

Criminal background check

Steps 1: Notarization

A Certified Criminal Record Check that is issued by the RCMP headquarters in Ottawa does not require notarization.

Step 2: Authentication Office of the Canadian Foreign Affairs Department

Documents notarized in provinces that are under the jurisdiction of the Chinese embassy in Ottawa (see page) must be legalized by the Authentication Office of the Canadian Foreign Affairs Department. A Certified Criminal Record Check that is issued by the RCMP headquarters in Ottawa must be legalized by the Authentication Office of the Canadian Foreign Affairs Department. It cannot be legalized by the authentication offices of any other provinces.

http://www.international.gc.ca/departement-ministere/authentication-authentification_documents.aspx?lang=eng

Step 4: Chinese Embassy/Consulate

The final step is to bring your legalized document to the Chinese Embassy. They will provide a final authentication of the document. **You must use the Chinese embassy in Ottawa to authenticate your criminal background check, you cannot use one of the consulates.**

This must be done in person (no mail applications), though you can have family member/friend or visa agency go on your behalf

What you need to bring:

1. Completed application form (available on all embassy/consulate websites)
2. The document to be authenticated, submit both the original and a complete set of photocopy.
3. One passport/driver license copy of the applicant
4. If your application is submitted by an agent, please include one copy of the agents' passport/driver license.
5. Other supporting documents a consular officer may request. Check the website for the embassy/consulate you will be attending.



Applying for your visa

After your school has sent the work permit to you, it's time to apply for your visa.

Quick pointers:

- Your school will have asked you previously what Chinese embassy/consulate you will be attending, so make sure you state the correct one.
- **Please make sure to check the list of Chinese embassy/consulates jurisdictions on page 4, the province you reside in will have a specific embassy/consulate you will need to attend.**

What do you need to bring the embassy?

It is worth checking with the embassy/consulate you will be using before you go, as each one might require different documents.

However, for most embassies/consulates you will need to bring the following:

- Your passport (must have at least 6 months left on it)
- 2 passport sized photos.
- Work permit. The staff at the embassy will take copies of these. If you want to save time (and a few cents) photocopy these documents before you go to the embassy.
- Completed application form.

Some embassies might ask for other things such your flight details, proof of address (your home address), copies of previous Chinese visa's (if applicable). So just in case, it's better to phone the embassy beforehand.

The Application Form

The standard Chinese visa application form is the same for all countries, and can be downloaded from any Chinese embassy website. Here's a quick link <http://www.china-embassy.org/eng/visas/fd/W020130830801798289342.pdf>

The same application form is used for all Chinese visa's (Z-Visa, L-Visa, F-Visa, M-Visa etc.), there is no specific one for getting a work visa.

While most the application form is self-explanatory, some parts can be slightly confusing so we have highlighted them on the next page.



1.2 中文姓名 Name in Chinese	1.3 别名或曾用名 Other name(s)	photo (full face, front view, bareheaded and against a plain light colored background).
1.4 性别 Sex <input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	1.5 出生日期 DOB(yyyy-mm-dd)	
1.6 现有国籍 Current nationality(ies)	1.7 曾有国籍 Former nationality(ies)	
1.8 出生地点(市、省/州、国) Place of birth(city, province/state, country)		
1.9 身份证/公民证号码 Local ID/ Citizenship number		

For the two sections highlighted above you can simple put **N/A**

1.17 工作单位/学校 Employer/School	名称 Name	联系电话 Phone number
	地址 Address	邮政编码 Zip Code

Your school will be able to provide you with the school address, phone number etc.

2.2 计划入境次数 Intended number of entries	<input type="checkbox"/> 一次(自签发之日起 3 个月有效) One entry valid for 3 months from the date of issue <input type="checkbox"/> 二次(自签发之日起 3-6 个月有效) Two entries valid for 3 to 6 months from the date of issue <input type="checkbox"/> 半年多次 (自签发之日起 6 个月有效) Multiple entries valid for 6 months from the date of issue <input type="checkbox"/> 一年多次 (自签发之日起 1 年有效) Multiple entries valid for 1 year from the date of issue <input type="checkbox"/> 其他 (请说明) Other (Please specify):
2.3 是否申请加急服务 Are you applying for express service? 注: 加急服务须经领事官员批准, 将加收费用。 Note: Express service needs approval of consular officials, and extra fees may apply.	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2.4 本次行程预计首次抵达中国的日期 Expected date of your first entry into China on this trip (yyyy-mm-dd)	

While it might seem strange that you only need to apply for 'One entry for 3 months', this is because your Z-visa will be 'transferred' to a residence permit within one month of you arriving in China.

Thereafter, your residence permit will be your visa. It will be multiple entry and valid for the duration of your contract.

If you've already booked your flight, simply state the date you will arrive in China. If you have not yet booked your flight, just give an estimate. Your visa will be valid from the **date it is issued, not the date that you intend to arrive.**



Visa Agencies

Visa agencies can be used for getting your documents authenticated, as well as acquiring your Z-visa. Visa agencies are an excellent resource when you are not located near a Chinese embassy/consulate and the distance is too far to travel. Below we will list some agencies that some of our teachers have used in the past to obtain their document authentications and Z-visas.

Costs and available services vary from agency to agency, so do shop around and if you have any questions your recruiter will be able to help you out.

This list is not exhaustive, just based on our previous experiences.

Canada:

<http://www.mychinavisa.ca/>

<https://china.visahq.ca/#!china-work-visa>

<http://visaservicescanada.ca/countries/china.php>

<https://cibtvisas.ca/china-visa>