办理工作许可证延期

**Guidance for Extension of Work Permit**

Work permit extension application should be started at least 60-day prior to its expiry date.

**Contract extension should be done first.**

Following documents are required for the extension application:

1. 有效居留许可；
2. Valid Chinese residence permit (.PDF < 1M)

2. 有效的工作许可证

1. Valid work permit (.PDF < 1M)
2. 续签后的聘用合同（中文合同的扫描件，须由申请人签名并加盖单位公章，不得涂改）；

3. Extended contract (Original and Chinese version. .PDF < 1M)