**申办《外国人工作许可延期》清单**

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| 申请人：  The applicant: | | 电话：  Cell: | 电子邮件：  E-mail |
|  | 提供电子档彩色扫描件,扫描清晰完整勿遮挡缺页折角  Provide Color scan ,Scan clearly and completely . | | |
| 1.聘用合同  Contact | 1. 明确雇用时间 Specify the time of employment 2. 明确薪水收入 Specify the income 3. 明确聘用岗位及职务Specify the position 4. 有效期内的护照号 Valid passport Number 5. 签名及盖章 Signature and Seal | | |
| 2.工作许可延期  申请表  Application Form For Foreigner’s Work Permit | 填写后电子签名  Fill in the form and sign by E-signature | | |
| 3.护照信息  Passpor Info | 有效护照首页、居留许可页、最近一次出入境记录，完整扫描勿缺角缺页  The Main information page of a valid passport, the Residence permit page, and the most recent entry and exit record page. | | |
| 4.外国人工作许可证  Foreigner work Permit Card | 外国人工作许可证 | | |
| 5.电子照片  E-Photo | 近期免冠电子照片，白色背景，无边框，面部特征完整，图像清晰，无斑点、  瑕疵、印墨缺陷。JPG 格式，大小40K-120k 字节之间，不低于354（宽）\*472  （高）像素，不大于420（宽）\*560（高）像素、24 真色彩。  Recent bareheaded electronic photo, white background, no border, complete facial features, clear image, no spots,  Defects, defects in printing ink. JPG format, size between 40K-120k bytes, not less than 354 (width) \*472  (height) pixels, not greater than 420 (width) \*560 (height) pixels, 24 true colors. | | |
| 1. 网上办理材料真实性承诺书   Online handling of the authenticity of the material letter of commitment | 申请信息需与申请办理护照信息一致  The application information should be consistent with the passport application information | | |

**Foreigner Work Permit Extension**

**Please put the Materials into each file folder**