**办理工作类居留许可所需材料**

**Check List for Foreigner’s Residence Permit ( WORK )**

|  |
| --- |
| **申请人Applicatant：**  |
| 办 理 清 单 |
| 1 | **苏州大学申请函** **Application Letter from Soochow University** |
| 2 | **签证申请表** **Visa/Residence Permit Application Form** |
| 3 | **住宿登记单（辖区派出所出具，盖住宿登记专用章）****Original Copy of Accommodation Registration Form from local police station** |
| 4 | **护照（首页、签证/居留许可、入境记录）****Original copy and Photocopy of Passport.** **Including info page, Residence permit or Visa page and Entry Record page** |
| 5 | **外国专家局行政决定书（原件+复印件）****Original copy and Photocopy of Approval of Administrative License Decision from Suzhou Foreign Experts Bureau** |
| 6 | **外国专家证（原件+复印件）****Original copy and Photocopy Foreigner’s Work Permit Card** |
| **地址：苏州市政务中心****姑苏区平泷路251号城市生活广场西侧楼2层****Add: Suzhou Municipal Service Center****2nd Floor, West Building, City Life Plaza, No.251 Pinglong Road, Gusu District****交通：地铁2号线，平泷路东站下****Transportation: Metro Line 2, get off at East Pinglong Road Station** |