



海外人才“七项指南”  
the "Seven Guides"  
for overseas talents

# EXIT AND ENTRY MATTERS 出入境事项指南

上海国际服务门户网站长宁官方网页



INTERNATIONAL SERVICES  
SHANGHAI CHANGNING



This guide offers instructions for handling essential procedures related to the **entry and exit** of foreign nationals. It focuses on procedures such as applying for **work permits, visas, and residence permits**, as well as **exchanging foreign currencies** upon arriving in China. Additionally, it covers **departure services**, including the cancellation of work permits, the declaration of goods for departure, and the processing of departure tax refunds before leaving the country. The document is designed to offer comprehensive guidance, ensuring a smooth and hassle-free entry and exit experience for foreign nationals.



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Let's GO



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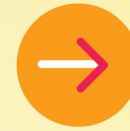
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# I. Entry Procedure Guidelines



## 1.1 Visa Application for Foreign Nationals

### Visa Guidelines for Foreign Nationals



**L**  
(tourist)  
visa

**M**  
(business)  
visas

**F**  
(visitor)  
visas

**R**  
(talent)  
visas

**G**  
(transit)  
visa

Port  
Visa  
Application

**Q2**  
(reunion)  
visas

**S2**  
(short-term  
private  
affairs) visas

**X2**  
(short-term  
study) visas



Scan the code

**C**  
(Steward)  
visa

**J-2**  
(short-term  
journalist)  
visas

## **Announcement of National Immigration Administration, P.R.C. on Further Relaxing and Optimizing Visa-Free Transit Policy for Foreign Nationals**



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**GO Travel**

## **FAQs on Unilateral Visa-free Policies**



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## **Notice on Special Visa Facilitation for Foreign Business People to Shanghai**

In order to further facilitate foreign business people in coming to Shanghai for business activities, the following special visa facilitation measures will be taken for eligible foreign business people.



### **I. Who can benefit**

The foreign business people in this Notice primarily refer to “foreign nationals who need to frequently come to China for business activities and have made positive contributions to Shanghai's international business and trade cooperation, as well as their spouses and children”. Inviting organizations include state-owned, private and foreign-invested enterprises.

### **II. What is it about**

### **III. How to make application**

### **IV. Things to Note**

### **V. Others**



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## Contacts of Relevant Unit

S/N	Unit	Contact information
1	Shanghai Municipal Commission of Commerce	23110626
2	Shanghai Economic and Information Technology Commission	23119402
3	Shanghai State-owned Assets Supervision and Administration Commission	23115737
4	China (Shanghai) Pilot Free Trade Zone Lin-gang Special Area Administration	68283063
5	Management Committee of Shanghai Hongqiao International Central Business District	34733922
6	Administration Committee of Shanghai Chemical Industry Park	67126666-6602
7	Shanghai Foreign Investment Association	32231056
8	Pudong New Area	28282638
9	Huangpu District	33134800-12721
10	Jing'an District	62560153
11	Xuhui District	64872222-1216
12	Changning District	22051451
13	Putuo District	52564588-2580
14	Hongkou District	25657931
15	Yangpu District	25033655
16	Baoshan District	56691011-1513
17	Minhang District	64121144
18	Jiading District	69989867
19	Jinshan District	57921316
20	Songjiang District	37735816
21	Qingpu District	59728001
22	Fengxian District	67184258
23	Chongming District	59622324-8319

## 1.2 Accommodation Registration for Foreign Visitors in Shanghai

1. The regulations for overseas personnel regarding accommodation registration

2. How can overseas personnel handle accommodation registration?

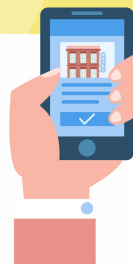
3. How do I handle accommodation registration through the "Self-service Declaration System for Overseas Personnel's Accommodation Registration"?

4. What to do if incorrect information is submitted and approved?

5. What if the system indicates "Your declaration was unsuccessful, please declare at the local public police security service window"?

6. When is re-registration not required?

7. How can I obtain the "Foreigner Accommodation Registration Form" after completing the accommodation procedures?



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## 1.3 Application for Foreigner's Work Permit in China

### Guidelines for Foreign Nationals Working in Shanghai



Scan the code  
Check the service tips  
numbered 1 to 17



#### No. 01

Employer  
Registration on  
Foreigner's  
Work in China

#### No. 02

New Issuance of  
Application for  
Foreigner's Work  
Permit in China  
(Categories A/B)

#### No. 03

Foreign High-end  
Talent's (with R  
Visa) Application  
for Foreigner's  
Work Permit  
Directly in China

#### No. 04

Foreign Talent's  
and Team Member's  
(Categories A/B)  
Application for  
Foreigner's Work  
Permit Within  
Entrepreneurial  
Period

#### No. 05

International Youth  
Interns Exchange  
Scheme (Category  
C): Application for  
the Foreigner's  
Work Permit

#### No. 06

Application for  
the Foreigner's  
Work Permit for  
Foreign  
Graduates  
(Category C)

#### No. 07

Extension of  
the Foreigner's  
Work Permit

#### No. 08

Change of the  
Foreigner's  
Work Permit

#### No. 09

Cancellation of  
the Foreigner's  
Work Permit

#### No. 10

Application for  
the Foreigner's  
Work Permit  
(working in China  
for up to 90 days)

#### No. 11

Application for  
Invitation Letter  
for Foreign  
Experts'  
Short-term  
Stay in China

#### No. 12

Application for  
the Confirmation  
Letter of High-level  
Foreign Talent

#### No. 13

Foreign  
High-level Talent  
Qualification  
Recognition  
in Shanghai

#### No. 14

Fast Pass  
Guidelines for  
Foreign National's  
Remuneration  
Foreign Exchange  
in Shanghai

#### No. 15

Registration for  
Cross-regional  
Mobility of Foreign  
Employees within  
the Same System  
in the Yangtze  
River Delta Region

#### No. 16

Application for  
Foreigner's Work  
Permit for  
Foreign STEM  
Graduates

#### No. 17

Inquiry on the  
Progress of  
Application for  
Foreigner's  
Work Permit



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the code

**Guidelines for the Transition  
Period of Integrating  
Foreigner's Work Permits  
and Social Security Cards  
in China**

## 1.4 Application for Foreign National's Residence Permit

(one-year)  
residence  
permits  
for work



residence  
permits  
for study

residence  
permits  
for reunions  
(family visit)



## 1.5 Declaration List for Inbound Items



1. Animals and plants, animal and plant products, microbes, biological products, human tissues, blood and blood products.
2. Personal items obtained abroad by resident passengers that are brought into Chinese mainland from Hong Kong or Macao special administrative regions and with a total value exceeding 12,000 yuan (including 12,000 yuan, the same hereafter); personal items with a total value exceeding 5,000 yuan brought into Chinese mainland from other countries and regions.
3. Items with a total value exceeding 2,000 yuan that non-resident passengers intend to keep within the country.
4. Alcoholic beverages exceeding 1,500ml with an alcohol content above 12 percent, cigarettes (including heated cigarettes) exceeding 400 sticks, cigars exceeding 20 sticks, or cut tobacco exceeding 500g; more than two e-cigarette devices, more than six e-cigarette cartridges (liquid e-atomization materials) or products sold as a combination of e-cigarette cartridges and devices (including disposable e-cigarettes, etc.), or e-liquid exceeding 12ml; for items brought into Chinese mainland from Hong Kong and Macao special administrative regions: alcoholic beverages exceeding 750ml with an alcohol content above 12 percent, cigarettes (including heated cigarettes) exceeding 200 sticks, cigars exceeding 10 sticks, or cut tobacco exceeding 250g; more than one e-cigarette device, more than three e-cigarette cartridges (liquid e-atomization materials) or products sold as a combination of cartridges and devices (including disposable e-cigarettes), or e-liquid exceeding 6ml.
5. A total of 20,000 yuan cash or above, or foreign currencies in cash equivalent to \$5,000 or above.
6. Items transported separately as luggage, goods, samples, or advertising materials.
7. Other items that must be declared to the customs authority.





## 1.6 Foreign Currency Exchange

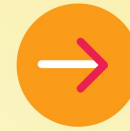


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## 1.7 Airport Mobile Payment



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## 2. Departure Process Guidelines



### 2.1

**Cancellation of  
Foreigner's Work  
Permit in China**



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Scan the code **for Foreign Nationals**

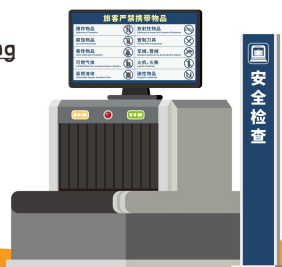
### 2.2

**Application for Stay  
Permit Due to  
Suspension of  
Residency Reasons**

## 2.3 Declaration List for Outbound Items



- ✓ 1. Cultural relics, endangered animals and plants and products made using them, biological species resources, precious metals such as gold and silver.
- ✓ 2. Personal items intended for re-entry into China.
- ✓ 3. 20,000 yuan cash or above, or foreign currencies in cash equivalent to \$5,000 or above.
- ✓ 4. Goods, sample goods, advertising materials.
- ✓ 5. Other items that must be declared to the customs authority.



## 2.4 Airport Baggage Wrapping



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## 2.5 Airport Departure Tax Refund



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# → 3. Attachments



## 3.1 China Customs Baggage Declaration Form for Incoming/Outgoing Passengers (Sample)

正面 / Front side

1 / 2

中华人民共和国海关 进出境旅客行李物品申报单 China Customs Baggage Declaration Form for Incoming/Outgoing Passengers	
请仔细阅读申报单背面的填单须知后填报 Please read the notes on the reverse side of the form before filling out	
姓 名 男 女 Surname Given Name Male Female	
护照(进出境证件)号码 Passport Number (Entry and Exit Documents)	
出生日期 年 月 日 Date of Birth Year Month Day	国籍(地区) Nationality (Region)
进境旅客填写 For Incoming Passengers	出境旅客填写 For Outgoing Passengers
来自何地 From (where)	前往何地 To (where)
进境航班号/车次/船名 Flight No/Vehicle No/Vessel Name	出境航班号/车次/船名 Flight No/Vehicle No/Vessel Name
进境日期: 年 月 日 Date of Entry Year Month Day	出境日期: 年 月 日 Date of Exit Year Month Day
携带有下列物品请在“□”划√ Please place a check mark (√) in the appropriate box(es) if you carry any of the following items	携带有下列物品请在“□”划√ Please place a check mark (√) in the appropriate box(es) if you carry any of the following items
<input type="checkbox"/> 1. 动植物及其产品、微生物、生物制品、人体组织、血液及其制品 <input type="checkbox"/> 2. 居民旅客在境外获取的, 自港、澳地区携带进境总值超过人民币12000元(含12000元, 下同)的自用物品; 自其他国家和地区携带进境总值超过5000元的自用物品 <input type="checkbox"/> 3. 非居民旅客拟留在境内总值超过人民币2000元的物品 <input type="checkbox"/> 4. 酒精饮料超过1500毫升(酒精含量12度以上), 或香烟(含加热卷烟)超过400支, 或雪茄超过20支, 或烟丝超过500克; 电子烟具超过2个, 或电子烟烟弹(液态雾化物)或烟弹与烟具组合销售的产品(包括一次性电子烟等)超过6个, 或烟液容量超过12毫升。其中, 自港、澳地区进境的, 酒精饮料超过750毫升(酒精含量12度以上), 或香烟(含加	<input type="checkbox"/> 1. 文物、濒危动植物及其制品、生物物种资源、金银等贵金属 <input type="checkbox"/> 2. 拟复带进境的自用物品 <input type="checkbox"/> 3. 超过20000元人民币现钞, 或超过折合5000美元外币现钞 <input type="checkbox"/> 4. 货物、货样、广告品 <input type="checkbox"/> 5. 其它需要向海关申报物品

正面 / Front side

2 / 2

热卷烟)超过200支, 或雪茄超过10支, 或烟丝超过250克; 电子烟烟具超过1个, 或电子烟烟弹(液态雾化物)或烟弹与烟具组合销售的产品(包括一次性电子烟等)超过3个, 或烟液容量超过6毫升 ☐5. 超过20000元人民币现钞或超过折合美元5000元外币现钞 ☐6. 分离运输行李, 货物、货样、广告品 ☐7. 其它需要向海关申报的物品

☐1. Animals and plants, animal and plant products, microbes, biological products, human tissues, blood and blood products. ☐2. Personal items obtained abroad by resident passengers that are brought into Chinese mainland from Hong Kong or Macao special administrative regions and with a total value exceeding 12,000 yuan (including 12,000 yuan, the same hereafter); personal items with a total value exceeding 5,000 yuan brought into Chinese mainland from other countries and regions. ☐3. Items with a total value exceeding 2,000 yuan that non-resident passengers intend to keep within the country. ☐4. Alcoholic beverages exceeding 1,500ml with an alcohol content above 12 percent, cigarettes (including heated cigarettes) exceeding 400 sticks, cigars exceeding 20 sticks, or cut tobacco exceeding 500g; more than two e-cigarette devices, more than six e-cigarette cartridges (liquid e-atomization materials) or products sold as a combination of e-cigarette cartridges and devices (including disposable e-cigarettes, etc.), or e-liquid exceeding 12ml; for items brought into Chinese mainland from Hong Kong and Macao special administrative regions: alcoholic beverages exceeding 750ml with an alcohol content above 12 percent, cigarettes (including heated cigarettes) exceeding 200 sticks, cigars exceeding 10 sticks, or cut tobacco exceeding 250g; more than one e-cigarette device, more than three e-cigarette cartridges (liquid e-atomization materials) or products sold as a combination of cartridges and devices (including disposable e-cigarettes), or e-liquid exceeding 6ml. ☐5. A total of 20,000 yuan cash or above, or foreign currencies in cash equivalent to \$5,000 or above. ☐6. Items transported separately as luggage, goods, samples, or advertising materials. ☐7. Other items that must be declared to the customs authority.

☐1. Cultural relics, endangered animals and plants and products made using them, biological species resources, precious metals such as gold and silver. ☐2. Personal items intended for re-entry into China. ☐3. 20,000 yuan cash or above, or foreign currencies in cash equivalent to \$5,000 or above. ☐4. Goods, sample goods, advertising materials. ☐5. Other items that must be declared to the customs authority.

携带有上述物品的, 请详细填写如下清单

Please fill out the following list in detail if you carry any of the items mentioned above.

品名/币种 Name of Item/Currency	型号 Model	数量 Quantity	金额 Value	海关批注 Customs Remarks

我已经阅读本申报单背面所列事项, 并保证所有申报属实。

I have read the content on the reverse side of this declaration form and guarantee that the information provided is true.

旅客签名: \_\_\_\_\_

Passenger's Signature:

## 背面 / Reverse side

1 / 2

## 一、重要提示:

## I. Important notes:

1. 没有携带应向海关申报物品的旅客, 无需填写本申报单, 可选择“无申报通道”(又称“绿色通道”, 标识为“●”)通关。
1. Passengers who have no items to declare are not required to fill out this declaration form. They can proceed through the "Nothing-to-Declare Channel" ("Green Channel" marked by "●") for customs clearance.
2. 携带有应向海关申报物品的旅客, 应当填写本申报单, 向海关书面申报, 并选择“申报通道”(又称“红色通道”, 标识为“■”)通关。海关免于监管的人员以及随同成人旅行的18周岁以下旅客可不填写申报单。
2. Passengers who have items to declare must fill out this declaration form and submit it to the customs department. They shall proceed through the "Goods-to-Declare Channel" ("Red Channel" marked by "■") for customs clearance. Passengers who are exempt from customs supervision, as well as those under the age of 18 traveling with adults, are not required to fill out the declaration form.
3. 请妥善保管本申报单, 以便在返程时继续使用。
3. Please keep this declaration form intact for your return voyage.
4. 本申报单所称“居民旅客”系指其通常定居地在中国关境内的旅客, “非居民旅客”系指其通常定居地在中国关境外的旅客。
4. In this declaration form, "resident passengers" refer to individuals residing within China's customs territory, while "non-resident passengers" refer to those residing outside of it.
5. 不如实申报的旅客将承担相应法律责任。
5. Passengers who fail to make truthful declarations may face legal consequences.

## 二、中华人民共和国禁止进境物品:

## II. Items prohibited from entering the People's Republic of China:

1. 各种武器、仿真武器、弹药及爆炸物品;
1. Arms, imitation arms, ammunition, and explosives of all kinds;
2. 伪造的货币及伪造的有价证券;
2. Counterfeit currencies and counterfeit negotiable securities;
3. 对中国政治、经济、文化、道德有害的印刷品、胶卷、照片、唱片、影片、录音带、录像带、激光唱盘、激光视盘、计算机存储介质及其它物品;
3. Printed matter, films, photographs, gramophone records, cinematographic films, loaded recording tapes and video tapes, compact discs (video and audio), storage media for computers, and other items that are detrimental to the political, economic, cultural, and moral interests of China;
4. 各种烈性毒药;
4. Deadly poison of all kinds;
5. 鸦片、吗啡、海洛因、大麻以及其它能使人成瘾的麻醉品、精神药物;
5. Opium, morphine, heroin, marihuana, and other addictive drugs and psychotropic substances;
6. 新鲜水果、茄科蔬菜、活动物(犬、猫除外)、动物产品、动植物病原体 and 害虫及其它有害生物、动物尸体、土壤、转基因生物材料、动植物疫情流行的国家和地区的有关动植物及其产品和其它应检物;
6. Fruits, solanaceae vegetables, live animals (except dogs and cats as pet), animal products, pathogenic micro-organisms of animals and plants, pests and other harmful organisms, animal carcasses, soil, genetically modified organisms, relevant animals and plants, their products and other objects subject to quarantine from countries or regions with prevalent epidemic animal or plant diseases;
7. 有碍人畜健康的、来自疫区的以及其它能传播疾病的食品、药品或其它物品。

## 背面 / Reverse side

2 / 2

7. Foods, medicine, and other items coming from epidemic-stricken areas or that are harmful to man and livestock or those which might spread disease.

## 三、中华人民共和国禁止出境物品:

## III. Items prohibited from leaving the People's Republic of China:

1. 列入禁止进境范围的所有物品;
1. All items enumerated as items prohibited from entering China;
2. 内容涉及国家秘密的手稿、印刷品、胶卷、照片、唱片、影片、录音带、录像带、激光唱盘、激光视盘、计算机存储介质及其它物品;
2. Manuscripts, printed matter, films, photographs, gramophone records, cinematographic films, loaded recording tapes and video tapes, compact discs (video and audio), storage media for computers, and other items involving state secrets;
3. 珍贵文物及其它禁止出境的文物;
3. Valuable cultural relics and other relics prohibited from leaving China;
4. 濒危的和珍贵的动植物(均含标本)及其种子和繁殖材料。
4. Endangered and precious rare animals and plants (including their specimens), their seeds, and reproduction materials.



中华人民共和国海关 进出境旅客行李物品申报单			
请仔细阅读申报单背面的填单须知后填报			
姓 名	张 三	男 <input checked="" type="checkbox"/> 女 <input type="checkbox"/>	
出生日期	1990年05月19日	国籍(地区)	中国
护照(进出境证件)号码	G12345678		
进境旅客填写		出境旅客填写	
来自何地	美国	前往何地	
进境航班号/车次/船名	AA187	出境航班号/车次/船名	
进境日期	2016年1月11日	出境日期	年 月 日
携带有下列物品请在“□”划✓		携带有下列物品请在“□”划✓	
<input type="checkbox"/> 1. 动植物及其产品、微生物、生物制品、人体组织、血液及其制品 <input type="checkbox"/> 2. 居民旅客在境外获取总值超过人民币5,000元的物品 <input type="checkbox"/> 3. 非居民旅客拟在境内总值超过人民币2,000元的物品 <input type="checkbox"/> 4. 超过1,500毫升的酒精饮料(酒精含量12%以上),或超过400支香烟,或超过100支雪茄,或超过500克烟丝 <input type="checkbox"/> 5. 超过20,000元人民币现钞,或超过折合美元5,000元外币现钞 <input checked="" type="checkbox"/> 6. 分离运输行李、货物、货样、广告品 <input type="checkbox"/> 7. 其它需要向海关申报的物品		<input type="checkbox"/> 1. 文物、濒危动植物及其制品、生物种资源、金银等贵重金属 <input type="checkbox"/> 2. 居民旅客携带需要复进口的单价超过人民币5,000元的照相机、摄像机、手提电脑等旅行自用物品 <input type="checkbox"/> 3. 超过20,000元人民币现钞,或超过折合美元5,000元外币现钞 <input type="checkbox"/> 4. 货物、货样、广告品 <input type="checkbox"/> 5. 其它需要向海关申报的物品	
携带有上述物品的, 请详细填写如下清单			
品名/币种	型号	数量	金额
分运行李		5箱	¥900
我已仔细阅读本申报单背面所列事项,并保证所有申报属实。			

note.

**3.2**

**Locations and  
Working Hours for  
Certificate-related  
Services for Foreign  
Nationals in  
Various Districts**



Scan the code

**3.3**

**Service Counters  
for Processing  
Foreigner's Work  
Permits in  
Shanghai**



Scan the code

**3.4**

**Visa Charging  
Standards**



Scan the code





note .

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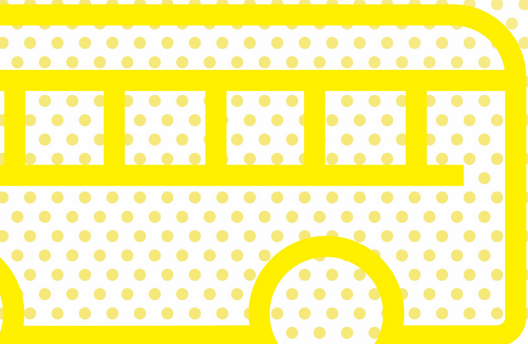
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