Guidance for Z Visa Application for Foreign Experts

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Before Entry into China

1. Application for Notification Letter of Foreigner's Work Permit for a Z visa (over90 days)

For foreigners who come to China for employment over 90 days, a Z visa is needed for him/her and the accompanying family members (spouse and children under the age of 18). A ***Notification Letter of Foreigner's Work Permit*** from the Tianjin Municipal Science and Technology Bureau (TMSTB) is necessary for the application for a Z visa from Chinese Embassies/Consulates in the country of the applicant's nationality.

Please prepare documents listed below and submit them to your school. Staff in your school will help you apply for the ***Notification Letter of Foreigner's Work Permit*** from TMSTB.

	Documents Necessary	**Requirements**	**Note**
1	《外国人来华工作许可通知申请表》 Application Form for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/).	Assistance from the school is necessary.
2	工作资历证明及中文翻译件 Copy of Work Experience Confirmation Letter and the Chinese version	It should be issued by the previous employer including details of work, time span, contact person and official seal of the previous employer.	For those included in the first **two categories of A-level talents** (Appendix1), a Letter of Commitment will work.
3	学历/学位证书、认证及中文翻译件 Copy of diploma of highest degree, its authentication and the Chinese version	It should be authenticated by Chinese embassies/consulates in your country, embassies/consulates of your country in China, authentication agency in your country, or Chinese diploma authentication agencies.	For those included in the **first four categories of A-level talents** (Appendix 1), a Letter of Commitment will work.
4	无犯罪记录证明、认证及中文翻译件 Copy of Certificate of Non-Criminal Records with its authentication and the Chinese version	It should be authenticated by the police, security, or law departments, or authentication agency in your country or habitual place of residence, Chinese embassies in your country, or embassies of your country in China. Certificate of Non-Criminal Records obtained in Hong Kong, Macau and Taiwan should be authenticated by local authentication agencies. A certificate is valid for 6 months.	For those included in all categories of **A-level talents** (Appendix 1), a Letter of Commitment will work.
5	有效体检报告	It should be issued by foreign or	Sample of Physical

	Original document and copy of valid Physical Examination Report	Chinese medical organizations verified by the Chinese Inspection and Quarantine Bureau. A report is valid for 6 months.	Examination Report(Appendix2/3)
6	合同 Copy of Contract and the Chinese version	Details of work, payment, time span, and position should be included with the applicant's signature.	
7	电子照片 Electronic photo	2-inch passport photo taken within 6 months (JPG format).	
8	有效护照 Color copy of valid passport	Photo page and visa page	
9	随行家属材料 Required documents for family members	1. 2-inch passport photo (JPG format) 2. Color copy of valid Passport 3. Physical Examination Report (for family members above 18 years of age) 4. Copy of Marriage Certificate or Birth Certificate and the Chinese version	
10	60 岁以上人员材料 Required documents for foreigners above 60 years of age	1. Health Guarantee Letter 2. Copy of Health Insurance Proof	Assistance from the school is necessary.
Location: Window No. 33, First Floor , Tianjin Administrative Licensing Service Center, No.79 Hongxing Rd., Hedong District, Tianjin (天津市行政许可服务中心一楼 33 号窗口/河东区红星路 79 号) Tel: 24538914 Work Time: 9:00-12:00, 13:30-16:00, Monday to Friday			

2. Application for Notification Letter of Foreigner's Work Permit for a Z Visa (90 days or less)

For foreigners who come to China for employment for 90 days or less, a ***Notification Letter of Foreigner's Work Permit*** from the TMSTB is necessary for the application of a Z visa from Chinese Embassies/Consulates in the country of the applicant's nationality.

Please prepare documents listed below and submit them to your school. Staff in your school will help you apply for the *Notification Letter of Foreigner's Work Permit* from TMSTB.

	Documents Necessary	**Requirements**	**Note**
1	《外国人来华工作许可通知申请表》 Application Form for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/).	Assistance from the school is necessary.
2	合同 Copy of Contract and the Chinese version	Details of work, payment, time span, position should be included with the applicant's signature.	
3	有效护照 Color copy of valid passport	Photo page and visa page	
4	有效体检报告 Original document and copy of valid Physical Examination Report	It should be issued by foreign or Chinese medical organizations verified by the Chinese Inspection and Quarantine Bureau. A report is valid for 6 months.	Sample of Physical Examination Report(Appendix2/3)
5	随行家属材料 Required documents for family members	1. 2-inch passport photo (JPG format) 2. Color copy of valid passport 3. Physical Examination Report (for family members above 18 years of age) 4. Copy of Marriage Certificate or Birth Certificate and the Chinese version	
6	60 岁以上人员材料 Required documents for foreigners above 60 years of age	1. Health Guarantee Letter 2. Copy of Health Insurance Proof	Assistance from the school is necessary.
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

After Entry into China

The holder of a Z visa should go through ***Foreigner's Work Permit*** application from TMSTB and ***Residence Permit*** application from Entry-Exit Administration of Tianjin Public Security Bureau (Entry-Exit Administration of TPS) within 30 days after entry into China. For Z visa holders who stay in China less than 30 days, the ***Residence Permit*** application can be waived.

3. Application for Foreigner's Work Permit and Residence Permit

3.1.Residence Registration Card

Foreigners should complete their residence registration within 24 hours after entry into China in the local police station. (Those who live in hotels which may help with such connection can do the registration at the hotels.)

Please prepare documents listed below and submit them to your school. Staff in your school shall assist you to get the *Residence Registration Card*.

	Documents Necessary	**Requirements**	**Note**
1	Application Form for Residence Registration Card		Assistance from the school is necessary.
2	Passport	Both the original document and a copy should be provided.	
3	Electronic photo	2-inch passport photo	

3.2.Physical Examination

The physical examination should be done within 7 days after entry. Please bring the documents listed below to do the examination in the morning on an empty stomach in Tianjin International Travel Health Care Center. The School shall provide assistance when necessary. The examination report can be obtained within two weekdays.

	Documents Necessary	**Requirements**
1	Passport	Both the original document and a copy should be provided.
2	3 photos	2-inch passport photo
3	Examination fee: Around RMB 600	
Location of the Examination Center: Tianjin International Travel Health Care Center, 2-1126, No. 2 Tanggu Xingang Rd, Binhai New Area, Tianjin (天津国际旅行卫生保健中心/塘沽新港 2 号路 2-1126) Tel：86-22-66706315 86-22-66706317 Work time: 8:30 am-11:00 am, Monday to Friday		

3.3.Foreigner's Work Permit

Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to get the ***Foreigner's Work Permit***.

3.3.1 Applicant with a Z visa please prepare the documents below

	Documents Necessary	**Requirements**	**Note**
1	Z 签证页和入境海关盖章页 Color copy of Z Visa page and		

	Customs Stamp page		
2	有效签证或居留许可 Valid Visa or Residence Permit	The original document should be provided.	
3	电子照片 Electronic photo	2-inch passport photo in white background	
4	有效体检报告 Valid Physical Examination Report	The original document should be provided.	For those who committed to do physical examination after entry into China.
5	随行家属材料 Required documents for family members	1. Passport 2. Physical examination report (family members above 18 years of age) 3. Copy of Marriage Certificate or Birth Certificate and Chinese version	
6	申请《外国人来华工作许可通知》时所用材料的原件 All original documents in the application of *Notification Letter of Foreigner's Work Permit* before entry.		
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

3.3.2. Applicants with other visa types please prepare the documents below.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证申请表》 Application Form for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	高层次人才证明 Professional title certificate,/Evidence of High-end Foreign Expert	The official documents should be provided.	Assistance from the school is necessary.
3	工作资历证明、最高学位（学历）证书、无犯罪记录证明承诺函原件 Letters of Commitment of Work Experience, Highest Diploma and Non-Criminal Pledge with Chinese version(Appendix 5)	The original documents should be provided.	
4	有效体检报告 Valid Physical Examination Report	The original document should be provided.	
5	合同 Contract and the Chinese version	Details of work, payment, time span, position should be included with applicant's signature.	

6	电子照片 Electronic photo	2-inch passport photo	
7	护照、有效签证或居留许可 Valid passport, visa or Residence Permit	There should be more than 6 months before the expiration date.	
8	随行家属材料 Required documents for family member	1. Passport 2. Physical Examination Report (above 18 years of age) 3. Copy of Marriage Certificate or Birth Certificate and their Chinese version	
9	60 岁以上人员材料 Required documents for foreigners above 60 years of age	1. Health Guarantee Letter 2. Copy of Health Insurance Proof	Assistance from the school is necessary.
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

3.4.Residence Permit

The Residence Permit should be applied from the Entry-Exit Administration of TPS within 30 days after entry. Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to get the *Residence Permit*.

	Documents Necessary	**Requirements**	**Note**
1	天津市外籍教师、留学生签证、居留许可申请函 Foreign Expert/Student Visa/Residence Permit Application Form		Assistance from the school is necessary.
2	外国人签证、居留许可申请表(附件 4) Visa/Stay Permit/Residence Permit Application Form（Appendix 4））	Please fill in Category 1-4 and paste the photo (2-inch passport photo in white background).	Assistance from the school is necessary.
3	境外人员住宿登记备查卡原件及复印件 Residence Registration Card	Both the original document and a copy should be provided.	
4	有效护照原件 Valid passport	The original document should be provided.	
5	高层次人才证明 Professional title certificate,/Evidence of	The official documents should be provided.	Assistance from the school is necessary.

	High-end Foreign Expert		
6	《外国人工作许可证》原件和复印件 Foreigner's Work Permit	Both the original and a copy should be provided.	
7	随行家属材料 Required documents for family members	1. Foreign Expert/Student Visa/Residence Permit Application Form 2. Take a photo in the Entry-Exit Administration 3. Original documents of the passport and Physical Examination Report, copy of Residence Registration Card and Marriage certificate or birth certificate, and the Chinese version	
		If family members entered with S2 Visa, the Marriage Certificate, Birth Certificate, or other relationship certificates need to be authenticated by the Chinese Embassies/Consulates. If entered with S1 Visa, the authentication is exempted.	
8	Applicants should go to Entry-Exit Administration of TPS to submit required documents in person, take a photo, and be interviewed.		
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday Fees: 400 RMB for one year or less; 800 RMB for more than one year			

4. Extension of Foreigner's Work Permit and Residence Permit

4.1.Extension of Foreigner's Work Permit

The extension of Foreigner's Work Permit should be applied 90-30 days before the expiration date. Please prepare documents listed below and submit them to your School. Staff in your School shall assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证变更申请表》 Application Form for Extension of Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	新签署的有效中文工作合同或工作协议 New contract or Agreement and the Chinese version	Details of work, payment, time span, position should be included with the applicant's signature. Both the original document and a copy should be provided.	
3	签证或有效居留许可 Valid Visa or Residence Permit	Both the original document and a color copy should be provided.	
4	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a color copy should be provided.	
5	随行家属材料 Required documents for family members	Both the original document and a color copy of valid visa or Residence Permit, relationship certificate and Chinese version should be provided.	
6	60 岁以上人员材料 Required documents for foreigners above 60 years of age	1. Health Guarantee Letter 2. Copy of Health Insurance Proof	Assistance from the school is necessary.
7	If the work position has been changed, proof of change should be provided.		
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

4.2.Extension of Residence Permit

The extension of Residence Permit should be applied 30 days before the date of expiration. Please prepare documents listed below and submit them to your School. Staff of your School shall assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《天津市外籍教师、留学生签证、居留许可申请函》 Foreign Expert/ Visa, Student Visa/Residence Permit Application Form		Assistance from the school is necessary.

2	《外国人签证、居留许可申请表》（附件 4） Visa/Stay Permit/Residence Permit Application Form（Appendix 4）	Please fill in Category 1-4 and paste the photo (2-inch passport photo in white background).	
3	境外人员住宿登记备查卡原件及复印件 Residence Registration Card	Both the original document and a copy should be provided.	
4	有效护照原件 Valid Passport	Both the original document and a copy should be provided.	
5	《外国人工作许可证》原件和复印件 Foreigner's Work Permit	Both the original document and a copy should be provided.	
6	随行家属材料 Required documents for family members	1. Foreign Expert/Student Visa/Residence Permit Application Form 2. Visa/Stay Permit/Residence Permit Application Form 3. Valid passport and visa, Residence Registration Card	
7	60 岁以上人员材料 Required documents for foreigners above 60 years of age	Valid Physical Examination Report should be provided.	
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday Fees: 400 RMB for one year or less; 800 RMB for more than one year			

5. Application of Foreigner's Work Permit and Residence Permit (Change Employer)

If you change employer, but still have valid Foreigner's Work Permit and Residence Permit, you should apply for new Foreigner's Work Permit and Residence Permit in the city you will work. Please prepare documents listed below and submit them to your School. Staff of your School shall assist you to go through the procedures.

5.1.Foreigner's Work Permit

	Documents Necessary	Requirements	Note
1	《外国人工作许可证申请表》 Application Form for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	原《外国人工作许可证》注销材料证明 Evidence of Cancellation of the previous Foreigner's Work Permit	Both the original and a copy should be provided.	
3	原单位开具的无经济纠纷离职证明 Certification of Resignation and the Chinese version	It should be issued by the previous employer. Both the original and a copy should be provided.	
4	工作资历证明 Work Experience Confirmation Letter and Chinese version	It should be issued by the previous employer including details of work, time span, contact person and official seal of the previous employer. Both the original and a copy should be provided.	For those who change work
5	有效体检报告 Valid Physical Examination Report	Both the original and a copy should be provided.	
6	合同 New Contract	Details of work, payment, time span, position should be included with the applicant's signature.	Assistance from the school is necessary.
7	电子照片 Electronic photo	2-inch passport photo	
8	有效签证或居留许可 Valid visa or residence permit	Both the original and a color copy should be provided.	
9	随行家属材料 Required documents for family members	1. Passport 2. Physical examination report (above 18 years of age) 3. Copy of Marriage certificate or birth certificate and the Chinese version	

10	60 岁以上人员材料 Required documents for foreigners above 60 years of age	1. Health Guarantee Letter 2. Copy of Health Insurance Proof	Assistance from the school is necessary.
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

5.2.Residence Permit

5.2.1. Transfer employer from other cities to Tianjin

	Documents Necessary	Requirements	Note
1	天津市外籍教师、留学生签证、居留许可申请函 Foreign Expert/student Visa/Residence Permit Application Form		Assistance from the school is necessary.
2	外国人签证、居留许可申请表（附件 4） Visa/Stay Permit/Residence Permit Application Form（Appendix 4）	Please fill in Category 1-4 and paste the photo (2-inch passport photo in white background).	
3	原单位开具的离职证明 Certificate of Resignation and the Chinese version	It should be issued by the previous employer. Both the original document and a copy should be provided.	
4	新办的《外国人工作许可证》 New Foreigner's Work Permit	Both the original document and a color copy should be provided.	
5	境外人员住宿登记备查卡原件及复印件 Residence Registration Card	Both the original document and a copy should be provided.	
6	有效护照原件 Valid passport	The original document should be provided.	
7	随行家属材料 Required documents for family members	1. Visa/Stay Permit/Residence Permit Application Form 2. Take photo in the Entry Exit Administration 3. Original documents of passport and Physical Examination Report, copy of Residence Registration Card and Marriage certificate or birth certificate, and the Chinese version	
		If entered with S2 Visa, the Marriage Certificate, Birth Certificate, or other relationship certificate need to be	

		authenticated from the Chinese Embassies/Consulate. The original document, copy and Chinese version should be provided.
8	Applicant should go to Entry-Exit Administration of TPS to submit required documents in person, take a photo, and be interviewed.	
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday Fees: 400 RMB for one year or less; 800 RMB for more than one year		

5.2.2. Transfer employer inside Tianjin

	Documents Necessary	Requirements	Note
1	天津市外籍教师、留学生签证、居留许可申请函 Foreign Expert/Student Visa/Residence Permit Application Form		Assistance from the school is necessary.
2	外国人签证、居留许可申请表（附件 4） Visa/Stay Permit/Residence Permit Application Form（Appendix 4）	Please fill in Category 1-4 and paste a photo (2-inch passport photo in white background).	
3	原单位开具的离职证明 Certificate of Resignation	It should be issued by the previous employer. Both the original document and a copy should be provided.	
5	新办的《外国人工作许可证》 New Foreigner's Work Permit	Both the original document and a copy should be provided.	
6	境外人员住宿登记备查卡原件及复印件 Residence Registration Card	Both the original document and a copy should be provided.	
7	有效护照原件 Passport	The original document should be provided.	
8	随行家属材料 Required documents for family members	1. Visa/Stay Permit/Residence Permit Application Form 2. Take photo in the Entry Exit Administration 3. Original documents of passport and Physical Examination Report, copy of Residence Registration Card and Marriage certificate or birth	If entered with S2 Visa, the Marriage Certificate, Birth Certificate, or other relationship certificate need to be authenticated by the Chinese Embassies/Consulate. The original

		certificate, and Chinese version	document, copy and Chinese version should be provided.
9	Applicant should go to Entry-Exit Administration of TPS to submit required documents in person, take a photo, and be interviewed.		
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday Fee: 400 RMB for one year or less; 800 RMB for more than one year			

6. Application for Residence Permit for Foreign Scholar's Family Members

Foreigner's family members with a S1 or S2 visa could apply for a Residence Permit from Entry-Exit Administration of TPS. Please prepare documents listed below and submit them to the School. Staff of the School shall assist you to go through the procedures.

	Documents Necessary	**Requirements**	**Note**
1	天津市外籍教师、留学生签证、居留许可申请函 Foreign Expert Visa/student Visa/Residence Permit Application Form		Assistance from the school is necessary.
2	外国人签证、居留许可申请表（附件 4） Visa/Stay Permit/Residence Permit Application Form (Appendix 4)	Please fill in Category 1-4 and paste a photo (2-inch passport photo in white background).	
3	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a copy should be provided.	
4	境外人员住宿登记备查卡 Residence Registration Card	Both the original document and a copy should be provided.	
5	有效护照原件 Passport	The original document should be provided.	
6	有效体检报告原件 Valid Physical Examination Report	The original document should be provided.	Family members above 18 years of age should provide.
7	亲属关系证明 Marriage Certificate or Birth Certificate, and Chinese version.	Both the original document and a copy should be provided.	If entered with S2 Visa, the Marriage Certificate, Birth Certificate, or other relationship certificate need to be authenticated by the Chinese Embassies/Consulates. The original document, copy and Chinese version should be provided.
8	Applicants should go to Entry-Exit Administration of TPS to submit required documents in person, take photo, and be interviewed.		
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday Fees: 400 RMB for one year or less; 800 RMB for more than one year			

7. Application of Information Change on Foreigner's Work Permit and Residence Permit

If you change the passport number, work position or residence information, please apply for the change of Foreigner's Work Permit and Residence Permit within 10 days. Please prepare the listed documents below and submit them to your school, and staff of your school will assist you to go through the procedures.

7.1. Renewal of Foreigner's Work Permit

	Documents Necessary	Requirements	Note
1	《外国人工作许可证变更申请表》 Application Form of Change for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a color copy should be provided.	
3	新旧护照复印件/新旧住宿登记备查卡和其他材料 New and old passport/ Residence Registration Card and other materials required	Both the original document and a color copy should be provided.	
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

7.2. Renewal of Residence Permit for a New Passport

	Documents Necessary	Note
1	天津市外籍教师、留学生签证、居留许可申请函 Foreign Expert/student Visa Residence Permit Application Form	Assistance from the school is necessary.
2	外国人签证、居留许可申请表（附件 4） Visa/Stay Permit/Residence Permit Application Form （Appendix 4）	Please fill in Category 1-4 and paste a photo (2-inch passport photo in white background).
3	住宿登记备查卡 Residence Registration Card	All information should keep in line with the new passport.
4	新旧护照 New and old passports	Both the original document and a copy should be provided.
5	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a copy should be provided.
Location of Entry-Exit Administration of TPS: No. 19, Shouan Street, Hebei District, Tianjin 河北区寿安街 19 号 Tel:86-22-24458825 Work Time: 9am-17pm from Monday to Thursday, 9am-16pm on Friday		

Fees: 400 RMB for one year or less; 800 RMB for more than one year

8. Cancellation of Foreigner's Work Permit

If you resign from the current job, please apply for the Cancellation of Foreigner's Work Permit within 10 days before the resignation. Please prepare the listed documents below and submit them to the school, and staff of the school will assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证注销申请表》 Application Form of Cancellation for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	《外国人工作许可证》 Foreigner's Work Permit	Both the original document and a color copy should be provided.	
3	原单位开具的无经济纠纷离职证明 Certificate of Resignation	Both the original document and a copy should be provided.	Assistance from the school is necessary.
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			

9. Reissuance of Foreigner's Work Permit (Lost or Damaged)

If your Foreigner's Work Permit is lost or damaged, you need to apply for a new one. Please prepare the listed documents below and submit them to your school, and staff of your school will assist you to go through the procedures.

	Documents Necessary	Requirements	Note
1	《外国人工作许可证补办申请表》 Application Form of Replacement for Foreigner's Work Permit	Apply online (https://fuwu.most.gov.cn/lhgzweb/)	Assistance from the school is necessary.
2	在本市报纸刊登的遗失声明 Lost Announcement published on local newspapers		If you can provide the damaged card, the announcement is exempted.
3	电子照片 Electronic photo	2-inch passport photo in white background	
Location of TMSTB: Second Floor ,Tianjin Human Resources Development Service Center, China, No.58 Jiulong Rd, Hexi District, Tianjin (中国天津人力资源开发服务中心二楼/河西区九龙路 58 号) Tel:86-22-23269359 Work Time: 8:30-12:00, 14:00-17:30, Monday to Friday			