

# 申请《中华人民共和国外国人工作许可通知》

Notice to apply for the foreigners work permit of the People's Republic of China .

## 一、具备条件

1、外国专业才人是指符合外国人来华工作指导目录和岗位需求，属于经济社会发展急需的人才，具有学士及以上学位和 2 年及以上相关工作经验，年龄不超过 60 周岁；对确有需要，符合创新创业人才、专业技能类人才、优秀外国毕业生、符合计点积分外国专业人才标准的以及执行政府间协议或协定的，可适当放宽年龄、学历或工作经历等限制。具体见外国人来华工作分类标准（试行）。国家对专门人员和政府项目人员有规定的，从其规定。

Foreign professional talent refers to those individuals who meet the requirements of a work visa and specific post requirements and who are essential to China's economic and social development. They have a Bachelor's degree or above, 2 or more years of relevant work experience and under 60 years of age.

Where there is a genuine need for qualified personnel in the fields of innovation and entrepreneurship, professional and technical talents, highly qualified foreign graduates, qualified foreign professionals who meet the points-based criteria and those in the fields of implementation of inter-governmental agreements, the restrictions on age, education or work experience may be appropriately relaxed. See the classification standards for foreign work in China (trial). Where the state has provisions for specialized personnel and government project personnel, such provisions shall prevail.

## 二、工作资历证明

由申请人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，包括职位、工作时间或曾经做过的项目、证明联系人方式，需申请人原工作单位加盖公章或负责人签字。Issued by the applicant of the original work units engaged in and is now hiring related work experience proved that including position, working hours, or did the project, to prove the contact way, the original head unit build official seal or signature to the applicant.

## 三、最高学位（学历）证书或相关批准文书、职业资格证明(最高学位（学历）证书或职业资格证明

须我驻外使、领馆或由申请人所在国驻华使、领馆或所在国公证机构或我国学历认证机

构认证。我国法律法规规定须行业主管部门前置审批或具备我国相应准入类职业资格的，须提供行业主管部门批准文书或职业资格证明。

Highest degree (degree certificate) or relevant approval documents, the professional qualification certificate (the highest degree (degree certificate) or vocational qualification certificates shall I embassies, consulates, or by the applicant's country embassy, consulate or notary agency or the certification body certification.

The competent department of industry of our country laws and regulations must be pre-approval or have the corresponding access class professional qualifications and shall provide the competent department of industry approval documents or professional qualification certificate.)

#### **四、申请人国籍国或长期居住国（地区）官方出具的无犯罪记录证明**

由申请人国籍国或经常居住地警察、安全、法院、公证机关等部门以及国籍国驻华使、领馆或我驻外使、领馆出具。经常居住地指申请人离开国籍国最后连续居住一年以上的国家或地区，不包括中国境内。无犯罪记录证明须在有效期内。

A certificate of no criminal record issued by the applicant' s citizenship country or country of residence (area), ( by the police, security office, court, notary office etc. of the applicant' s country or place of habitual residence or issued by the embassy or consulate of the applicant' s country and authenticated by the Chinese Embassy. The place of permanent residence refers to the country or region where the applicant has left their country of nationality for more than one year, excluding China. Proof of no criminal record is required within the period of validity.)

#### **五、申请人体检证明**

须由我驻外使、领馆认可的境外卫生医疗机构出具的体检报告或中国境内检验检疫机构出具的健康证明，签发时间在 6 个月内。

The health certificate (must be admitted by my embassy or consulate of the foreign health check-up report issued medical institutions or health certificate issued by the inspection and quarantine institution within the territory of China, issued by time in six months.)

#### **六、聘用合同、任职证明或派遣函**

应提供中文合同，须由申请人签名并加盖单位公章，不能涂改.合同应当包括工作地点、

内容、薪酬、时间、职位、盖章（签名）页。

Employment contract, certificate of office or send letter (should provide Chinese contract, shall be signed by the applicant and affix the seal of the unit, cannot be altered. Contract shall include work position, content, salary, working time, occupation, a seal (signature).)

## 七、申请人护照或国际旅行证件

International passport or travel document

## 八、申请人 6 个月内正面免冠照片

近期免冠电子照片，白色背景，无边框，头像居中约占照片尺寸 2/3，图像清晰。

The applicant within 6 months, bareheaded, full-faced photo (recent bareheaded electronic photo, white background, no borders, head center accounted for about two-thirds, photo size image is clear.)

## 九、随行家属相关证明材料

包括随行家属护照（或国际旅行证件）信息页、家属关系证明（配偶—结婚证书，子女-出生证明）、体检报告（18 周岁以上家属）以及电子照片。有特殊规定的按特殊规定执行。

Accompanying family members relevant evidentiary materials: including the dependents passport information page (or international travel documents), certificate of relationship between family members (spouse, marriage certificate, children - birth certificate), physical examination report (more than 18 families) and digital photographs. If there are special provisions, refer to the special provisions.

## 已办理《外国人工作许可通知》，申请《外国人工作许可证》

Have already dealt with the foreigners work permit notice, apply for the foreigners work permit.

1 申请人所持签证（Z 字或 R 字）或有效居留许可：护照（或国际旅行证件）签证页、入境签章页或居留许可信息页。

The applicant's visa (Z) R word or valid residence permit: passport (or international travel documents) visa, immigration signature pages or residence permits information page.

2 随行家属签证或有效居留许可（护照（或国际旅行证件）签证页、入境签章页或居留许可信息页）

The dependents visa or a valid residence permit (passport visa page (or international travel documents), an entry or residence permits information pages).