

# WELCOME TO BEIJING

GUIDANCE ON ENTRY, EXIT AND RESIDENCE SERVICES FOR FOREIGNERS

Exit-Entry Administration of Beijing  
Municipal Public Security Bureau



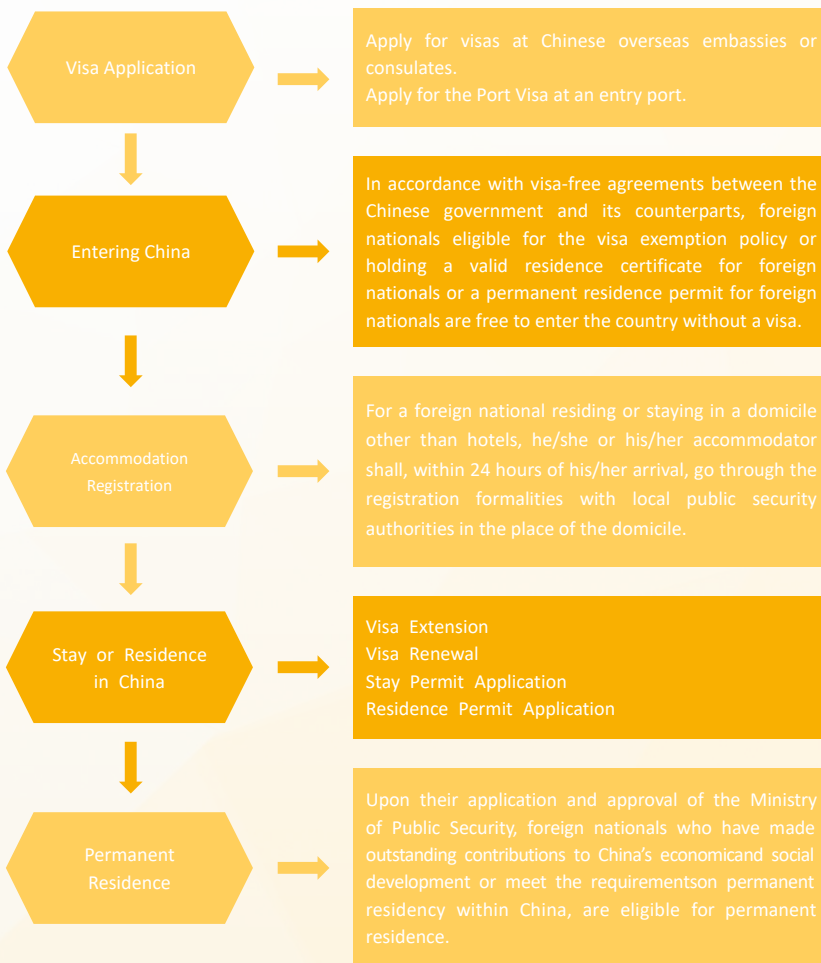
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# 01 Flow Chart of Entering China for Foreign Nationals

chapter 1



## 02 Port Visa

chapter 2

Q1 > Is China's Port Visa the "Visa on Arrival"? Which Ports Are Authorized to Issue It?

China's Port Visa is similar to "Visa on Arrival" of other countries. It refers to a "way" to apply for visas or "approach" to visa application, rather than a specific category of visas, such as Business Visa or Tourist visa. Regardless of its names, each country has the conditions and procedures for its application corresponding to its laws. According to relevant Chinese laws and regulations, when failing to obtain a visa for an urgent trip to China at Chinese overseas embassies or consulates, foreign nationals holding ordinary passports may apply for a Port Visa. Foreign nationals may submit their applications either in advance to port visa authorities by themselves or their inviting parties or upon arrival at entry ports in China. For foreign nationals wanting to obtain a Port Visa at entry ports in China, it is recommended that they get preliminary approval from relevant authorities before arrival to avoid possible legal ineligibility or additional expenses; and for foreign tourist groups applying for port visas, their Chinese travel agencies should apply to relevant port visa authorities in advance.

## Q2 > Under What Circumstances Are Foreign Nationals Eligible to Apply for a Port Visa?

Any foreign ordinary passport holder who has an urgent need to enter China either for business cooperation and exchanges, investment and entrepreneurship, visiting relatives and handling private affairs, etc, or for humanitarian reasons, such as attending funerals or visiting critically ill patients, may apply for a Port Visa at a port visa authority in China if failing to obtain a visa in advance at a Chinese overseas embassy or consulate.

## Q3 > How to Apply for a Port Visa?

**Step 1:** Consult with the Port Visa Office at relevant entry ports by phone and explain your urgent entry need;

**Step 2:** Provide all the required documents as instructed by the staff (by courier or email);

**Step 3:** Once receiving a Pre-approval Notice from the said port visa authorities, you may fly to China;

**Step 4:** Upon arriving in Beijing, go to the Port Visa Office at the airport terminal to complete the port visa application procedures.

## Q4 > What Are the Types of Port Visa?

Crew Visa (C); Visitor Visa (F); Trade Visa (M); Short-Term Personal Business Visa (S2, internship-marked S2); Short-Term Family Reunion Visa (Q2); Talent Visa (R), Long-Term Study Visa (X1); Work Visa (Z);

and Group Tourist Visa (L) (only for travel agencies); any Port Visa is valid for one entry and a duration of stay up to 30 days.

Q5

Contact Information of Port Visa Offices in Beijing?

(1) Port Visa Office at Terminal 2, Beijing Capital International Airport (Phone: 010-64590454);

(2) Port Visa Office at Terminal 3, Beijing Capital International Airport (Phone: 010-64532939);

(3) Port Visa Office at Beijing Daxing International Airport (Phone: 010-89290851).



## 03 Accommodation Registration

chapter 3

### Q1 > When Should Foreign Nationals Register Their Accommodation?

In accordance with Article 39 of the *Exit-Entry Administration Law of the People's Republic of China*, for foreign nationals who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreign nationals' arrival, go through the registration formalities with the public security organs in the places of residence. If changing their places of residence, foreign nationals shall, within 24 hours of the change, re-register their accommodation information with the local police station in their new place of residence.

### Q2 > What Are the Procedures for Foreign Nationals Registering Their Accommodation in Beijing?

Foreign nationals may register their accommodation either at the Household Registration Desk of their local police station or via the Online Accommodation Registration System.

### Q3 > What Documents Are Required for the Registration?

Your valid exit/entry documents; the proof of property ownership or lease agreements or other documents verifying your residential addresses in Beijing; and the valid identity documents of your agents (if applicable).

#### Q4 How to Register via the Online System?

The online platform operates in Chinese, English, Russian, French, Japanese and Korean, and is accessed by:

(1) Following the official WeChat account "Beijing Public Security Exit-Entry" and going directly to the Online Accommodation Registration section in Information Guide;

(2) Locking into the international website of Beijing Municipal Government (<https://english.beijing.gov.cn/livinginbeijing/>);

(3) Entering into the browser search bar the URL (<https://zwfw.gaj.beijing.gov.cn/zsdj/zsdj-q/>);

(4) Scanning the QR code below.



#### Q5 Does a Non-Beijing or Overseas Phone Number Work with the Online System?

A non-Beijing phone number can do. An overseas one can't do.

#### Q6 Which Types of Exit/Entry Permits Can Do for the Online Registration?

Two categories of documents: foreign passports and permanent resi-

dence ID cards for foreign nationals. Holders of other types of travel documents have to go to a police station for registration.

Q7

What Are Possible Consequences for Refusing to Register Accommodation?

In accordance with Article 76 (6) of the *Exit-Entry Administration Law of the People's Republic of China*, the persons concerned failing to go through registration formalities as required shall be given a warning and a penalty fine of up to RMB 2,000.

## 04 chapter 4 Visa/Stay Permit

**Q1** > Can Visas Issued by Chinese Overseas Embassies or Consulates or the Port Visa Issued by Entry Port Visa Authorities Be Extended or Renewed in China?

Yes, they may be extended or renewed, but their accumulative periods of stay shall not exceed the original duration of stay specified in them. For foreign nationals in China eligible for being given entry facilitation or justified by changed reasons, their visas shall also be changed in accordance with relevant regulations.

**Q2** > How Many Days Does It Take to Complete an Application?

Residence Permit, visas and Stay Permit will be issued within seven (7) working days of receipt of their application.

**Q3** > Where Can I Apply for Residence Permit, Visas and Stay Permit?

As shown in the picture, there are 17 Service Centers for foreign nationals in the city of Beijing.

## Distribution maps of Exit-Entry Administration Reception Hall of Beijing Municipal Public Security Bureau

**★ Changping Government Affairs Service Center Life Science Park Branch Center of Public Security**  
Building 4, Kexueyuan Road No.9  
Courtyard, Changping

**★ Exit-Entry Administration & Foreigner Service Center of Yan Qing Sub-bureau of Beijing Municipal Public Security Bureau**  
Qingyuan Street No.60, Yanqing District Yanqing Government Affairs Service Center

**★ Exit-Entry Administration & Foreigner Service Center of Hai Dian Sub-bureau of Beijing Municipal Public Security Bureau**  
2/F, Beibu Service Mansion, Beijing Road, Haidian District

**Exit-Entry Administration & Foreigner Service Center of Zhongguancun Science Park**  
No. Jia 22, Shuang Yu Shu Bei Li, Haidian District

**★ Exit-Entry Administration & Foreigner Service Center of Shijingshan Sub-bureau of Beijing Municipal Public Security Bureau**  
No. Jia 3, Gu Cheng Nan Li, Shijingshan District

**★ Exit-Entry Administration & Foreigner Service Center of Xi Cheng Sub-bureau of Beijing Municipal Public Security Bureau**  
1/F, No. 8, Xuanwumen Outer Street Haolou Block D(1/F Xicheng Government Affairs Center)

**★ Branch of the Government Affairs Center of Exit-Entry Administration Bureau of Beijing Municipal Public Security Bureau**  
No. 1 West 3rd Ring South Road, Fengtai District (Unit C, 3/F, Beijing Government Affairs Center)

**★ Exit-Entry Administration & Foreigner Service Center of Da Xing Sub-bureau of Beijing Municipal Public Security Bureau**  
Jinxing Road No.18 Courtyard, Building 8, Daxing District.

**★ Exit-Entry Administration & Foreigner Service Center of Feng Tai Sub-bureau of Beijing Municipal Public Security Bureau**  
Nanyuan Road No.7, Fengtai District (3/F Fengtai Government Affairs Center).

**★ Exit-Entry Administration & Foreigner Service Center of Huairou Sub-bureau**  
Qingchun Road No.37, Huairou District (Huairou Government Affairs Service Center Public Security Service Branch)

**★ Exit-Entry Administration & Foreigner Service Center of Shunyi Sub-bureau**  
1st Floor, No. Jia 3 Office building, Tian Zhu Dong Road, Shunyi District

**★ Exit-Entry Administration & Foreigner Service Center of Chaoyang Sub-bureau**  
1st & 2nd Floor, Building 304, BEZ IT PARK, No. Jia 10, Jiu Xian Qiao Bei Road, Chaoyang District

**Exit-Entry Administration Reception Hall of Beijing Municipal Public Security Bureau**  
No. 2, Dong Avenue, An Ding Men, Dongcheng District, (the southeast corner of Bei Xiao Jie Bridge, Second Ring Road)

**★ Exit-Entry Administration & Foreigner Service Center of Tong Zhou Sub-bureau of Beijing Municipal Public Security Bureau**  
Rm. 2020, 2/F, Building of Tongzhou Park, Beijing Human Resource Service Industrial Park of China, No. 11, Xinhua East Street, Tongzhou District.

**★ Exit-Entry Administration & Foreigner Service Center of CBD Sub-bureau of Beijing Municipal Public Security Bureau**  
Rm. 0309, Beijing Fortune Plaza Office Building Block A Side Building, No.7 Courtyard, E. 3rd Ring Road Middle, Chaoyang

**★ Exit-Entry Administration & Foreigner Service Center of Dong Cheng Sub-bureau of Beijing Municipal Public Security Bureau**  
Zhushikou East Street No.12, Dongcheng District.

**★ Economic and Technological Development Zone Exit-Entry Administration & Foreigner Service Center of Daxing Sub-bureau of Beijing Municipal Public Security Bureau**  
1/F, No.4 Wanyuan street, Beijing Economic and Technological Development Zone.

**★ The Immigration Service Hall is available for the concurrent application for Work Permits and Residence Permits**

The WeChat official account of the Exit-Entry Administration Department of Beijing Municipal Public Security Bureau has been launched, which is available for Appointment Inquiry and Information Guide. Welcome to scan the QR Code below to follow us.  
If you have any doubts, you can call Service Hotline 12367



#### Q4 > Which Types of Visas Are Available?

Tourist Visa (L); Visitor Visa (F); Trade Visa (M); Short-term Personal Business Visa (S2, internship-marked S2); Short-term Family Reunion Visa (Q2); Talent Visa (R); Short-term Study Visa (X2); Temporary Journalist Visa (J2); and Crew Visa (C).

#### Q5 > Who Are Eligible for Q2 (Short-Term Family Reunion) Visa?

Any family member (s) of Chinese citizens in Beijing or of foreign nationals with permanent residence permit in China.

#### Q6 > Who Are Defined as a Family Member?

Family members include spouses, parents (incl. Parents-in-law), children, siblings, grandparents, grandchildren, and children's spouses.

#### Q7 > Who Are Eligible for S2 (Short-term Personal Business) Visa?

Foreign nationals paying a short-term visit to their family members of foreign nationals holding residence permits in Beijing or needing to stay in Beijing for other personal affairs.

#### Q8 > Who Are Eligible for Internship-Marked S2 Visa?

Foreign students at overseas colleges/universities being invited for

internships in China by renowned Chinese enterprises and institutions, enterprises in the "Two Zones", and Zhongguancun enterprises in Beijing.

#### Q9 Who Are Eligible for R (Talent) Visa?

1. Foreign high-caliber talents and urgently-needed specialized professionals;
2. Foreign high-caliber talents recognized by talent management authorities of Beijing;
3. Senior professionals hired and sponsored by enterprises recognized by competent authorities in sci-tech innovation in Beijing;
4. Other foreign nationals being proven to be high-caliber talents on the proof of their inviting organizations.

#### Q10 What Should Foreign Nationals Do Having Their Visas, Stay Permit or Residence Permit Lost, Damaged or Stolen?

Make an application to exit-entry administrations of public security authorities of local people's governments at the county level or above for reissuing one: upon the passport loss report certificate or a note from the applicant's embassy (consulate) in China in the case of being lost or stolen, or the damaged passport or a note from the applicant's embassy (consulate) in China in the case of being damaged.

#### Q11 Under What Circumstances Can Foreign Nationals Apply for Stay Permit?

1. Having been in China on visa-free entry but need to overstay in

Beijing for non-diplomatic or official reasons;

2. A continued stay in Beijing is needed or required after approved renunciation of Chinese nationality;

3. A continued stay in Beijing after the loss of the causes of residence is needed or required out of humanitarian reasons;

4. Foreign babies born in China;

5. Other circumstances.



## 05 chapter 5 Residence Permit

### Q1 > What Types of Residence Permit Are Available?

Work class, study class, reporter class, reunion class, and personal business class.

### Q2 > Who Are Eligible for the Residence Permit for Work? What Documents Are Required?

Foreign nationals working in Beijing. You should submit the work permit certificate issued by the Beijing Overseas Talents Center (see References for detailed information) and the certification letter issued by a working unit.

### Q3 > Who Are Eligible for the Residence Permit for Internship or Work-Study as a Study Category?

1. With "internship": foreign students studying at Beijing higher education institutions who need to participate in off-campus internships for professional training needs;

2. With "work-study": under the organization and management of the university, foreign students studying at Beijing higher education institutions who need to use their spare time to obtain legal remuneration through labor to improve their study and living conditions.

Q4

Who Are Eligible for the Residence Permit for Reunion?

Foreign family members who visit Chinese citizens living in the City or foreign nationals with permanent residence permits.

Q5

Who Are Eligible for the Residence Permit for Personal Business?

1. Visiting the spouse, children under the age of 18, and parents of a foreign national residing in the City for work, study, or other purposes;
2. Foreign Chinese over the age of 60 who own their real estate in the City;
3. Foreign nationals receiving medical assistance or services in the City and other foreign nationals dealing with personal business.

Q6

Who Are Eligible for the Residence Permit for Domestic Service in the Category of Personal Business?

Foreign domestic helpers employed by foreign high-level talents, innovative and entrepreneurial talents, and high-level talents from Hong Kong and Macao who have obtained permanent residence or work residence permits.

Reminder

For further information about the application of visas, Stay Permit and Residence Permit, scan the QR code below:



## 06 chapter 6 Permanent Residence

### Q1 > What Is Permanent Residence?

Permanent residence of foreign nationals in China means no restriction on the period of residence of foreign nationals in China. Foreign nationals granted the Permanent Residence Permit are allowed to live and work indefinitely, and to enter and exit China upon the passport and the Foreign Permanent Resident ID Card. The Card, known also as Five-Star Card, is a legal identity document issued by NIA for qualified foreign nationals whose permanent residence applications have been approved. It can be used alone as a personal identity document. The holder's identity document for residence in China can be used separately for financial, educational, medical, transportation, accommodation, communication, employment, taxation, and social insurance.

### Q2 > How Long Is It Valid?

The Five-Star Card issued to an adult is valid for 10 years and needs to be renewed upon expiry. The Five-Star Card issued to a minor (under the age of 18) is valid for 5 years, and they can apply for a 10-year-valid card when they grow up to an adult.

### Q3 > What Are Approaches to the Five-Star Card?

Applicants may be eligible for the Five-Star Card based on Special

Contributors, Employees, Investment Personnel, and Family Reasons (Parent -child\Conjugal Reunion\Immediate Relative-Seeker).

#### Q4 Who Are Eligible to Apply as a Contributor?

Foreign nationals who have made significant and outstanding contributions to China's economic development and social progress, or who are of great value to the country such as the world's top talents, special skilled talents, and celebrities, including world-famous scientific award winners, world-famous Beijing scholars, entrepreneurs, athletes, artists, etc., are eligible to apply for permanent residence accompanying their spouse and children.

#### Q5 Which Authorities Are Eligible to Recommend a Contributor?

Competent ministries, commissions, and bureaus under the State Council; Administrative Committee of Zhongguancun Science Park; Leading Group Office of the Two Zones (Integrated National Demonstration Zone for Opening up the Service Sector and China (Beijing) Pilot Free Trade Zone); and other eligible municipal departments in Beijing for a recommendation.

#### Q6 Who Are Eligible to Apply as an Employee?

You may be eligible to apply for the Five-Star Card through Employment accompanying your spouse and children if you are:

Deputy General Manager or above working at Four Categories of

Enterprises; professor or associate professor in key universities in Beijing; associate researcher or above working at enterprises or public institutions on national key projects or 7 types of scientific research institutions; foreign nationals of Chinese origin working at Zhongguancun enterprises or enterprises in the Two Zones; foreign employees meeting relevant criteria for annual wage income and annual payment of individual income tax; and foreign nationals with a Doctoral Degree.

#### Q7 Who Are Eligible to Apply as an Investment Personnel?

A foreign applicant who makes individual direct investments totaling 500,000 USD or above (paid-in registered capital), or makes individual direct investments totaling 2 million USD or above (paid-in registered capital) in industries encouraged in the Guidance Catalogue of Foreign Investment Industries, is eligible for applying permanent residence accompanying their spouse and children.

#### Q8 Who Are Eligible to Apply Based on Family Reasons?

**Conjugal Reunion:** a foreign spouse of a Chinese citizen, or of a foreign national who has obtained a permit for permanent residence in China, is eligible to apply for permanent residence, provided that the said applicant, as of the date of application, has been married for five (5) years and resided in China for at least five consecutive years (no less than nine months each year), enjoys stable living guarantee and residence as well as good health, abides by Chinese laws and has no criminal record.

**Parent-Child Reunion:** an unmarried child of foreign nationality

under 18 years old of a Chinese citizen, or of a foreign national who has obtained a permanent residence permit in China, is eligible to apply for permanent residence as a parent-seeker.

Immediate Relative Dependent: a foreign applicant of 60 years old or over having no immediate relatives overseas, having resided in China for five (5) consecutive years (no less than nine (9) months each year), and abiding by the laws of China, is eligible to apply for permanent residence as a direct relative of a Chinese citizen or a foreign national (18 years of age or over) granted permanent residence in China.

#### Q9 > What Documents Are Required?

Besides a valid passport, a visa, an ID photo, CV, and others (depending on the type of visa), the documents required are listed as follows: recommendation letter, registration certificate of the employer, the original certificate of employment, certificate of salary and individual tax payment, academic qualification, marriage certificate, birth certificate, relationship certificate, certificate of house-leasing or house property, certificate of living guarantees, certificate of non-criminal records, health certificate, naturalization certificate or certificate of cancellation of household registration, notarized copies and translations of documents thereof, and other supporting materials.

#### Q10 > Which Authorities Do Foreign Nationals Make Their Application to?

The Five-Star Card application service is available at all exit-entry

service centers of the Exit-Entry Administration of Beijing Municipal Public Security Bureau and Sub-Bureaus. For more detailed information, go to Visa Processing Location in Page 9.

Reminder

For further information, scan the QR code below.





## 07 NIA's Facilitation Policies on *chapter 7* Entry-Exit

The National Immigration Administration (NIA) has officially implemented five measures on January 11, 2024, aimed at simplifying the process for foreign nationals seeking to visit China. The measures are designed to make business activities, education, and tours in China more accessible for foreign nationals. The measures will further eliminate hurdles related to doing business, studying, and traveling in China and better serve China's high-level opening up and high-quality development.

◆ The first measure has relaxed conditions for foreign nationals applying for port visas. Any individual seeking to visit China for non-diplomatic, official business activities, visits and exchanges, investment and entrepreneurship, private affairs, or to visit relatives and unable to obtain a visa beforehand due to time constraints may now apply for a port visa at a port visa authority with an invitation letter and other accompanying documents.

◆ The second measure relieves foreign nationals eligible for 24-hour visa-free transit at major hub airports such as Beijing Capital International Airport from the need to undergo inspection procedures. Foreign nationals eligible for the 24-hour visa-free transit policy are exempt from border inspection at nine international airports in China: Beijing Capital International Airport, Beijing Daxing International Airport, Shanghai Pudong International Airport, Hangzhou Xiaoshan International Airport, Xiamen Gaoqi International Airport, Guangzhou Baiyun International

Airport, Shenzhen Bao'an International Airport, Chengdu Tianfu International Airport, and Xi'an Xianyang International Airport. Individuals with international interline tickets transiting to third countries and regions within 24 hours through any of the aforementioned airports may enjoy visa-free direct transit without border inspection procedures.

◆ The third measure allows foreign nationals already in China to apply for visa extension, renewal, and reissuance at the nearest public security organs. Individuals in China for short-term non-diplomatic, official business activities, visits and exchanges, investment and entrepreneurship, private matters, tourism, or to visit relatives with legitimate reasons for extending their stays may now submit applications to the nearest exit-entry administrations of the public security organs located in the places where they stay.

◆ The fourth measure allows every foreign national already in China to apply for a multiple-entry visa in cases of need. Each foreigner already in China requiring a multiple-entry visa for legitimate reasons may now apply to an exit-entry administration of a public security organ with an invitation letter and other accompanying documents.

◆ The fifth one minimizes the types of the materials for visa applications for foreign nationals in China. Foreign nationals whose accommodation registration records, business licenses, and other information can be checked through the shared information systems are now exempt from having to present the physical certificates when applying for visas. Also, when applying for a visa for short-term family visits or reunions with relatives in China, a declaration of kinship may be used in place of the for-

mal kinship certificate.

According to an official from NIA, as China's economic development is experiencing continued recovery and growth, and the country embraces greater openness, new demands have been emerging on the part of domestic and overseas enterprises and individuals, and immigration management services will have to keep pace with the changes. NIA is committed to working with the relevant authorities to address the difficulties foreign nationals may encounter when doing business, studying, and traveling in China, and strengthening the reform of the immigration management services and innovation of policies and systems. Currently, NIA is moving forward with the institutional opening-up, contributing to the establishment of a top-notch business environment, and taking the initiative to serve and support the development of a new pattern of growth.

# 08

## References

chapter 8

### I. Enquiry Numbers



12367: This hotline connects to all national border inspection agencies and local public security exit and entry administration departments. It provides policy consultations, suggestions, and addresses service requests related to immigration management for both Chinese and international callers. The service is bilingual, available in Chinese and English, and operates 24/7.

### II. Related websites:



### III. Official Wechat Account: Beijing Public Security Exit-Entry



## IV. Relevant units and contact information



### 1. National Immigration Administration

Website: <https://www.nia.gov.cn/>

Address: 14 East Chang'an Street, Beijing

Tel: 66265110



### 2. Ministry of Foreign Affairs

Website: <https://www.fmprc.gov.cn/>

Address: No.2, Chaoyangmen South Street, Chaoyang District,  
Beijing, China

Tel: 65961114



### 3. Beijing Overseas Talents Center

Website: <https://www.8610hr.cn/>

Address: Beijing Municipal Administrative Service Center,  
No.1, West 3rd Ring South Rd., Fengtai District, Beijing

Tel: 60640800



### 4. Beijing Municipal Market Supervision and Administration Bureau

Website: <https://scjgj.beijing.gov.cn/>

Address: No. 36, Su Zhou Street, Haidian District, Beijing

Tel: 12315



5. Beijing Diplomatic Service

Website: <http://www.bds-cn.com>

Address: No.3, San Li Tun West No. 6 Street, Chaoyang District, Beijing

Tel: 65122200



6. General Administration of Customs (Beijing) International Travel Health Care Center

Website: <https://www.beijingithc.org.cn/>

Address: No.10, De Zheng Road, Xi Bei Wang, Haidian District, Beijing

Tel: 82403675



7. Foreign Affairs Office of the People's Government of Beijing Municipality

Website: <https://wb.beijing.gov.cn/>

Address: No. 57, Yunhe Dong Avenue, Tongzhou District, Beijing

Tel: 55574000



8. The Office of the Government of the HKSAR in Beijing

Website: <http://www.bjo.gov.hk/>

Address: No.71, Di An Men West Avenue, Xicheng District Beijing

Tel: 66572800



### 9. Beijing Municipal Commerce Bureau

Website: <https://sw.beijing.gov.cn/>

Address: No. 1 West 3rd Ring South Road, Fengtai District  
(Unit A, 2/F, Beijing Government Affairs Center)

Tel: 89150924

(All contact information is for your reference only)

## V. Application for Motor Vehicle Driving Licence by Overseas Individuals Residing in this City

1. Consultation phone number: 010-12123;
2. Place of application: Vehicle Management Office and Vehicle Management Branches in the city;
3. You can scan the QR code below to learn more about the specific application conditions, materials and office hours.

