

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、计划来沪投资或创新创业的外国人

Foreigners who plan to invest or engage in innovation and entrepreneurship in Shanghai;

3、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.

4、国内重点发展领域、行业引进的创新创业团队外籍成员

Foreign members of the innovation and entrepreneurship teams that are introduced by key development fields and industries in China;

5、有重大突出贡献以及国家特别需要的外国人带领的工作团队科研辅助人员。

Research assistants of the work teams that are led by the foreigners who have made significant contributions and are in the special demand of China.

二、办事的手续 **List of Application Materials:**

1、交验本人有效护照及签证原件;

The applicant's original, valid passport and visa;

2、提交填写完整的《外国人签证证件申请表》，申请人需本人至本市出入境管理部门进行免费拍照，符合代办条件的申请人需提交一张彩色证件照片（六个月内近照、白底、二寸、免冠、无修改、相约冲印、无污痕）

A completed Visa and Residence Permit Application Form for Foreigners, and the applicant shall go to the local exit-entry administration of public security organs in person to take a free photograph, or the applicant who meets the relevant requirement of applying for visa without coming in person shall submit one color identification photo (taken within 6 months, white background, 2-inch, bareheaded, without modification, photographic paper printed, without smears);

3、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周岁以上者免交）
Submit the health certificate issued by the domestic exit-entry inspection and quarantine department within 6 months (exempted for those under the age of 18 or above 70)

5、提交个人创新创业申请函，必要时还应提供单位担保函件；

An application letter for innovation and entrepreneurship from the applicant, and a letter of recommendation and undertaking from 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:

（一）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 shall submit the original and photocopy of the diploma from a university in China, a certificate of innovation and 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 platform;

（二）符合条件2的，应提交相关投资证明或企业进驻企业园区证明或进驻孵化器证明原件及复印件。

Applicants qualified under I2 shall submit an original and photocopy of the investment certificate of the relevant organization, or a certificate of its residence in a park or incubator;

（三）符合条件3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，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。必要时，还应提供高校出具的优秀留学生证明，或平均成绩不低于80分（百分制，其他分制换算成百分制处理）或B+/B

Applications qualified under I3 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 under the Double First Class University Plan; 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 Shanghai Ranking'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. If necessary, provide a certificate of outstanding international students issued by a university, or a transcript indicating an average score of 80 points (or above, in percentage system; other systems shall be converted into a percentage system) or B /B (or above, in grading system), or a certificate of Chinese or international awards or an academic paper published in journals with domestic or international reputation;

(四) 符合条件4的, 应提交上海科技创新职业清单所属单位出具的推荐担保函, 团队负责人的有效身份证件及其出具的推荐担保函件;

Applications qualified under I4 shall submit a letter of recommendation and undertaking issued by the organization included in the Shanghai sci-tech innovation occupation list, the valid identity document of the team leader, and a letter of recommendation and undertaking issued by the team leader;

(五) 符合条件5的, 应提交有重大突出贡献以及国家特别需要的外国人(团队带领人)的相关证明材料(如获得奖项证书、奖章、任职证明等), 团队带领人的有效护照、居留证件原件及复印件, 以及团队带领人出具的推荐担保函件;

Applications qualified under I5 shall submit relevant certification documents (such as certificate of award, medal, certificate of employment, etc.) of the foreigner (team leader) who has made significant contributions and is in the special demand of China, the valid passport of the team leader, the original and photocopy of the residence permit of the team leader, and a letter of recommendation and undertaking issued by the team leader.

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 I4 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:**

上海市长宁区仙霞新村街道长宁区古北路788号1号窗口;长宁区金钟路999号 1号窗口
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: 021-12367

Complaint hotline: 021-12345

七、**Sources** 资料来源：

[上海市一网通办：外国人居留证件签发私人事务类居留证件（加注“创业”）](#)

Shanghai Municipal People's Government: Residence Permits for Personal Matters (Marked "Entrepreneurship")

*Please note**

In the event of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.

本文档由以下单位提供

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