

Documents List: Introduction



Attached please find a list of documents for your case.

If you don't have all the documents on this list, don't worry. We'll discuss it.

- Some documents may not apply to you.
- Some documents are just suggested, not required.
- In some cases, there are suitable alternatives to the documents we've listed.

Of course, feel free to provide to us for review any additional document you feel may be useful in your case, even if it's not listed.

How we work

Our firm keeps paperless digital files. If you'll be sending us documents digitally, here are our preferences:

- We prefer that you provide documents in PDF format, if you are able.
- Preferred methods for sharing documents:
 - As email attachments (up to 10 MB per email), or
 - Microsoft OneDrive. For more information about how to share files and folders confidentially and securely with OneDrive, see the OneDrive FAQ at <http://windows.microsoft.com/en-us/windows-8/onedrive-app-faq>.
- If you like, for each document you share, give it a unique number and a name. For example, "015. Passport--Steven SMITH--issued 2014-05-03." We'll identify the document by the same number on our documents list.

Of course, if your documents are in another format or if you prefer to share them using a different method, our firm will make every effort to be flexible.

Documents Needed for China Police Clearances

Wednesday, September 16, 2015 9:58 AM

| Category | (Law Firm Use Only) Insert File Here | Client Document # & Description | Next Step | Assigned To | Format of Document Submitted to Gov't: O=Original C=Copy N=Nothing | R=Required S=Suggested | (Law Firm Use Only) Revision History |
|---------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|-----------------------------------------------------------------------------|---------------------------|---------------------------------------------|
| Immigration History | | 1. Current passport, including the ID page and the pages with China stamps (visas, residence permits, entry and exit stamps) | Provide a copy to our law firm for review | Client | | | |
| | | 2. Prior passport(s) used during period of China residence, , including the ID page and the pages with China stamps (visas, residence permits, entry and exit stamps) | " | " | | | |
| | | 3. For workers: Alien employment permits (外国人就业证) | " | " | | | |
| | | 4. For foreign experts: Foreign Expert Certificates (专家证) | " | " | | | |
| | | 5. For students: Form JW202, Visa application for Study in China (外国留学人员来华签证申请表) | " | " | | | |
| | | 6. For students: Student ID cards | " | " | | | |
| | | 7. For students and workers: If you have a letter from your employer or school confirming that you did not commit any crimes during your period of work or study in China, provide a copy. | " | " | | | |
| | | 8. For all: Temporary Residence Registration(s) (临时住宿登记) filed with a local police station or hotel at each place you lived in China during the validity of your residence permits | " | " | | | |