must include exact start/end dates and explicitly state employment occurred after graduation.

Must provide a verification contact (HR, Principal, or Direct Supervisor) including Name, Title, Email, and Phone.



Must be printed on official letterhead.

Must explicitly state Job Title, Subject Taught, and Student Age/Grade Level.

Must contain a physical signature and an official institution stamp/seal.

The Chain of Authentication

Required for Degrees, Background Checks, and all Family Certificates.



Step 1: Notarization

Your original document must first be authenticated by a registered Notary Public in the issuing country.



Step 2: Local Foreign Affairs

The notarized document must be stamped by your local, regional, or national Foreign Affairs office (or equivalent government body).



Step 3: Chinese Embassy

Finally, the Chinese Embassy or Consulate in your home country must stamp and legalize the verified document.

Use an Agency: We highly recommend using a **visa agency** to navigate this chain quickly and correctly. (e.g., UK applicants: visaforchina.org).

Critical Discrepancies & Red Flags



The Same-Name Affidavit

Do the names on your passport, degree, and background check match exactly? If a name has changed (e.g., due to marriage), you must provide a notarized, authenticated Same-Name Affidavit.



The Same-Name Affidavit

Do the names on your passport, degree, and background check the dates must match your Work Certificates with zero overlap with your academic study years.



The 6-Month Expiration Trap

Criminal Background Checks and Medical Exams are only valid for 6 months. Do not acquire them too early in the process, or they will expire before arrival.



Expanding the Dossier: The Family Path

Applies to Z-Visa applicants only. Dependents require their own distinct documentation.

Required Documents



Spouse: Marriage Certificate.



Children: Birth Certificates.



Individual passports for each family member.



Digital photos for each family member (3.5 x 4.5 cm).

The Required Processing



Every marriage and birth certificate must be translated into Chinese.



Every certificate must run through the complete Chain of Authentication (Notary -> Foreign Affairs -> Embassy).






The school can only process the **Letter of Invitation** once these authenticated steps are complete.



The Transfer Dossier: Moving Within China

Regulations vary between provinces; we require a complete dossier to prevent complications.

	Recommendation Letter from current employer	
	Release Letter from current employer	
	Foreign Experts Certificate Cancellation Document	
	A currently valid visa.	
	Copy of passport and digital photo.	

Family Transfers: Must also provide marriage/birth certificates, passports, and photos for all dependents.

Flight Logistics: The 30-Day Window Rule

You will initially apply for a 1-month tourist or work visa at your local embassy. Because of this, you must book a flight that adheres to strict entry/exit rules.



Strict 1-Month Window



The Rule

You must present a return flight booked within the 1-month period of your initial arrival.

Example Callout

If you arrive on August 12th, your return flight must be booked for September 11th or earlier.



The Workaround

With most airlines, this return flight can be altered at a later date for a small fee, allowing you to move it to a suitable school vacation. Confirm this policy with your airline before booking.

Form Mechanics: The Address Cheat Sheet

Note: The information below is an example for illustrative purposes only. Please use your actual details.

Where will you stay in China?

*Example International School Dormitory, 123 Example Street,
Example District, Example City, Example Province, China, 100000.*

School Official Address

*Example School Main Campus, 456 Example Road, Example
District, Example City, Example Province, China, 100000.*

Contact Person in China

*John Smith | +86 1234-567-8901 | Room 101, Building Number 1,
Example Street, Example City, Example Province, 100000.*

The Final Mile: Your First 30 Days in Weihai



Arrival & School Dormitory Registration

Enter China on your initial 1-month Tourist (X) or Work (Z) visa and settle in.

The Medical Check

Within a couple of weeks, the school will organize your official health examination at an approved local clinic.

Public Security Bureau (PSB) Visit

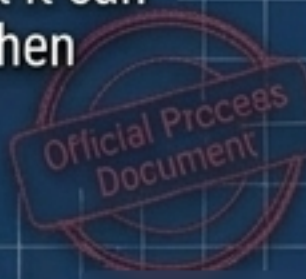
The school will escort you to the local PSB to have your official photo taken and register your residency.

The Visa Upgrade

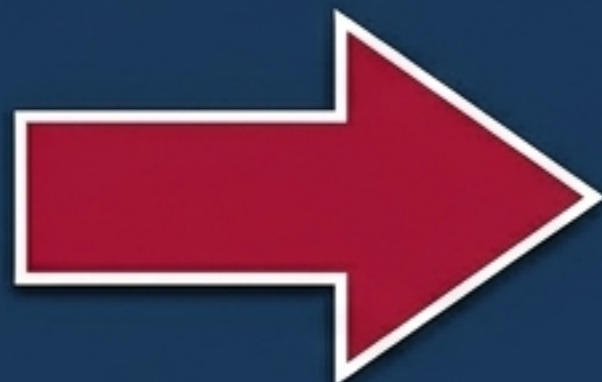
Your 1-month visa is exchanged for a 1-year multiple-entry Visa.

Foreign Expert Certificate (FEC)

Z-Visa holders receive their FEC.
Note: For security reasons, the school normally holds this document, but it can be borrowed when necessary.



Final Protocol: Digital First, Physical Always



Scan Everything

Keep pristine digital scans (PDF + JPG) of every single document in your dossier.

School Review Pipeline

Send these digital scans to our HR team for review before you pay for notarizations, authentications, or flights. Let us catch errors early.

Carry the Originals

When it is time to fly, bring all physical, stamped original documents with you in your carry-on luggage. They are your key to Weihai.

Welcome to Zhongshi International School. We are ready to help you build your blueprint.