

Guidline

If it is the first time you apply for the residence permit visa in Shanghai, you need:

Firstly, go to First floor of Shanghai Entry and Exit Bureau (No. 1500 Minsheng Road, Pudong district, Shanghai) (上海市浦东新区民生路 1500 号上海市出入境管理局) to take an electronic picture. Kind remind: this service is free.

Secondly, go to Third floor of Shanghai Entry and Exit Bureau to submit the application of the residence permit(工作类居留许可).

If it is not the first time you apply for the residence permit visa in Shanghai, you need:

Go to Third floor of Shanghai Entry and Exit Bureau (No. 1500 Minsheng Road, Pudong district, Shanghai)(上海市浦东新区民生路 1500 号上海市出入境管理局) to submit the application of the residence permit(工作类居留许可).

Attention:

Work time: Monday to Friday 9 AM-11:30AM

13:00PM-17:00PM

Time needed: Your passport will be kept by the police officer for 8 work days after that you can collect it back with the new residence permit.

For collection: after you submit the application, you will get one page of collection sheet. You need to go to Shanghai Entry and Exit Bureau (No. 1500 Minsheng Road, Pudong district, Shanghai) (上海市浦东新区民生路 1500 号上海市出入境管理局) to collect your passport back with the collection sheet and RMB 800 (only cash). If I give you the Foreign Expert Certificate Card for the application, please remember returning that to me.