

新聘外籍员工入职后签证手续

Visa Procedures after Arrival for New International Employees

1. 尽快到人事处签署正式合同，办理后续入职手续

Liaise with HR Department immediately after arrival to sign the Contract and go through the procedures required by HR Department.

2. 入境当天到对外合作交流处报到，按要求携带以下办理工作许可证所需材料的原件查验：

Report to the International Office on the day of entry, submit the following original documents required for the work permit for verification:

- 有效护照原件
Passport with a valid period of at least half a year
- 经公证认证的学历证书
Duly certified copy of the highest degree certificate
- 经公证认证的无犯罪记录证明，原件需上交给对外合作交流处
Duly certified copies of Criminal Record Check(s) or Background Check(s) (Original copies submitted to the International Office)
- 工作经历证明
Certificates of Employment from your previous employers

*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:

- 所有随行家属的有效护照
For all -- Photo page of valid passports
- 所有随行家属的经公证认证的关系证明
For all -- Duly certified copies of certificate of marriage for spouse and birth certificate for child
- 配偶须提交经公证认证的无犯罪记录证明
For spouse -- Duly certified copies of Criminal Record Check(s) or Background Check(s)

3. 入境当天，员工及全部家属到留青照相馆拍照（外国人申请中国签证所用的规格），并取回：

New employees and all accompanying family members take a Chinese Visa sized photo in Liuqing Studio on the date of arrival and get the following:

- 外国人申请签证的照片尺寸（蓝底），至少洗 5 张照片
At least five photos in blue background
- 广东省外国人签证数字相片采集回执
Receipts of China Visa Photograph for Foreigners in Guangdong Province
- 向相馆索要照片电子版，电子版请发送至 xuanzilin@stu.edu.cn
A digital copy emailed to xuanzilin@stu.edu.cn

地址 Address: 汕头市外马路 281 号留青照相馆

咨询电话 Tel: 88553150

4. 3 个工作日内，员工及配偶到汕头出入境检验检疫局国际旅行卫生保健中心进行入境体检（小孩不用），需携带以下资料：

New employees and their spouse take an Entry Physical Examination within 3 working days in the designated medical institution (Children under 18 don't need), carrying the following documents:

- 3 张 2 寸彩色照片（任何底色都可以）

3 two-inch photos

- 劳动合同原件及复印件（有写明工作年限的；有劳动合同且首次来华入境者，免体检费用（¥350 元））
Original Contract and 1 photocopy (free of charge (RMB 350) for first time to China upon presence of Work Contract)
- 护照原件&签证页，及复印件
Original Passport & Visa and photocopies
- 半年内境外体检报告（如有，视情况可减免一些体检项目，具体须由体检中心核查确认）。
Physical Examination Record obtained within six months (you might be exempted from some items, subject to final decision by the Health Check Center)

*注意：体检前请空腹

Note: Empty stomach before physical examination

地址 Address: 汕头市丹霞庄东区1号汕头出入境检验检疫局国际旅行卫生保健中心

咨询电话 Tel: 0754-88362569, 88178260

5. 一周内提交下列资料（员工及全部家属），以办理辖区派出所要求的住宿登记：

Submit the following to International Office within one week (New employees and all accompanying family members) for accommodation registration with local police station:

- 护照原件 Original Passport
- 相片 1 张 1 two-inch photo
- 在汕居住地址 Accommodation details (building & room number)

在汕联系电话 Local phone number

*校外住宿者，须由本人到所在地派出所办理

*If you live outside the campus, you would need to do the accommodation registration with local police station by yourself.

6. 入境之日（以签证页入境戳为准）20 天内，员工及家属将以下材料交至对外合作交流处，以办理居留许可：

Submit the following to International Office (New employees and all accompanying family members) once ready but within 20 days after arrival for Residence Permit Application:

- 蓝底相片 2 张（外国人申请中国签证所用的规格）
2 two-inch Chinese Visa sized photo in blue background
- 广东省外国人签证数字相片采集回执（需签名）
Receipts of China Visa Photograph for Foreigners in Guangdong Province with signature
- 护照原件
Original Passport
- 体检报告原件
Original Entry Physical Examination Record
- 校外住宿者，须另交住宿登记回执原件
Original Accommodation Registration Form from the local police station, if you live outside the campus.
- 签证费用：人民币 800 元/年/人
Application fee RMB 800 per year per person

*注意：按规定，首次办理居留许可，外籍员工及随行家属（如有）需一同前往公安局，具体时间待对外合作交流处预约后通知。办理期间，护照需上交到公安局，直到居留许可签发方可领回。

*Attention: According to the regulations, new employees and their accompanying family members shall go to submit the application personally. International Office will accompany and assist. The specific date of submission will be notified by email in due course. The Passports will be submitted to the Public security bureau of Shantou until the Residence Permits are issued.