



## Haikou Foreigners Comprehensive Service Window 海口市外国人服务综合窗口

GUIDE TO APPLYING FOR A WORK &  
RESIDENCE PERMIT FOR FOREIGNERS  
COMING TO WORK IN HAIKOU

申办外国人来华工作许可和居留许可服务指南



# Welcome to Haikou!

## 海口欢迎您！

***Dear distinguished guest,***

*We would like to wish you a warm welcome to Haikou City and we hope you enjoy your time here. This guide book has been put together to assist you and your employer in applying for a work or residence permit for foreigners in China.*

尊敬的来宾：

我们热诚地欢迎您到海口来，希望您喜欢在海口的愉快时光。本指南旨在于协助您和您的用人单位申请外国人来华工作及居留许可。

### **Address and contact information:**

Comprehensive service window for foreigners,  
A21-23 First floor,  
Government service center,  
No.1 Binhai Park road,  
Longhua district, Haikou city.

海口市龙华区

滨海公园路

1号市民游客中心

一楼政务服务

A21-23外国人服务综合窗口。

# Process for foreigners working in China application

## 外国人来华工作申请流程

According to Article 41 of the Law of the People's Republic of China on Exit-Entry Administration, foreigners working in China shall obtain work permits and work-type residence certificates in accordance with regulations.

Foreigners working in Haikou generally need to go through the following process steps and prepare the following required materials.

根据《中华人民共和国出境入境管理法》第四十一条规定：外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。外国人来海口工作一般需要走如下流程步骤及准备如下所需材料。

### Steps before foreigners enter China: 外国人入境前步骤

1. Log in to the “Foreigners Working in China Management Service System” to apply for the “Notice of Foreigner’s Work Permit in China.”

登陆“外国人来华工作管理服务系统”申办《外国人来华工作许可通知》

2. Apply for the “Z” visa (working visa) from our embassy or consulate abroad.

向我驻外使领馆申请“Z”字签（工作签）

3. Entering with "Z" visa. 持“Z”签入境。

### Steps for foreigners after entry: 外国人入境后步骤

1. Health check-up (health certificate) 进行健康体检（健康证）

2. Application for "Foreigner's Work Permit in China" (work permit)

申领《外国人来华工作许可证》（工作许可证）

3. Work residence permit (Residence permit)

工作类居留许可。（居留许可证）

# Online registration application by employer or agent.

## 用人单位或委托的专门服务机构在线注册申请

### Where to submit and download relevant documents for work permit application.

#### 申办提交和下载工作许可材料及要求

To apply for the "Application form for work permit for foreigners in China" and "work permit for foreigners to work in China" log into the "management and service system for foreigners working in China" on <http://fwp.safea.gov.cn/>. Log in with [hkwgrfw@163.com](mailto:hkwgrfw@163.com) to download required materials and templates (ask our staff for the password).

申办《外国人来华工作许可通知》《外国人来华工作许可证》可登陆“外国人来华工作管理服务系统”<http://fwp.safea.gov.cn/>，相关材料及要求详见《外国人来华工作许可服务指南（暂行）》。或者登陆邮箱：[hkwgrfw@163.com](mailto:hkwgrfw@163.com)了解或下载所需材料及模板（向工作人员索取登陆密码）。

For further information on applications and relevant documents required please see "guidelines for foreigners work permit service in China"

有关申请和相关工作许可文件的更多信息，请参阅“外国人在中国工作许可服务指南”。

**外国人来华工作管理服务系统**  
Service system for foreigners working in China

我在注册 马上登录

网站首页 政策法规 办理流程 系统操作 公告通知 岗位信息 遗失公告 在线留言



最新资讯



人才签证外国国籍  
人才认证



持R字签证信息  
更新系统



外国人来华工作  
许可办理



用人单位  
注册

[www.tropicalhainan.com](http://www.tropicalhainan.com)



# Online registration application steps for employers and agents

## 用人单位或委托的专门服务机构在线注册申请步骤

### Documents required to submit online.

#### 在线提交所需的文件

1. Registration form 信息注册表
2. Proof of legal registration  
合法登记证明
3. Identification of person in charge or manager 负责人及经办人身份证明
4. Industry license certification documents  
行业许可证明文件

5. The official seal of the employer  
(authorized personnel of Foreign Affairs Department should print the official seal authorization certificate, and it then needs to be stamped and scanned into an electronic version to upload)

用人单位如授权人事或外事等部门公章，应在线打印公章授权登记证书，并且需要盖章后扫描成电子版进行上传

6. Authorization letter of the unit (with the official seal of the unit).

单位授权书（加盖单位公章）



## Application for work permit or invitation letter for foreign experts to work in China (90 days or less, including 90 days)

申请外国人来华工作许可或外国专家来华邀请函（来华工作90日以下，含90日）

1. Application form for work permit for foreigners in China.

外国人来华工作许可申请表

2. Employment contract or proof of appointment (including dispatch letter from multinational company). 聘用合同或任职证明（包括跨国公司派遣函）

3. Applicant's passport or international travel document information page, electronic photo. 申请人护照或国际旅行证件信息页、电子照片

## Apply for the “permit for foreigners in the People's Republic of China”. 申领《中华人民共和国外国人工作许可证》

1. Visa (Z or R) or valid residence permit (visa page, entry signature or residence permit information page) held by the applicant.

申请人所持签证（Z字或R字）或有效居留许可（签证页、入境签章页或居留许可信息页）

2. The employment contract or proof of appointment (including dispatch letter from multinational company)

聘用合同或任职证明（包括跨国公司派遣函）

3. Medical certificate 体检证明

# Materials required for applying for a work permit. 申请工作许可证所需的材料。

**Applying for a work permit for foreigners to work in China (more than 90 days working in China, not including 90 days).**

**申请外国人来华工作许可（来华工作90日以上，不含90日）**

1. Application form for work permit for foreigners in China.

外国人来华工作许可申请表。

2. Work qualification certificate. 工作资历证明。

3. Highest education certificate or relevant approval documents, professional qualification certificates. 最高学位（学历）证书或相关批准文书、职业资格证明。

4. Certificate of non criminal record issued by the applicant's home country or country of long term residence (region).

申请人国籍国或长期居住国（地区）官方出具的无犯罪记录证明。

5. Medical certificate. 体检证明。

6. Employment contract or proof of appointment (including dispatch letter from multinational company). 聘用合同或任职证明（包括跨国公司派遣函）

7. Applicants passport or international travel document information page ,electronic photo. 申请人护照或国际旅行证件信息页、电子照片。

8.Relevant supporting documents of accompanying family members.  
随行家属相关证明材料。

**For applicants already in China please also supply**

**对境内申请外国人来华工作许可的申请人，请也提供：**

Applicant's current (Z or R) or valid residence permit (visa page, entry signature page or residence permit information page).

# Required materials for application of a work type residence permit for foreigners.

## 外国人申请工作类居留许可所需材料

Once you have received your work permit after successfully completing the steps on the previous pages, you will need to apply for your residence permit .

当您成功地完成了以上页面的步骤，收到工作许可证后，您将需申请您的居留许可。

### Required documents （photocopies must be A4 size）

#### 所需文件（所有材料均用A4纸复印）

1. Foreign visa application form 外国人签证证件申请书；
2. A 2-inch photo on a white background with photo data barcode attached (this can be attained at the visa office. The photo with bar code is authorized by the Exit-Entry Administration Bureau of Hainan Provincial Public Security Department (PSB). The photo is to be taken without glasses or facial accessories.  
彩色白底2寸相片一张，需有海南省公安厅出入境管理局授权相馆使用的相片数据条码（要求免冠，不戴眼镜及配饰，可于受理大厅走廊拍照处或其他授权相馆拍摄生成）；
3. The applicants passport (original and photocopy, the photocopy to include: information page, current valid visa page, entry stamp for the last entry into China)  
申请人的护照（原件及复印件，复印件包括：资料页、当前有效签证页、最近一次入境中国的入境章）
4. Application form (stamped with the official seal of the unit)  
单位申请书 (加盖单位公章)
5. Copy of the unit registration certificate (stamped with the official seal of the unit)  
单位登记证书复印件(加盖单位公章)
6. “Accommodation registration certificate” issued by the police station  
派出所开具的《住宿登记证明》
7. If you are late in applying for a work visa, you will need to provide a description of your situation before you can apply and a letter of commitment to comply with Chinese laws and regulations ( with the official seal of the unit)  
来不及出境办理工作签证的，需提供来不及出境办理工作签证的情况说明和遵守中国法律法规的承诺书（加盖单位公章）



# Health check-up

## 健康检查

Reservations can be made through the Haikou Foreign Service Comprehensive Window. You can also go directly to the physical examination site for consultation and medical examination.

可通过海口市外国人服务综合窗口进行预约。也可以直接到体检地点咨询、进行体检。

### Location for physical examination

Hainan international travel health care center,  
175 Binhai avenue,  
Haikou city, Hainan province,  
Contact: 68651113



体检地点： 海南省海口市滨海大道175号海南国际旅行卫生保健中心

联系电话:68651113。

As of April 28, 2020, Haikou city officially opened a “comprehensive service window for foreigners” In the future, foreigners will not need to wait for or go and collect their health certificate after completing the medical examination. The medical examination report will be sent directly to the Municipal Services Center.

从2020年4月28日起，我市已正式启用“外国人服务综合窗口”。目前已实现出境检验检疫（健康证）、外专（工作许可证）、出入境（居留许可）等三个部门“三窗合一”办理业务。今后，外国人做完体检后无需等候或再次上门取健康证明，体检结果报告将直接被送达市政务服务中心“外国人服务综合窗口”。

# Required documents for changing, replacing, extension or cancelling work permits.

## 变更、更换、延长或注销工作许可证所需的文件

### Application for change of work permit for foreigners in China

#### 申请外国人来华工作许可变更

1. Application form for change of work permit for foreigners in China.  
外国人来华工作许可变更申请表
2. Documents supporting the application for change. 申请变更事项的证明文件

### Application of an extension of work permit for foreigners in China.

#### 申请外国人来华工作许可延期

1. Application form for extension of work permit for foreigners in China.  
外国人来华工作许可延期申请表
- 2..Employment contract or proof of appointment (including dispatch letter from multinational company). 聘用合同或任职证明（包括跨国公司派遣函）
- 3.Applicant's passport or international document information page, electronic photo  
申请人护照或国际旅行证件信息页、电子照片
4. "Foreigner work permit" (front and back) 《外国人工作许可证》（正反面）
5. Applicant's valid residence permit information page.  
申请人有效居留许可信息页

### Application to cancel the work permit 申请外国人来华工作许可注销

- 1.Application form for cancelation of work permit for foreigners in China 外国人来华工作许可注销申请表
- 2.Proof of termination of contract from employer  
聘用关系解除、合同终止的证明材料

### Apply for reissue of a new work permit for foreigners in China

#### 申请外国人来华工作许可证补办

1. Application form for reissue of foreigner's work permit in China.  
外国人来华工作许可证补办申请表
2. Description of loss or damage to the applicants work permit.  
申请人遗失或毁损情况说明

**For more information on working in China, news and policies,  
please refer to the channels below**

**关于外国人来华工作的相关政策文件及资讯，您还可以通过以下渠道查询**

Service system for foreigners working in China 外国人来华工作管理服务系统  
<http://fwpsafea.gov.cn>

Department of Science and Technology for Hainan Province (Bureau of Foreign Experts Affairs) 海南省科技厅（海南省外国专家局）  
网站 <http://dost.hainan.gov.cn>

Haikou Science Technology and Industry Information Bureau (Haikou Foreign Experts Bureau) 海口市科学技术工业信息化局（海口市外国专家局）  
网站 <http://kgxj/haikou.gov.cn>

Haikou Public Security Bureau (Entry and Exit Management Sub-branch)  
海口市公安局（出入境管理支队）  
网站 <http://police.haikou.gov.cn>

Hainan Work Talent Website 海南省人才工作网站  
[www.hainanrc.gov.cn](http://www.hainanrc.gov.cn)

Haikou Work Talent Website 海口市人才工作网站  
<http://www.hkrc.gov.cn>

Comprehensive Hainan Island English information Website  
海南综合英文资讯网站  
<http://www.tropicalhainan.com>

You can also follow The Haikou Guide  
by scanning the QR code.

您也可以扫二维码

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[www.tropicalhainan.com](http://www.tropicalhainan.com)





**Thank you for choosing  
Haikou. We sincerely  
hope you enjoy your stay  
in Hainan.**

**感谢您选择海口。  
我们诚挚地希望您喜欢  
在海南的愉快时光。**



