

申请《中华人民共和国外国人工作许可证》材料清单

(聘期 90 天及以上)

Material List of Application for Foreigner's Work Permit

(Term of Employment \geq 90 days)

*工作证类别：A 类与 B 类

**Category of Foreigner's Work Permit: Category A&B*

*如拟聘外专持有在有效期内的工作类居留许可，可免体检证明和无犯罪记录证明。

**If Applicant holds valid Foreigner's Residence Permit (Purpose of Residence: Work), Applicant is not required to submit medical certificate and certificate of no criminal record.*

一. 首先办理《外国人来华工作许可通知》

Stage I. Application for Notification Letter for Foreigner's Work Permit

*A 类工作证以下第 4 条学历学位证书及第 5 条无犯罪记录证明可用承诺书代替，B 类工作证需提供以下全部材料。

**For Foreigner's Work Permit Category A: Applicant is allowed to provide self-declaration of authenticity in respect of No.4 Certificate of Authenticity of diploma & No.5 Certificate of No Criminal Record.*

For Foreigner's Work Permit Category B: The following materials shall be provided;

*以下材料均须提供原件的电子扫描件：

*Scanned copies of the following original materials shall be provided:

1. 护照个人信息页

Personal Information Page of Passport

2. 居留许可页 (*本条目为持有有效期内居留许可页的外专需提供)

Information Page of Foreigner's Residence Permit (Applicable to those whose previous employer is a Chinese institution)

3. 个人简历 (需包括高中以来的教育经历和工作经历, 注明年、月)

Resume containing education and work experience since high school (**year**month)

4. 最高学位 (学历) 证书/职业资格证明 (国外学历需中国驻外使领馆认证)

【注: 中国驻外使领馆的认证需要时间, 请提前认证】

Highest Degree Diploma/Professional Qualification Certificate (Diploma obtained abroad shall be attested by Chinese embassy/consulate) 【Note: The attestation of Chinese embassies/consulates takes time. Please attest in advance】

5. 无犯罪记录证明 (官方机构出具 6 个月内, 国籍地取得证明, 中国驻外使领馆认证) 【注: 开具及认证两项都需要时间, 请提前办理】

Certificate of No Criminal Record (issued by certificate authority; certificate obtained abroad shall be attested by Chinese embassy/consulate) 【Note: Both issuing and attestation require time, please handle them in advance】

6. 工作资历证明 (需与聘用岗位相关并累计达 2 年, 文件内容包括但不限于职位信息、工作时间、单位负责人签字或单位公章、证明人联系方式等。)

【注: 外籍博士后可以不用提供工作资历证明, 用博士期间的成绩单代替】

Work Experience Certificate (more than 2 years' experience related to the applied position, including but not limited to post information, term of employment, signature of the representative/official stamp of the institution, contact information of the representative, etc.) 【Note: Postdoctoral can provide their Doctoral Transcripts instead of Work Experience Certificate】

7. 6 个月内个人电子证件照 (白底彩色免冠, jpg 格式, 50k-120k)

Digital Photo (taken in recent 6 months; bareheaded; color photo with white background; JPG format; Size: 50K-120K)

8. 聘用合同 (有浙江师范大学行政章) 【注: 由学校国际处办理, 盖章需要

时间】

Employment Contract (with official administrative stamp of ZJNU) 【Note: it is handled by the International Department of the University, and it takes time to stamp the seal.】

9. 用人单位真实性承诺书 【注：由学校国际处办理，盖章需要时间】

Certificate of Authenticity Issued by Employer 【Note: It is handled by the International Department of the University, and it takes time to stamp the seal.】

10. 体检证明（由中国检验检疫机构出具，6个月以内）或体检担保函【注：入境前先提供体检担保函，入境后务必到指定的机构体检，拿到体检证明后替换体检担保函】

Medical Certificate (issued by Chinese inspection and quarantine authority in recent 6 months) or letter of guarantee issued by Employer 【Note: The letter of guarantee issued by Employer shall be provided before entering CHINA. After entering CHINA, you must go to the designated institution for Medical Certificate, and replace the letter of guarantee issued by Employer.】

11. 保险证明或保险担保函【注：入境前先提供保险证明或保险担保函，入境后请购买保险（请联系学校），用保险单替换保险证明或保险担保函】

Insurance materials or letter of guarantee issued by Employer 【Note: The letter of guarantee issued by Employer shall be provided before entering CHINA. After entering CHINA, please purchase insurance (please contact the school) and replace the letter of guarantee issued by Employer】

12. 上家单位工作证注销单（如工作证在有效期内，先注销上家单位的工作证，提供注销单扫描件）（*本条目适用于上家单位为国内单位的外专）

Cancellation of previous Foreigner's Work Permit: If Applicant holds valid Foreigner's Work Permit related to the previous employer, Applicant shall cancel the Work Permit first and then provide the scanned copies of relevant cancellation materials. (Applicable to those whose previous employer is a Chinese institution)

*所有外文材料均需译成中文。每页加盖翻译工作室/公司公章，由翻译人签字及

写明“此译件与原件内容一致”。

**All materials in other languages shall be translated into Chinese. Each page shall be stamped with the official seal of trusted translation institutes/associations and signed by the translator with a statement “此译件与原件内容一致 (means: The meaning of the translation text is equivalent to that of the source-language text)”.*

二. 外专入境报到后办理《中华人民共和国外国人工作许可证》及所在城市《外国专家局准予行政许可决定书》（境内新聘）

Stage II. Application for Foreigner's Work Permit and Approval for Foreigner's Work Permit issued by municipal authority of foreign experts affairs (after Applicant arrived in the destination city)

*B 类工作证需提供以下材料。A 类工作证无纸化查验，无需再次提供。

** For Foreigner's Work Permit Category B: the following paper materials shall be submitted;*

For Foreigner's Work Permit Category A: no need to submit the following paper materials.

以下内容均须提供**原件及复印件**：

**Both original and the scanned copies of the following materials shall be provided:*

1. 护照正本、护照首页及签证页复印件

Passport, photocopy of information page & visa page of passport

2. 最高学位证书原件、复印件及翻译件（盖浙江师范大学行政章）

Highest degree diploma: original copy, photocopy & translation copy (with official administrative stamp of ZJNU)

3. 无犯罪记录证明原件、翻译件及复印件（官方机构出具 6 个月内，国籍地取得证明，中国驻外使领馆认证）【注：本人在中国境内的可选择国籍地驻中国的使领馆去开具；如外专符合转聘要求：1）岗位一致；2）上家工作单位所属外专局开具的注销证明；3）持有效期内的工作类居留许可；可免开具

无犯罪证明。】

Certificate of No Criminal Record: original copy, photocopy & translation copy (issued by certificate authority; certificate obtained abroad shall be attested by Chinese embassy/consulate) 【Note: if you are in China, you can choose the embassy/consulate of your nationality in China to issue Certificate of No Criminal Record.If the foreigner meets the Transfer-Job requirements: 1) The position is the same; 2) Cancellation of previous Foreigner's Work Permit; 3) Holding a work residence permit within the validity period.If you meet the above three conditions, you may not need to issue the Certificate of No Criminal Record.】

4. 聘用合同原件及复印件（盖浙江师范大学行政章）【注：由学校国际处办理，盖章需要时间】

Employment contract: original copy and photocopy (with official administrative stamp of ZJNU) 【Note: it is handled by the International Department of the University, and it takes time to stamp the seal.】

5. 《外国人来华工作许可申请表》签字版原件（盖浙江师范大学行政章）【注：盖章需要时间】

Original copy of Application Form of Foreigner's Work Permit with Applicant's signature and official administrative stamp of ZJNU 【Note:It takes time to stamp the seal.】

6. 中国境内检验检疫机构出具的体检证明及复印件（6个月以内）【注：需要到指定的机构体检】

Medical Certificate issued by Chinese inspection and quarantine authority in recent 6 months: original copy and photocopy 【Note:Request to go to the designated institution for Medical Certificate】

7. 我国大陆保险公司出具的保险单及复印件【注：请联系学校】

Insurance materials provided by trusted Chinese insurance company: original copy and photocopy 【Note:Please contact the school】

8. 用人单位真实性承诺书（盖浙江师范大学行政章、校长签名章）【注：由学校国际处办理，盖章需要时间】

Certificate of Authenticity Issued by Employer (with official administrative stamp

of ZJNU and name-seal of President of ZJNU) 【 Note: it is handled by the International Department of the University, and it takes time to stamp the seal.】