

## 申办工作许可材料清单 Requirements for Chinese Work Permit Application

### 注意 Attention:

1. 按规定，须申请获得来华工作许可和工作签证（即 Z 字签证）、外籍职工持工作签证（即 Z 字签证）入境中国后，才能在我校合法工作。

According to the regulations, only after the Chinese Work Permit and Work Visa (Z Visa) are obtained and you enter China with a valid Z visa can you legally work here at SUMC.

2. 应在合同起始日前提前至少两个月提交材料

The required documents should be submitted at least two month in advance of the start date of the contract.

3. 如需携带随行家属（仅限配偶、18 周岁以下的子女，包括孕育中的婴儿）到汕头居住的，须事先获得用人单位及人事处的同意，并且合同中含有相应的约定条款。

If you need to bring your family members (spouse and under 18y old children only, including the baby on the way) to relocate to Shantou, you should obtain prior approval from the employing department and Department of Personnel at SUMC and make sure that your contract with SUMC has contained the relevant terms and conditions.

4. 请将下所列文件彩色扫描、发送到对外合作交流处 [slzhang1@stu.edu.cn](mailto:slzhang1@stu.edu.cn)，报到时须带上原件验证。请勿邮寄原件给我们，除非我们另有要求。

Please email color scan copies in PDF of the following documents to the International Office at [slzhang1@stu.edu.cn](mailto:slzhang1@stu.edu.cn) first, and bring the original copies for verification when coming to SUMC. Do not mail original documents to us, unless we ask you to.

### 申办工作许可材料清单 Documents Required for Work Permit Application

1. 《外籍职工信息登记表》（附件 3）：须亲笔签名版，Word 电子版及扫描件

Foreign Faculty and Staff Registration Form: signature is required, both Word file and PDF scans.

2. 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：内容包括职位、工作时间、工作内容、证明联系人、联系方式，需加盖单位公章或负责人签字。

Certificates of Employment from your previous employers: the certificates should indicate job title, dates of employment, job description, name of contact person and contact information, and the certificates should be officially stamped or signed by the person in charge.

3. 最高学历证书：如证书在中国境外获得，须经中国使领馆认证；如文件使用英文或中文以外的第三种语言书写的，需提供官方认可的英文或中文翻译件。

Duly certified copy of the highest degree certificate: the diploma obtained outside Mainland China shall be duly notarized and then authenticated by the Embassy/ Consulate-General of China. An official translation of the document into English or Chinese is required, if the document is written in a language other than English or English.

Please consult the Embassy/ Consulate-General of China in your country for the specific procedures and requirements for authentication.

4. 无犯罪记录证明：国籍国/永久居住地、及其他连续居住 1 年以上的国家或地区官方出具的、经中国使领馆认证，自签发之日起 6 个月内有效；如文件使用英文或中文以外的第三种语言书写的，需提供官方认可的英文或中文翻译件。

Duly certified copies of Criminal Record Check or Background Check: the documents shall be issued by the official authority of the country of nationality/permanent residence and any other country where you have resided for over one year; the certificates should be duly notarized and then authenticated by the Embassy/ Consulate-General of China, valid for 6 months counting from the date of issue. An official translation of the document into English or Chinese is required, if the document is written in a language other than English or Chinese.

Please consult the Embassy/ Consulate-General of China in the country for the specific procedures and requirements for authentication.

5. 体检报告：身体检查项目，参考《外国人体格检查记录》（模板见附件 4），由当地政府或中国使领馆认可的境外卫生医疗机构出具，或由中国境内检验检疫机构出具，签发之日起 6 个月内有效。

Health Check Report issued by a medical institution recognized by the local government or the Embassy/ Consulate-General of China, or issued by the Entry-Exit Inspection and Quarantine Bureau of China: refer to the Physical Examination Records for Foreigners (Attachment 4) for the required items, valid for 6 months counting from the date of issue.

6. 心理健康报告：由当地政府认可的卫生医疗机构出具。如文件使用英文或中文以外的第三种语言书写的，需提供官方认可的英文或中文翻译件。

A preliminary mental health report issued by a medical institution recognized by the local government. An official translation of the document into English or Chinese is required, if the document is written in a language other than English or Chinese.

7. 简历  
CV

8. 有效护照：有效期不少于 6 个月

Passport with a valid period of at least half a year

9. 电子证件照片：彩色，近 6 个月内拍摄，白色背景，JPG 格式，尺寸在 1024 像素（高）\*768 像素（宽），分辨率不低于 300DPI。

Digital passport size color photograph: taken within the last 6 months, white background, and saved in JPG format with a size of 1024 (height) \* 768 (width) and a resolution of 300DPI or above.

10. 如有随行家属（仅限配偶、18 周岁以下的子女），需另外提供以下文件：

If there are any accompanying family members (spouse and under 18y old children only), additional documents are required:

- (1) 所有家属 – 有效护照

For all – Photo page of valid passports

- (2) 所有家属 – 配偶结婚证书、子女出生证明，均须由官方出具的、经中国使领馆认证；如文件使用英文或中文以外的第三种语言书写的，需提供官方认可的英文或中文翻译件。

For all – Duly certified copies of certificate of marriage for spouse and birth certificate for child, the documents shall be issued by an official authority, duly notarized and then authenticated by the Embassy/

Consulate-General of China. An official translation of the document into English or Chinese is required, if the document is written in a language other than English or Chinese.

- (3) 所有家属 – 电子证件照片：彩色，近 6 个月内拍摄，白色背景，JPG 格式，尺寸在 1024 像素（高）\*768 像素（宽），分辨率不低于 300DPI。

For all – Digital passport size color photograph: taken within the last 6 months, white background, and saved in JPG format with a size of 1024 (height) \* 768 (width) and a resolution of 300DPI or above.

- (4) 配偶 – 体检报告：身体检查项目，参考《外国人体格检查记录》（模板见附件 4），由当地政府或中国使领馆认可的境外卫生医疗机构出具，或由中国境内检验检疫机构出具，签发之日起 6 个月内有效。

For spouse – Health Check Report issued by a medical institution recognized by the local government or the Embassy/ Consulate-General of China, or issued by the Entry-Exit Inspection and Quarantine Bureau of China: refer to the Physical Examination Records for Foreigners (Attachment 4) for the required items, valid for 6 months counting from the date of issue.

- (5) 配偶 – 国籍国或经常居住地官方出具、经中国使领馆认证的无犯罪记录证明原件；如文件使用英文或中文以外的第三种语言书写的，需提供官方认可的英文或中文翻译件。

For spouse – Duly certified copies of Criminal Record Check or Background Check: the documents shall be issued by the official authority of the country of nationality/residence and duly authenticated by the Embassy/ Consulate-General of China, valid for 6 months counting from the date of issue. An official translation of the document into English or Chinese is required, if the document is written in a language other than English or Chinese.

11. 上述第 2、3、4、10（2）、10（5）号文件，非中文书写的，提供中文翻译件。

Chinese translations of the above-mentioned No. 2, 3, 4, 10 (2), 10 (5) documents, if they are not in Chinese.