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

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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 related to the current position can be issued by the domestic unit where the applicant used to work in China. Includes the position, working time or the projects. The official seal or signature of the person in charge of the original unit of the applicant should be affixed, and the valid contact number or E-mail should be provided to prove the contact person.  \*The applicant from other employer in China also need to provide : *Certificate of Canceling the Work Permit for Foreigners in China* and *Letter of Recommendation for Foreigners* | | |
| 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 | The Verification Certificate of Physical Examination Records of the People's Republic of China for Entry and Exit Inspection and Quarantine Personnel from Overseas within 6 months from Suzhou International Travel Health Care Center | | |
| 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) | | |
| \* 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