

工作许可材料

Materials for Work Permit

	Content	Remark
1	白底免冠电子照片（40-120K） Electronic photo with white background（40K-120K, 354（breadth）*472（height）Pixel—420（breadth）*560（height）Pixel）	
2	护照照片页 Passport (photo page)	
3	中/英文简历（涵盖高等教育与近十年工作经历） English/Chinese resume (covering higher education and last 10-years work experience)	
4	中文合同 Signed Contract in Chinese	
5	与现聘用岗位相关的两年工作资历证明（由原工作单位开具，注明工作岗位、合同期、证明人签名、职务和联系方式） Working Qualification Certificate (the original should be issued and sealed by your previous serving organization(s) relevant in teaching, covering your work position, contract duration and the certifier's email and signature, proving relevant two-years work experience)	
6	博士后研究人员进站备案证明 Post Doctor enter station certificate	
7	最高学位证书（需经中国驻外使馆、领馆或教育部留学服务中心认证） Highest degree certificate (need to be authenticated by Chinese embassies or consulates)	
8	体检报告 Medical Examination Report	Issued by the designated hospital in Jiangsu (Chinese name: 江苏国际旅行卫生保健中心)

9	无犯罪记录承诺书 Police Clearance Record Commitment	
10	推荐信（若正在中国任教） Recommendation Letter from your current serving university (If currently working in China)	
11	工作许可证注销证明（若正在中国任教） The cancellation certificate of previous Foreign Expert Certificate/ Work Permit (If currently working in China)	

PS.

如果有**随行家属**，还需要提供：

If having accompanying family, please additionally provide:

1. 随行家属护照复印件 A copy of the family member's passport;
2. 申请人与随行家属的亲属关系证明 Kinship certificate;
3. 体检报告(18 周岁以上家属) Medical report (family members above 18 years old);