

# 外籍专家来华证件办理流程

## Paperwork for Long-term Foreign Experts

由学校协助外籍教师申办外国专家来华工作许可证、被授权单位邀请函后，外籍教师凭上述两种文件，一并其它我国驻外使领馆要求出示的文件申办来华工作签证；外籍教师入境后由学校协助申办中华人民共和国外国专家证，外籍教师凭中华人民共和国外国专家证和来华工作签证申办长期居留许可。

1. NENU applies from Jilin Provincial Foreign Expert Bureau the Foreign Expert Work Permit (WP), and applies from Jilin Provincial Foreign Affairs Office the Letter of Invitation (LOI).
2. With WP and LOI, along with other required material, foreign expert could go to the nearest Chinese Consulate or Embassy in his/her own country stated on the passport to apply for work visa, which is one-time entry.
3. After entering China, NENU would help apply from Jilin Provincial Foreign Expert Bureau the foreign expert certificate for the foreign expert.
4. Finally with the work visa and foreign expert certificate, NENU would help apply for the foreign expert a residence permit”, which help the foreign expert realize multiple entry.

### （一）外籍教师入境前

主请院系应自外籍教师报到之日提前三个月为所聘外籍教师办理外国专家来华工作许可证、被授权单位邀请函。

The schools or departments that apply to employ foreign teachers should commence the paper works including Foreign Expert Work Permit and Letter of Invitation for foreign teachers coming to China three months in advance of the beginning of the new term. Procedures are as follows in chronological order.

### I. 《外国专家来华工作许可证》

#### I. Foreign Expert Work Permit

由国家外国专家局签发《外国专家来华工作许可证》，提交如下电子扫描版材料：

The WP is issued by State Administration of Foreign Experts Affairs (SAFEA). The electronic edition of following materials should be submitted:

<input type="checkbox"/> Passport
<input type="checkbox"/> Application form(attachment 1)
<input type="checkbox"/> Resume with a Chinese version
<input type="checkbox"/> The highest degree certificate or certification materials for professional qualification with a Chinese version
<input type="checkbox"/> Contract
<input type="checkbox"/> Criminal background check with a Chinese version

<input type="checkbox"/> Health Check with a Chinese version(use the sample attachment2 if the doctor agrees)
<input type="checkbox"/> Letter of authorization(attachment 3)
<input type="checkbox"/> Birth/marriage certificate(certified by Chinese embassies or Chinese consulates in foreign countries along with a Chinese edition)

1、护照复印件;

1. Copy of valid passport;

2、东北师范大学长期外国专家项目申请表 (附件 1);

2. Fill in the application form of long-term foreign experts program of NENU;

3、个人简历 (须有中文版本);

3. Resume (a Chinese version is required);

4、最高学历证书或专业资格证明材料 (需附有中文译本);

4. Copy of your highest degree certificate or certification materials for professional qualification (the Chinese edition is required); Please bring the original copy, you should show the original copy after your arrival in China to SAFEA.

5、聘请协议或正式合同文本, 可参考范本自行拟定 (双方签字、盖章, 须有中文版本);

5. Employment agreement or formal contract, the agreement or contract can be drawn up by schools referring to the EXAMPLE (both parties should sign and stamp on the agreement or contract and a Chinese edition is required);

6、无犯罪记录证明复印件 (须有中文版本), 入境后出示原件;

6. Copy of background check (to certify a non-criminal record status, a Chinese edition is required), and you should show the original copy after your arrival in China;

7、健康证明书的复印件 (经中国驻外使、领馆认证的外国卫生医疗机构或中国政府指定的卫生检疫部门出具的健康证明书) (附件 2), 入境后出示原件;

7. Copy of applicant's health examination certificate (the health examination certificate issued by foreign medical and health institutions should be certified by Chinese embassies or Chinese consulates in foreign countries or by the health and quarantine departments authorized by Chinese governments), you should bring the original copy with you to China;

8、授权书(签字并扫描后发回电子版) (附件 3); 复印件入境后出示原件。

8. The Letter of Authorization (sign and send back scanned version) ;

9、如有配偶随行, 需提供护照复印件, 婚姻关系证明复印件 (经中国驻外使、领馆认证, 须有中文版本), 入境后出示原件; 如有 18 岁以下子女随行, 须提供出生证明复印件 (经中国驻外使、领馆认证, 18 岁以上子女不再作为随行家属, 须有中文版本), 入境后出示原件;

9.If your husband/wife comes with you, copy of his/her valid passport is required, and copy of marriage certificate (certified by Chinese embassies or Chinese consulates in foreign countries along with a Chinese edition) is required, and you should show the original copy after your arrival in China; if your child (under 18 years old) comes with you, copy of his/her birth certificate(certified by Chinese embassies or Chinese consulates in foreign countries along with a Chinese edition, if your child is over 18 years old, he/she should apply for visa independently) is required, and you should show the original copy after your arrival in China.

## II.《被授权单位邀请函》

### II.Letter of Invitation

由吉林省人民政府外事办公室签发《被授权单位邀请函》, 所需材料同工作许可一致:

The LOI is issued by Provincial Foreign Affairs Office of Jilin Province. The materials are

accordance with the required materials of WP.

\*\*\*特别提示:

Special tips:

1、年龄要求: 59 岁以下;

1. Age: under 59;

2、经历要求: 2 年以上教学工作经验;

2. Experience: more than 2 years' teaching experience;

3、将上述材料准备好后, 请院系交到国际合作与交流处合作科, 我科可协助办理。待我科取回《外国专家来华工作许可》和《被授权单位邀请函》后, 请院系将原件寄给受聘人, 复印件须留存备用。

3. Schools or departments should assist foreign teachers to prepare all the above-mentioned materials and hand over them to the Department of International Cooperation and Exchange. The Department will assist in the procedures.

III. 工作签证

III. Work Visa

由于我国驻外各使领馆办理工作签证所需的材料不同, 在此不再说明 (可参考附件 4)。

Due to the different materials required by Chinese Embassy, here will not be mentioned(cf. attachment 4).

(二) 外籍教师入境后

IV. 住宿登记表

<input type="checkbox"/> Passport
<input type="checkbox"/> The copy of the first page of the passport
<input type="checkbox"/> The copy of visa
<input type="checkbox"/> The copy of entry seal
<input type="checkbox"/> The registration form(see attachment 5)
<input type="checkbox"/> The copy of residence permit (if there is)
<input type="checkbox"/> A photo (two inches 3.3CM*4.8CM with a white background)
<input type="checkbox"/> Original and copy of house-leasing contract (if there is)

学院须告知专家本人到场, 携带护照原件及其首页、入境签证页、居留许可页 (如果有)、入境章页复印件, 登记表三份(只能手写不可复印), 需粘贴照片一张 (白底小二寸), 房屋租赁合同原件及复印件。办理地点: 外籍教师居住地所属派出所。本表格需要在抵达长春后的 24 小时内完成。

Guide: The foreign expert should be present and carry passport and copy of the first page of the passport, copy of visa, copy of residence permit (if there is), and copy of entry seal. The registration form should be in triplicate (handwritten required), a photo (two inches 3.3CM\*4.8CM with a white background) should be pasted up on one of the form, original and copy of house-leasing contract. Location: The Police Station in charge of the region where the foreign teacher resides. This form should be done within 24 hours after arrival in Changchun.

东北师范大学外国专家公寓:

长春市桂林路派出所

地址: 长庆街 1666 号

电话: (0431)85643756

Northeast Normal University Foreign Expert Apartment

Guilin Road Police Station

Add: No.1666, Changqing Street

Tel: (0431)85643756

东北师范大学师训大楼:

南岭街派出所

地址: 亚泰大街 7666

电话: (0431)85284238

Northeast Normal University Training Teacher Building

Nanling Police Station

Add: No. 7666, Yatai Street

Tel: (0431)85284238

V. 体检表;

V. Health examination form

<input type="checkbox"/> Passport
<input type="checkbox"/> A photo (two inches 3.3CM*4.8CM with a white background)
<input type="checkbox"/> The physical examination fee 399 Yuan

指南: 学院须告知专家本人到场, 携护照原件, 照片一张 (白底小二寸), 要求空腹, 体检费 399 元, 请开具抬头“东北师范大学”发票。取得发票后, 学校将专家体检费。若已有经中国驻外使、领馆认证的外国卫生医疗机构或中国政府指定的卫生检疫部门出具的健康证明书, 经长春国际旅行卫生保健中心认证可不再重复体检。本表格需要在抵达长春后的 5 日内完成。

Guide: The foreign expert should be present with passport, a photo (two inches 3.3CM\*4.8CM with a white background), with an empty stomach. The physical examination fee is 399 Yuan. The invoice title is “Northeast Normal University”. After the foreign expert gets the invoice, NENU will help the foreign expert to get reimbursement. If there is a health examination certificate issued by foreign medical and health institutions certified by Chinese embassies or Chinese consulates in foreign countries or by the health and quarantine departments authorized by Chinese governments. With the above material being certified by Changchun Health Care Center for International Travel, the health check step can be overlooked. The form should be filled in within five days upon your arrival in Changchun.

唯一授权地点: 绿园区人民医院正对面, 皓月大路与普阳街交汇处, 长春国际旅行卫生保健中心。

The only authorized place: Changchun Health Care Center for International Travel, the very opposite to the People’s Hospital in Lvyuan District, at the cross of Haoyue Road and Puyang Street.

VI.新办中华人民共和国外国专家证

VI. New Foreign Expert Certificate

由国家外国专家局签发中华人民共和国外国专家证, 提交如下材料(材料包括纸质及电子版, 非可编辑文档提交电子扫描版):

The Foreign Expert Certificate is issued by State Administration of Foreign Experts Affairs. The following materials (including paper edition and electronic edition; please submit an editable

electronic version, if can't, scan version) should be submitted:

<input type="checkbox"/> Letter of authorization
<input type="checkbox"/> Passport
<input type="checkbox"/> The copy of the first page of the passport
<input type="checkbox"/> The copy of visa
<input type="checkbox"/> The copy of entry seal
<input type="checkbox"/> Resume with a Chinese version
<input type="checkbox"/> The highest degree certificate or certification materials for professional qualification with a Chinese version(original and copy)
<input type="checkbox"/> Contract (original and copy)
<input type="checkbox"/> The registration form(original and copy)
<input type="checkbox"/> Health Check with a Chinese version(original and copy)
<input type="checkbox"/> Criminal background check with a Chinese version(original and copy)
<input type="checkbox"/> Three photos of two inches 3.3CM*4.8CM with a white background

1、授权书

1. Letter of authorization

2、护照原件

2. Passport

3、护照首页复印件，签证或居留许可复印件，入境章页复印件；

3. Copy of the first page of the passport, copy of visa or residence permit, copy of entry seal

3、简历（须有中文版本）；合同复印件（须有中文版本）；

3. Resume (a Chinese version is required); Copy of contract (a Chinese edition is required);

4、学历证明（须有中文版本）并出示原件；

4. Copy of degree certificate (a Chinese version is required), please show the original copy;

5、合同原件复印件

5. Copy of contract, please show the original copy

6、体检证明原件复印件

6. Copy of Health Check, please show the original copy

7、无犯罪记录证明（须有中文版本）；

7. Copy of proof of non-criminal record (a Chinese edition is required);

8、白底小二寸照片三张；

8. Three photos of two inches 3.3CM\*4.8CM with a white background;

VII、新办外国人居留许可

VII. New Foreigner Residence Permit

由长春市出入境管理局签发外国人居留许可，提交如下材料（材料包括纸质及电子版，非可编辑文档提交电子扫描版）：

The Foreigner Residence Permit is issued by the Entry and Exit Administration Bureau of Changchun City. The following materials (including paper edition and electronic edition; please submit an editable electronic version, if can't, scan version) should be submitted:

<input type="checkbox"/> Passport
<input type="checkbox"/> The copy of the first page of the passport
<input type="checkbox"/> The copy of visa
<input type="checkbox"/> The copy of entry seal
<input type="checkbox"/> Foreign expert certificate

<input type="checkbox"/> The copy of all valid pages of foreign expert certificate
<input type="checkbox"/> The registration form
<input type="checkbox"/> Health Check with a Chinese version(original and double-side copy)
<input type="checkbox"/> A photo
<input type="checkbox"/> Original and copy of family relation proof, Chinese version by translation service company;

长春市公安局出入境管理局

Exit & Entry Administration Bureau of Changchun

地址：光明路 688 号

Address:No.688, Guangming Road.

1、护照原件

1. Passport

2、护照首页签证页入境章；

2. The first page of the passport, visa page, entry seal page;

3、专家证原件；

3. Foreign Expert Certificate;

4、专家证首页复印件

4. The copy of all valid pages of foreign expert certificate

5、住宿登记表原件

5. Original copy of residence registration form;

6、体检表原件复印件；

6.The original and double-side copy of health examination form;

7、一张照片

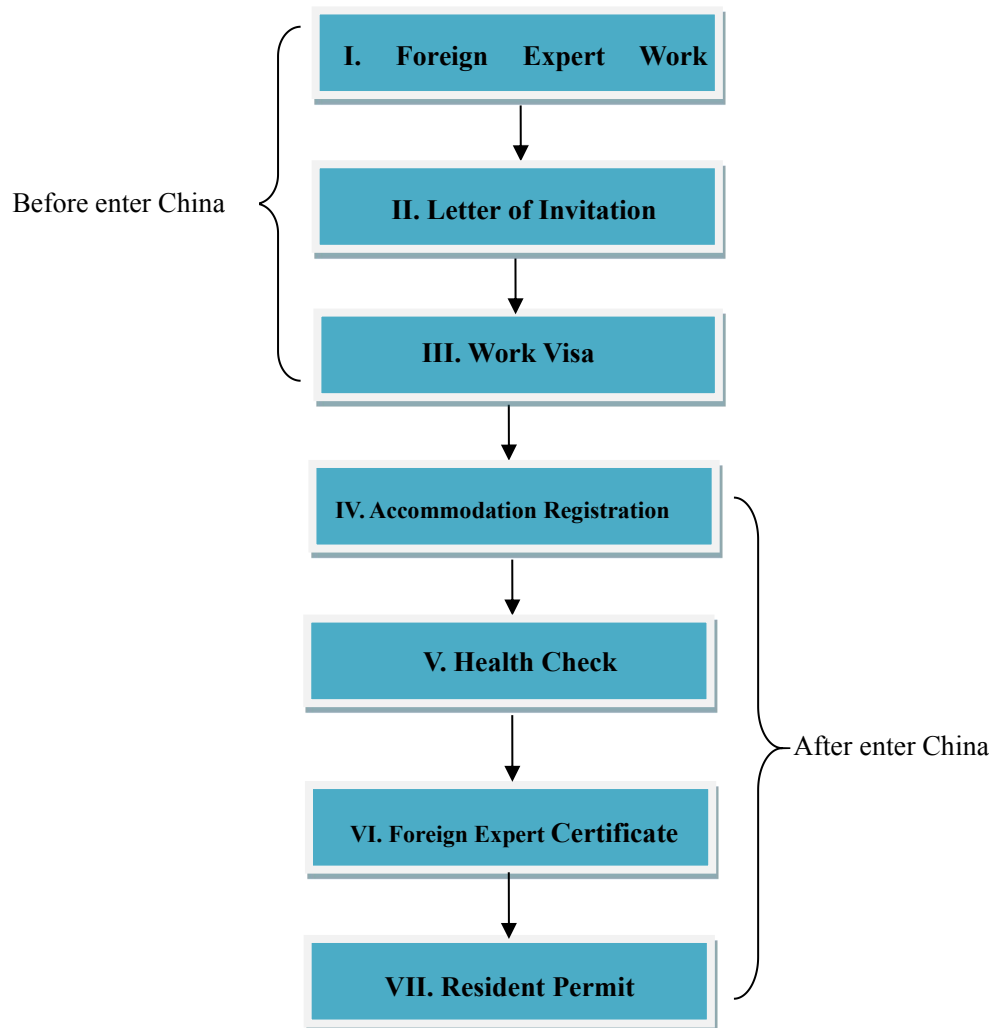
7. A photo

8、亲属关系证明原件、复印件、经翻译公司翻译认证的中文文件；

8. Original and copy of family relation proof, Chinese version by translation service company;

\*\*\*特别提示：如果签证过期，逾期一天罚款 500 元。

Special tips: If the work visa expires, you will be fined 500 Yuan each day.



### VII.延期中华人民共和国外国专家证

#### VIII. Extension of Foreign expert certificate

延期专家证是为我校续聘外籍专家办理为期一年的合法工作证件。请学院提醒专家在专家证或居留许可到期前两个月开始办理住宿登记表和体检表。

NENU will help the renewing contract foreign expert to apply for the extension of foreign expert certificate for one year. Please remind to make accommodation registration and health check two months before the foreign expert certificate or resident permit expires.

<input type="checkbox"/> Passport
<input type="checkbox"/> The copy of the first page of the passport
<input type="checkbox"/> The copy of visa
<input type="checkbox"/> The copy of entry seal
<input type="checkbox"/> Foreign expert certificate
<input type="checkbox"/> The copy of all valid pages of foreign expert certificate
<input type="checkbox"/> New contract (original and copy)
<input type="checkbox"/> The registration form(original and copy)
<input type="checkbox"/> Health Check with a Chinese version(original and copy)
<input type="checkbox"/> the original copy of letter of recommendation by the original unit and the original copy of proof of deregistration for expert card

1 护照原件

1. Passport

2、护照首页复印件，签证或居留许可复印件，入境章页复印件；

2. Copy of the first page of the passport, copy of visa or residence permit, copy of entry seal

3、专家证原件；

3. Foreign expert certificate

4、专家证首页延期页复印件

4. The copy of all valid pages of foreign expert certificate

5、续聘合同原件复印件

5. Copy of contract, please show the original copy

6、住宿登记原件复印件

6. The registration form, please show the original copy

7、体检证明原件复印件

7. Copy of Health Check, please show the original copy

8、若专家为国内其他院校转聘而来，须出示原单位推荐信原件及复印件与专家证注销证明原件及复印件。

8. If the expert is transitioned from other universities or colleges in China, the original copy of letter of recommendation by the original unit and the original copy of proof of deregistration for expert card are needed.

### VIII. 延期居留许可

#### VIII. Extension of residence permit

<input type="checkbox"/> Passport
<input type="checkbox"/> The copy of the first page of the passport
<input type="checkbox"/> The copy of visa
<input type="checkbox"/> The copy of entry seal



<input type="checkbox"/> Foreign expert certificate
<input type="checkbox"/> The copy of all valid pages of foreign expert certificate
<input type="checkbox"/> The registration form
<input type="checkbox"/> Health Check with a Chinese version(original and double-side copy)
<input type="checkbox"/> A photo
<input type="checkbox"/> Original and copy of family relation proof, Chinese version by translation service company;

1、护照原件

1. Passport

2、护照首页签证页入境章；

2. The first page of the passport, visa page, entry seal page;

3、专家证原件；

3. Foreign Expert Certificate;

4、专家证首页复印件

4. The copy of all valid pages of foreign expert certificate

5、住宿登记表原件

5. Original copy of residence registration form;

6、体检表原件复印件；

6. The original and double-side copy of health examination form;

7、一张照片

7. A photo

8、亲属关系证明原件、复印件、经翻译公司翻译认证的中文文件；

8. Original and copy of family relation proof, Chinese version by translation service company;

\*\*\*特别提示：如果居留许可过期，逾期一天罚款 500 元。

Special tips: If the residence permit expires, you will be fined 500 Yuan each day.

### 备注：

1、请专家在专家证或居留许可到期前两个月开始办理住宿登记表和体检表。

2、住宿登记表有效期 3 个月。

3、体检有效期 6 个月。

### Note:

1. Please remind to make accommodation registration and health check two months before the resident permit expires.

2. The valid time of accommodation registration is three months.

3. The valid time of health check is six months.