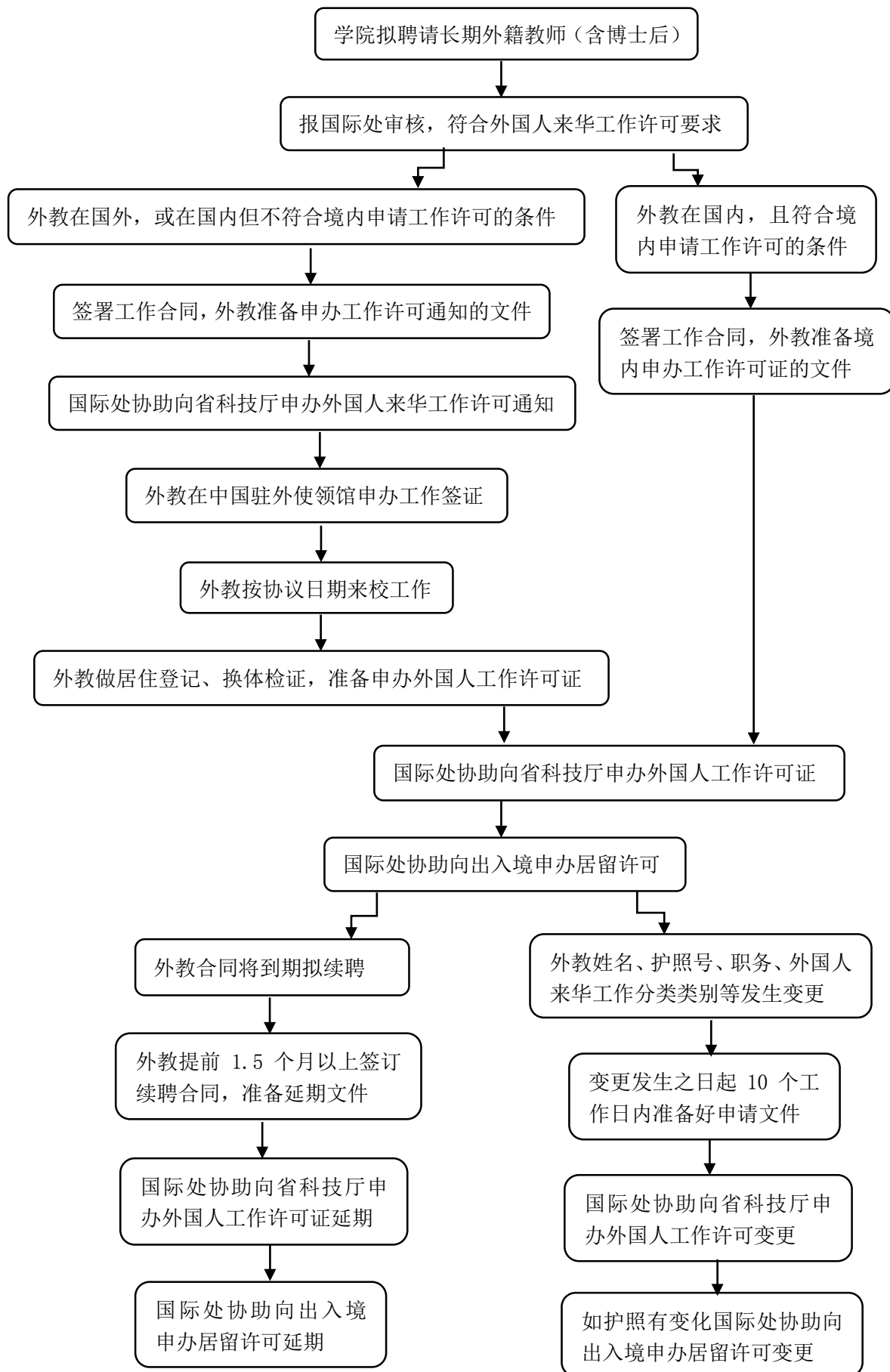
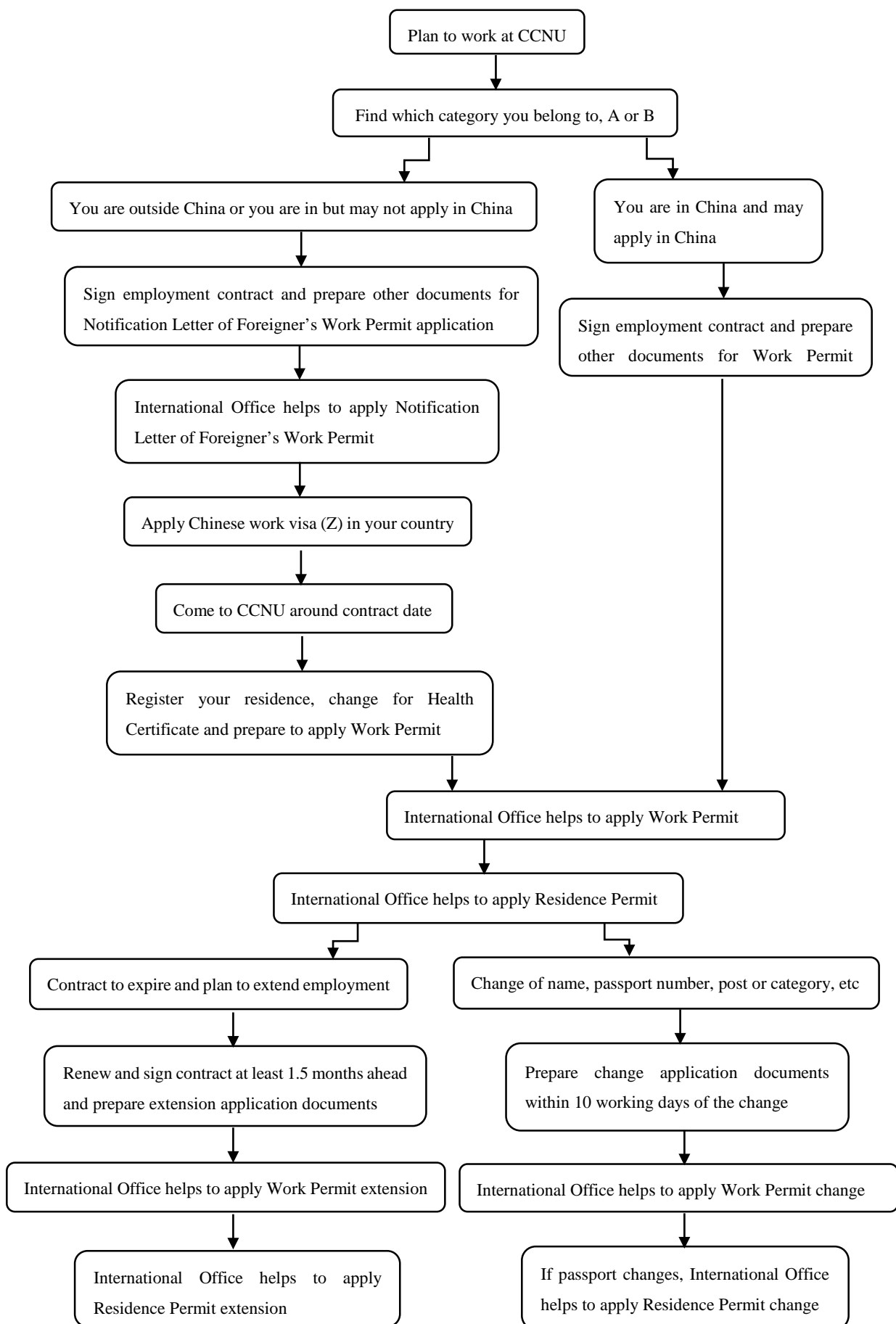


外教来校长期工作（90 日以上）办理流程图



Long-term international teachers to work at CCNU for more than 90 days



（三）外教分类与资质要求：

1. 外国高端人才（A类），符合以下条件之一的为A类人才（为简便起见，仅列出我校聘请外籍教师中，可能符合的常见类别，完整说明请参见《国家外国专家局 人力资源社会保障部 外交部 公安部关于全面实施外国人来华工作许可制度的通知》或咨询国际处）。可不受年龄、学历和工作经历限制，在办理外国人来华工作许可时可享受外专局“绿色通道”和部分申请材料“容缺受理”服务，可获得最长期限为5年的外国人工作许可证：

（1）入选国内人才引进计划的

经中共中央组织部、人力资源社会保障部、国家外国专家局批准或备案同意的副省级以上人才主管部门认定的人才引进计划（仅列出入选的全国性人才计划和湖北省的人才计划）

中共中央组织部：千人计划

人力资源和社会保障部：回国（来华）定居工作专家项目

人力资源和社会保障部：高层次留学人才回国资助计划

人力资源和社会保障部：留学人员科技活动项目择优资助计划

人力资源和社会保障部：中国留学人员回国创业启动支持计划

人力资源和社会保障部：博士后国际交流计划引进项目

人力资源和社会保障部：海外赤子为国服务行动计划

国家外国专家局：高端外国专家项目

国家外国专家局：中国政府友谊奖项目

国家外国专家局：引进海外高层次文教专家重点支持项目

国家外国专家局：海外名师引进计划

国家外国专家局：高校国际化示范学院推进计划

国家外国专家局：高等学校学科创新引智计划

国家外国专家局：“一带一路”教科文卫引智计划

国家外国专家局：国家科研平台外国专家支持计划

国家外国专家局：与大师对话-诺贝尔奖获得者校园行项目

国家外国专家局：文教类外国青年人才引进项目

国家外国专家局：部属高校学校特色项目

国家外国专家局：首席外国专家项目

教育部：长江学者奖励计划

教育部：中美富布赖特项目

湖北省：湖北省引进海外高层次人才百人计划

湖北省：湖北省政府“编钟奖”

湖北省：湖北省“楚才工程”

湖北省：湖北省高精尖缺英才引智工程

武汉市：武汉市黄鹤英才计划
武汉市：武汉市黄鹤友谊奖
武汉市：武汉“城市合伙人”计划
武汉市：3551 光谷人才计划

（2）符合国际公认的专业成就认定标准的

①诺贝尔奖获得者（物理、化学、生理或医学、经济学奖）。

②以下奖项获得者：美国国家科学奖章、美国国家技术创新奖章；法国全国研究中心科研奖章；英国皇家金质奖章；科普利奖章；图灵奖；菲尔兹奖；沃尔夫数学奖；阿贝尔奖；拉斯克奖；克拉福德奖；日本国际奖；京都奖；邵逸夫奖。

③各国科学院院士、工程院院士。

④担任过国际标准化组织（ISO）等国际知名学术机构和科教类国际组织委员、会员、理事的。

⑤各国国立研究所或国家实验室主任负责人、高级研究员。

⑥各国科技计划项目成果负责人、首席科学家或主要成员。

⑦担任过国际高水平科技期刊（JCR 一、二区）正、副总编和高级会员。

⑧以第一作者或通讯作者（含同等贡献作者）在国际高水平科技期刊（所在专业领域《期刊引用报告》JCR 一、二区）发表论文 3 篇。

⑨曾任国（境）外高水平大学（世界排名前 500 大学，具体名单以国家外国专家局“外国人来华工作管理服务系统”中的查询为准）中层以上管理职务或聘为教授、副教授的。

（3）符合市场导向的鼓励类岗位需求的外国人才

①受聘担任高等院校、科研机构高层以上管理职务或副教授、副研究员等副高级以上专业技术职务的人员。

②平均工资收入不低于武汉市上年度社会平均工资收入 6 倍的外籍人才。

（4）优秀青年人才

40 岁以下在我校从事博士后研究的青年人才。

（5）计点积分在 85 分以上的（详细的积分算法请联系国际处）

2. 外国专业人才（B 类）

（1）在我校从事科研、教学、管理等工作的管理人员或专业技术人员。

须具有学士及以上学位和 2 年及以上相关工作经历。

（2）外国语言教学人员。

应来自母语国家，具备大学学士及以上学位，且具备 2 年以上该语言教学工作经历；来自非母语国家的须取得所教授语言母语国大学学士及以上学位，且具备 2 年以上该语言教学工作经历。

其中取得教育类、所教授母语语言类或师范类学士及以上学位的，或取得所在国教师资格证书或取得符合要求的国际语言教学证书的（如 120 学时的 TESOL 或 TEFL 证书），可免除工作经历要求。

（3）计点积分在 60 分以上的专业人才（详细的积分算法请联系国际处）

Categories and qualifications

1. High Level Foreign Talents (Category A): Those who meet one of the following requirements are qualified as Category A High level foreign talents (Here only lists the common qualifications CCNU employed teachers may meet. For the complete list, please refer to Attachment 1 or consult the International Office.) Category A High level foreign talents are not subject to the age, educational background or work experience conditions, may use commitment letters as substitutes for some legalization documents (enumerated below in Section Two), and may obtain Work Permit and Residence Permit valid as long as 5 years.

(1) Selected by one of China's national or local talent programs or projects (only listed are national and Hubei programs)

Organization Department of the CPC Central Committee : The Recruitment Program of Global Experts

MOHRSS: Project for Experts' Return and Settlement in China

MOHRSS: Funding Scheme for High-Level Overseas Chinese Students' Return

MOHRSS: Funding Scheme to Outstanding Scientific and Technological Programs by Chinese Students Abroad

MOHRSS: Supporting Scheme for Returned Overseas Chinese Students' Entrepreneurial Start-Ups

MOHRSS: Project on Postdoctoral International Exchanges

MOHRSS: Homeland-Serving Action Plan for Overseas Chinese

SAFEA: High-End Foreign Experts Project

SAFEA: Chinese Government Friendship Award

SAFEA: Program for the Introduction of High-Level Overseas Cultural and Educational Experts

SAFEA: Program for the Introduction of Renowned Overseas Professors

SAFEA: Network in International Centers for Education in China)

SAFEA: OEI for Disciplinary Innovation in Universities

SAFEA: OEI under "Belt and Road Initiative" in Cultural and Educational Sector

SAFEA: Overseas Experts Supporting Programs under National Research Platform

SAFEA: Dialogue with Masters-Nobel Prize Laureates on Campus

SAFEA: Introduction of Overseas Young Talents in Cultural and Educational Sector

SAFEA: Special Programs with Universities Directly under the Administration of Ministries and Commissions of the Central Government

SAFEA: Project for Chief Foreign Experts

教育部：长江学者奖励计划

Ministry of Education: Changjiang Scholars Program

Ministry of Education: The Fulbright Program

Hubei Province: “100 Talents Plan” on Overseas High-Level Talents Introduction

Hubei Province: Chime Bell Award by Hubei Provincial People’s Government

Hubei Province: Chu Talents Program

Hubei Province: Talent Introduction Program on High-Levels, Elites, Top-Leaderships, and Urgently-Needed People

Wuhan City: Huanghe Talents Plan

Wuhan City: “Wuhan Yellow Crane Friendship Award”

Wuhan City: Wuhan City Partner Program

Wuhan City: 3551 Optics Valley Talent Schema

(2) With the following internationally recognized professional achievements

- ① Nobel Prize winners (in Physics, Chemistry, Physiology or Medicine, and Economics)
- ② The following awards winners: National Medal of Science, National Medal of Technology and Innovation, Gold Medal of the National Centre for Scientific Research (Medaille d’or du Centre National de la Recherche Scientifique), the Royal Gold Medal, Copley Medal of the Royal Society, the A.M. Turing Prize, the Fields Medal, the Wolf Prize in Mathematics, the Abel Prize, the Lasker Award, the Crafoord Prize, the Japan Prize, the Kyoto Prize and the Shaw Prize.
- ③ Fellow of the national academy of sciences or the national academy of engineering in all nations.
- ④ Those who were or are commissioners, members, or trustees of internationally renowned academic institutions such as the International Organization for Standardization (ISO), or scientific & educational organizations.
- ⑤ Director or senior scientists of national institutes or national laboratories.
- ⑥ Principal investigator, chief scientist, or major members of scientific and technological projects in all nations.
- ⑦ Those who were or are chief editor, deputy chief editors or senior members of the high level scientific journals (JCR Q1 or Q2 journals).
- ⑧ Those who have published 3 or more papers in high level scientific journals (JCR Q1 or Q2 journals of the professional field) as the first author or corresponding author, or similar contributors.
- ⑨ Those who held mid-level management position or employed as professor or associate professor in high-level universities outside mainland China (referring to world top 500 universities from the list in the Service System for Foreigners Working in China).

(3) Foreign talents who are welcomed in the Chinese job market

- ① Employed as president or vice president, or associate professor, associate researcher or above by universities or research institutes.
- ② Those who receive no less than 6 times of Wuhan’s average salary of the last year.

(4) Talented young people

Those younger than 40 years old and are employed as a post-doctor in CCNU.

(5) Those who score 85 or above in the point integral system (please contact the International Office for details)

Foreign Professionals (Category B)

(1) Management personnel, professional or technical personnel who are engaged in scientific research, teaching, management and other work in CCNU.

Must have bachelor degree or above and at least 2 years of relevant work experiences.

(2) Foreign language teachers

Should be from a native-speaking country of the language, with a bachelor degree or above and with more than 2 years of teaching experiences in the language;

For a non native teacher, he/she should acquire a bachelor's degree or above in the native-speaking country, and have more than 2 years of teaching experiences in the language.

For those who obtained a bachelor's degree or above in education or the language to teach or, those who obtained a teacher's certificate or certificates of international language teaching that meets the requirements (such as a TESOL or TEFL certificate of 120 hours), may exempt from work experience requirements.

(3) Those who score 60 or above in the point integral system (please contact the International Office for details)

申办外国人来华工作许可通知需要准备的文件

序号	需准备文件	形式	说明
1	个人简历	电子版	需写明个人情况（涵盖护照姓名、护照号码、获得过护照的所有国家、出生日期、出生地、国外住址、电话、电子邮件、婚姻状况、汉语水平等）、本科以来的教育经历（含起止年月、校名、所在国家、专业名称等）、工作经历（含起止年月、工作单位名称、职务、工作内容、取得成就或奖励等）。
2	工作资历证明	彩色扫描件、彩打纸质版	<p>由外教原工作过的单位出具从事与现聘用岗位工作相关的 2 年以上工作经历的证明。要求：相关全职工作经历；多个工作经历的，提供能够满足 2 年相关工作经历要求的最后 1 个或者多个；证明必须包含的内容有：被证明人姓名、工作时间（一般应具体到日）、工作岗位、工作内容、证明人的姓名、职务、办公电话、办公邮箱、通信地址，手写签名并加盖单位公章。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。</p> <p>符合外国高端人才（A 类）（1）入选国内相关人才计划的；（2）符合国际公认的专业成就认定标准的，该项可采用承诺制，即提供本人亲笔签名的承诺书，模板见相关附件。</p>
3	最高学位（学历）证书、职业资格证明	彩色扫描件、彩打纸质版	<p>最高学位（学历）证书在国外获得的，应经我驻外使、领馆认证（在此之前须按照申请人获得学位（学历）所在国的不同认证程序先行公证、认证，不同国家具体要求请参照中国驻该国大使馆网站关于领事认证的要求和说明）；或由申请人获得学位（学历）所在国驻华使、领馆认证；或通过我国教育部留学服务中心国（境）外学历学位认证系统认证（网址：http://zwfw.cscse.edu.cn/）。</p> <p>最高学位（学历）证书在港澳特别行政区和台湾地区获得的，应通过我国教育部留学服务中心国（境）外学历学位认证系统认证或经所在地区公证机构公证。不接受仅为本人声明学位证为真的宣誓性公证和认证。最高学位（学历）证书在中国境内获得的，仅提供学历（学位）证书即可。</p> <p>国外获得的专业资格证明（如 120 以上学时的 TESOL 或 TEFL 证书），应经我驻外使、领馆认证，或证书颁发国的驻华使、领馆认证或证书颁发国的公证机构对原件公证。专业资格证明在港澳特别行政区和台湾获得的，应经所在地区公证机关对原件公证。</p> <p>符合外国高端人才（A 类）（1）入选国内相关人才计划的；（2）符合国际公认的专业成就认定标准的；（3）符合市场导向的鼓励类岗位需求的外国人才，最高学位证书采用承诺制，即仅提供学位证书，以签名承诺书的方式代替认证，模板见相关附件。</p>
4	无犯罪记录证明	彩色扫描	应由外教国籍国或目前经常居住地警察、安全、法院等部门出具

		件、彩打 纸质版	<p>并经我驻外使、领馆认证或外国驻华使、领馆认证。在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。</p> <p>经常居住地指申请人离开国籍国最后连续居住 1 年以上的国家或地区。无犯罪记录签发时间应在 6 个月内。不接受仅为本人声明无犯罪的宣誓性无犯罪记录和认证。</p> <p>申请人在中国境内因工作、学习、团聚等事由常住的，且申请来我校工作时仍在境内合法居住/停留的，可以提供原单位开具且经境内涉外公证处公证的无犯罪记录证明或者由境内经常居住地公安部门出具的无犯罪记录证明（无需公证）。</p> <p>无犯罪记录证明自签发之日起，6 个月有效期内可以重复使用。已经在境内其他单位合法工作 6 个月以上但不满 1 年，申请转来我校工作，但原无犯罪记录证明过期的，可以提交原境外出具的无犯罪记录证明和原单位开具且经境内涉外公证处公证的无犯罪记录证明或者由境内经常居住地公安部门出具的无犯罪记录证明。</p> <p>所有外国高端人才（A 类），该项可采用承诺制，即签署无犯罪记录承诺书，模板见相关附件。</p>
5	体检证明	彩色扫描件、彩打 纸质版	<p>由中国检验检疫机构（如湖北国际旅行卫生保健中心（武汉海关口岸门诊部），地址：江夏区高新大道 430 号，和我国境内各省出入境检验检疫部门下属的任何一个国际旅行卫生保健中心）出具的境外人员体格检查记录验证证明或健康检查证明书，或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明。前往境外卫生医疗机构体检时须请医生按《外国人体格检查记录》表所列项目进行体检，须请医生在表格最后医生“意见”中填写检查结果、签名，并加盖卫生医疗机构公章，提交体检表彩色扫描件，原件 and 所有体检报告单请外教来华时务必携带。体检表和健康证明书签发时间均应在申请前 6 个月内。</p> <p>经中国检验检疫机构认可的境外卫生医疗机构名单请查询中国驻当地使、领馆网站或直接向其咨询。如果中国驻当地使、领馆表示尚未发布经中国检验检疫机构认可的卫生医疗机构名单，请前往当地正规的较大型卫生医疗机构进行体检。</p>
6	聘用合同	彩色扫描件、彩打 纸质版	<p>合同内容应包含工作地点、工作内容、薪酬（含月薪金额）、来华工作时间、职位、各方签字盖章页等必要内容。合同应为中文和英文双语，如仅提供中文版本合同，需外教在合同上用中文书写“本人熟悉中文，能够完全理解本合同的全部内容，同意仅使用中文版合同。”并签名。</p>

7	护照	个人信息 页彩色扫描件、彩打纸质版	有效期不得少于 6 个月，最好长于计划来华工作的时间，且有 2 页以上空白页码。
8	证件照片	JPEG 电子图片	6 个月内正面免冠照片，白色背景，无边框，面部特征完整，图像清晰，无斑点、瑕疵、印墨缺陷。JPEG 格式，大小 40K—120k 字节之间，不低于 354（宽）*472（高）像素，不大于 420（宽）*560（高）像素，24 真色彩。
9	A、B 类人才相应证明文件	彩色扫描件、彩打纸质版	如符合 A 类（1）入选国内人才引进计划的、（2）符合国际公认的专业成就认定标准的，或通过计算计点积分符合 A、B 类条件的，需提供所符合条件的证明文件。
10	博士后进站备案证明	原件、彩色扫描件、彩打纸质版	仅 A 类（4）来我校从事博士后研究的外籍人员需要提供，由聘请博士后的导师（学院）提供。
11	随行家属相关材料		如有家属随行来华，需提供家属护照信息页（同上述第 7 项）、电子照片（同上述第 8 项）、体检证明（同上述第 5 项，适用于 18 岁以上家属），以及家属关系证明文件（配偶——结婚证书，子女——子女出生证明，父母或配偶父母——申请人出生证明或结婚证书）。国境外出具的家属关系证明需经中国驻外使领馆或外国驻华使领馆认证（不接受本人声明家属关系的宣誓性认证）。 随行家属包括配偶、未成年 18 周岁的子女、父母及配偶父母。
12	相关信息	电子版	外教在其国家的签证地，即其国籍国或长期居住国（需提供居留证）的中国大使馆或某个总领事馆名称 外教每年在校工作月数 外教在校工作电话 外教在校联系人姓名、电话、邮箱地址
13	报告和保证书	纸质版原件	模板见相关附件，需外教、（博后导师或课题组负责人）学院负责人签署并盖章。
14	外国人来华工作许可申请表	彩打纸质版	外教提交上述文件后，国际处在外国人来华工作管理服务系统中填报申请，并生成外国人来华工作许可申请表，发送给外教，外教打印、签名、扫描后发回国际处；国际处打印、盖章。
15	申请函	原件	向湖北省科技厅提交的申请函，国际处准备。

外教持工作签证入境后申领外国人工作许可证需要准备的文件

序号	需准备文件	形式	说明
1	护照	原件、个人信息页、工作签证和入境页彩色扫描件、彩打纸质版	有效期不得少于 6 个月，最好长于计划来华工作的时间，且有 2 页以上空白页码。
2	健康证明	原件、彩色扫描件、彩打纸质版	即在申请工作许可通知时从湖北国际旅行卫生保健中心或我国境内各省出入境检验检疫部门下属的任何一个国际旅行卫生保健中心体检取得的健康证明；或凭在中国检验检疫机构认可的境外卫生医疗机构体检取得的《外国人体格检查记录》表原件 and 所有体检报告单（含验血报告、胸透 X 片和心电图等），并携带护照和 2 张小二寸白底照片前往湖北国际旅行卫生保健中心（地址：珞狮路 453 号），换领境外人员体格检查记录验证证明。
3	聘用合同	原件、彩色扫描件、彩打纸质版	申办外国人工作许可通知时提交的聘用合同，如当时外教在境外，签名为电子版，需补充亲笔签名。
4	申办外国人工作许可通知时的其他文件	原件	申办外国人工作许可通知时未提供的原件材料（含最高学位证书和职业资格证明、工作资历证明、无犯罪记录证明等）。
5	外国人来华工作许可申请表	原件	外教提交上述文件后，国际处在外国人来华工作管理服务系统中填报申请，并生成外国人来华工作许可申请表，外教签名，国际处盖章。
6	申请函	原件	向湖北省科技厅提交的申请函，国际处准备。

申办工作类居留许可需要准备的文件

序号	需准备文件	形式	说明
1	护照	原件，个人信息页、有效签证或居留许可页、最近入境页复印件	有效期不得少于 6 个月，最好长于计划来华工作的时间，且有 2 页以上空白页码。
2	外国人工作许可证	原件、复印件、扫码打印信息页	即在上一步申办外国人工作许可证取得的许可证卡片
3	体检证明	原件、复印件	即在上一步申办外国人工作许可证时提交的境外人员体格检查记录验证证明
4	境外人员住宿登记表	原件	外国人入境后应在 24 小时内，办理好居住登记手续，取得境外人员住宿登记表。其中： 第一种 外教在我校外国专家楼居住，国际处工作人员可为其办理居住证明，须外教及其随行家属向国际处提供护照、签证或居留许可和入境信息。 第二种 外教在其他地方居住，须前往居住地所属派出所进行登记（如居住在我校校园内，所属派出所为马房山派出所；前往登记时请携带护照及姓名页和签证入境页复印件和住房合同或其他证明及复印件）。
5	证件照片	JPEG 电子图片、冲印版 1 张	6 个月以内正面免冠彩色证件照片，小二寸，白色背景；电子版大小 40K—80k 字节之间
6	随行家属申请材料	原件、复印件	如有家属随行来华，需办理私人事务类居留许可，申请材料与外教本人相同（18 岁以下子女不用提供健康证明），并附上家属关系证明文件，需经中国驻外使领馆或外国驻华使领馆的认证文件和中文翻译件（不接受本人声明家属关系的宣誓性认证）；以及外教本人签名的保证书（表格由国际处提供）。
7	申请函和申请表	原件	外教提交上述文件后，国际处在外国人办证信息采集管理系统中填报预约并打印、盖章。

Documents to prepare to apply for Notification Letter of Foreigner's Work Permit

No.	Documents	Form	Note
1	CV	electronic	<p>Should include but not limited to the following information:</p> <ul style="list-style-type: none"> ·Personal information with such items as name appeared in your passport, passport NO., all countries that have ever issued you a passport, date of birth, place of birth, residence address in home country, telephone number, e-mail address, marital status, Chinese proficiency, etc; ·educational experiences from undergraduate study onward with starting and finishing month and year for each period, name of the university or institute and in which country and major studied; ·work experience with starting and ending month and year for each period, name of the institution and in which country, position and duties; ·achievements and awards (if any).
2	certificate of work experience	color scan and color print of the scan	<p>Issued by the former employer, which accounts over two years of work experience related to the CCNU employment.</p> <p>Work experience refers to current employment related full-time work experience. If you have multiple work experiences, please provide certificate(s) of the last one or more work experience(s) that meet(s) the ① two years and ② CCNU employment related criteria. Certificate of work experience should include employee's full name, time of employment, position, duties, the institution or department's head's name, telephone number, email address and post address. Certificate of work experience should be signed and stamped by the former employer. If you have won well-known awards in the professional field, please provide the proof of awards.</p> <p>For those who fall into 1. High level foreign talents (Category A) (1) Selected by one of China's national or local talent programs or projects (only listed are national and Hubei programs) and (2) With the following internationally recognized professional achievements, certificate of work experience could be substituted by signed commitment letter (please find the enclosed template at Attachments).</p>
3	highest diploma and professional certificate	color scan and color print of the scan	<p>If your diploma was obtained in countries outside China, you need to have it authenticated/ legalized by the Chinese Embassy or Consulate in the country where it was obtained (Before this final step you need to first have it notarized at the notary public and/or authenticated at the state/province, educational or foreign affairs departments, according to the specific requirements of the country. Please refer to the website of Chinese Embassy in the country at webpage of consular affairs for direction.), or by the Embassy or Consulate in China of the country where it was obtained, or by the Overseas Diploma Authentication System of the Chinese Service Center for Scholarly Exchange at the website http://zwfw.cscse.edu.cn/). If your diploma was obtained in Hong Kong or Macao Special Administrative Region, or Taiwan,</p>

			<p>China, you need to have it authenticated/ legalized by the Overseas Diploma Authentication System of the Chinese Service Center for Scholarly Exchange or notarized by the local notary public. For the notarization or authentication, any in the form of personal oath is not acceptable. If your diploma or certificate was obtained in mainland China, you need to provide the scan of the original diploma only.</p> <p>Professional certificates obtained in countries outside China (such as over-120-hour TESOL or TEFL certificate) need to be authenticated/ legalized by the Chinese Embassy or Consulate in the country where it was obtained, or the Embassy or Consulate in China of the country where it was obtained, or be notarized by a notary public in the country where it was obtained. Professional certificates obtained in Hong Kong or Macao Special Administrative Region, or Taiwan, China, need to be notarized by the local notary public.</p> <p>For those who fall into 1. High level foreign talents (Category A) (1) Selected by one of China's national or local talent programs or projects (only listed are national and Hubei programs); (2) With the following internationally recognized professional achievements and (3) Foreign talents who are welcomed in the Chinese job market, the authentication could be substituted by signed commitment letter. Please find the enclosed template at Attachments.</p>
4	no criminal record certificate	color scan and color print of the scan	<p>No criminal record certificate should be issued by the police, security, courts or other government agencies of the country of your nationality or habitual residence, and then should be authenticated/legalized by the Chinese Embassy or Consulate in the country where it is issued or by the Embassy or Consulate in China of the country where it is issued. If it is issued in Hong Kong or Macao Special Administrative Region, or Taiwan, China, it needs to be notarized by the local notary public.</p> <p>Habitual residence refers to the country or region where the applicant has left his/her country of nationality and has stayed for more than one year. The time of issuance of no criminal record certificate shall be within 6 months. Certificate or authentication in the form of personal declaration or oath is not acceptable.</p> <p>Those who have been living in China for more than 1 year without exiting on valid work, study or family reunion residence permit may provide no criminal record certificate issued by their former employer or university and then notarized by a qualified notary public or certificate issued by police departments of their residence.</p> <p>No criminal record certificate can be reused within its 6 months' valid period. Those who have worked in other universities in China for more than 6 months but less than one year and plan to come to work at CCNU with the former certificate from their own country expired, may provide both the expired certificate and the certificate issued by their former university and then notarized by a qualified notary public or certificate issued by police departments of their residence.</p> <p>For all the High level foreign talents (Category A), the no criminal</p>

			record certificate could be substituted by signed commitment letter. Please find the enclosed template at Attachments.
5	health check-up certificate	color scan and color print of the scan	<p>This refers to Certificate of Health Examination or Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese issued by China inspection and quarantine agencies (eg. Hubei International Travel Healthcare Center, address: No. 430 Gaoxin Road, Jiangxia District, Wuhan, or any international travel healthcare center under inspection and quarantine agencies in China) if you are in China when applying, or health check-up record done in overseas health care institutions accredited by the China inspection and quarantine agencies if you are outside China. For the latter, please download the enclosed “Physical Examination Record for Foreigner” form at Attachments and ask the doctor to check the items listed on the form and write down the conclusion at “Suggestion”, sign and seal at the “Official stamp” with the institution’s stamp. Please provide color scan of the form at this step and bring with you the original form and all the medical reports when coming to China on Z visa. Health Check-up Certificate should be issued within 6 months of application.</p> <p>List of overseas health care institutions accredited by the China inspection and quarantine agencies could be found at the website of Chinese Embassy or Consulates in the country or by direct phone call consultation to them. If Chinese Embassy or Consulates in the country say that they have not issued the list of health care institutions accredited by the China inspection and quarantine agencies, please go to a large-scale health care institution to do the health check-up.</p>
6	signed employment contract	color scan and color print of the scan	<p>The content of the contract shall include the place of work, job description, remuneration which includes the amount of monthly salary, term of employment, position, all parties’ signatures and seals, etc. The contract shall be bilingual in Chinese and foreign languages. If there is only a Chinese version, the foreign teacher needs to write in Chinese 本人熟悉中文，能够完全理解本合同的全部内容，同意仅使用中文版合同。and sign to confirm understanding of the contract and agreement to use only the Chinese version.</p>
7	passport	color scan and color print of the scan of the ID page	Passport shall be valid for over 6 months and better to be longer than the planned working time in China and with more than two empty pages.
8	ID photo	electronic JPEG picture	Taken within the past six months, with white background and facial features complete, no spots or flaws, in JPEG format, with size 40K-120k bytes, between 354 (width) * 472 (height) pixels and 420 (width) * 560 (height) pixels.

9	documents to prove you fall into Category A or B	color scan and color print of the scan	If you fall into Category A (1) Selected by one of China's national or local talent programs or projects, (2) With the following internationally recognized professional achievements, (5) Those who score 85 or above in the point integral system or fall into Category B (3) Those who score 60 or above in the point integral system, please provide documents to prove you meet those criteria.
10	Post-doctor's entering station registration certificate	Original, color scan and color print of the scan	Only applicable to Category A (4) post-doctor and is to be provided by the supervisor or the school that employs the post-doctor.
11	documents of accompanying family members	color scan and color print of the scan	<p>If any of your family members are to stay in China with you, please provide their: ① passport, as in No. 7 above; ② electronic color ID photo, as in (8) above; ③ health check-up certificate, as in No. 5 above for family members above 18 year old; ④ certificate of family relation (such as marriage certificate for spouse, birth certificate for children, applicant's birth certificate for applicant's parents and marriage certificate and spouse's birth certificate for spouse's parents). Certificates issued outside China needs to be authenticated/legalized by the Chinese Embassy or Consulate in the country where it was issued or by the Embassy or Consulate in China of the country where it is issued. Authentication in the form of personal declaration or oath is not acceptable.</p> <p>Accompanying family members include spouses, children who are under 18 years of age, parents and spouse's parents.</p>
12	some required information	electronic	<p>Which Chinese Embassy or Consulate in your country you will go to apply for Z visa;</p> <p>How many months you will be working in CCNU each year;</p> <p>Your work telephone number in CCNU;</p> <p>Your CCNU contact person's name, phone number and email address.</p>
13	application and commitment letter	original and color scan	Please find the enclosed template at Attachments, fill in, print and sign it, scan and send the electronic one back for the school to sign.
14	Application form for Foreigner's Work Permit	original and color scan	After receiving the above documents, the International Office will fill in the online application and an application form will be generated and sent to you. Please print and sign it and then scan and send the electronic one back for the International Office to stamp.
15	official application letter to the Science and Technology Department of Hubei Province	original and color scan	Prepared by the International Office.

Documents to prepare after entry to China on Z visa to apply for Foreigner's Work

Permit

No.	Documents	Form	Note
1	passport	original, color scan and color print of the scan of the ID page, Z visa page and entry stamp page	Passport shall be valid for over 6 months and better to be longer than the planned working time in China and with more than two empty pages.
2	health check-up certificate	original, color scan and color print of the scan	The Certificate of Health Examination done when applying for Notification Letter of Foreigner's Work Permit. If you are checked in overseas health care institutions, please take with you the original form of the "Physical Examination Record for Foreigner" and all the medical examination reports, including blood test reports, chest X-ray film, electrocardiogram sheet, etc. and your passport, two 2-inch ID photos with white background and go to Hubei International Travel Healthcare Center, address: No. 453 Luoshi Road, Wuhan to apply for the Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese.
3	signed employment contract	original, color scan and color print of the scan	The contract when applying for Notification Letter of Foreigner's Work Permit. If you are not in Wuhan at that time and the signature is a digital one, please hand sign again on the original contract.
4	Other documents provided when applying for Notification Letter of Foreigner's Work Permit	original	Other documents the original copy of which are not submitted when applying for Notification Letter of Foreigner's Work Permit, which may include highest diploma and professional certificate, work experience certificate, and no criminal record certificate, etc.
5	Application form for Foreigner's Work Permit	original and color scan	After receiving the above documents, the International Office will fill in the online application and an application form will be generated. Please sign it before International Office stamps it.
6	official application letter to the Science and Technology Department of Hubei Province	original and color scan	Prepared by the International Office.

Documents to prepare to apply for Residence Permit

No.	Documents	Form	Note
1	passport	original, photocopy of the ID page, valid Chinese visa/residence permit page and entry stamp page	Passport shall be valid for over 6 months and better to be longer than the planned working time in China and with more than two empty pages.
2	Foreigner's Work Permit	original, photocopy and the print of the information page	The card got from the last step, applying for Work Permit
3	Health Certificate	original and photocopy	The Certificate of Health Examination or Certificate of Verification for Physical Examination Record for Foreigner or Overseas Chinese provided in the last step
4	proof of residence form	original	<p>After entry into China, foreigners need to go to register your residence within 24 hours to get proof of residence form.</p> <ul style="list-style-type: none"> If you live in Foreign Experts Apartment Building of CCNU, the International Office staff will get the proof of residence for you, please give a copy or send them a picture of your visa/residence and entry stamp page of your passport. If you live in other places, please go to the local police station to register and get the proof of residence. E.g. If you live on CCNU campus, the local police station is Mafangshan Police Station. <p>Please bring with you the original and photocopy of your passport and the apartment lease or other proof of owning or renting the apartment.</p>
5	ID photo	electronic JPEG picture and a developed one	Taken within the past six months, with white background, and 40K-80k bytes in digital one and 2 inch in size in Chinese style for the developed one.
6	documents of accompanying family members	original and photocopy	For family members to stay in China with you they need to apply for Residence Permit for personal affairs. Please provide the above documents (except that children under 18 years old do not need to provide the Health Certificate), plus the certificate of family relation and the authentication/legalization documents prepared when applying work permit and sponsor guarantee form signed by the international teacher (form to be provided by the International Office).
7	application letter and form	original	After receiving the above documents, the International Office will fill in the online application and print the application letter and form.