



(Please scroll down for English Version)

## 关于招募上海纽约大学外籍应届毕业生为全职员工的说明

### 人员范围：

《外国人来沪工作相关事项办事指南》所指外籍高校毕业生分为外国留学生和境外高校外籍毕业生两大类，具体分类如下：

#### 1. 外国留学生

- (1) 在上海地区高校取得本科及以上学历，拟在“双自”及“临港”地区、虹桥商务区、“五个新城（嘉定、青浦、松江、奉贤、南汇）”以及“上海科技创新职业清单”内用人单位地区工作的外国留学生。
- (2) 在中国境内高校取得硕士及以上学历，拟在上海工作的优秀外国留学生。

#### 2. 境外高校外籍毕业生

- (1) 在国（境）外高水平大学取得本科及以上学位，拟在“双自”及“临港”地区、虹桥商务区、“五个新城（嘉定、青浦、松江、奉贤、南汇）”以及“上海科技创新职业清单”内用人单位工作的优秀外籍高校毕业生。
- (2) 在国（境）外高水平大学取得硕士及以上学位，拟在上海工作的优秀外籍毕业生。

### 适用对象

#### 1. 用人单位基本条件

- (1) 依法设立，有实际经营场所、依法纳税、缴纳社会保险、无严重违法失信记录；聘用外国人从事的岗



位应是有特殊需要，国内暂缺适当人选，且不违反国家有关规定的岗位；支付所聘用外国人的工资、薪金不得低于当地最低工资标准。

(2) 法律法规规定应由行业主管部门前置审批的，需经过批准。

## 2. 申请人基本条件

- (1) 年满18周岁，身体健康。
- (2) 具有从事其工作所相应的学历与学位以及专业技能。
- (3) 在校期间无不良行为记录。
- (4) 无犯罪记录。
- (5) 毕业2年以内。
- (6) 有确定的聘用单位，且该单位在本市行政区域内正常经营及依法开展活动。外籍高校毕业生从事工作岗位与所学专业对口，薪酬原则上不低于本市职工平均工资。
- (7) 持有有效护照或能代替护照的其他国际旅行证件。
- (8) 法律、法规规定的其他条件。

## (三) 所需材料

### 1. 入境前申请《外国人工作许可通知》

- (1) 外国人来华工作许可申请表：入境前在线填写打印，外籍高校毕业生签字（复印或传真件）后，加盖用人单位公章或经单位授权部门公章上传至系统。
- (2) 聘用意向书：应明确在沪工作单位、工作内容、工作时间和意向薪酬情况等，并由双方签字盖章。
- (3) 聘用原因报告：需用人单位盖公章。 (4) 外籍高校毕业生完整的中文履历：含教育经历、实习或工



作经历，需用人单位盖公章。

(5) 最高学位（学历）证书及认证材料：最高学位（学历）证书在国外获得的，应经我驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证；最高学位（学历）证书在港澳特别行政区和台湾地区获得的，应经我国学历认证机构认证或经所在地区公证机构公证；最高学位（学历）证书在中国境内获得的，仅提供学位（学历）证书原件。

其中境外高校外籍毕业生须符合毕业于国（境）外高水平大学，国（境）外高水平大学排名以国家外国专家局“外国人来华工作管理服务系统”对外公布为准。

(6) 无犯罪记录证明及认证材料：应当由申请人国籍国或经常居住地警察、安全、法院等部门，出具并经我驻外使、领馆认证或外国驻华使、领馆认证（经常居住地指申请人离开国籍国最后连续居住1年以上的国家或地区，不包括在中国境内）；在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。无犯罪记录签发时间应在6个月内。不接收仅为本人声明无犯罪的宣誓性无犯罪记录。外交（含外国驻华使、领馆）出具的非宣誓性无犯罪记录可直接接收，不再认证。

(7) 外籍高校毕业生所就读学校出具的在校期间无不良行为记录证明（境外高校外籍毕业生可免除）：需由学校、保卫处或留学生处盖章。

(8) 取得本科学历且在“双自”及“临港”地区、虹桥商务区工作的外籍高校毕业生，需提供上海自贸区、张江高新区、临港新片区、虹桥商务区管委会出具的工作证明。

(9) 外籍高校毕业生本人的护照或国际旅行证件：护照或国际旅行证件信息页。护照有效期不得少于6个月。

(10) 体检证明：由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，签发时间均在6个月内。入境前可采用承诺制并提供体检承诺书。

(11) 外籍高校毕业生本人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，面部特征完



整，图像清晰，无斑点、瑕疵、印墨缺陷。不建议戴帽子或头巾等饰物，如因宗教原因不得不戴，应确保其不遮挡申请人整个面部。

(12) 优秀外籍高校毕业生需提交成绩证明材料，即学习成绩优秀，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（等级制）以上。

(13) 其他材料：许可受理机构或决定机构根据需要要求进行补充提供的材料。

## 2. 入境后申请《外国人工作许可证》

(1) 申请人体检证明：由中国检验检疫机构出具的境外人员体检检查记录验证证明或健康检查证明书，签发时间在6个月内。

(2) 申请人有效签证或有效居留许可：入境后补充上传护照（或国际旅行证件）签证页、最近的入境签章页或居留许可信息页。

(3) 其他材料：许可受理机构或决定机构根据需要要求进行补充提供的材料。

## 3. 境内申请《外国人工作许可证》

(1) 外国人来华工作许可申请表：在线填写打印，外籍高校毕业生签字后，加盖用人单位公章或经单位授权部门公章上传至系统。

(2) 聘用意向书：应明确在沪工作单位、工作内容、工作时间和意向薪酬情况等，并由双方签字盖章。

(3) 聘用原因报告：需用人单位盖公章。

(4) 外籍高校毕业生完整的中文履历：含教育经历、实习或工作经历，需用人单位盖公章。

(5) 最高学位（学历）证书及认证材料：最高学位（学历）证书在中国境内获得的，仅提供学历（学位）证书原件。



(6) 无犯罪记录证明及认证材料：应当由申请人国籍国或经常居住地警察、安全、法院等部门出具，并经我驻外使、领馆认证或外国驻华使、领馆认证（经常居住地指申请人离开国籍国最后连续居住1年以上的国家或地区，不包括在中国境内）；在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。无犯罪记录签发时间应在6个月内。不接收仅为本人声明无犯罪的宣誓性无犯罪记录。外交（含外国驻华使、领馆）出具的非宣誓性无犯罪记录可直接接收，不再认证。

(7) 外籍高校毕业生所就读学校出具的在校期间无不良行为记录证明：需由学校、保卫处或留学生处盖章。

(8) 取得本科学历且在“双自”及“临港”地区、虹桥商务区工作的外籍高校毕业生，需提供上海自贸区、张江高新区、临港新片区、虹桥商务区管委会出具的工作证明。

(9) 外籍高校毕业生本人的有效护照及有效签证或居留许可：护照或国际旅行证件信息页，护照有效期不得少于6个月。；签证页、最近的入境签章页或居留许可信息页。

(10) 体检证明：由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，签发时间均在6个月内。境内申办《外国人工作许可证》持有效的居留许可免提供体检证明。

(11) 外籍高校毕业生本人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，面部特征完整，图像清晰，无斑点、瑕疵、印墨缺陷。不建议戴帽子或头巾等饰物，如因宗教原因不得不戴，应确保其不遮挡申请人整个面部。

(12) 优秀外籍高校毕业生需提交成绩证明材料，即学习成绩优秀，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（等级制）以上。

(13) 注销单或离职证明：如外籍高校毕业生在毕业1年内变换用人单位或岗位的，《外国人工作许可证》在有效期内，应先行注销现有工作许可。正常解除合同，且1年内在中国境内变换单位申办《外国人工作许可证》的，需提交上家单位的离职证明。



(14) 其他材料：许可受理机构或决定机构根据需要要求进行补充提供的材料。

## 注意事项

1. 在上海工作的外籍高校毕业生办理《外国人工作许可证》的有效期首次为1年。聘用外籍高校毕业生工作期满，用人单位拟继续聘用的，按规定履行审批手续后可以继续聘用，期限不超过5年。
2. 外籍高校毕业生所缴纳个人所得税低于意向薪酬应付税额或用人单位拟给予其的薪酬低于规定标准的，《外国人工作许可证》不予延期。
3. 外籍高校毕业生在沪就业实行配额管理。



附件：

申办贴士：《外国人来华工作许可相关事项办事指南》（来华工作90日以上，不含90日）

## 一、申办程序

1. 进入外国人来华工作管理服务系统（科技部国家外专局）（<https://fwp.safea.gov.cn>），在系统内进行单位账号注册或通过法人一证通登录上海市一网通办平台（<http://zwdt.sh.gov.cn/govPortals/index.do>），切换部门至“市科委”，点击“外国人来华工作许可”，选择“外国人来华工作许可（90日以上）”即可进入“上海市外国人来华工作管理服务系统”，也可直接登陆上海一网通办进入上海市外国人来华工作管理服务系统（<https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp>）。
2. 通过相关业务入口登录系统，如实填写申请人的基本信息、教育背景、工作经历、申请信息等内容并上传所需材料原件。
3. 入境前申请《外国人工作许可通知》时全程在线办理，无需提交纸质材料核验，入境后申请《外国人工作许可证》以及境内申办《外国人工作许可证》时，需提交所有上传材料原件到受理窗口核验，受理通过后，等待审查。其中，符合《外国人来华工作分类标准(试行)》和《上海市外籍“高精尖”人才认定标准（试行）》外国高端人才（A类）（一）入选国内人才引进计划的和（二）符合国际公认的专业成就认定标准的，实现全程网上办理，无需到现场提交纸质材料核验。《外国人工作许可证》（A类、B类、C类）延期、变更、补遗、注销业务，用人单位可实现全程网上办理，无需到现场提交纸质材料核验。  
《外国人工作许可证》（A类）在沪变更工作单位，可享受人才类别全市互认（薪资类除外）及全程网办便利操作。
4. 网上决定通过后，用人单位可在系统内打印《准予行政许可决定书》到受理窗口领取《外国人工作



许可证》。已经持有《外国人工作许可证》的用人单位可扫描卡证二维码更新相关信息。

5. 不符合境内直接办理《外国人工作许可证》情形的，但已入境的申请人，须按新办《外国人工作许可证通知》程序办理。

## 二、办事依据

1. 《中华人民共和国行政许可法》。
2. 国务院审改办《关于整合外国人来华工作许可事项意见的函》（审改办函〔2015〕95号）。
3. 国家外国专家局人力资源社会保障部外交部公安部《关于全面实施外国人来华工作许可制度的通知》（外专发〔2017〕40号）。
4. 国家外国专家局关于印发《外国人来华工作许可服务指南（暂行）》的通知（外专发〔2017〕36号）。
5. 国家外国专家局外交部公安部关于印发《外国人才签证制度实施办法》的通知（外专发〔2017〕218号）。
6. 《中华人民共和国出境入境管理法》第四十一条规定：外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。
7. 《中华人民共和国外国人入境出境管理条例》第七条规定：申请R字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。申请Z字签证，应当按照规定提交工作许可等证明材料。  
第十六条规定：工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。



8. 科技部办公厅《关于进一步做好青年国际实习交流计划人员办理外国人来华工作许可工作的通知》  
(国科办智〔2020〕18号)。
9. 上海市科学技术委员会上海市外国专家局《关于持续完善外国人来华工作许可“不见面”审批 (3.0 版) 进一步优化本市外国人来华工作许可有关事项的通知》。
10. 上海市科学技术委员会上海市外国专家局《关于持续完善外国人来华工作许可“不见面”审批 (4.0 版) 大力吸引外国人才等有关事项的通知》。
11. 科技部办公厅人力资源社会保障部办公厅《关于在上海市开展外籍“高精尖缺”人才认定标准试点工作的通知》(国科办才〔2022〕178号)。
12. 《关于开展本市外籍“高精尖缺”人才认定标准试点工作的通知》。

### 三、提供材料标准

1. 所有纸质材料原件及中文翻译件均须以电子方式上传至外国人来华工作管理服务系统。
2. 非中文证明材料均需提供中文翻译件，并加盖用人单位公章（护照或国际旅行证件除外）。
3. 所需材料的复印件均需加盖用人单位公章。

### 四、注意事项

1. 受理机构或决定机构认为中文翻译件内容意思与原件严重不符的，可要求用人单位重新提供。
2. 关于文书领事认证规定可查询中国领事服务网（网址<http://cs.mfa.gov.cn/>），或具体联系相应的中国驻外使、领馆。
3. 外国人来华工作许可的相关政策、办事指南及部分表格和承诺书样张，请参阅上海市科学技术委员会（上海市外国专家局）网站（<http://stcsm.sh.gov.cn/wzj/>），上海研发公共服务平台外国人才在



上海 (<http://ftsh.sgst.cn>) 。

4. 委托专门服务机构代办的，专门服务机构具体办理许可申请、延期、变更、注销、补办业务，需提交用人单位授权委托书，明确受委托单位及具体受委托人、委托事项，并填写受委托人身份证号及联系电话，一人一事一委托。
5. 用人单位和外国人应确保提交承诺内容的真实性，并积极配合做好各审批机关约谈及事中事后监管的核查工作。对提供虚假承诺的，审批机关有权依法取消行政决定，并暂缓用人单位、代办机构及外国人办理外国人来华工作许可业务，涉及违法违规的依法处理。

## 五、审批期限

业务类型	预审期限	审查期限
外国人工作许可通知（C类）	5个工作日	8个工作日
入境后申办工作许可证（C类）	5个工作日	10个工作日
境内申办工作许可证（C类）	5个工作日	10个工作日
延期（C类）、补遗、变更事项	5个工作日	3个工作日
注销事项	2个工作日	1个工作日

注：预审期限以提交完整并符合要求的材料第二个工作日起；审查期限如是全程网办，以网上受理材料的第二个工作日起，如是窗口受理，则以受理窗口核验书面材料原件并确认无误的第二个工作日起，等待审查。

遇特殊情况需延长期限的，许可受理机构或决定机构将酌情处理。



## 六、材料接收方式与时间

### (一) 接收方式

#### 1. 窗口接收（含受理业务、咨询业务和取证业务）

受理部门：

上海市研发公共服务平台管理中心（上海市科技人才发展中心、上海市外国人来华工作服务中心）。

市级受理地址：

徐汇区田林街道，中山西路1525号技贸大厦一楼，上海市科技政务服务中心，1-4号窗口；

浦东新区花木街道，民生路1500号三楼，17-19窗口（外国人工作居留单一窗口）。

其他各区受理点详见各受理机构名称和地址列表，具体参阅上海市科学技术委员会（上海市外国专家局）

网站（<http://stcsm.sh.gov.cn/wzj/>），上海研发公共服务平台外国人才在上海

（<http://ftsh.sgst.cn>）。

#### 2. 网上接收

(1)进入外国人来华工作管理服务系统（科技部国家外专局）（<https://fwp.safea.gov.cn>）。

(2)通过法人一证通登录上海市一网通办平台（<http://zwdt.sh.gov.cn/govPortals/index.do>），切换部门至“市科委”，点击“外国人来华工作许可”，选择“外国人来华工作许可（90日以上）”即可进入“上海市外国人来华工作管理服务系统”，也可直接登陆上海一网通办进入上海市外国人来华工作管理服务系统（<https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp>）。



## (二) 接收时间

窗口受理时间

中山西路	
周一至周五	9:00-16:30
民生路	
周一至周四	9:00-11:30 13:30-17:00
周五	9:00-11:30 13:30-15:00

取号时间

中山西路	
周一至周五	9:00-16:15
民生路	
周一至周四	9:00-11:30 13:30-17:00
周五	9:00-11:30 13:30-15:00

热线电话：800-820-5114（座机）

400-820-5114（手机）



## Information of Recruiting NYU Shanghai Foreign Students as Full-time Employee

### Scope of Application

Foreign graduates referred to in [Guide to Issues Regarding Foreigner's Work in Shanghai](#) are categorized into international students graduating in China and foreign graduates from any of overseas universities, specifically:

#### 1. International Students Graduating in China

(1) International students from any of the universities in Shanghai with a bachelor or above degree who intend to work in China (Shanghai) Pilot Free Trade Zone, Zhangjiang National Innovation Demonstration Zone, Lingang Special Area, Hongqiao Central Business District, or any of the five new towns, namely, Jiading, Qingpu, Songjiang, Fengxian and Nanhui, or to be employed by any organization included in Shanghai sci-tech innovation occupation list.

(2) Outstanding international students from any of universities in China with a master or above degree who intend to work in Shanghai.

#### 2. Foreign Graduates from Any of Overseas Universities

(1) Outstanding foreign graduates from any of world-known foreign universities with a bachelor or above degree, intending to work in China (Shanghai) Pilot Free Trade Zone, Zhangjiang National Innovation Demonstration Zone, Lingang Special Area, Hongqiao Central Business District, or any of the five new towns, namely, Jiading, Qingpu, Songjiang, Fengxian and Nanhui, or to be employed by any organization included in Shanghai sci-tech innovation occupation list.

(2) Outstanding foreign graduates from any of world-known universities with a master or above degree, intending to work in Shanghai.

### Applicable Objects

#### 1. Basic Requirements for Employers

(1) Employers shall be established by law with actual business premises, pay taxes and social insurances according to law, without serious illegal and dishonest acts; the employment of foreigners shall be for special needs and the appropriate candidates are in short supply



domestically in China, while the post doesn't violate any government regulations; the salary or remuneration for those foreigners shall not be lower than the local minimum wage.

(2) For pre-approval by the industry competent authority by law, it shall be approved.

## 2. Basic Requirements for Applicants

- (1) Aged at least 18, in good health.
- (2) Having obtained corresponding academic qualification, degree and professional skills for work.
- (3) No bad behavior records at school.
- (4) No criminal record.
- (5) Having graduated within two years.
- (6) Having a specific clearly-defined employer in normal operation and conduction of activities by law within the administration of Shanghai. The employer shall offer a job that fits in with his/her major. The salary shall be no lower than the average of local urban employees in principle.
- (7) Having valid passports or any other equivalent international travel certificates.
- (8) Other conditions prescribed by laws and regulations.

## Documents Required

### 1. Application for the Notification Letter of Foreigner's Work Permit before Entering China

(1) Application Form for Foreigner's Work Permit: Fill in the online application - print it out - sign it by the applicant (copy or fax if needed) - have it stamped with the employer's or the authorized department's seal - upload it to the system.

(2) Employment intention letter: The employer, content of work, working hours, intended salary, etc. shall be specified and both parties shall sign and stamp on it.

(3) Employment reason report: The official seal of the employer is required.

(4) Complete CV in Chinese: Including education background and internship or work experience, and the official seal of the employer is required.

(5) The highest degree (academic qualification) certificate and certification documents: If the highest degree (academic qualification) is issued by a foreign university, it shall be certified by a Chinese embassy or consulate in the related country, or that country's embassy



or consulate in China, or a Chinese academic certification institution; if the highest degree (academic qualification) is issued in Hong Kong, Macao or Taiwan of China, it shall be certified by a Chinese academic certification institution or notarized by the local notary office; if the highest degree (academic qualification) is issued in China's mainland, only the original degree (academic qualification) certificate shall be provided.

In particular, foreign graduates from any of overseas universities shall graduate from overseas high-level universities based on the list of overseas high-level universities published by the Service System for Foreigners Working in China of the State Bureau of Foreign Experts Affairs.

(6) Certificate of no criminal record and certification documents: A certificate of no criminal record shall be issued by the police, the security department, or the court of the nationality state or the place of habitual residence of the applicant and certified by a Chinese embassy or consulate in the related country, or that country's embassy or consulate in China [the place of habitual residence refers to the place (not on the territory of China) where the applicant lives for at least one consecutive year after the applicant left his/her native country]; a certificate of no criminal record issued in Hong Kong, Macao or Taiwan of China shall be notarized by the local notary public office. A certificate of no criminal record issued within six months is valid. Personal declarations of no criminal record, for declaration only, are not accepted. A certificate of no criminal record issued by a foreign embassy or consulate in China which is non-declaration of no criminal record can be accepted without further certification.

(7) Certificate of no bad behavior at school of foreign graduates (foreign graduates from any of overseas universities may be exempted from such provision): The seal of the school or the Security Department or the International Students Department is required.

(8) Foreign graduates with a bachelor or above degree working in China (Shanghai) Pilot Free Trade Zone, Zhangjiang National Innovation Demonstration Zone, Lingang Special Area or Hongqiao Central Business District shall provide a work certificate issued by the Management Committee of China (Shanghai) Pilot Free Trade Zone or Zhangjiang National Innovation Demonstration Zone, Lingang Special Area, or Hongqiao Central Business District.

(9) Passport or the international travel certificate: Information page. The valid period of the passport shall be no less than six months.

(10) Certificate of physical examination: A certificate of verification on physical examination for foreigners issued within six months, or a certificate of health examination for foreigners



issued within six months, by China's inspection and quarantine authority, shall be provided. Applicant's commitment shall apply and a written commitment to physical examination shall be provided before entry.

(11) Bareheaded and full-face photo taken within the last six months. The full-faced bareheaded electronic photo shall be frameless with a white background carrying the facial features clearly shown, and clean without any spots, flaws or ink defects. Hats or other head coverings are only allowed if worn for religious reasons without obscuring any facial features.

(12) Outstanding foreign graduates shall submit academic performance certificates, indicating the excellent academic performance, with an average score of no less than 80 (hundred-mark system or equivalent) or above B+/B (grading system).

(13) Other documents: Documents provided as required by the reception authority or the decision-making authority.

## 2. Application for the Foreigner's Work Permit after Entering China

(1) Applicant's certificate of physical examination: A certificate of verification on physical examination for foreigners issued within six months, or a certificate of health examination for foreigners issued within six months, by China's inspection and quarantine authority.

(2) Applicant's valid visa or residence permit: Visa page, page of latest entry stamp, or page of residence permit of the passport (or of the international travel certificate).

(3) Other documents: Documents provided as required by the reception authority or the decision-making authority.

## 3. Application for the Foreigner's Work Permit directly in China

(1) Application Form for Foreigner's Work Permit: fill in the online application - print it out - sign it by the applicant - have it stamped with the employer's or the authorized department's seal - upload it to the system.

(2) Employment intention letter: The employer, content of work, working hours, intended salary, etc. shall be specified and both parties shall sign and stamp on it.

(3) Employment reason report: The official seal of the employer is required.

(4) Complete CV in Chinese: Including education background and internship or work experience, and the official seal of the employer is required.

(5) The highest degree (academic qualification) certificate and certification documents: If the



highest degree (academic qualification) is issued in China's mainland, only the original degree (academic qualification) certificate shall be provided.

(6) Certificate of no criminal record and certification documents: A certificate of no criminal record shall be issued by the police, the security department, or the court of the nationality state or the place of habitual residence of the applicant and certified by a Chinese embassy or consulate in the related country, or that country's embassy or consulate in China [the place of habitual residence refers to the place (not on the territory of China) where the applicant lives for at least one consecutive year after the applicant left his/her native country]; a certificate of no criminal record issued in Hong Kong, Macao or Taiwan of China shall be notarized by the local notary public office. A certificate of no criminal record issued within six months is valid. Personal declarations of no criminal record, for declaration only, are not accepted. A certificate of no criminal record issued by a foreign embassy or consulate in China which is non-declaration of no criminal record can be accepted without further certification.

(7) Certificate of no bad behavior at school of foreign graduates: The seal of the school or the Security Department or the International Students Department is required.

(8) Foreign graduates with a bachelor or above degree working in China (Shanghai) Pilot Free Trade Zone, Zhangjiang National Innovation Demonstration Zone, Lingang Special Area or Hongqiao Central Business District shall provide a work certificate issued by the Management Committee of China (Shanghai) Pilot Free Trade Zone, Zhangjiang National Innovation Demonstration Zone, Lingang Special Area, or Hongqiao Central Business District.

(9) Foreign graduate's valid passport, valid visa or residence permit for an international student; Information page of the passport or of the international travel certificate. The valid period of the passport shall be no less than six months; visa page, page of latest entry stamp, or page of residence permit.

(10) Certificate of physical examination: A certificate of verification on physical examination for foreigners issued within six months, or a certificate of health examination for foreigners issued within six months, by China's inspection and quarantine authority, shall be provided. When applying for the Foreigner's Work Permit directly in China, foreigners with a valid work-type residence permit may be exempted from providing a certificate of physical examination.

(11) Bareheaded and full-face photo taken within the last six months. The full-faced bareheaded electronic photo shall be frameless with a white background carrying the facial features clearly shown, and clean without any spots, flaws or ink defects. Hats or other head coverings are only allowed if worn for religious reasons without obscuring any facial features.



(12) Outstanding foreign graduates shall submit academic performance certificates, indicating the excellent academic performance, with an average score of no less than 80 (hundred-mark system or equivalent) or above B+/B (grading system).

(13) Cancellation letter or leaving certificate: If the foreign graduate changes his/her employer or position within one year after graduation, the existing Foreigner's Work Permit within the valid period shall be cancelled. When applying for a new Foreigner's Work Permit, the foreign graduate, who normally terminates the contract with the previous employer and changes his/her employer in China within one year, shall submit the leaving certificate issued by the previous employer.

(14) Other documents: Documents provided as required by the reception authority or the decision-making authority.

## Notes

1. The validity period of the Foreigner's Work Permit for foreign graduates working in Shanghai for the first time is one year. Upon expiration of the term of employment, if the employer intends to continue employment, the examination and approval procedures must be handled as required, and the term shall not exceed five years.
2. If the individual income tax paid by foreign graduates is lower than that payable for the intended salary or the salary offered by the employer is lower than the prescribed standard, the Foreigner's Work Permit shall not be extended.
3. The quota management shall apply to the employment of foreign graduates in Shanghai.



## Appendix:

### Tips for Application for Foreigner's Work Permit (>90 Days Working in China)

#### I Procedure

1. Access to the Service System for Foreigners Working in China (The State Administration of Foreign Experts Affairs of Ministry of Science and Technology of the PRC) at <https://fwp.safea.gov.cn>, and complete the registration of the company. Access to Government Online-Offline Shanghai (<http://zwdt.sh.gov.cn/govPortals/index.do>) via ECA (electronic certificate authority), switch to the Science and Technology Commission of Shanghai Municipality, click "Foreigner's Work Permit in China", then click "Foreigner's Work Permit in China (>90 days)", to the Service System for Foreigners Working in China. Or, access to the Service System for Foreigners Working in China directly via Government Online-Offline Shanghai (<https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp>).
2. Log in, and truthfully fill in the form, including the applicant's basic information, education background, work experience, application information, etc., and upload the original documents required in color.
3. After uploading all the original documents, submit them for preliminary review; upon approval, the handler shall take all the original paper documents uploaded to the window for verification and reception; upon acceptance at the window, the review will be completed within the stipulated period. According to Online Approval for Foreigner's Work Permit in China (Version 3.0), the employer can, based on "pledge system", complete the online procedures for handling the Notification Letter of Foreigner's Work Permit in China (Categories B/C) (hereinafter referred to as "Notification Letter of Foreigner's Work Permit"), the extension of the Foreigner's Work Permit (Categories B/C) and the cancellation of any certificates, without submitting any paper document to the reception windows for verification. Other business related to extension of Notification Letter of Foreigner's Work Permit, extension and change of Foreigner's Work Permit, and others related remain unchanged in procedure, and there is no need to submit paper documents to the reception window for verification.



## II Legal Basis

1. Administrative License Law of the People's Republic of China.
2. Letter of Opinions on the Integration of Work Permit for Foreigners (No. 95 [2015] SGBH), issued by the Office for Administrative Examination and Approval System Reform under State Council.
3. Notice on Comprehensively Implementing the System of the Foreigner's Work Permit in China (No. 40 [2017] SAFEA), issued by the State Administration of Foreign Experts Affairs, the Ministry of Human Resources and Social Security, the Ministry of Foreign Affairs, and the Ministry of Public Security.
4. Notice on Issuing the Service Guide to the Foreigner's Work Permit in China (Trial) (No. 36 [2017] SAFEA), issued by the State Administration of Foreign Experts Affairs.
5. Notice on Issuing the Implementation Measures for Foreign Talent Visas (No. 218 [2017] SAFEA), issued by the State Administration of Foreign Experts Affairs, the Ministry of Foreign Affairs and the Ministry of Public Security.
6. Article 41 under Exit and Entry Administration Law of the People's Republic of China: Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.
7. Article 7 under Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners: To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for introducing persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents; To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.
8. Article 16 under Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners: To apply for a work-type residence permit, the applicant shall submit the work permit and other certification documents. In the case of a person of high talent who is needed or, a specialist who is urgently needed, by the State of China, the applicant shall submit relevant certification documents in



accordance with relevant provisions.

9. Notice of Further Implementing the Work of Application for the Foreigner's Work Permit in China for the International Youth Interns Exchange Program (No. 18 [2020] MST), issued by the General Office of the Ministry of Science and Technology of the People's Republic of China.
10. Notice on Further Improvement of Online Approval for Foreigner's Work Permit in China (Version 3.0) and Optimization of Matters Related to Foreigner's Work Permit in Shanghai, issued by Science and Technology Commission of Shanghai Municipality and Shanghai Administration of Foreign Experts Affairs.
11. Notice on Further Improvement of Online Approval for Foreigner's Work Permit in China (Version 4.0) to Attract Foreign Talents, issued by Science and Technology Commission of Shanghai Municipality and Shanghai Administration of Foreign Experts Affairs.

### III. Requirements for Documents Provided

1. All paper versions of original documents and the translated Chinese versions must be electronically uploaded to the Service System for Foreigners Working in China at <https://fwp.safea.gov.cn>.
2. Non-Chinese credentials shall be translated into Chinese and stamped with the official seal of the employer (except for passports and international travel certificates).
3. All the copies of the documents required should be stamped with the official seal of the employer.

### IV. Notes

1. The reception authority or the decision-making authority may request the employer to submit corrected version if there is any discrepancy between the Chinese translation and the original.
2. For provisions on consular legalization of documents, please refer to the website of China Consular Affairs (at <http://cs.mfa.gov.cn/>) or contact the Embassy/Consulate of China.
3. Policy Release

For policies, guides, and some sample forms and commitments for Foreigner's Work



Permit in China, please refer to the website of Science and Technology Commission of Shanghai Municipality and Shanghai Administration of Foreign Experts Affairs at <http://stcsm.sh.gov.cn/wzl/> and the website of Shanghai R&D Public Service Platforms at <http://ftsh.sgst.cn>.

4. Upon approval online, the employer shall print out the Notification Letter of Foreigner's Work Permit after its being issued automatically by the system. The employer shall, with the Notification Letter or the receipt of acceptance, receive the Foreigner's Work Permit at the reception window.
5. Before entering China, the applicant shall apply for the Notification Letter of Foreigner's Work Permit completely online, and there is no need to submit paper documents for verification; and after entering China, or when applying directly in China for the Foreigner's Work Permit, shall submit the originals of all the documents electronically uploaded at the reception window for verification. For foreign high-end talents (Category A) up to the Evaluation Criteria for Foreigners Employed in China (Trial) who (I) have been selected in domestic programs for talents introduction, there is no need to submit the paper documents for verification.
6. Those who are not qualified for handling the Foreigner's Work Permit directly in China but have entered China shall handle it as a new applicant for the Notification Letter of Foreigner's Work Permit.
7. For extension, changing, reissuance or cancellation of the Foreigner's Work Permit, there is no need to submit paper documents for verification.
8. Those professional service agencies authorized with the procedure of application, extension, changing, cancellation, or reissuance shall submit the Letter of Authorization of the employer, in which the authorized entity, the authorized person and his/her ID number and telephone number, and the authorized matters shall be clearly specified. That is, the professional service agency, the authorized person and the corresponding authorized matters shall be clearly specified.
9. The employers and foreign talents shall ensure the authenticity of what they have submitted and been committed to, and actively cooperate with the approving authorities in interviews and operational and post-operational supervision and verification. For those who make false promises, the approving authorities are entitled to cancel administrative decisions in accordance with laws and regulations, and suspend the handling of work permits for employers, agencies and foreigners.



Violations of laws and regulations shall be lawfully dealt with.

## V. Examination and Approval Period

Item	Preliminary review Period	Review Period
Notification Letter of Foreigner's Work Permit (Categories C)	5 working days	8 working days
Applying for Foreigner's Work Permit (Categories C) after entering China	5 working days	10 working days
Applying for Foreigner's Work Permit (Categories C) directly in China	5 working days	10 working days
Extension (Categories C), reissuance, changing of the Foreigner's Work Permit	5 working days	3 working days
Cancellation of the Foreigner's Work Permit	2 working day	1 working days

Notes: Preliminary review period starts from the day when complete and qualified documents are submitted. For the online business, the review period starts from the day when the materials are accepted online; for the business at reception window, the review period starts from the day when the original paper documents are verified and confirmed at the reception window.

In case of special circumstances requiring an extension of time limit, the reception authority or the decision-making authority shall handle the matter as appropriate.

## VI. Reception Way and Time

### (I) Reception Way

#### 1. Reception at the Window (including reception, consultation, and certificate taking)

Reception Department:

The Administrative Center of Shanghai R&D Public Service Platforms (Shanghai S&T Talents Development Center/Shanghai Service Center for Foreigners Working in China).

Municipal Reception Address:



Windows 1-4, Shanghai Science & Technology Administrative Service Center, 1F, Jimao Building, 1525 West Zhongshan Road, Xuhui District.  
Windows 17-19, 3F, 1500 Minsheng Road, Pudong New Area (Single Window for Foreigners' Work Permit and Residence Permit).

For other sites, please refer to the list of names and addresses of the handling authorities at the website of Science and Technology Commission of Shanghai Municipality (Shanghai Administration of Foreign Experts Affairs) at <http://stcsm.sh.gov.cn/wzj/> and the website of Shanghai R&D Public Service Platforms at <http://ftsh.sgst.cn>.

## 2. Online Reception

- (1) Please directly access to the Service System for Foreigners Working in China (The State Administration of Foreign Experts Affairs of Ministry of Science and Technology of the PRC) at <https://fwp.safea.gov.cn>.
- (2) Access to Government Online-Offline Shanghai (<http://zwdt.sh.gov.cn/govPortals/index.do>) via ECA (electronic certificate authority), switch to the Science and Technology Commission of Shanghai Municipality, click "Foreigner's Work Permit in China", then click "Foreigner's Work Permit in China (>90 days)", to the Service System for Foreigners Working in China. Or, access to the Service System for Foreigners Working in China directly via Government Online-Offline Shanghai (<https://kjgl.stcsm.sh.gov.cn/fwps/stcsm/login/loginX.jsp>).

## (II) Reception Time

### Window Reception Time

West Zhongshan Road	
Monday to Friday	9:00-16:30
Minsheng Road	
Monday to Thursday	9:00-11:30 13:30-17:00
Friday	9:00-11:30 13:30-15:00



Number Taking Time

West Zhongshan Road	
Monday to Friday	9:00-16:15
Minsheng Road	
Monday to Thursday	9:00-11:30 13:30-17:00
Friday	9:00-11:30 13:30-15:00

Hotline: 800-820-5114 (Landline)

400-820-5114 (Mobile phone)