



NOTARISATION OF QUALIFICATIONS FOR CHINA

STEP-BY-STEP GUIDE & FAQS

OUR HANDY GUIDE WILL
HELP YOU GET YOUR
DOCUMENTS NOTARISED AND
LEGALISED FOR USE IN THE
PEOPLE'S REPUBLIC OF
CHINA



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What is notarisation and legalisation?



As a UK national, if you want to work in China, you will require a visa and work permit. To obtain the Z Visa, you will need to provide certain documents, normally your degree (Bachelor's or higher), a TEFL qualification and a police check.

If your documents were issued in the UK, you'll need to prove that it is genuine. This is known as notarisation and legalisation (sometimes called authentication) and involves 3 stages.

#1 Verification

Our notaries will contact the records department of the institution that issued your qualification to confirm that they did, indeed, issue the qualification and that you achieved the grades shown on your certificate.

#2 Notarisation

Next, the notary will draft a notarial certificate confirming that he has verified the authenticity of your original qualification and that the institution who issued it is accredited. The notarial confirmation is then attached to your document (or a copy).

#3 Legalisation

Lastly, the Chinese authorities will want to see that the notary has been validly appointed. So, you must send your notarised degree to the Foreign & Commonwealth Office (for an Apostille) and then to the Chinese Embassy in London.

What do I need to do?

The team at Vanner Perez will guide you through each step of the process.

#1 AUTHORISE US TO COMPLETE THE VERIFICATION PROCESS

Under the Data Protection Act 2018, we need your permission to contact your former university/institution. Therefore, we ask you to fill in a short consent form, which you can find in the appendix. Send us the completed consent form by email, along with a scanned copy of your degree and ID/proof of address – once we have these, we'll start the verification process straightaway to avoid unnecessary delay.

#2 MAKE AN APPOINTMENT TO VISIT OUR OFFICES IN LONDON

Once your degree has been verified, we will contact you to arrange an appointment. You can email us (info@vpnotaries.co.uk) or call +44 (0)20 3668 6626 to book a convenient time between 9.30 a.m. and 5.30 p.m., Monday to Friday. If you can't visit us in person, please see FAQ #2.

Please Note! You will need to bring your ID (passport, ID card or driving licence), a recent proof of address (council tax, utility bill, bank statement) and your original degree with you to the appointment.

#3 RECEIVE YOUR NOTARISED DOCUMENTS OR COMPLETE THE LEGALISATION PROCESS

If you decide to take care of the final legalisation stage yourself, you will be able to take the notarised documents away with you after they have been verified. Otherwise, we will contact you again once the legalisation is complete. You can then arrange to collect your degree from our offices in person, or have it sent out via post/DHL courier (additional delivery charges apply).



Fees and Charges



Our fees are based on the number of documents you have and what services you would like us to undertake for you.

All prices include VAT at applicable rate

undertake for you.

All prices include VAT at applicable rate

Notarisation	Verification*	Notarisation	Legalisation**	Total			
One Document	£ 15	+	£ 70	+	—	=	£ 85
Two Documents	£ 30	+	£ 100	+	—	=	£ 130
Three Documents	£ 45	+	£ 125	+	—	=	£ 170

Notarisation & Legalisation (Standard)

Please refer to FAQ #4 for an explanation of the standard service.

One Document	£ 15	+	£ 70	+	£ 137	=	£ 222
Two Documents	£ 30	+	£ 100	+	£ 184	=	£ 314
Three Documents	£ 45	+	£ 125	+	£ 231	=	£ 401

Notarisation & Legalisation (Express)

Please refer to FAQ #4 for an explanation of the express service.

One Document	£ 15	+	£ 70	+	£ 201	=	£ 286
Two Documents	£ 30	+	£ 100	+	£ 312	=	£ 442
Three Documents	£ 45	+	£ 125	+	£ 423	=	£ 593

Delivery

Collection

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Post to UK

£10

DHL

£60

* In line with guidance from the Notaries Society, we will not notarise documents for China without first verifying them. The fee quoted covers the verification charge that universities/institutions charge us. However, in some cases, the institution makes an additional charge for verification, which we will add to the fee that we ask you to pay.

** The legalisation fee includes our handling fee of £90 inc. VAT to deal with the Foreign & Commonwealth Office (FCO) and Chinese Embassy on your behalf, as well as the fees that the FCO/Chinese Embassy charge directly.

FAQs



If you can't find the answer to your question, don't hesitate to get in touch. The team at Vanner Perez will be happy to help.

Q1. What counts as ID and/or a proof of address?

We can accept any original government-issued identity document so long as it bears a photograph. For a proof of address, you can use a council tax bill, a bank statement, a utility bill or a copy of a tenancy agreement.

Q2. What if I can't visit in person?

We can carry out the process via email. You will still need to send us the hard copy of your certificate, though. We would charge £60 inc. VAT to return everything to you via DHL (or £10 inc. VAT postage to a UK address). Alternatively, you can authorise someone else to attend the appointment on your behalf. To do so, please complete the third-party authorisation form in the appendix.

Q3. What TEFL or TESOL qualifications can you notarise?

Confusingly, some providers offer their courses at various locations around the world. However, for us to be able to notarise them, the TEFL and TESOL qualification must have been issued by a UK-accredited awarding body.

FAQs



(continued)

Q4. What is 'standard' and 'express' legalisation?

Legalisation involves sending the documents to the Foreign & Commonwealth Office (FCO) and then to the Chinese Embassy. These two bodies offer two different processing options: 'standard' and 'express'. The standard option at the FCO takes approximately 1 working week, whilst express is only 24 hours. The standard option at the Chinese Embassy is 4-5 working days, and the express option takes 2-3 working days.

Q5. How long does the process take?

The verification process can take up to 21 working days, depending on how long it takes your university to respond (on average, though it takes a week). Once complete, the notarisation takes about 30 minutes. Legalisation processing times depend on which service you opt for at the Foreign & Commonwealth Office/Chinese Embassy (see FAQ #4).

Q6. Should I use a copy or the original qualification?

In most cases, we find that clients ask us to produce a notarially certified copy of their degree in order to preserve the original certificate. However, you should always check with the requesting party if in doubt. In any event, though, we will require sight of the original degree certificate at the appointment.

Data consent form

Please complete this form, print and sign before returning to us via email (info@vpnotaries.co.uk).

DATA CONSENT FOR VERIFICATION OF AWARD

To Whom It May Concern:

I, (Name:) _____, hereby give my consent and permission for Vanner Perez Notaries LLP of 6 Hay's Lane, London SE1 2HB, to contact my university and educational institutions on my behalf for the purpose of verifying the authenticity of my educational award/degree(s).

Furthermore, I authorise HEDD, on behalf of Vanner Perez Notaries LLP, to share my information with, and obtain my information from, my university for the purposes of data verification.

I understand that, as the result of this verification may form the basis for an offer of employment, Graduate Prospects (the providers of the HEDD verification service) will retain a copy of this consent form, and verification details, for as long as the information is still relevant; nominally, for the duration of my working life, plus ten years.

I further understand that, should I consider the returned details to be inaccurate, I should contact my university for clarification and amendment, as required.

Sign: _____

Date: _____ 20____

N.B. Please remember to include a scanned copy of your ID/proof of address and your degree/educational certificate(s) when returning this form.

Your data will be processed in accordance with our Privacy Notice, a copy of which is available on our website.



Third-party authorisation

Please complete this form, print
and sign before returning to us
via email (info@vpnotaries.co.uk).

AUTHORISATION FOR THIRD PARTY TO DEAL WITH VANNER PEREZ NOTARIES

To Whom It May Concern:

I, (Name:) _____, hereby
authorise (Name of friend/relative/colleague:) _____
_____ to act on my behalf in connection with
the notarisation/legalisation of my personal documents.

Sign: _____

Date: _____

N.B. The person attending the appointment will need to bring ID with
them to the meeting.



Get in touch

The team at Vanner Perez Notaries can help you notarise and legalise your degree for China.

+44 (0)20 3668 6626
info@vpnotaries.co.uk
www.vpnotaries.co.uk

