

关于申请办理私人事务类居留证件(加注“创业”)的信息说明
Information Regarding Residence Permits for Personal Matters (Marked "Entrepreneurship") for NYU Shanghai Current International Seniors and Alumni

一、办事条件 Who can apply:

符合下列条件的外国人，可申请办理私人事务类居留证件（加注“创业”）：

Foreigners who meet any of the following conditions may apply for a residence permit for private affairs (marked "entrepreneurship"):

1、有在沪创新创业意愿，并在我国高等院校毕业的应届外籍留学生；

Foreign students who intend to engage in innovative entrepreneurship in Shanghai and recently graduated from a Chinese university.

2、国内重点高等院校或境外知名高校毕业未满两年，在沪创新创业的外籍优秀毕业生。

Excellent foreign graduates who graduated from key domestic universities or well-known overseas universities less than two years ago and who are engaged in innovative entrepreneurship in Shanghai.

二、办事的手续 Documents required:

1、交验本人有效护照及签证原件；

The applicant's original, valid passport and visa.

2、提交本市住宿地派出所或本市宾旅馆用当前有效护照登记的境外人员临时住宿登记表原件及复印件（本市宾旅馆出具住宿登记表需证明住宿一个月以上）；

An original and photocopy of the Registration Form of Temporary Residence for Visitors filled in with the applicant's current valid passport and issued by a local hotel in Shanghai or the police station in the district of Shanghai where the applicant resides. (if the form is issued by a local hotel, then provide proof of accommodation for more than one month)

3、提交填写完整的《外国人签证证件申请表》，交一张近期2寸半身正面免冠照片；

A completed Visa and Residence Permit Application Form for Foreigners, and one recent 2-inch, bareheaded, full-face bust photo.

4、提交国内出入境检验检疫部门6个月内出具的健康证明（18周岁以下和70周岁以上者及持有效居留证件免交）；

A health certificate issued by a domestic entry-exit inspection and quarantine department within the past 6 months. (applicants under 18 and over 70 or holding a valid residence permit are exempt from this requirement)

5、提交个人申请或单位申请函件；

An application letter from the applicant or his/her organization.

6、提供下列之一与申请条件相符的材料：

Any of the following documents consistent with the reason for application:

（1）符合条件1的，应提交我国高等院校毕业证书原件及复印件，在经济开发区、高新技术园区或众创空间等孵化器企业专业平台出具的创新创业证明，或有关园区管委会出具的书面确认函；
Applicants qualified under I1 submit the original and photocopy of their diploma from a domestic university, a certificate of innovative entrepreneurship issued by any professional incubator platform such as an economic development zone, high-tech park, or Maker Space, or a written confirmation letter issued by the administrative committee of the park

（2）符合条件2的，国内毕业的应提交“双一流”高校(或“双一流”学科)出具的全日制本科（或以上）学历或学位证明；国外毕业的应提交“软科世界大学学术排名”（原上海交大世界大学学术排名）前300位的高校出具的全日制本科（或以上）学历或学位证明，并提供由教育部“国（境外）学历学位认证中心”出具的学历学位认证证明（申请人可通过上海国际交流协会受理），或提供我驻外使、领馆认证的证明。

Applications qualified under I2 who are domestic graduates shall submit a full-time undergraduate (or above) diploma or a full-time bachelor's degree (or above) certificate issued by a university on the List of World-Class Universities and First-Class Disciplines ("Double First-Class" initiative). Applicants qualified under I3 who are foreign graduates shall submit a full-time undergraduate (or above) diploma or a full-time bachelor's degree (or above) certificate issued by a top 300 university on ShanghaiRanking's Academic Ranking of World Universities (originally compiled and issued by Shanghai Jiao Tong University), and shall provide an education or degree certification letter issued by the National (Overseas) Education or Degree Certification Center of the Ministry of Education (applications accepted through the International Education Association of Shanghai), or shall provide a certification letter issued by a Chinese embassy or consulate abroad.

注 Notes:

1、首次申请须亲自办理；再次申请可凭相关证明由申请人所在单位或亲属代办；且原居留证件期限届满，但在3个月之内续办的，可免交第4项；

In-person application is required for the first time. Subsequent applications may be made by the applicant's organization or a relative by providing relevant documents. The aforementioned documents under Article II4 are not required for residence permit renewals within three months of expiration.

2、创新创业期间被在沪企业聘雇的，应按照相关规定办理工作类居留证件；

If hired by a Shanghai enterprise during innovative entrepreneurship, then apply for a residence permit for work in accordance with the relevant regulations.

3、公安机关出入境管理机构认为必要时需要面谈申请人，或要求提交其它补充材料（经济来源证明、姓名等信息变更证明、企业经营情况证明等），除不可抗力的原因外，未在约定时间内接受面谈或提交材料的，予以撤销受理。

Exit-entry administrations of public security organs may, as they deem necessary, require applicants to attend an interview or submit additional supporting documents (such as proof of financial support, proof of change of information such as name, or business operation certificates, etc.) Applications which fail to provide the requisite information within the required time will be rejected, unless caused by a force majeure event.

4、公安机关出入境管理机构作出的不予办理普通签证延期、换发、补发，不予办理外国人停留居留证件、不予延长居留期限的决定为最终决定。

All decisions of exit-entry administration of public security organs rejecting applications for extension, replacement or re-issuance of ordinary visas, or rejecting foreigners' applications for residence permits or permit extensions, shall be final.

三、受理时间和地点 Office hours and locations:

上海市公安局出入境管理局：周一至周六 9：00-17：00（法定节假日除外，周六仅受理证件）

Exit-Entry Administration of Shanghai Municipal Public Security Bureau: Monday to Saturday 9:00-17:00 (except for statutory holidays; Saturdays for document acceptance only)

自贸区分局出入境管理支队、各分局出入境管理办公室：

Exit-Entry Administration Division of Shanghai FTZ Branch of the Shanghai Municipal PSB, and exit-entry administration offices of other branches:

地址及受理时间 详见《[各区办理外国人证件接待地址及时间](#)》

For office hours and locations, see Office Hours and Locations for Foreigner Certificate Applications in Each District.

四、办结时限 Processing time:

申请材料齐全后，7个工作日内办结。
Within 7 business days for complete applications.

五、咨询及监督电话 Service and Complaint hotline:

Service hotline: 28951900
Complaint hotline: 68547109

六、上海市公安局出入境管理局电子政务平台

E-government platform of Exit-Entry Administration of Shanghai Municipal Public Security Bureau: <https://gaj.sh.gov.cn/crj/>

上海市公安局出入境管理局公众微信号：上海公安出入境管理
Public WeChat account for Exit-Entry Administration of Shanghai Municipal Public Security Bureau: 上海公安出入境管理

七、Sources 资料来源：[上海市出入境管理局 Exit-Entry Administration of the Shanghai Municipal Public Security Bureau](#)

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上海纽约大学职业发展中心
NYU Shanghai Career Development Center