**Before Entry**

**Apply for the *Notification Letter of Foreigner's Work Permit***

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| Contact Person: | | Contact NO. | E-Mail: |
| Check Lists | Provide color scan electronic file （PDF or JPEG 1MB for each file）  The file clear and complete. Do not cover or missing page, no watermarks or shadows. | | |
| 1.Contract | The detailed contract content must include: Full Name, Gender, Date of birth, Passport NO., job position and Title, and Remuneration with Signature and Stamp | | |
| 2.Application Form | Complete the form and sign with E-Signature (Black ink) | | |
| 3.Passport | Main info page, Residence permit page or visa pages, last entry and exit record of China (if any) | | |
| 4.Working Experience | A certificate of work experience or reference letter related to the current position, including position, working time or projects. It should be issued by the applicant's former employer with the official seal or signature of the person in charge, and a valid contact number or E-mail and Chinese translation should be provided. Work experience should be filled from the date of graduation, should be continuous and uninterrupted; During the period of no work, please fill in unemployed. | | |
| 5.Degree  certificated | Degrees obtained abroad should be certified and translated by Chinese embassies and consulates abroad . The educational background should be continuous. | | |
| 6.No criminal record | It should be issued by the police, security, court and other departments of the applicant's country of nationality or habitual residence and authenticated by China's embassy or consulate abroad or by foreign embassies or consulates in China. No criminal record should be issued within 6 months. | | |
| 7.Physical Examination Report | Issued by China inspection and quarantine organ of the People's Republic of China on the entry and exit inspection and quarantine of physical examination record verification certificate, or approved by China inspection and quarantine institutions overseas health institutions after the health certificate issued by the original entry administrative law of the People's Republic of China on the entry and exit inspection and quarantine of physical examination record verification certificate, issued by time in six months. | | |
| 8.Electronic photos | White background, no border, complete facial features, clear image, no spots, blemishes, printing ink defects. JPG format, size between 40K and 120K bytes, not less than 354 (W) x 472 (H) pixels, not more than 420 (W) x 560 (H) pixels, 24 true colors. | | |
| 9. Online process for commitment | Complete the form and sign with E-Signature (Black ink) | | |
| \*The above is used to apply for the *Notification Letter of Foreigner’s Work Permit* before entry.  \*Foreign Experts can apply for Z visa at Chinese Embassies or Consulates with the *Notification Letter of Foreigner’s Work Permit*  Please put the above electronic materials into each folder | | | |

After Entry

**Apply for the Administrative Licensing Decision of the Bureau of Foreign Experts Affairs and Work Permit Card for Foreign experts**

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| Check Lists | | Provide color scan electronic file （PDF or JPEG 1MB for each file）The file clear and complete. Do not cover or missing page, no watermarks or shadows. |
| 1 | Passport | Visa page and entry record page with stamp |
| 2 | Physical examination record verification certificate | Applicants present the original copy of the Foreigner’s Physical Examination Certificate or the “Foreigner’s Physical Examination Record Form” to the Suzhou International Travel Health Care Center to apply for the “Verification Certificate of the Physical Examination Record of Foreigners in Entry-Exit Inspection and Quarantine of the People’s Republic of China” |
| 3 | Registration of Temporary Residence for Foreigners | The applicant shall go to the local police station within 24 hours after entering China to Complete the Registration of Temporary Residence for Foreigners  If you fail to do so within 24 hours, please bring the Novel Coronavirus nucleic acid test certificate and quarantine certificate to the police station |
| According to the above materials Suzhou Municipal Bureau of Foreign Experts Affairs will issue  The *Administrative Licensing Decision of the Bureau of Foreign Experts Affairs* and *Work Permit Card* for Foreign experts.  \* Foreign Experts can apply for the *Residence Permit for Work* with related materials at Division of Exit-Entry Administration of the Suzhou Public Security Bureau later.   * Suzhou International Travel Health Care Center   Address: No. 738, Changjiang Road, Gao Xin District.  Phone: 0512-66656350 (Please call in advance to make an appointment)   * Division of Exit-Entry Administration of the Suzhou Public Security Bureau   Address: 2nd Floor, West Side Podium Building, City Life Plaza, 251 Pinglong Road.  Phone: 0512-68661471 | | |