

## APPENDIX: LETTERS OF URGENCY (Suggested Details/Samples)

Please note that the following is provided as guidance for the type of language or details that might be used in a letter of urgency. **Please make sure that the letter you provide to the embassy accurately reflects your experience and situation. (i.e. Don't let your HR add fake details just because it's suggested on this list.)**

### Letter for an educator: Written on school letterhead

Suggested details to include in a "Letter of Urgency" - some of these details may not be applicable to your particular situation. However, if you are working in an established institution whose work benefits Chinese students (preferably high school or college/university), it is probably more likely that you will get a green code.

- 1) Details about your employer/educational institution:
  - a) Name of Chinese institution
  - b) Year the institution was founded
  - c) Type of institution (partnership with who; training/trade, etc.)
  - d) MOE license number
  - e) Purpose of school
  - f) Methods of recruitment
  - g) Teaching methods and results
  - h) Number of student enrollment in the institution
  
- 2) Details about YOU and your contributions to the educational institution:
  - a) Name of teacher, Nationality and Passport number
  - b) Length of employment
  - c) Teacher's documentation, (visa #, RP #, work permit #)
  - d) "Objective" contributions to the institution/China:
    - i) e.g. # of courses taught, # of sections taught, how many students per course, total number of students the teacher is responsible for, etc.
    - ii) Any awards or special recognition you may have earned during your time there; especially if that honor was granted by a Chinese committee
    - iii) If you are the sole educator for a particular subject or a particular group of students, that may be helpful to mention.
    - iv) Again, it is helpful to note if you are teaching upper high school or college students.
  - e) "Subjective" contributions to the institution:
    - i) Comments that describe how close you are with the students, parents, etc.
    - ii) Comments that describe how important you are to the organization, etc.
  
- 3) Details about why you left and why you need to be back IN PERSON, NOW (MOST IMPORTANT)
  - a) Reason for leaving China (if at all possible, frame it in a way that suggests that it was involuntary or unplanned; they are not looking kindly on people who left even though they "didn't have to")
  - b) Anticipated (hoped for) date of return

- c) Explicit reasons why it is URGENT that you return IN PERSON. (Since many educational classes are happening online, you may need to make a case for why you need to be in China *in person*.) One idea is to provide a timeline (with dates) of the meetings/actions you need to be present for that are “necessary” to the well-functioning of the institution/directly affect the learning of the students, etc.
  - d) DEFINITELY use words like “urgent” and “necessary” and “essential” in your description!
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### Letter for a corporate employee: Written on company letterhead

Suggested details to include in a “Letter of Urgency” - *some of these details may not be applicable to your particular situation. However, the larger the economic impact that your company has to China’s economy, the more likely it is that you will be granted a green health code.*

(Many of these details are similar to ones for educators above.)

- 1) Details about your employer:
  - a) Name of employer
  - b) The industry that your company operates in
  - e) Any significant partnerships, trade relationships, etc.
  - f) Who the customers are
  - g) Where they are based/operate
  - h) The economic benefits/impact to China’s economy
  
- 2) Details about YOU and your contributions to the company:
  - i) Your name, Nationality and Passport number
  - j) Length of employment; your department
  - k) Your documentation, (visa #, RP #, work permit #)
  - l) “Objective” contributions to the company/China:
    - i) What tasks/roles are you responsible for?
    - ii) Any awards or special recognition you may have earned during your time there; especially if that honor was granted by a Chinese committee
    - iii) If you are the sole person responsible for a key element of a project, that may be helpful to mention.
  - m) “Subjective” contributions to the company:
    - i) Comments that describe how close you are with the customers
    - ii) Comments that describe how important you are to the organization, etc.

### 3) Details about why you left and why you need to be back IN PERSON, NOW (MOST IMPORTANT)

- a) Reason for leaving China (if at all possible, frame it in a way that suggests that it was involuntary or unplanned; they are not looking kindly on people who left even though they “didn’t have to”)
- b) Anticipated (hoped for) date of return

- c) Explicit reasons why it is URGENT that you return IN PERSON. One idea is to provide a timeline (with dates) of the meetings/actions you need to be present for that are “necessary” to the running of the organization or for upcoming events that are crucial to China.
- d) DEFINITELY use words like “urgent” and “necessary” and “essential” in your description!

Finally, the letter included below is the skeleton of a letter that was successfully accepted by the embassy.

**Again - please DO NOT COPY the letter verbatim.**

**→ Many of you may want to forward this example to your HR to give them an example of what a letter of urgency might look like... If every HR department submits a letter that looks exactly like this, then it will obviously lose its efficacy with the embassy. It is also YOUR responsibility to make sure that the final product will be something that will help you get back to China.**

Dear Embassy:

"COMPANY". has hired "NAME" ("PASSPORT NUMBER, GENDER, NATIONALITY, AGE, DATE OF BIRTH") as the company's "JOB TITLE". "NAME" has worked in our company for # years and has hosted a number of activities for the company which has played a vital role in the company's development and growth. "NAME" is an indispensable and necessary member of "COMPANY & DEPARTMENT". "NAME" has rich experience and long-term good cooperation relationship with customers. We need and request him to be the main person in charge of the events. Our "COMPANY" is now at a critical stage of preparation for "LIST OF EVENTS" We urgently need "NAME" to return to China to start work immediately. Please be sure to approve its entry.

Sincerely salute,

"COMPANY NAME"

"DATE"

\*\*Stamped by company stamp\*\*