



# **POLICY BRIEFING**

## **FOREIGNER' S WORK PERMIT SYSTEM**

### **外国人来华工作许可制度**

# 全面实施外国人来华工作许可制度

外国人来华工作许可制度是中国政府对外国人申请到中国工作实行统一准入标准和审批监管制度。

行政许可

外国人  
入境就业许可

border entrance work permit

外国专家  
来华工作许可

foreign experts work permit

外国人就业证

Alien employment certificate

外国专家证

Foreign experts certificate

外国人  
来华工作许可通知

Notification Letter of  
Foreigner's Work  
Permit

外国人  
工作许可证

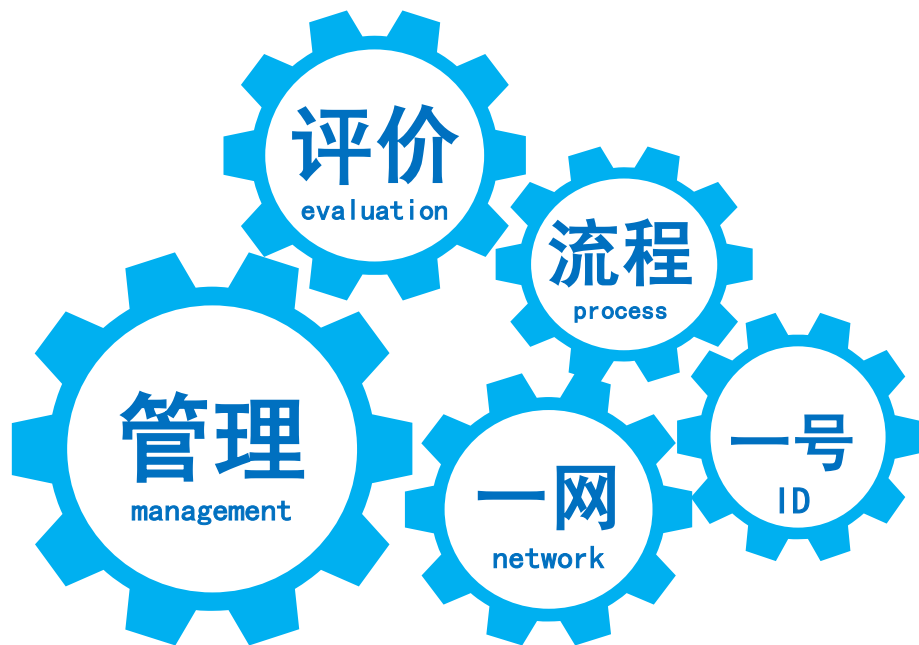
Foreigner's Work  
Permit



# 全面实施外国人来华工作许可制度

Foreigner's Work permit

统一、权威、高效  
外国人才管理体系



统一管理职能，  
保护合法权益



统一评价标准  
实行分类管理



优化审批流程  
规范精简材料



实行“一网”办理  
数据互联共享



统一证件名称  
实行“一号”管理

# WORK LEGALLY IN SHANGHAI

## FOREIGNER'S WORK PERMIT

上海市  
外国专家局  
Shanghai  
Municipal Bureau  
of Foreign experts  
affairs

外国人工作  
许可通知

Notification  
Letter of  
Foreigner's  
Work Permit  
**E-version**

直接在线打印  
无需寄送至境外  
相关信息数据  
交换外交部门

打击  
iii personnel  
三非

illegal immigration  
非法入境  
illegal residence  
非法居留  
illegal employment  
非法工作

中国驻外  
使(领)馆  
Chinese Embassies  
and Consulates in  
foreign countries

工作签证  
(Z签)

Invitation letter  
**(canceled)**

持外国人工作许可通知  
和签证邀请函 **(取消)**

上海市  
外国专家局  
Shanghai  
Municipal Bureau  
of Foreign  
experts affairs

外国人工作  
许可证

- Z Visa Entry
- Physical Examination
- Foreigner's Work Permit (Permanent ID)

持Z签入境  
体检  
申请外国人工作许可证  
一人一号  
终身不变

上海市  
出入境管理局  
Exit-Entry  
Administration of  
Shanghai Public  
Security Bureau

工作类  
居留许可

Residence Permit  
**30Days**

取得外国人工作许  
可证**30日**内

# 适用范围

Scope of Application

## 中华人民共和国境内 用人单位聘用外国人 来华工作许可申请和办理

the application and processing of work permits  
for foreigners employed by employing entities  
established within the territory of the People's  
Republic of China in accordance with law

审批对象

```
graph TD; A[审批对象] --- B[用人单位]; A --- C[外国人];
```

用人单位

Employing Entities

外国人

Foreigners

# 基本条件

## Requirements for Approval

### 明确来华工作外国人条件，分类管理

主体  
责任

#### 申请人

##### Requirements for Applicants

1、申请人应年满18周岁，身体健康，无犯罪记录，境内有确定的合法用人单位，具有从事其工作所必需的专业技能或相适应的知识水平。

reach the age of 18 in good health status and have no criminal record and a specific employer in China; the applicant should have knowledge or skill commensurate with the target post.

2、申请人为国内急需紧缺的专业人员，所从事的工作符合我国经济社会发展需要。satisfy the economic and social development of China and the candidate should be a professional talent much needed in China

3、法律法规对外国人来华工作另有规定的，从其规定。

In case the laws and regulations have special provisions for the employment of foreigners in China, the said provisions shall prevail.

鼓励高端  
控制一般  
限制低端

#### 用人单位

##### Requirements for Employers

1、依法设立，无严重违法失信记录；established by law with actual business premises, paying tax and social insurances by law and has no record of serious violation of law or credit

2、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，不违反国家有关规定的岗位；legal posts of special needs and the appropriate candidates are in short supply domestically;

3、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 the salary or remuneration not lower than the local minimum salary.

4、法律法规规定应由行业主管部门前置审批的

Application in need of preliminary review by the industrial administration authority by law shall be ratified and approved as required

# 相关限制

明确来华工作外国人条件，分类管理

## 年龄限制

1、外国高端人才（A类）无年龄、学历、工作经历限制；

For A: no limitation for age, education or working experiences

2、外国专业人才（B类）不超过60岁，确有需要，适当放宽；

For B: under the age of 60

3、其他外国人员（C类）满足国内劳动力市场需求，符合国家政策规定

For C: satisfy the labor demand of the domestic market and satisfy the requirements of the state policies

鼓励高端  
控制一般  
限制低端

## 数量限制

1、外国高端人才（A类）无数量限制；

For A: no limitation for numbers

2、外国专业人才（B类）根据市场需求限制；

For B: according to market needs

3、其他外国人员（C类）数量限制按国家有关规定执行

For C: satisfy the requirements of the state policies

# 分类指导思想

**科学、实用的外国人才评估体系**  
Scientific practical foreign talents evaluation system

**能力**  
ability

**实绩**  
achievements

**贡献**  
contribution



**分类管理**

**市场评价**  
highlights market  
evaluation

**国际同行评价**  
international peer  
evaluation

**计点积分制**  
points system

**外国人在中国  
工作指导目录**  
Work Guide Directory  
for Foreigners


**劳动力市场  
测试**  
the labor market  
test

**配额管理**  
quota  
management




# 外国人来华工作类别

## Categories of foreigners Employed in China




**外国高端人才  
( A类 )**

**High-end  
Foreign Talents  
( Category A )**



**外国专业人才  
( B类 )**

**Foreign  
Professional Talents  
( Category B )**



**其他外国人员  
( C类 )**

**Other Foreigners  
( Category C )**

# 遵循原则

鼓励高端

控制一般

限制低端



大力引进外国高端人才，突破年龄、学历、工作经历等限制，精简材料，缩短审批时限，更强调对人才的服务、人才来华本地化融入，真正实现用得好、留得住

对于一般外国人才设定了一定的门槛和要求，有一定的限制，在平衡保护国内就业市场的前提下，在申请条件上予以了规范，申请材料要求上更加严谨

限制低端外国人在华工作，确有需要的基本按照配额制管理，更强调外国人来华的严格准入条件及后续规范管理

# A类相关便利

强调对人才的服务、人才来华发展、本地化融入

入境前网上提交，在线办理

入选国内相关人才计划的外国高端人才，全流程在线办理，无需提交纸质材料核验。

L\M签证入境，无需出境，**直接**申请工作许可证

无犯罪记录证明采用**承诺制**  
最高学位（学历）证书采用**承诺制**

入选国内相关人才计划、符合国际公认专业成就认定标准的，工作经历证明采用**承诺制**

**告知+  
承诺**

**9**项  
便利措施

**无年龄、学历、  
工作经历限制**

申请90日以下许可  
可直接申请外国专家来华邀请函

容缺受理

减少10个工作日  
5天内办结

给予最长期限达**5**年  
的外国人来华工作许可

# 外国高端人才 (A类)

## 绿色通道

## 容缺受理

符合“高精尖缺”和市场需求导向，中国经济社会发展需要的  
科学家、科技领军人才、国际企业家、专门特殊人才

scientists, science and technology leading talents, international entrepreneurs, special talents and other foreign high-end talents urgently needed in the economic and social development of China who fall in line with the national priority list for foreign talents and any of the following conditions:

### 1

**入选国内  
人才引进  
计划**

Selected for the  
Domestic  
Talents  
Programs

### 2

**符合国际  
公认的专业成就  
认定标准**

Conforming to  
international  
criteria of  
professional  
achievement

### 3

**符合市场  
导向的鼓励类岗位  
需求**

Foreign talents  
fulfilling the  
market demand  
for government-  
encouraged  
posts

### 4

**创新创业  
人才**

Innovative and  
entrepreneurial  
talents

### 5

**优秀青年  
人才**

Outstanding  
young talents

### 6

**计点积分  
在85分以上**

Graded 85  
points or more  
in the points-  
based system

Category A foreign talents, subject of the “green channel” and “admissible absence for procedure” services, include scientists, science and technology leading talents, international entrepreneurs, special talents and other foreign high-end talents urgently needed in the economic and social development of China who fall in line with the national priority list for foreign talents and any of the following conditions:

# A类

## 1、入选国内人才引进计划

中共中央组织部、人力资源和社会保障部、国家外专局批准或备案同意  
省级以上人才主管部门认定的人才引进计划  
(外国高端人才职业成就认定标准说明1)

### 上海市

1

**上海市海外高层次人才引进计划 (上海千人计划)**  
Program for High-level Overseas Talents Introduction

2

**上海领军人才培养计划**  
Shanghai Outstanding Academic leaders plan

3

**上海市白玉兰奖**  
Shanghai Magnolia Award

4

**上海市浦江人才计划**  
Shanghai Pujiang Program

5

**上海高校特聘教授 (东方学者) 岗位计划**  
Program for Professor of Special Appointment ( Eastern Scholar ) at Shanghai Institutions of Higher Learning

6

**上海市优秀学术、技术带头人计划**  
Program of Shanghai Academic/Technology Research Leader

7

**上海市青年科技启明星计划**  
Shanghai Rising-star Program

8

**上海金才工程**  
Shanghai Financial Talent Project

## A类

### 2、符合国际公认的专业成就认定标准

Conforming to the international criteria of professional achievement

#### 十八大类认定标准

1. 诺贝尔奖获得者(物理、化学、生理或医学、经济学奖)。

Nobel Prize Winner (Awards of Physics, Chemistry, Physiology or Medicine, Economics)

2. 以下奖项获得者:美国国家科学奖章、美国国家技术创新奖章;法国全国科研中心科研奖章;英国皇家金质奖章;科普利奖章;图灵奖;菲尔兹奖;沃尔夫数学奖;阿贝尔奖;拉斯克奖;克拉福德奖;日本国际奖;京都奖;邵逸夫奖;著名建筑奖(见成就标准说明2:国际著名建筑奖);著名工业设计奖(见成就标准说明3:国际著名工业设计奖)。

Winners of the following awards: the US National Science Medal; the US National Technological Innovation Medal; Award for Science of the National Research Center of France; the UK Royal Gold Medal; Copley Medal; Turing Award; Fields Award; Wolff Mathematics Award; Abel Award; Lasker Award; Crawford Award; Japan Prize; Kyoto Prize; Shaw Prize; famous architectural awards (see Achievement Criteria 2); famous industrial design awards

3. 各国科学院院士、工程院院士。

Academicians of National Academy of Sciences, Academy of Engineering

4. 担任过国际标准化组织(ISO)等国际知名学术机构(见成就标准说明4:国际知名学术机构和科教类国际组织名单)和科教类国际组织委员、会员、理事。

Members of ISO and other internationally renowned academic institutions (see the Achievement Criteria 4) and other science and education international organizations

5. 各国国立研究所或国家实验室主任负责人、高级研究员。

Directors and senior research fellows from national research institutes and national labs

6. 各国科技计划项目成果负责人、首席科学家或主要成员。

Project leaders, chief scientists and key members of national science and technology programs

7. 担任过国际高水平科技期刊(JCR一、二区)正、副总编和高级会员。

Former chief editors, deputy editors and senior members of international high-level scientific and technical journals (JCR Collection and 2)

# A类

## 2、符合国际公认的专业成就认定标准

### Conforming to the international criteria of professional achievement

8. 以第一作者或通讯作者（含同等贡献作者）在国际高水平科技期刊（所在专业领域《期刊引用报告》JCR一、二区）发表论文3篇。Publishing 3 papers as the first author or the corresponding author (including the contributed equally author) in high-level international sci-tech journals (JCR I and II)

9. 曾任国（境）外高水平大学中层以上管理职务或聘为教授、副教授的。Former middle or senior administrators, professors, associate professors of foreign or overseas high-level universities

10. 曾任世界500强企业（见成就标准说明5：美国《财富》杂志2015年评选“全球最大500家公司”）总部高层管理职位和技术研发主要成员、二级公司或地区总部副总经理以上管理职位、技术研发负责人。Former senior managers, key R & D members of the headquarters, deputy general managers or above and R & D chief of the second tier branches or regional headquarters of the world top 500 companies (see Achievement Criteria 5)

11. 曾在国际著名金融机构（见成就标准说明6：国际著名金融机构）、国际著名会计师事务所（见成就标准说明7：国际著名会计师事务所）高层管理职位任职。Former senior managers of well-known international financial institutions (see the Achievement Criteria 6) and international accounting firms (see the Achievement Criteria 7)

12. 世界著名音乐、艺术学院（见成就标准说明8：世界著名音乐学院）校长、副校长及教授及副教授。Directors, deputy directors, professors and associate professors of world famous colleges of music, fine arts, and arts (see the Achievement Criteria 8)

13. 担任世界著名乐团（见成就标准说明9：世界著名乐团）首席指挥和声部演奏员。Chief conductors and vocal performers of the world's leading orchestra (see the Achievement Criteria 9)

14. 曾在世界著名歌剧院（见成就标准说明10：世界著名歌剧院）或音乐厅（见成就标准说明11：世界著名音乐厅）以个人专场出演的艺术家。Artists who have held individual performances and shows at world famous opera houses (see the Achievement Criteria 10) or concert halls (see the Achievement Criteria 11)

# A类

## 2、符合国际公认的专业成就认定标准

### Conforming to the international criteria of professional achievement

15. 曾获著名文学奖（见成就标准说明12：国际著名文学奖）、著名电影、电视、戏剧奖（见成就标准说明13：国际著名电影、电视、戏剧奖）、著名音乐奖（见成就标准说明14：国际著名音乐奖）、著名广告奖（见成就标准说明15：国际著名广告奖）中最高级别个人奖项及国际著名艺术比赛（见成就标准说明16：国际著名艺术比赛）一类比赛大奖、一等奖或二类比赛大奖个人奖项及曾担任过以上奖项和比赛的评委。

Winners of the highest individual awards of famous literature awards (see the Achievement Criteria 12), famous film, television and drama Awards (see the Achievement Criteria 13), famous music awards (see the Achievement Criteria 14), famous advertisement awards (see the Achievement Criteria 15), the top class award or the first prize in the first class contests or individual awards in the second class contests of famous international art competition (see the Achievement Criteria 16) or judges of the above-listed awards and contests

16. 奥运会或近两届列入奥运会项目的世界杯、世锦赛及其他重要国际赛事（见成就标准说明17：国际重要体育比赛）进入前八名和亚运会或近两届列入亚运会项目的亚洲杯、亚锦赛前三名的知名运动员、负责培养的主教练或教练组核心成员。

Athletes listed in the top eight in the Olympic Games or the last two sessions of the World Cup, World Championships and other important international events (see Achievement Criteria 17), which are included in the Olympic Games; athletes listed in the top three in the Asian Games or the last two sessions of Asian Cup and Asian Championships, which are included in the Asian Games; the head coaches or the core members of the coaching team responsible for training the above-listed athletes

17. 曾在外国政府机构担任部长级以上领导职务、在著名国际组织或非政府组织（见成就标准说明18：重要国际组织）中担任高级领导职务的。

Former leaders (ministers or above) of foreign governmental departments; former senior leaders of famous international organizations or non-government institutions (see the Achievement Criteria 18)

18. 世界技能大赛获奖者或从事其竞赛项目培训的专业人才；持有国际通用最高等级职业技能资格证书或中国高级技师职业技能资格证书的高技能人才。

Winners of world and national skills contest or professionals engaged in the training for the contests; highly skilled personnel with the highest international vocational qualification certificates or senior technician qualification certificates of China



# A类

## 3、符合市场导向的鼓励类岗位需求

Foreign talents fulfilling the market demand for government-encouraged posts

### 九大类

1. 中央所属企业及二级子公司、世界500强企业全球或地区总部、国家高新技术企业（省级以上科技部门认定）、大型企业（见成就标准说明19：大中小微型企业划分标准）聘用的高级管理、技术职务人员。

2. 在国家认定的企业工程研究中心（发展改革部门认定）、工程实验室（发展改革部门认定）、工程技术研究中心（科技部门认定）、企业技术中心（经信部门认定）及地方技术创新服务平台（科技部门认定）工作的具有高级管理、技术职务的人员。

3. 国内外中型企业（见成就标准说明19：大中小微型企业划分标准）聘用的具有高级管理或技术职务的人员或符合《外商投资产业指导目录》鼓励类产业条目的小型外商投资企业聘请的董事长、法定代表人、总经理或首席技术专家)

1. Talents appointed for senior management or technical posts in central enterprises and their subsidiaries, the global or regional headquarters of the world top 500 enterprises, national high-tech enterprises (subject to ratification by the technical department above the provincial level) and large companies (see the Achievement Criteria 19)

2. Senior managers or technical staff of business engineering research centers recognized by development reform departments, engineering labs recognized by development reform departments, engineering technology research center recognized by science and technology departments, business technology centers recognized by economic and information agencies and local technical innovation service platforms recognized by science and technology departments

3. Senior managers or technical staff employed by domestic and foreign medium-sized businesses (see the Achievement Criteria 19); the chairman of the board, the legal representative, general manager or the chief technical specialist appointed by small-sized foreign-invested businesses in line with the government-encouraged industries specified under "Foreign Invested Industries Guide Catalog" and "Catalog of Foreign Invested Competitive Industries in the Central and Western Regions"

# A类

## 3、符合市场导向的鼓励类岗位需求

Foreign talents fulfilling the market demand for government-encouraged posts

### 九大类

4. 受聘担任高等院校、科研机构高层以上管理职务或副教授、副研究员及职业院校聘任的高级讲师、高级实习指导教师等副高级以上专业技术职务的人员。

5. 国内三甲综合医院或副省级以上城市专科医院或外资医院聘任担任高级管理职务或副高级以上专业技术职务人员。

6. 国内一流乐团等艺术团体（**见成就标准说明20：大陆或港澳一流乐团**）聘用的首席指挥、艺术总监及首席演奏员。

7. 中央和地方主流媒体（**见成就标准说明21：国内主流媒体**）聘任的总编、副总编、首席播音员、资深主持人、策划主管、版面设计主管等具有高级管理或技术职务的人员。

8. 国家级、省级运动队或俱乐部聘请的主力运动员、主教练或教练组核心成员。

9. 工资性年收入**60**万以上和年缴纳个人所得税达**12**万以上的外籍人才。

4. Foreign talents appointed to senior management posts or as associate professor, associate research fellow by higher education institutions and research institutions; senior lecturers, senior internship tutors and other deputy senior or above technical professional personnel appointed by vocational colleges

5. Foreign talents appointed to senior management posts or deputy senior (or above) professional technical posts by the first class domestic comprehensive hospitals, sub-provincial (or above) specialist hospitals or foreign hospitals

6. Chief conductor, artistic director and chief performer employed by first-class domestic orchestra and other arts organizations (see the Achievement Criteria 20)

7. Staff at senior management or technical positions such as editor-in-chief, deputy editor, chief announcer, senior moderator, planning director, layout supervisor employed by central and local mainstream media (see the Achievement Criteria 21)

8. Major players, coaches or core member of the coaching team employed by national and provincial sports teams or clubs

9. Foreign talents whose salary income is 600000 RMB or higher than the local average annual income of the previous year

### 4、创新创业人才

1. 以拥有的重大技术发明、专利等自主知识产权或专有技术出资，连续三年投资情况稳定、企业实际投资累计不低于**50**万美元、个人股份不低于**30%**的企业创始人。

2. 以拥有的重大技术发明、专利等自主知识产权或专有技术出资，连续三年年销售额**1000**万元人民币以上或年纳税额**100**万元人民币以上的企业董事长、总经理或首席技术专家。

3. 列入“**上海市科技创新职业清单**”的单位聘雇并担保的具有高级管理或技术职务人员

### Innovative and entrepreneurial talents

1. Business founders who contribute with major technological inventions, patents and other independent intellectual property rights or proprietary technology and have stable investment for three consecutive years with the actual investment in the business not less than 500,000 US dollars and individual shares not less than 30%

2. The chairman, the legal representative, the general manager, or the chief technical specialist who contribute with major technological inventions, patents and other independent intellectual property rights or proprietary technology of the business with the annual sales more than 10 million or the annual tax more than 1 million yuan for three consecutive years

3. Talents at senior management or technical posts employed by businesses listed by the competent provincial department as innovative business or scientific innovation industry

### 5、优秀青年人才

40岁以下在国（境）外高水平大学或中国境内高校从事**博士后**研究的青年人才

### 5、Outstanding young talents

Young talents under the age of 40 who are engaged in post-doctoral research in high-level foreign (overseas) universities or domestic universities

# 外国专业人才 ( B类 )

Foreign professional talents (category B)

## 紧. 缺. 急. 需

符合外国人来华工作指导目录和岗位需求, 中国经济社会事业发展急需  
外国专业人才、专业管理人员和专业技术人员

“Foreigners Employed in China Guide Catalog” and the corresponding demands of the economic and social development of China who fall within any of the following conditions shall be classified into Category B:

1

具有学士及以上学位和2年及以上相关工作经验的外国专业人才。符合以下条款规定之一的

Foreign professionals with a bachelor degree or above and 2 years and above related work experience and fall within any of the following descriptions:

2

持有国际通用职业技能资格证书或急需紧缺的技能型人才

Skilled talents with internationally recognized qualification certificates or in short supply

3

符合国家有关部门规定的专门人员和实施项目的人员

Special personnel under the relevant state regulations or for the implementation of special projects

4

外国语言教学人员

Teachers of foreign languages.

5

计点积分在60分以上的专业人才

Professionals graded 60 points or more according to the points-based system

# 外国专业人才（B类）

具有学士及以上学位和2年及以上相关工作经验的外国专业人才

符合以下条款之一

Foreign professionals with a bachelor degree or above and 2 years and above related work experience and fall within any of the following descriptions:

执行中外政府间  
协议  
国际组织间协议  
中外经贸  
工程技术合同

Personnel under the intergovernmental agreements between China and foreign countries, international inter-organization agreements, economic and engineering contracts between China and other

跨国公司派遣的  
中层以上雇员、  
外国企业常驻中  
国代表机构的首  
席代表和代表

Middle or above managers dispatched by multinational businesses; the chief representative or the representative of the resident offices of foreign businesses in China

国际组织驻华代  
表机构聘雇人员  
和境外专家组织  
驻华机构代表

Staff employed by the representative offices of international organizations in China and representatives of the representative offices of overseas experts organizations in China

各类企业事业单位社  
会组织等聘用的外国  
管理人员和专业技术  
人员

Administrators or technical personnel engaged in the posts of research, teaching and administration in the fields of education, research, news, publishing, culture, art, health, sports and other special areas

## B类

### 4、外国语言教学人员

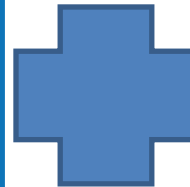
应从事其  
**母语国母**  
语教学

native languages



取得母语  
国大学学  
士及以上  
学位

shall have a  
bachelor's degree  
or higher degree



具有**2年**  
以上语言  
教育工作  
经历

language  
teaching  
experience of at  
least two years

### 免除工作经历

教育类、语  
言类或师范  
类学士及以  
上学位

取得所在国教  
师资格证书

取得符合要求的  
国际语言教  
学证书

Those who have had degrees in the field of education, language or teaching, or have acquired a qualification certificate of teaching at their own countries or a recognized international certificate of language teaching shall be exempted from the restriction on work experience.

# 其他外国人员 (C类)

Other foreigners (Category C)

满足国内劳动力市场需求，从事符合国家政策规定的其他外国人员  
meet the demand of the domestic labor market in line with the state policies and regulations

1

**符合现行外国人在中国工作管理规定的  
外国人员**

in line with the relevant regulations concerning the employment of foreigners in China

2

**根据政府间协议来华实习、  
见习的外国青年  
(配额)**

internship under intergovernmental agreements, foreign students in line with the relevant regulations,

3

**符合规定条件的外国留学生、  
境外高校外籍毕业生  
(配额)**

foreign graduates from overseas institutions of higher learning

4

**远洋捕捞等特殊领域工作的  
外国人  
(配额)**

engaged in long range fishing and other special fields

5

**从事季节性、短期性(不超过  
90日)工作的外国人**

engaged in some temporary or short-term (no longer than 90 days) posts;

6

**其他实行岗位配额管理的  
外国人**

Other Foreigners under the quota system management



积分要素计分赋值  
Integral Points Score Table

A:85 B:60

20 国内聘用单位支付年薪 5-45  
Salaries

工作定向  
Workplaces (concerning  
regional disparities) 10

20 受教育程度  
取得职业技能资格证  
Educational background

汉语水平  
Chinese language proficiency 5

20 相关工作年限 2Y-  
Working experiences

年龄 60Y  
Ages 15

15 每年工作时间 3-9M  
Working hours in China

国(境)外高水平大学  
全球 500 强企业任职经验  
teaching in prestigious universities or working  
for well-known multinational companies 5

# 部分文书要求

## OTHER NOTIFICATIONS

### 最高学位（学历）证书 相关批准文书、职业资格证明

- 在国外获得的
- 经我驻外使、领馆
  - 申请人获得国驻华使领馆
  - 我国学历认证机构认证
- 外国高端人才A类（一）  
（二）（三）（四）采用承诺制**
- 国外专业资格证明需认证
  - 港澳台地区获得的职业资格证明应由公证机关公证

Degree (education background) certificate or the relevant approval document, vocational qualification certificate

The degree certificate obtained overseas

- embassy or consulate of China the embassy (or consulate) of the relevant country in China
- the education certification agency of China;
- the degree certificate obtained in Hong Kong, Macao and Taiwan should be certified by the education certification agency or notarized by the local notary public office.
- In case the applicant obtained the degree in China, the original certificate should be submitted

### 体检证明

**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**

**经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明，签发日期在6个月内**

**可在入境前采用承诺制，入境后补充提交**

The commitment system applies before entry. After entry, it is compulsory to submit the verification certificate of foreigners physical examination record or physical examination certificate issued by the Chinese inspection and quarantine institutions.

# 部分文书要求

## OTHER NOTIFICATIONS

### 无犯罪记录证明

申请人国籍国、经常居住地警察、安全、法院等部门出具

且经我驻外使、领馆认证或外国驻华使、领馆认证

- (经常居住地：申请人离开国籍国最后连续居住一年以上的国家或地区)
- 无犯罪记录签发时间应在6个月内
- 不接受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

### Certificate of no criminal record

The certificate should be issued by the police, the security department, or the court of the nationality state or the place of habitual residence and accredited by the overseas embassy or consulate of China or the foreign embassy or consulate in China.

The certificate of no criminal record issued in Hong Kong, Macao and Taiwan should be notarized by the local notary public office.

The place of habitual residence refers to the place (not on the territory of China) where the applicant lives most recently for at least one consecutive year after the applicant left his/her native country.

The certificate of no criminal record should be issued within 6 months.

# 部分文书要求

## OTHER NOTIFICATIONS

### 聘用合同或任职证明（包括跨国公司派遣函）

提供中文合同，申请人签名并加盖单位公章

工作地点、工作内容、薪酬、来华工作时间、职位、盖章签字页

任职证明：执行政府间、国际组织间协议协定人员、各类驻华代表处首席代表及代表、境外合同服务提供者

派遣函：跨国公司总部或地区总部从境外派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职，由跨国公司总部或地区总部出具

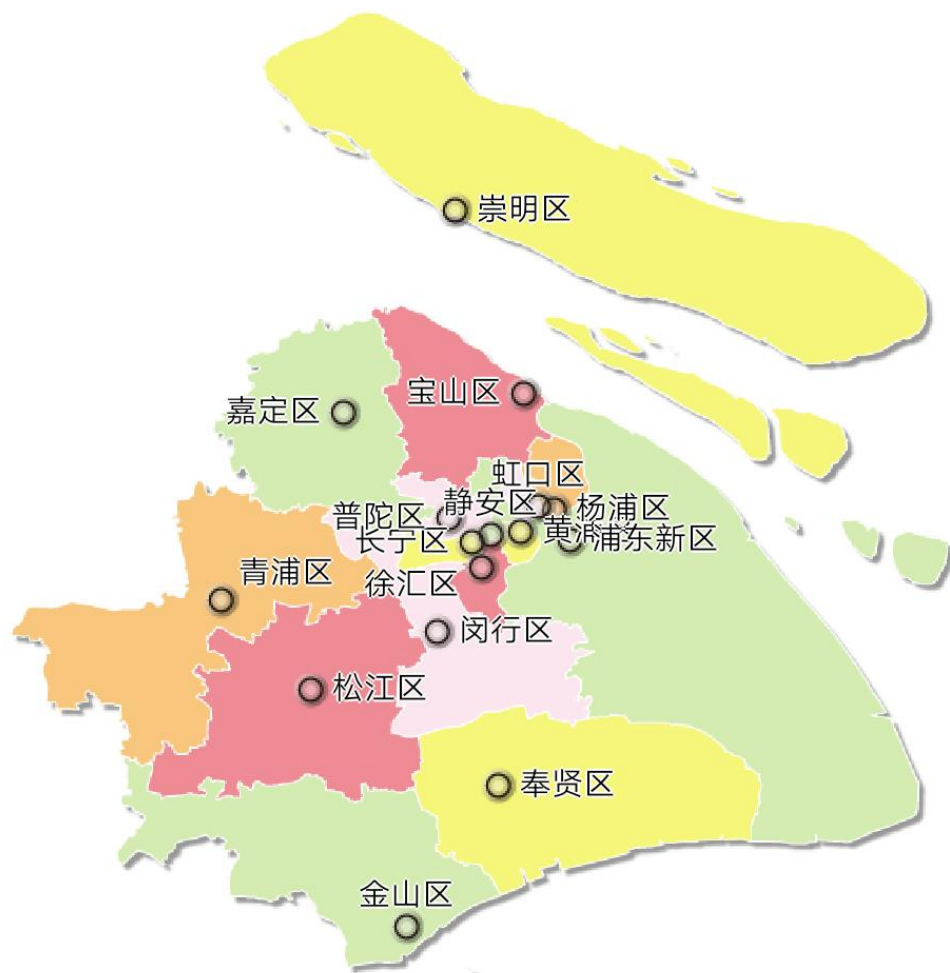
跨国公司在华地区总部派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职增加聘用合同

### Employment contract or employment certification

The employment contract or certification (including the multinational company dispatch letter) shall include the workplace, the contents of the work, the remuneration, the work period in China, the position, the page of seal (or signature) and other essential points.

- The post certification applies to those who come to China to implement intergovernmental or international agreements, the chief representatives and representatives of various representative offices in China and overseas contract service providers.
- The dispatch letter applies to senior management personnel and professional and technical personnel from the overseas headquarters or regional headquarters to dispatch managers from the overseas to the domestic subsidiaries or branches, and shall be issued by the multinational headquarters or regional headquarters.
- In case any essential content is missed in the post certification (including the dispatch letter), a separate certification shall be provided.
- In case of the dispatch of senior managers or and technical professionals by the Chinese headquarters of multinational companies to work at the subsidiaries or branch offices inside China, it's necessary to submit both the dispatch letter and the employment contract signed with the Chinese headquarters of multinational companies.

# 办事窗口



1+16+3

# 相关信息查询

上海市人力资源和社会保障局

<http://www.12333sh.gov.cn>

<http://www.shafea.gov.cn>

上海市外国专家局