

Certificate Application Procedures for Foreign Experts

International Campus, Zhejiang University

All united institutes or departments of International Campus shall go through stipulated application formalities for approval before long-term employment (≥ 6 months) of foreign experts. For detailed application procedures and documents requested, please visit the official website of International Campus (yet to be updated).

1. Campus Approval Procedures

Please prepare and submit the following documentation to Human Resources Department of International Campus for relevant campus approval procedures:

- 1) Please visit the official website of the State Administration for Foreign Experts Affairs(<http://fewpa.safea.gov.cn/login.php>) (obtain the login name and password from Human Resources Department), fill in and submit the form *Foreign Experts Working Permit Application Record* (“**cultural and education**” category), and print out a copy annexed with official seal once your application is approved (for details please refer to “Application Process of the Foreign Experts Working Permit” as followed).
- 2) Please send the following electronic documents to the e-mail address of Human Resources Department (hr.intl@zju.edu.cn):

a photocopy of Application Form for Science or Language Teachers of Zhejiang University (downloaded from the International Campus office network; signed and sealed by the unit leader);

a statement of medical examination after entry (signed and sealed by the unit leader);

a statement of going through stipulated formalities(signed and sealed by the unit leader);

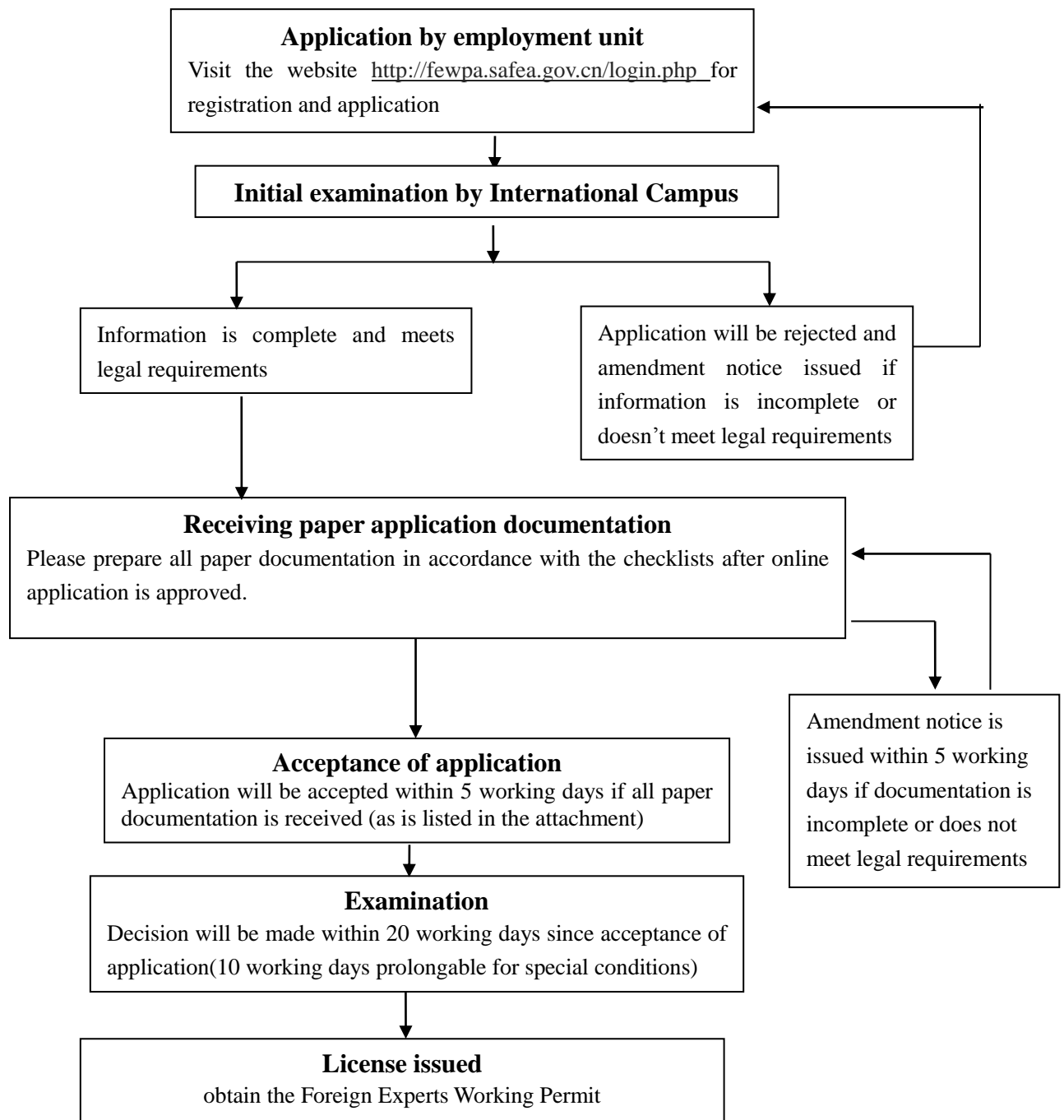
a health insurance statement for the person aged 65 or over (signed and sealed by the unit leader; need not be prepared if the age is under 65).

3) Other documentation: the employment contract, a photocopy of the foreign expert's valid passport, a photocopy of CV (including education background and working experience), a photocopy of highest diploma or professional certificate with official Chinese translation (notarized with seal); accompanying family member(s) shall provide copies of valid passport and marriage certificate(birth certificate)¹.

¹ Note: original and copy of marriage certificate(birth certificate) and its notarial certification issued by China's embassies in foreign countries are required for the application of residence permit if the foreign expert has any accompanying family member. Notarization is unnecessary if marriage or birth place is in China. Please ensure that all documentation is completely prepared.

2. Application Process of the Foreign Experts Working Permit

1) Please prepare the documents as follows and submit all the documentation to Human Resources Department:



2) Apply for the *Invitation Letter of Duly Authorized Unit* according to the instruction from Human Resources Department.

Foreign experts who have obtained Working Permit (Z Visa) and short-term foreign experts who are without payment (Visit Visa) are eligible to apply for the *Invitation Letter of Duly Authorized Unit*.

Procedures:

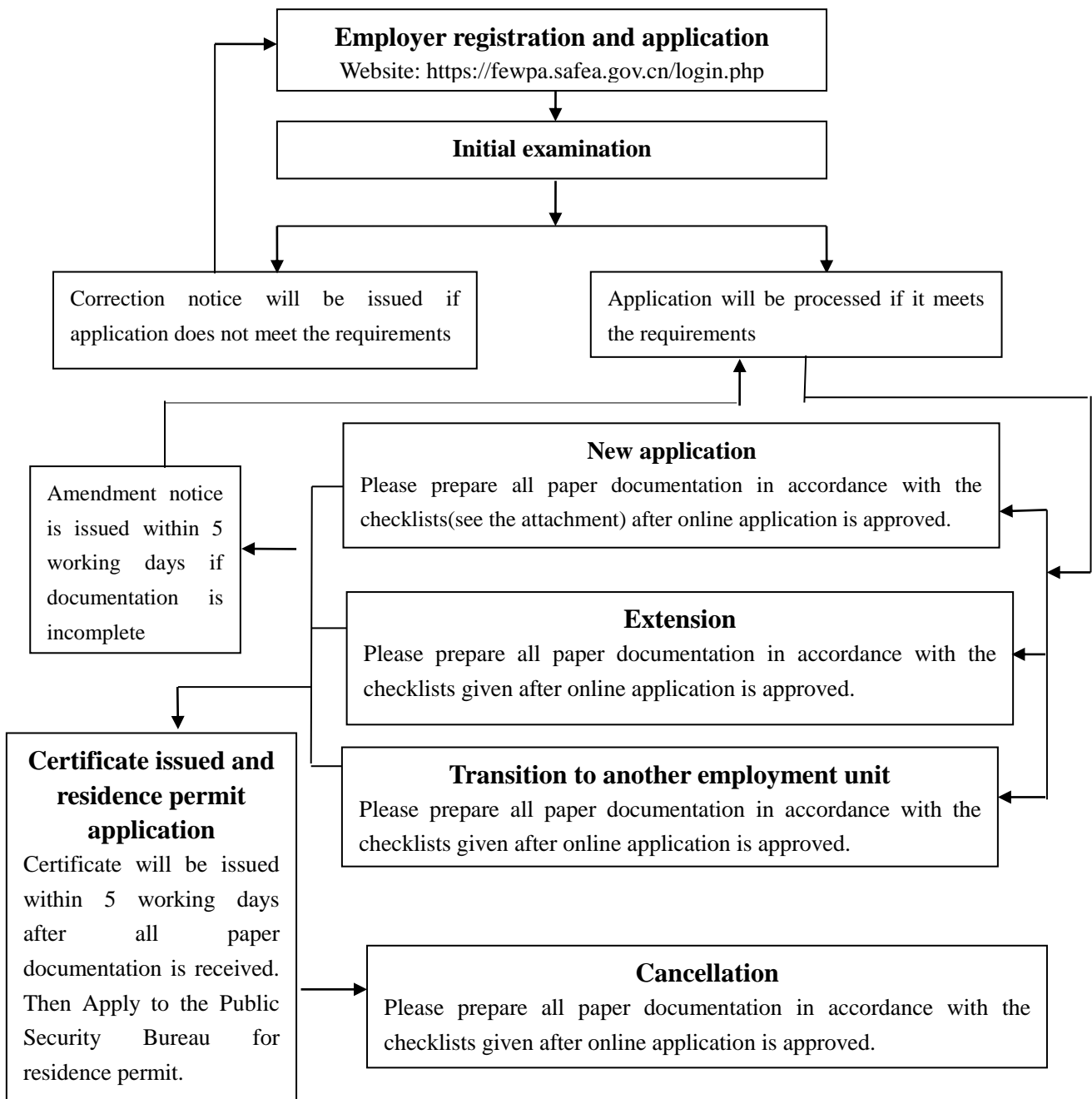
- (1) Visit <http://hy.zju.edu.cn/yqh/> (unified identity authentication), enter into “Invitation Letter Application” webpage and click “add new application” for submission.
- (2) Print out the form *Approval of Invitation Letter of Duly Authorized Unit* after application is approved by the foreign affairs office. The person in charge of the unit signs the form with official seal after verification (personal seal is invalid).
- (3) Scan the signed *Approval of Invitation Letter of Duly Authorized Unit* and upload.
- (4) Once the invitation record is marked as “signed”, please submit the form *Approval of Invitation Letter of Duly Authorized Unit*, photocopy of passport, and photocopy of Foreign Experts Working Permit to Human Resources Department. The department staff will draw the Invitation Letter for you from the foreign affairs office (other documents may be required in case of special conditions).

3) Foreign Experts Working Permit and Invitation Letter will be sent back to the foreign expert for Z Visa application. The employment unit shall reserve the photocopies.

3. Foreign Experts Certificate Application

(certificate shall be obtained in 30 days after entry)

1) Apply to Zhejiang Administration of Foreign Experts Affairs with the following documents:



2) Send the electronic photocopy of Foreign Experts Certificate to the e-mail address: hr.intl@zju.edu.cn.

4. Residence Permit Application

(permit shall be obtained in 30 days after entry)

1) Apply to Haining Public Security Bureau with the following documents (the applicant shall submit the documentation in person):

1. Original and copy of Foreign Experts Certificate
2. Original and copy of Temporary Hukou, evidence of accommodation
3. Official letter from the employment unit, original and copy of passport and visa, health certificate
4. For accompanying family member(s): registration form, original and copy of passport and visa, original and copy of marriage certificate(birth certificate) and its notarial certification issued by China's embassies in foreign countries (**Notarization is unnecessary if marriage or birth place is in China**), health certificate, two identical colour photos

2) Send the electronic photocopy of Residence Permit on the passport page to the e-mail address: hr.intl@zju.edu.cn.

Further Information

1. Contact

**Ms. Zhu, Human Resources Department of International Campus,
Zhejiang University**

Tel: 0573-87572111 E-mail: xd_cindy@zju.edu.cn

Address: Room 528, Arts and Science Building, International Campus
Zhejiang University, No.718 Haizhou East Road, Haining, Zhejiang

Ms. Shen, Zhejiang Administration of Foreign Experts Affairs

Tel/Fax: 0574-87051076

Address: Floor 3, Unit A, No. 33-2, Huanchengxi Road, Hangzhou
(Building 4,
Zhejiang Administration Center)

Haining Public Security Bureau:

Tel: 0573-87233101

Address: No.501, Shuiyuetingxi Road, Haizhou Street, Haining City

2. Temporary Hukou (the applicant shall go for application in person together with another one designated by the unit)

***Temporary Hukou shall be obtained within 24 hours after residence,** but it is not needed if the applicant resides in hotels connecting the Public Security Bureau network or expert buildings in the campus.

1) Place: Public Security Bureau within the residence jurisdiction

2) Required documents: original and copy of passport, original and copy of the employment contract

3. Health Insurance

The employment unit shall provide specific health insurance (including critical illness insurance and hospitalization insurance) within the territory of China for the foreign expert who will work in China for over half a year (or one semester). Where it is otherwise stipulated in the contract, provisions shall be adhered to in the premise that basic health insurance of the foreign expert is ensured. Given that the foreign expert might have bought insurance abroad covering costs for critical illness and hospitalization during his/her stay in China, health insurance is not requested if mutual agreement is achieved by both parties.

4. Health Certificate

Place: Zhejiang International Travel Health Care Center

* The foreign expert shall provide the health report if he/she has recently taken medical examination in China. Additional examination may be needed according to actual conditions.

Location: No.230, Zhonghezhong Road, Hangzhou

Office time: 8am-10:30am (From Monday to Friday)

Tel: 0571—87852410

Required materials: the original passport and four 2-inch bareheaded photos in white background

Time for certificate: the health certificate can be obtained after 3p.m. on the day when medical examination is taken

Note: accompanying family member(s) shall provide the following materials:

1. photocopy of valid passport and visa
2. three 2-inch bareheaded photos in white background
3. photocopy of health certificate (child under 18 years of age is free of health certificate)

Attachment: Foreign Experts Working Permit application checklists

No.	Documents requested	Required number	Note
1	Application letter from the employment unit	1	Sealed by the employment unit
2	Personal application form	2	Sealed on the perforation
3	Copy of passport info pages	1	
4	Copy of Employment Contract(Chinese&English)	1 for each	
5	CV (Chinese&English)	1 for each	Including the applicant's education background since high school and related working experience
6	Copies of highest academic diploma or professional certificates (Chinese&English)	1 for each	
7	Health certificate or statement of medical examination after entry	1	
8	Penal Clearance Certificate (Chinese&English)	1 for each	
9	Copy of Qualification Certificate of Organization Retaining Foreign Experts (for cultural and educational institutions)	1	
Supplementary Documents			
10	Health insurance statement for the person aged 65 and over	1	Lodged in accordance with actual conditions (sealed by the employment unit)
11	TEFL IN CHINA Certificate	1	
12	copy of notarized relationship certificate between the applicant and accompanying family member(s)	1	
13	Copy of valid passport of accompanying family member(s)	1	
14	Accompanying family member's (aged 18 and above) health certificate or statement of medical examination after entry	1	
15	Statement(s) for other issues	1	