

On-boarding Guide for New Faculty&Staff

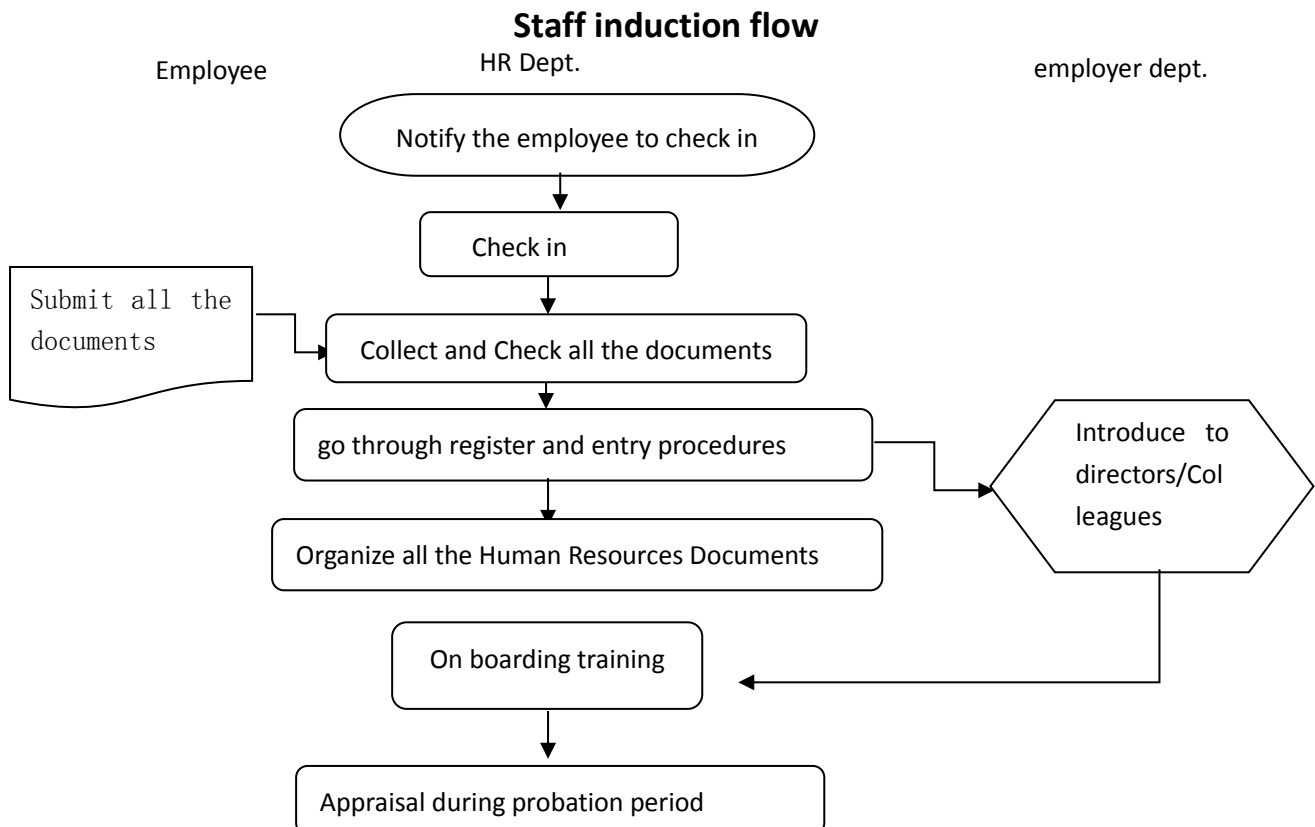
Dear Mr/Mrs:

Welcome to join Zhejiang University, International Campus!

Hope this guide could help you to finish the on-boarding process:

All the documents you need to provide:

- ID card (Original and two copies)
- Political examination documents
- Academic diploma and certificate (Original and two copies)
(* Overseas students must provide Educational certification)
- Certificate of profession and technical qualifications/vocational qualifications (Original and copies)
- Medical Exam form
- One-inch color bareheaded photo (6)
- One-inch color bareheaded photo(E-edition) and one daily picture(E-edition)
- Original quit job certificate with former employer's seal (expect for the first employment)
- Application form of Labor Union
- Candidate Registration Form



**Admission Procedures for Faculty & Staff of Zhejiang University,
International Campus**

NAME		ID NO.
Dept.		Phone No.
Guide		Contact
Process	Dept.	Details
1	HR Dept.	<input type="checkbox"/> Reply to the email about Admission Procedures <input type="checkbox"/> Introduction of on-boarding process <input type="checkbox"/> Submit all the documents <input type="checkbox"/> Sign the contract <input type="checkbox"/> Get the handbook for Faculty & Staff <input type="checkbox"/> Register with personal information ¹ <input type="checkbox"/> Fill Bank card No.
2	Bridge HR Company	<input type="checkbox"/> Census register/Residence Permit (Option) <input type="checkbox"/> Profile Transfer (Option) <input type="checkbox"/> Social Security
3	Administration Office	<input type="checkbox"/> Get office supplies <input type="checkbox"/> Get Office Tel. <input type="checkbox"/> Get Office Seat Brand <input type="checkbox"/> Get Office Name Card
4	Campus Development and Management (Or Residential College)	<input type="checkbox"/> Apply for the Teachers Apartment (Depends on the Application Qualification) ² <input type="checkbox"/> Get an Access to the office <input type="checkbox"/> Get Campus Card ³
5	Library and Information Center	<input type="checkbox"/> Open NetID & Email Account ⁴ <input type="checkbox"/> Get access to book borrowing services <input type="checkbox"/> office365 Open Office365 Account <input type="checkbox"/> Open Self-Service Printing Copying and Scanning Function
6	Party Branch	<input type="checkbox"/> Transfer of Party membership
7	Youth League committee	<input type="checkbox"/> Transfer of League Membership
8	Labor Union	<input type="checkbox"/> Apply Membership Card
9	Employer Dept.	<input type="checkbox"/> Introduction of Directors and Colleagues <input type="checkbox"/> Confirm the Office place <input type="checkbox"/> Introduction of Job Responsibilities <input type="checkbox"/> Orientation/Reception

¹ Login <http://zuds.zju.edu.cn/zfsjzx/jspdspp/rygl/selectRole.jsp> to register

² Teachers Apartment Application Form Download <http://www.intl.zju.edu.cn/zh-hans/downloads/shu-yuan-zhu-su-ji-chang-di-zu-jie-xiang-guan-biao-ge>

³ After Receiving Confirm Email, you can go to the Campus Card Center to get you Campus Card (You can bring your digital photo)

⁴ One week later when Receiving the Campus Card, the email/Net account and book borrowing services will open.