

Recruitment Process for a Visa X1 Intern

Requirements

- The student must be in a graduating program (Bachelor/ Master/ PHD). The language years students don't have the permission to do an internship.
- The minimum pay is 120 RMB per day, there is no maximum pay limit, over 5000 RMB per month there will be a tax for the company.
- The intern must have an insurance civil liabilities and sickness, the company is responsible to cover it's employees.

Company Internship Letter

The first step to recruit an intern under the X1 Visa is to provide a Company Internship Letter.

This letter should include:

- The student's personal details.
- The duration and dates of the internship.
- A brief description of the internship duties and responsibilities.
- The company's contact information and official stamp.

实习许可 Internship Agreement

The intern then needs to give the Company Acceptance Letter to the school to obtain the Tripartite Internship Agreement 实习许可.

Once obtained, this official document from the school needs to be filled by the company, by the intern and then given back to the school for stamping.

Student Application for Internship

With the Tripartite Internship Agreement the student can now apply to the internship working Visa (Visa X1 with Internship 实习).

He needs to go to the official Visa Bureau with theses documents:

- Valid passport.
- A recent passport-sized photo.
- The Company Acceptance Letter
- The tripartite Internship Agreement

Start of the Internship

The delay for the transfer of the Visa application is two weeks, the students passport will stay at the visa office, during that time a yellow paper will be delivered for him to be able to still travel in the country but not abroad.

Once ready, the intern can go take his passport with the working Visa, pay the 400 RMB fee and start working within your company.

Timeframe : 10 to 15 working days



Recruitment Process « 1000 Interns »

Process required for the students under Visa X2 as well,
(can't apply while still under X2 Visa)

Requirements

- The student needs to make his visa demand in France and must be in a school recognized by the Chinese government. yxcx.cscse.edu.cn
- The minimum pay is 20 RMB/hour on this program, over 5000 RMB per month, a tax needs to be paid.
- The internship needs to last between 3 to 6 months and this program can be used multiple times even up to one year after graduation.
- The intern must have an insurance civil liabilities and sickness, the company is responsible to cover it's employees.

Eligibility Certificate

The Eligibility Certificate needs to be delivered from the French Embassy in China by the 1000 interns program.

Documents needed for the embassy :

- Internship tripartite agreement
- Copy of the Intern Passport.
- Certificate of enrollment in the school.

Send everything to:

1000stagiaires@institutfrancais-chine.com

Once the file is received, an eligibility certificate for the program is edited and sent by email and post.

- This certificate is sent by email to the intern and by post to the company.

Timeframe : 4 to 10 working days

Useful Links :

- Apostille: <https://www.service-public.fr/particuliers/vosdroits/F1400>
- Translators: <https://www.service-public.fr/particuliers/vosdroits/F12956>

WPNL certificate

The company must register the intern on the SAFEA platform to obtain the **Work Permit Notification Letter "Intern"**.

<https://fwp.safea.gov.cn/lhgzweb/>

Documents needed :

- **The registration certificate** of the host company (photocopy).
- **The Eligibility Certificate** issued.
- **Non Criminal Record of the intern**, Apostille and Translated in chinese.
- **Internship agreement** in Chinese.
- **Health Certificate** in Chinese
- **Health Insurance** (health insurance + civil liability).
- Copy of the **Intern Passport**.
- **Passport E-Photo** (white background)

Timeframe : 10 to 12 working days

Visa Z Application

Once the WPNL (valid for 3 months from the date of issue) is received, the intern needs to gather all the documents and apply for the Visa Z at the China Embassy, Visa center or local consulate in France.

https://www.visaforchina.cn/PAR2_FR/

Timeframe : 6 to 12 working days

Arrival in China

- Apply within 24 hours for **Temporary Residence Registration Form (TRRF)**.
- Do the **Medical Examination** within first week and receive report under 5 working days.
- Finally, within first month, do the **Residence Permit Interview**. Original passport will be kept by immigration during 10 working days.

Timeframe : 10 to 15 working days