

Coming to GDUFS

Visa and Residency Information for International Scholars (Z Visa)

外专来校的签证办理和入境后手续

工作签证（Z 字签证）

International Office • 国际合作与交流处

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Work Visa (Z Visa) 工作签证（Z 字签证）

Work Visa (Z visa) is issued to foreigner who comes to China for a post/employment, and his/her accompanying family members (spouse and children under the age of 18). Z visa is usually valid for one entry within three months with no duration of stay. The holder of a Z visa shall go through residence permit application in the local public security department within 30 days of entry into China. The validity period of the residence permit depends on the employment duration.

工作签证（Z 字签证）适用于来中国任职或者就业的人员及其随行家属（仅限配偶和未满 18 周岁的子女），通常为三个月一次入境有效，无停留期。入境之日起 30 日内必须在当地公安机关办理居留许可，居留许可有效时间由合同期决定。

According to the emigration and immigration law of the People's Republic of China, foreigners who are aged under 65 and are employed in China for more than three months within one year should apply for Z visa.

根据《中华人民共和国外国人入境出境管理法》规定，一年内来华工作时间 3 个月以上的外国专家（年龄通常在 65 周岁以下）应申请 Z 字签证。

Please see below Work Visa Application and After Entry Procedures.

以下是工作签证的办理和入境手续。

Before Entry

入境前

Signing of Contract

签订合同

- Appointments are made on a written contract basis only; verbal agreements are not valid. Written contracts are to follow the contract sample issued by the State Administration of Foreign Experts Affairs, China. The supplement of rights or obligations on certain contract items can be specified in the appendix of contract.
- This Contract does not take effect unless and until the Employer has obtained the work permit and employment visa from the relevant Chinese government authorities and processed the Employee's induction formalities.
- If you are outside of China, an electronic copy of the contract should be signed before entry. If you are already in China, a paper contract should be signed before commencement of employment.
- An official contract should be signed by the legal representative or authorized representative of your employer. The authorized representative must hold a letter of authorization, otherwise the contract is deemed invalid. The foreign expert must sign the contract himself/herself.
- The employment duration should be clearly stated on the contract. The typical duration is one year while five years is the maximum.
- Any revision of the original contract should be consented to by each party in written form; otherwise the original contract should be observed till its expiration date.
- 与外专签订工作合同必须以书面形式确定，任何口头协议都是无效的。合同应以国家外国专家局发布的《外国文教专家聘用合同参考文本》为准。如果需要对合同条款所描述的有关权利和义务进行补充，可以附件中加以明确。**聘请单位需提前5个月与国际处联系确认聘任需求**，签订合同，以便提前着手准备其他聘用材料。
- 本合同必须在双方签字（盖章）后并在聘用方获得中国政府有关机关签发的来华工作许可、职业签证后成立，并在聘方办理好入校手续后才正式生效。
- 如受聘外专在国外，聘用合同签署时间应在外专来华前；如外专已经在我国境内，则应该在受聘外专到职前签订正式合同。
- 合同的签署人应为法人代表或法人代表所授权的人。被授权者应有授权书，其他人签字的合同均视为无效合同。外专方则必须为外专本人。
- 合同必须明确合同期限，合同期以一年为宜，但连续在华合同期总计不宜超过五年。
- 合同更改，合同更改必须经双方协商同意，并以文字形式确认修改或增删的内容；未达成一致意见之前，应仍按原合同条款执行，直至合同期结束。

Applying for NOTIFICATION LETTER OF FOREIGNER'S WORK PERMIT and CONFIRMATION LETTER OF INVITATION for Z Visa

办理《外国人工作许可通知》和 Z 字签证的《邀请确认函》

- ① Your host school/faculty should help collect the following documents from you and submit them to International Office at least 3 months in advance before the planned date of entry

请聘请单位协助收集以下材料，并在外教拟入境日期前提前3个月提交至国际合作与交流处

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| <ul style="list-style-type: none">● Foreign Expert Working Permit Application Form. Fill it out, sign on it and then send both the word and pdf version to International Office.● A copy of the certification of your qualification and previous job experience. This is provided by your last employer regarding the post you are applying for now. This should include information such as your position, period of your employment, program(s) you have participated in, and the contact of the individual(s) vouching for you. This requires the stamp and/or signature of the responsible party. Submit certifications of your awards in your professional field if you have any.● A copy of your diploma of the highest degree, legalization/ authentication by Chinese Embassies or Consulates in applicants' country is mandatory. Legalization/ authentication means an official statement/letter from related authorities to state or prove that your diploma is authentic. The authentication is a must-have document needed for the working permit, as required by the Foreign Expert Bureau. The authentication can be done in Consulate General of China/Chinese Embassy in your country or CG of your country in China, or some notary offices. | <ul style="list-style-type: none">● 外国人来华工作许可申请表（见附录一）。请外教填写好申请表，并签字，将填妥的 word 文档版申请表和签字后扫描 PDF 版提交国际处。● 工作资历证明（原件或复印件，纸质版）。由申请人原工作过的单位出具从事与现聘用岗位工作相关的工作经历证明，包括职位、工作时间或曾经做过的项目、证明联系人方式，需申请人原工作单位加盖公章或负责人签字。如申请人在专业领域知名奖项获奖，可提供相应获奖证明材料。● 最高学位（学历）证书或相关批准文书、职业资格证明（原件或复印件，纸质版）。最高学位（学历）证书须经我驻外使、领馆或由申请人所在国驻华使、领馆或所在国公证机构或我国学历认证机构认证。如有境外专业资格证明，须经我驻外使、领馆或由申请人所在国驻华使、领馆或所在国公证机构认证。 |
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- A copy of No Criminal Activity Certificate issued by your State of nationality or the country you stay permanently in. This must be certified by public security departments such as police departments, courthouses, Consulates or other notary offices.
- A copy of your health certificate. This report or certificate must be issued by an overseas health and medical institution approved by the Chinese embassies or consulates abroad, or by an inspection and quarantine institution within China. It shall be issued within 6 months.
- A copy of your contract or employment certificate. This contract should be a Chinese version, signed by yourself with no scribbling or scratching. The contract needs to include the following information: place of work, contract clauses, remuneration, time, position, and stamp page (signature).
- A copy of your passport or international travel document. More specifically, we need a copy of the information page of your passport or international travel document.
- Hard copy and electronic copy of your photo within 6 months. E-copy: white background, borderless, JPG format, size of 150KB or more (1024 pixels in height and 768 pixels in width). Hard copy: a 1-inch white-background photo in Technicolor, all the same specifications as the e-copy, packed in a small paper bag. The head portrait should take up two thirds of the space on the photo. Clear image without any spots or blemishes.
- 申请人国籍国或长期居住国（地区）官方出具的无犯罪记录证明（原件或复印件，纸质版）。由申请人国籍国或经常居住地警察、安全、法院、公证机关等部门以及国籍国驻华使、领馆或我驻外使、领馆认证。
- 申请人体检证明（原件或复印件，纸质版）。须由我驻外使、领馆认可的境外卫生医疗机构出具的体检报告或中国境内检验检疫机构出具的健康证明，签发时间在 6 个月内。
- 聘用合同或任职证明（原件或复印件，电子版）。应提供中文合同，须由申请人签名并加盖单位公章，不得涂改。合同应当包括工作地点、内容、薪酬、时间、职位、盖章页（签字）。
- 申请人护照或国际旅行证件（复印件，纸质版）。护照或国际旅行证件信息页。
- 申请人 6 个月内正面免冠照片（原件，电子版和纸质版）。近期免冠电子照片，白色背景，无边框，头像居中约占照片尺寸 2/3，图像清晰，无斑点、瑕疵、印墨缺陷，JPG 格式，文件大小在 150KB 以上，尺寸在 1024 像素（高）*768 像素（宽），分辨率不低于 300DPI、32 真色彩。纸质照片为白底彩色 1 寸规格，用纸袋装好。

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| <ul style="list-style-type: none"> ● Copies of documents of accompanied family members, including the information pages of their passports (or international travel document), family relationship certificates (spouse-marriage certificate, child-birth certificate), health certificate (required item for family members over 18 years of age), and their electronic photos. | <ul style="list-style-type: none"> ● 随行家属相关证明材料（复印件，纸质版）。包括随行家属护照（或国际旅行证件）信息页、家属关系证明（配偶—结婚证书，子女—出生证明）、体检报告（18 周岁以上家属）以及电子照片。 |
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- ② Upon receiving all application documents, International Office will help you to apply for the *Notification Letter of Foreigner's Work Permit* from Foreign Expert Bureau and *Confirmation Letter of Invitation* from Foreign Affairs Office.

收齐材料后，国际处向外专局申请《工作许可通知书》，收到下发的通知书后向外办申请《邀请确认函》

- ③ After International Office receives the *Notification Letter of Foreigner's Work Permit* and *Confirmation Letter of Invitation*, we will forward them to your school/department. Upon receiving these documents and the invitation letter from our university, you can apply for a Z (work) visa at a Chinese Consulate abroad. Please confirm with the Consulate about what other documents you need to prepare for the application.

国际处收到广东省外国专家局出具的《工作许可通知》和外办出具的《邀请确认函》，通知聘请单位领取，由聘请单位寄给外专，外专以上材料、学校邀请函及使领馆要求的其他材料前往中国驻外领事馆申请Z签证（工作签证）入境。

After Entry 入境后

If you hold a Z visa, you should apply for a Work Permit, Residence Permit and go through a physical examination **within 15 days after entry**.

持 Z 字签证入境的外专在 **15** 天内应办理工作许可证、进行体格检查和到出入境管理支队办理居留许可。

Note

注意事项

- Plan your exit and entry in advance.
Foreigners holding a Z visa who enter China mainland and exit before applying for a Residence Permit CANNOT enter China again on their Z visa, for the Z visa is for ONE ENTRY ONLY. Therefore, the Residence Permit (for multiple entries) should be obtained before you first exit the mainland.
- 外专持工作签证入境后，在办理好居留许可之前不可出境，否则工作签证将失效，导致无法再入境，请提前做好出境计划。

Temporary Residence Registration

办理临时住宿登记

Within 24 hours after arrival 入境24小时内

Foreigners should complete their temporary residence registration after entry in accordance with the Law of the People's Republic of China on Administration of the Entry & Exit of Foreigners. Those who live in a hotel should register his/her stay in the hotel. Those who live in dormitories or apartments inside or outside campus should complete their Temporary Residence Registration at the local police station within 24 hours after arrival. Your department/school should provide you with assistance. If your registration has expired, renewal at local police station is required.

外国人在中国境内临时住宿应依照规定办理住宿登记。在酒店旅馆住宿，可直接在酒店旅馆登

记：在学校宿舍或其他住所居住的，应在入住后 24 小时内由本人或者留宿人在居住地附近的派出所办理登记。聘请单位的负责人在外专入境后尽快与国际处联系，国际处协助外专做好临时住宿登记。如住宿登记表已过期，需到居住地派出所重新登记。

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| <ul style="list-style-type: none"> ● Huangshijie Police Station
Address: No.13, Jingfudong Lu, Baiyun District
Tel: 020-83120148; ● Business hours:
8:30-12:00, 14:30-17:30, Monday to Friday; ● Documents required: Original passport, copy of passport and visa, one passport photo, proof of address provided by school/department (affixed with seal) | <ul style="list-style-type: none"> ● 黄石街派出所
地址：白云区景福东路13号
咨询电话：020-83120148 ● 办理时间：
周一至周五 8:30-12:00，14:30-17:30 ● 办理临时住宿登记所需材料：护照原件及复印件、签证复印件、护照照片一张、聘请单位出具的住址证明（加盖聘请单位公章） |
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Note

注意事项

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| <ul style="list-style-type: none"> ● The first time you are issued with a residence permit, and each time you are issued with a new visa or residence permit, you are obliged to update your temporary accommodation registration, even if your address has not changed. | <ul style="list-style-type: none"> ● 初次获得居留许可，以及居留许可或访问签证每次延期后，外专都必须重新到居住地派出所进行临时住宿登记。 |
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Making an Online Appointment for Physical Examination and Taking Visa Photo

网上预约健康检查时间、拍摄彩色免冠签证照

As soon as possible after entry 入境后尽快

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| <ul style="list-style-type: none">● Make an appointment at the website of Guangdong International Travel Healthcare Center (ITHC):
http://www.gdwbzx.com/Booking/;● Take China visa photo at photo studios notarized by Guangzhou Municipal Public Security Bureau, and keep the <i>Receipt of China Visa photograph for Foreigners in Guangdong Province</i> | <ul style="list-style-type: none">● 体检必须提前在网上进行预约, 请登陆广东国际旅行卫生保健中心网站进行预约:
http://www.gdwbzx.com/Booking/● 在广州市公安局指定的照相馆拍摄外国人签证照, 并保留照相馆出具的“广东省外国人签证数字照片采集回执” |
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Applying for Work Permit

办理工作许可证

Five working days after entry 入境后一周内

- ① Your host school/department should collect all the required documents from you and forward them to the International Office within five working days after your arrival.

聘请单位应在外专入境后五个工作日内收集好证件办理的相关材料, 并交至国际处。

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| <ul style="list-style-type: none">● Scan of passport, visa page and entry-stamp page (in JPG format and less than 200K in size);● Two photos with white background, 40mm*30mm in size (also required for accompanying family members including spouse and children under the age of 18) | <ul style="list-style-type: none">● 护照页、签证页、及护照中印有入境章的页面的扫描件 (JPG 格式, 大小不超过 200K)● 纸质版免冠白底证件照 2 张, 照片尺寸 40mm*30mm。如有随行家属 (配偶及未满 18 周岁的子女), 也需提供同样尺寸的免冠白底证件照 2 张 |
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- ② Upon receiving all application documents, International Office will send the application for Certificate of Work Permit to the Foreign Experts Bureau of Guangdong Province.

在收齐外专的申请材料后，国际处向外专局申领外教的工作许可证。

- ③ In 10-15 working days, International Office will receive the Work Permit and forward it to you or your host school/department.

10 至 15 个工作日后，广东省外国专家局将办理好的工作许可证寄回国际处，国际处通知聘请单位或外专本人前来领取。

Physical Examination

进行健康检查

Two weeks after entry 入境后两周内

Within two weeks after entry, you should take a physical examination at the Guangdong International Travel Healthcare Center (ITHC) to apply for a Health Certificate, which is necessary for the Residence Permit application. If you have an accompanying spouse, he/she should also take a physical examination. Your school/department will provide assistance when necessary.

入境后两周内，外专必须亲自前往广东国际旅行卫生保健中心进行健康检查，以获取健康证明以申请居留许可。如有随行配偶，也必须进行健康检查。聘请单位应协助外专做好健康检查。

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| <ul style="list-style-type: none">● Documents required: Original and copy of passport, five China visa photos. If you have taken another physical examination within 6 months, bring the records and some examination items may be exempted if the records qualify;● Address: No.207, Longkouxi Lu, Tianhe Bei, Health Care Center of Guangdong International Travel (East Area);● Business hours: 8:00-11:00, Monday to | <ul style="list-style-type: none">● 体检材料：护照原件及复印件、外国人签证照 5 张、近 6 个月取得的体检报告原件（如经审核通过，可以免除部分体检项目）● 体检地点：天河北龙口西路 207 号广东国际旅行卫生保健中心● 体检时间：周一至周五上午 8:00-11:00 |
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Friday;

- Fee: About 680 RMB for the whole set; please keep the receipt and I will reimburse you the cost for physical check later;
- Examination report and Health Certificate: You can pick up your examination result and Health Certificate at the time printed on your receipt (typically 3 working days after your physical examination). If you miss that time, you can also pick up your report during Monday to Friday afternoons after the pickup date; The report in the yellow envelope must remain sealed and be sent to the Entry and Exit Administration Division of Guangzhou Public Security Bureau, while the white envelope is for your reference;
- Validity period: Each examination report is valid for six months;
- Tel: 020-38259300, 38259309
- 体检费用：全套检查费用约人民币 680 人民币，外教需先垫付体检费用，之后到国际处报销
- 体检报告：3 个工作日后，请按体检回执单上时间领取，若错过时间，可于之后的每个工作日下午领取。体检报告放在黄、白两个信封内。请勿打开黄色信封，需保持密封提交至广州市公安局出入境管理支队；白色信封可自行打开
- 体检报告有效期：6 个月
- 咨询电话：020-38259300，020-38259309

Applying for Residence Permit

办理居留许可

After getting your physical examination report and within 30 days after entry

获得健康证明后, 入境后30天内

After getting your physical examination and within 30 days of your entry, you should apply for the Residence Permit in person from the Division of Exit & Entry Administration of Guangzhou Municipal Public Security Bureau. Your school/department will provide assistance.

获得健康证明后、入境 30 天内，外专还须亲自前往广州市公安局出入境管理支队办理居留许可。聘请单位的负责人应协助外专做好居留许可的办理。

- ① Your host school/department or yourself should collect all the required documents listed below and forward them to the International Office in time.

聘请单位或外专本人应及时收集好以下证件办理的相关材料，并交至国际处。

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| ● Scan of passport, visa page and entry-stamp page (in JPG format and less than 200K in size); | ● 申请人护照以及印有入境章的页面的扫描件（JPG 格式，大小不超过 200K） |
| ● Work Permit scan (in JPG format and less than 200K in size); | ● 申请人工作许可证扫描件（JPG 格式，大小不超过 200K） |
| ● The bar-code number on the <i>Receipt of China Visa photograph for Foreigners in Guangdong Province</i> | ● “广东省外国人签证数字照片采集回执”的条形码编号 |

- ② International Office will make an online application for the residence permit using the Online Visa Pre-application System (<http://www.gzjd.gov.cn/org/orglogin!login.do>) and inform you of the application number.

国际处在收到工作许可证和外专签证照片回执号之后，登陆广州市出入境公众管理信息系统（<http://www.gzjd.gov.cn/org/orglogin!login.do>）的“外国人签证管理系统”进行网上预申请，并将预申请号告知外专。

- ③ All the following paper documents should be submitted to the Division of Exit & Entry Administration of Guangzhou Municipal Public Security Bureau by you personally to apply for a Residence Permit.

外专本人持以下纸质材料前往广州市公安局出入境管理支队办理居留许可。

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| <ul style="list-style-type: none">● The original valid passport and Chinese visa;● The original Work Permit;● One China visa photo and the <i>Receipt of China Visa photograph for Foreigners in Guangdong Province</i>;● The original <i>Registration Form of Temporary Residence for Visitors</i> issued by the local police station in Guangzhou;● Official employment certification letter issued by the International Office;● Physical Examination Record issued by Guangdong International Travel Healthcare Center. Your spouse should also submit his/her physical examination record. For residence permit extension, the physical examination record is not required;● Accompanying family members (spouse and children under the age of 18) should submit original passport, marriage certificate (for spouse) and birth certificate (for children). All the certificates should be notarized and translated into Chinese by the Guangzhou Notary Office;● If you transferred from other institutions, you should submit a letter of release (from your former institution) or the original letter of cancellation of your former Work Permit | <ul style="list-style-type: none">● 申请人护照及签证原件● 申请人工作许可证原件● 外国人签证照一张以及“广东省外国人签证数字照片采集回执”● 居住地派出所出具的《境外人员临时住宿登记表》原件● 国际处出具的任职证明公函● 广东国际旅行卫生保健中心出具的外国人体检记录原件，随行配偶也需要提供体检记录原件。延期居留许可不需要体检记录● 随行家属（配偶及未满 18 周岁的子女）需提供其护照原件，以及经广州市公证处翻译成中文并公证的家属关系证明（配偶提供结婚证明、子女提供出生证明）● 从其他单位转聘至我校的外专需要提供原单位离职证明或原外专证注销证明 |
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- ④ Pay your visa fee and retrieve your passport at the 5th floor of the Division of Exit & Entry Administration. Cash are not accepted for payment. Please pay with your UnionPay bank cards. If you wish to pay in cash, you may do so at most banks.

按照回执上规定的时间前往出入境管理支队 5 楼领取护照，取护照前先交纳签证费用。出入境管理支队不接受现金缴费，只能使用有银联标记的银行卡刷卡。如您没有银联卡，则需前往银行用现金缴费。

- ⑤ Generally speaking, you are supposed to submit your application documents in person at the Exit & Entry Administration Division of PSB. Applicants under 16 or above 60 years of age, or the handicapped may ask their school or family members to help them in submitting their application.

一般情况下，申请签证延期应由本人到公安机关出入境管理支队办理相关手续。未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的可以由邀请单位或者个人、申请人的亲属代为申请。

Information of the Division of Exit & Entry Administration of Guangzhou Municipal Public Security Bureau

广州市公安局出入境管理支队相关信息

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| <ul style="list-style-type: none">● Address: Exit & Entry Administration Division, Guangzhou Municipal Public Security Bureau, 5-6th Floor, Entry & Exit Building, No.155, Jiefangnan Lu; (Take a waiting list ticket and submit your documents on the 5th floor, after which you'll have interview on the 6th floor);● Business hours: 8:30-12:00, 14:00-17:30, Monday to Friday;● Tel: 96110110 or 12345;● For visa fee information, please check on the official website : http://www.gzjd.gov.cn/gzjdw/wsbs/bszn/crj_bszn/wgr/index.shtml | <ul style="list-style-type: none">● 地址：越秀区解放南路 155 号出入境大厦 5-6 楼，广州市公安局出入境管理支队（5 楼领取等候号及提交材料，6 楼面试）● 办理时间：周一至周五 8:30-12:00，14:00-17:30● 咨询电话：96110110 或 12345● 收费标准请见金盾网办事指南：http://www.gzjd.gov.cn/gzjdw/wsbs/bszn/crj_bszn/wgr/index.shtml |
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Appendix 1: Application Form For Foreigner'S Work Permit

附件 1：外国人来华工作许可申请表

外国人工作许可证号 CURRENT WORK PERMIT NUMBER					
姓（如护照所示） SURNAME (As in Passport)		名（如护照所示） FIRST AND MIDDLE NAMES (As in Passport)		照片 PHOTO	
其他曾用姓氏（英文） OTHER SURNAME USED		其他曾用名字（英文） OTHER FIRST AND MIDDLE NAMES USED			
中文姓名 CHINESE NAME		性别 GENDER			
出生日期 DATE OF BIRTH(yyyy-mm-dd)		婚姻状况 MARITAL STATUS			
国籍 NATIONALITY		出生地 PLACE OF BIRTH(country)		护照类型 PASSPORT TYPE	
护照号码 PASSPORT NUMBER		护照签发日期 ISSUANCE DATE		护照有效期 EXPIRATION DATE(yyyy-mm-dd)	
最高学位 HIGHEST ACADEMIC DEGREE		汉语水平 CHINESE PROFICIENCY		是否掌握其他语言 PROFICIENCY OF OTHER LANGUAGE	
是否持有境外职业资格证书 HAVE YOU EVER OBTAINED ANY PROFESSIONAL QUALIFICATION CERTIFICATE ABROAD?		职业资格证书名称和编号 NAME AND NUMBER OF PROFESSIONAL QUALIFICATION CERTIFICATES		申请人电子邮箱 E-MAIL ADDRESS	
列出所有曾授予你护照的国家 LIST ALL COUNTRIES THAT EVER ISSUED YOU A PASSPORT		列出所有曾使用过的护照号码 LIST ALL PASSPORT NUMBERS THAT YOU EVER HAVE USED		与任职相关工作经验 RELATED WORKING EXPERIENCE AND LENGTH OF WORKING TIME	
聘用合同 / 任职证明在华工作起始时间 INTENDED WORKING TIME IN CHINA		申请在中国工作职务 INTENDED JOB TITLE IN CHINA		工作岗位（职业） OCCUPATION	
聘用方式 EMPLOYMENT METHOD		所属行业 INDUSTRY CATEGORY		薪酬 SALARY(monthly)	
申请在华工作时间 INTENDED WORKING TIME IN CHINA		每年在华工作时间 (月) WORKING TIME IN CHINA PER YEAR(months)		是否毕业于世界知名大学 IF YOU ARE GRADUATED FROM WORLD RENOWNED UNIVERSITIES	
是否需要行业主管部门批准 HAVE YOU OBTAINED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY?		行业主管部门名称 NAME OF INDUSTRY AUTHORITY		行业主管部门批准证书文号 APPROVAL DOCUMENT NUMBER	
是否持有中国职业资格证书（准入类） HAVE YOU EVER OBTAINED ANY CHINESE PROFESSIONAL QUALIFICATION CERTIFICATE (for industry access)?		职业资格证书（准入类）名称 NAME OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES(for industry access)		职业资格证书号码 NUMBER OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES OBTAINED (for industry access)	

是否曾在世界 500强企业、知名金融机构或律师事务所等任职 DO YOU HAVE ANY EXPERIENCE IN WORLD TOP 500 COMPANIES, WELL-KNOWN FINANCIAL INSTITUTIONS OR LAW FIRMS?		在上述单位曾担任最高职务 HIGHEST POSITION YOU HAVE EVER HELD IN AFOREMENTIONED ORGANIZATIONS		是否入选中国国内相关人才计划 IF YOU ARE SELECTED AS A CANDIDATE OF ANY CHINA'S TALENT PLAN	
公认职业成就 RECOGNIZED PROFESSIONAL ACHIEVEMENT					
境外派遣单位名称 NAME OF DISPATCHING INSTITUTION ABROAD		派遣单位所在国家 LOCATION OF DISPATCHING INSTITUTION ABROAD			
在中国工作电话 BUSINESS TELEPHONE NUMBER IN CHINA		在中国工作传真 BUSINESS FAX NUMBER IN CHINA			
在中国工作任务 JOB DESCRIPTION IN CHINA					
列出曾就读的高等教育学校（含职业教育学校） LIST ALL HIGHER EDUCATIONAL INSTITUTIONS YOU HAVE ATTENDED (INCLUDING VOCATIONAL INSTITUTIONS)					
名称 NAME	所在国家 LOCATION	就读时间 DATES OF ATTENDANCE	专业 SPECIALITY	教育类型 EDUCATIONAL TYPE	学位 ACADEMIC QUALIFICATION
列出曾工作的单位 LIST ALL EMPLOYERS YOU HAVE WORKED FOR					
名称 NAME	工作所在国家 LOCATION	起止时间 DATES	工作岗位 OCCUPATION	职务 JOB TITLE	工作任务 JOB DESCRIPTION
随行家属情况 ACCOMPANYING FAMILY MEMBERS					
是否有家属随行 DO YOU HAVE ANY ACCOMPANYING MEMBER?			人数 NUMBER OF THE ACCOMPANYING MEMBERS		
随行家属姓名 NAME (As in Passport)	出生日期 DATE OF BIRTH (yyyy-mm-dd)	性别 GENDER	国籍 NATIONALITY	与申请人关系 RELATIONSHIP TO THE APPLICANT	护照号码 PASSPORT NUMBER

在华紧急联系人 EMERGENCY CONTACT PERSON IN CHINA		与申请人关系 RELATIONSHIP TO THE APPLICANT		
联系电话 EMERGENCY CONTACT TELEPHONE NUMBER		电子邮箱 E- MAILADDRESS		
申领外国人工作许可证 APPLICATION FOR FOREIGNER'S WORK PERMIT				
是否已入境 ARE YOU CURRENTLY IN CHINA?		持有签证种类 TYPE OF VISA HELD	入境时间 DATE OF ENTRY	
签证号码 VISA NUMBER				
您是否由于犯有任何罪行而曾经被逮捕或被判有罪,即使后来得到了赦免或收回等其他类似措施? HAVE YOU EVER BEEN ARRESTED OR CONVICTED FOR ANY OFFENSE OR CRIME, EVEN THOUGH SUBJECT OF A PARDON, AMNESTY OR OTHER SIMILAR LEGAL ACTION?				<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
您是否曾感染过对公共健康有影响的传染病或患过可造成危险的身体疾病或精神病? HAVE YOU EVER BEEN AFFLICTED WITH A COMMUNICABLE DISEASE OF PUBLIC HEALTH SIGNIFICANCE OR A DANGEROUS PHYSICAL OR MENTAL DISORDER?				<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
您是否曾违反中国法律,被中国政府递解出境? HAVE YOU EVER VIOLATED THE LAW OF CHINA, AND DEPORTED FROM CHINA?				<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
<p>本人郑重承诺,在本国及境外无犯罪记录,来华工作后,将严格遵守中国法律法规,自觉服从聘请单位各项管理制度。本申请表上所做之回答均属实且详尽,所附材料真实、有效,若所提交的内容被发现不实或不详,本人愿意承担法律责任。对所提交的全部申请信息和附件授权可以调查,包括我的雇佣情况、工作表现、工作能力、教育、个人经历和无犯罪记录。如果我已超过 60 周岁,确保在中国工作期间有相应的医疗保险。</p> <p>I SOLEMNLY PROMISE THAT I HAVE NO CRIMINAL RECORD BOTH AT MY HOME COUNTRY AND ABROAD. WHEN I ARRIVE IN CHINA AND START TO WORK, I WILL STRICTLY ABIDE BY THE CHINESE LAWS AND REGULATIONS, AND CONSCIOUSLY OBEY THE MANAGEMENT SYSTEM OF THE EMPLOYING INSTITUTION. I CERTIFY THAT ALL THE ANSWERS TO THIS APPLICATION AND RELEVANT ATTACHMENTS TO IT ARE TRUE AND COMPLETED. IF THE INFORMATION IS FOUND TO BE UNTRUE OR UNCOMPLETED, I AM AWARE THAT I NEED TO UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES. I UNDERSTAND THAT ALL OF THE INFORMATION IN THIS APPLICATION AND DOCUMENTS SUBMITTED WITH THIS APPLICATION MAY BE CHECKED BY RELEVANT PARTIES, INCLUDING MY EMPLOYMENT, WORK PERFORMANCE, ABILITIES, EDUCATION, PERSONAL EXPERIENCES AND CONVICTION RECORDS. I CONFIRM THAT, IF I AM OVER SIXTY YEARS OLD, I WILL APPLY FOR MEDICAL INSURANCE COVERAGE AS ARE NEEDED DURING MY WORK PERIOD IN CHINA.</p> <p style="text-align: center;">申请人签名 SIGNATURE OF APPLICANT 日期 DATE (yyyy-mm-dd)</p>				
<p>用人单位承诺如实向行政机关提交有关材料和反映真实情况,并对申请材料实质内容的真实性负责,承担相关法律责任。</p> <p>THE EMPLOYER HEREBY DECLARES THAT ALL THE DOCUMENTS AND INFORMATIONS SUBMITTED TO THE AUTHORITY ARE TRUE, AND SHALL BE RESPONSIBLE TO THE AUTHENTICITY OF THE DOCUMENTS AND UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.</p> <p style="text-align: center;">用人单位公章 (Seal of Employer)</p> <p style="text-align: center;">年 月 日 YYYY MM DD</p>				

附件 2：接机及入住指引

一、接机工作指引：

1. 将客人姓名打印成 A4 或专门的指示牌，以便在机场与客人碰头。提前与学院确认接机后将客人送达何处目的地。
2. 按照客人人数，建议准备适当数量的矿泉水在车上。
3. 提前 1 个小时拨打白云机场航班查询热线号码：36066999，按照语音提示查询航班是否有延误、接机口是否有更新等内容。如有延误或提前，请及时与学校车队 36206181 或租车公司潘经理 13502406260 联系(根据是在学校车队订车还是租车公司确定联系人)，推迟或提前车辆出发时间。
4. 按照指定时间、地点上车，上车后坐前排副驾驶座位。接到客人后也坐前排副驾驶位。协助接机的人数超过 1 人时，应将司机后面的位置主动让与客人。
5. 上车后主动与学校司机问好，记下司机手机号码，以便接到客人后及时与车辆联系。
6. 到了机场后，由于司机和车辆不能长时间等候，将由您直接进入等待区域接机。接到客人后请确认到室外的门号（如 A 区 7 号门，B 区 4 号门等），以便给司机明确指示。
7. 国际处一般安排接国际航班的车辆在到达前 10 分钟从学校车队出发。由于国际航班到达后客人需要通关、等候行李等手续耗时较长，而我校北校区出发前往机场只需 30 分钟。安排接国内航班的车辆一般在到达前 30 分钟-20 分钟出发即可。

二、安排入住指引：

1. 国际处已将客人所入住的房号告知专家楼前台（北校区第五招待所或南校区学术交流中心），接机车辆抵达专家楼后，需到前台办理入住手续。
2. 请提醒客人将护照出示办理入住手续。入住时需要支付 100 元押金。请客人保管好押金单，在未来离校退房时，没有损坏学校设施的情况下，可以退回 100 元押金。
3. 如遇客人对住宿条件有不同意见，可以协助他与前台工作人员联系。
4. 入住在 96 栋的专家需要提前到工程部（校医院旁边）办理电卡充

值，在网络中心（二教 409）缴纳网络费用。