



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

TRAVEL CONVENIENCE 出行便利指南 GUIDE

上海国际服务门户网站长宁官方网页



INTERNATIONAL SERVICES
SHANGHAI CHANGNING



This guide provides information on **driving license conversion for foreign nationals, electronic vehicle license applications, new energy vehicle license plate applications**, and other administrative procedures. It also covers **traffic restriction policies, vehicle rental services, navigation tools, and urban public transportation options** to make getting around easier.



上海虹桥海外人才一站式服务中心

Shanghai Hongqiao One-Stop Service Center for Overseas Talents

服务窗口: 长宁区淞虹路377号光大安石虹桥中心T5栋2楼

Address: 2nd Floor, T5 Building, EBA Center Hongqiao, No. 377 Songhong Road, Changning District

咨询电话: 021-62126377

Tel: 021-62126377





CONTENTS

→ 1. Vehicle Operation

- 1.1 Temporary Driving Permit Application for Foreign Nationals** 01
- 1.2 Obtaining An Electronic Vehicle License** 05
- 1.3 Converting An Overseas Driving License Into A Local One** 05
- 1.4 New Energy Vehicle License Plate Application** 06
- 1.5 Traffic Restriction Policies** 07
- 1.6 Vehicle Rental Services** 07

→ 2. Navigation Tools and Translation Software

- 2.1 Navigation Tools** 08
- 2.2 Translation Software** 10

→ 3. Transportation Options

- 3.1 Railway** 11
- 3.2 Metro** 12
- 3.3 Bus Services** 14
- 3.4 DiDi Chuxing** 14
- 3.5 Bicycle - Sharing Services** 15

→ 4. Convenience Services

- 4.1 Payment Services Guide** 16
- 4.2 English Version of "Suishenxing" Transportation App** 16
- 4.3 "Shanghai QR Code" Guide for Foreign Nationals** 17
- 4.4 Guide to Shared Power Bank Usage** 17
- 4.5 Mobile SIM Card Application Guide for Foreign Nationals** 18

→ 5. Common Travel Phrases

→ I. Vehicle Operation

1.1 Temporary Driving Permit Application for Foreign Nationals

临时机动车驾驶许可
Temporary Driving Permit

证号

1. 姓名
Name

2. 性别
Sex

3. 国籍
Nationality

4. 在中国许可驾驶的车型
Class of Vehicle Operated in China

5. 有效期限
Valid Period

注: 临时机动车驾驶许可应当与所持境外机动车驾驶证及其中文翻译文本同时使用。
This temporary driving permit should be used with the bearer's overseas-issued formal driving license and its Chinese copy.

上海市公安局交通
警察总队

Q1 What is a Temporary Driving Permit?



A temporary driving permit refers to the short-term motor vehicle driving permit that allows foreigners who come to China for a short stay to drive motor vehicles within Chinese border. This temporary driving permit shall be issued by the traffic police department of the public security organ.

Q2 How long is the validity period of a temporary driving permit?

[Under the condition of duration of stay]

Those who stay for less than 3 months (including 3 months) are accessible to the application of a temporary driving permit with three months validity. For those staying for more than 3 months, the validity period of a temporary driving permit can be extended up to one year.

Q3 What types of vehicles can be driven with a temporary driving permit?

A temporary driving permit is used to drive "motor vehicles temporarily brought into China" or "rented motor vehicles in China." The specific motor vehicle types to be driven are under the following rules:

[Within the scope of foreign driving license]

The vehicle must be in the same category as stated in the applicant's foreign motor vehicle driving license.

[Consistent with the type of the vehicle brought into China]

For those who drive motor vehicles temporarily brought into China by themselves, the vehicle type stated in the temporary driving permit must be the same with that of their driving motor vehicles.

[The vehicle type for rented cars is restricted to C1 and C2]

For those who drive rented motor vehicles in China, only small-size vehicles (C1) or small-size vehicles with auto transmission automatic (C2) is allowed for temporary driving permit.

Q4 How to apply for a temporary driving permit?

Required materials :

★ Entry and exit identity documents, such as passport, residence permit for Hong Kong, Macao, and Taiwan residents, mainland travel permit for Hong Kong and Macao residents, mainland travel permit for Taiwan residents, the People's Republic of China travel permit, and etc.

★ Foreign driving license.

If your foreign driving license is not in Chinese, you need to translate it into Chinese. You can apply for translation service through translation agencies directly by email; or you can approach to Department of Motor Vehicle (DMV) staff for help on applying for translation.

Please bring the above-mentioned materials to DMV to take photo and submit application form. After participating in the Chinese road traffic laws and regulations knowledge education and learning organized by the traffic police department, you will receive the permit on-site.



Q5 *How to apply for translation by email?*

Q6 *Where to apply for temporary driving permit?*

Q7 *The circumstances under which an applicant cannot apply for a temporary driving permit.*

Q8 *What else should be noted when applying for a temporary driving permit?*

Scan the QR code for more Q&A



1.2 Obtaining An Electronic Vehicle License

Shanghai has been piloting the use of digital vehicle licenses since July 1, 2024. Here is a step-by-step guide to getting a digital vehicle license.

Scan the code



1.3 Converting An Overseas Driving License Into A Local One



scan the code to find the answer



1.4 New Energy Vehicle License Plate Application

The "One-Stop" Application for New Energy Vehicle License Plates consists of three steps: checking eligibility for vehicle purchase, verifying vehicle information, and applying for license plates.

Policy Information Hotline:

021-58812035

Service Hours:

Monday to Friday

(excluding public holidays),

9 am – 11:30 am

and 1:30 pm – 5 pm



*scan the code
for application*



1.5 Traffic Restriction Policies

1. Passenger cars with out-of-town license plates
2. Passenger cars with temporary out-of-town license plates
3. Passenger cars with temporary Shanghai license plates
4. Motor vehicles with Hu C (沪C) license plates



*Scan the code for
more information*

1.6 Vehicle Rental Services

How to search

"Government Online-offline Shanghai" (APP, Wechat mini program, Alipay mini program) - search "online car rental platform enterprise information query", "car leasing enterprise directory", "car leasing operation enterprise information query".



No.	Company Name	Tel.
1	Volkswagen Leasing Co., LTD	63161835
2	Shanghai Qiangsheng Taxi Co., LTD	95128
3	Shanghai Jinjiang Transport Service Co., LTD	62780386
4	Shanghai Haibo Automotive Leasing Co., LTD	61132800



2. Navigation Tools and Translation Software



2.1 Navigation Tools

Gaode Maps

Gaode Maps, also known as Amap, is not available in English but you can search by English address and location results will show. The app also marks your real-time location accurately so you won't get lost.



Scan the code

Using Navigation Apps to Explore Shanghai



scan the code to find the answer



2.2 Translation Software

Translation Software User Guide

When traveling or living in Shanghai, it's important to be able to communicate effectively despite potential language barriers.

Thankfully, there are a variety of language translation tools that can be incredibly helpful in bridging this gap.

With many different software options available, here's a list of recommended picks to make things easier for you.

iTourTranslator

iTranslate Translator

Apple Translate

Tencent Translator

DeepL

Google Translate

WeChat built-in translation tool

Alipay built-in translation tool

Scan the code



→ 3. Transportation Options



3.1 Railway

Permitted and Prohibited Items on Trains



Scan the code

3.2 Metro

Shanghai Metro Tickets



For more information
on other types,
scan the code

The ticket types are as follows:

1. Single-journey tickets:

- a) Physical card single-journey ticket: Purchased based on the fare between the starting and ending points, valid for one ride on the day of purchase. The card is collected upon exit and does not support virtual transfers;
- b) Paper single-journey ticket: Purchased based on the fare between the starting and ending points, valid for one ride on the day of purchase. The ticket is not collected upon exit and does not support virtual transfers.

2. Public transportation card:

This is a stored-value card issued by Shanghai Public Transport Card Co Ltd which can be accessed via mobile devices like phones, watches, and bracelets with a loaded transportation card. It can be used on all Shanghai metro lines by swiping the mobile device at the ticket gate for entry and exit.

3. One-day ticket:

Valid for 24 hours from the first entry, allowing unlimited rides on all Shanghai metro lines (excluding the Maglev Line and suburban lines opening in 2024 and beyond). The ticket is not collected upon exit.

Shanghai Metro Routes



Maglev Trains Schedule



Foreign Bank Card Acceptance at Metro Stations



Airport Link Line



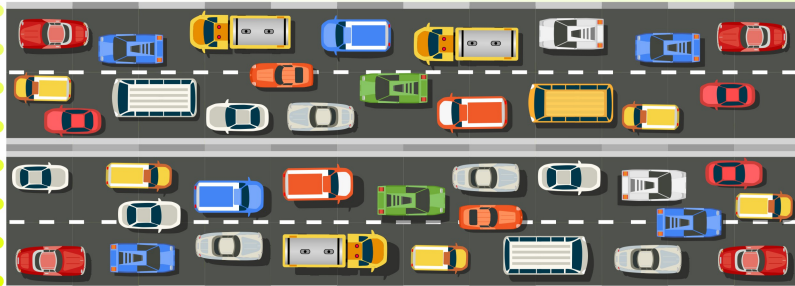
3.3 Bus Services



Shanghai Bus Service Guide



Scan the code



3.4 DiDi Chuxing

DiDi Chuxing App User Guide



Scan the code

3.5 Bicycle-Sharing Services



@Cen Tianxu

Bicycle-Sharing Services

Ah, Shanghai! A city where the pace is fast, the dumplings are hot, and the bikes are plentiful. Welcome to your go-to guide for navigating the shared bike seas in this bustling metropolis. Whether you're a fresh face from afar or a local laoban, this little FAQ will have you zipping through the lanes like a seasoned pro.

Let's pedal through the details together.





4. Convenience Services



4.1 Payment Services Guide



4.2 English Version of "Suishenxing" Transportation App



4.3 "Shanghai QR Code" Guide for Foreign Nationals



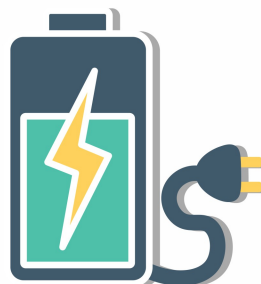
Scan the code

4.4 Guide to Shared Power Bank Usage

In today's digital world, smartphone is not only just a means to make calls, but can also achieve many services such as making payments, ordering taxis and using map applications.



Scan the code



So if your cellphone is running out of battery, it can become a disaster.

Fortunately, shared power banks are now available on local streets, in shops and in transport hubs.

Then how to use a shared power bank? Here is a detailed guide so that you can easily borrow one when your phone is low battery.

4.5 Mobile SIM Card Application Guide for Foreign Nationals



Q: How can I get a SIM card in China?

A: Tourists or people coming to Shanghai for the first time should apply for their Chinese SIM cards at airports, Shanghai Hongqiao One-Stop Service Center for Overseas Talents, or outlets of domestic telecommunications companies.

The nation's three major state-owned telecom companies are: China Mobile, China Unicom and China Telecom. There are also some other big brands such as China Broadnet.

Q: What should I do when I arrive at the telecom company's outlet?



A: You should carry your passport or permanent residence permit to the telecom company's outlet.

After arriving at the outlet, you should take a number and wait for your turn.

You can consult the staff and choose a mobile communication service package according to your requirements.

The mobile communication service packages usually include different amount of data, minutes and texts.

Then the staff will ask you to fill in some forms.

After getting the SIM card, you should activate the mobile communication services at the site or later by phone or through the company's mobile app.

If you cannot speak Chinese, it's better to take a Chinese friend or person who can speak Chinese with you in case the staff at the outlet are not good at English.

Data traffic is usually limited. If your package includes a small amount of data, you can turn off the Internet when not in use.



Q: I will stay in China for just a few days. Do I have any other option rather than getting a SIM card for long-term use?

A: Now China Telecom provides short-term SIM cards for seven to 30 days for tourists and people coming to Shanghai to have easier accesses to Chinese telecommunications services.

There are English services in outlets and hotline and fully online application services.

The 7-Day card is priced at 85 yuan(US\$11.8), while the 15-Day card costs 125 yuan and 30-Day Card costs 195 yuan.



Scan the code to view more



5. Common Travel Phrases

<i>travel</i>	旅游	lǚ yóu
<i>plan</i>	计划	jì huà
<i>sit / ride</i>	坐	zuò
<i>high-speed train</i>	高铁	gāo tiě
<i>plane</i>	飞机	fēi jī
<i>underground</i>	地铁	dì tiě
<i>but</i>	但是	dàn shì
<i>what / how come</i>	怎么	zěn me
<i>buy a ticket</i>	买票	mǎi piào
<i>simple / easy</i>	简单	jiǎn dān
<i>add</i>	添加	tiān jiā
<i>frequent contacts</i>	常用人	cháng yòng rén
<i>Information</i>	信息	xìn xī
<i>follow / according to</i>	按	àn
<i>passport</i>	护照	hù zhào
<i>fill in</i>	填写	tián xiě
<i>full name</i>	全名	quán míng
<i>over / finish</i>	完毕	wán bì
<i>the high-speed rail station</i>	高铁站	gāo tiě zhàn
<i>manual / artificial</i>	人工	rén gōng
<i>ticket office</i>	售票处	shòu piào chù
<i>verify / verification</i>	验证	yàn zhèng
<i>success</i>	成功	chéng gōng
<i>online</i>	线上	xiàn shàng



note .

