**Formalities for Foreign Teachers from Mainland China**

1. Work permit

1. Transferring from Other Institutions

The applicant should start the new work permit application 30 days before the resident permit expire. Check list:

1)Face phot，jpg,40k-120k;

2)Passport information page, residence permit page;

3)Employment Contract with NUIST in Chinese；

4)Highest degree diploma；

5)Medical report issued by recognized hospital within 6 months ；

6)Cancellation letter for work permit and recommendation letter;

7)Filled information form（Annex 4）

 2. Holding non-work type visa and employed by NUIST

Applicable to professor/associate professor/post doctors. Check list:

1)Face photo, jpg，40-120k；

2)Passport information page;

3)Chinese Contract;

4)Visa page and entry stamp page;

5)Medical report issued by designated hospital within 6 months;

6)Highest degree certificate;

7)Reference letter;

8)No criminal record commitment(Annex 5);

9)CV

1. Police registration within 24 hours

Register by Wetchat according to the instruction with the help of assistant:



1. Residence permit

Address: Smart Police Service Center inside Taifeng Road Metro Station (Line S8), near Exit 1; Time: 8:00am-8:00pm, Monday-Sunday

Check list:

1. School letter;
2. Work permit information page stamped by school;
3. Application form;
4. Passport original and copies of information page, visa page, and entry stamp page;
5. Work permit card (original and copy);
6. Image photo(size 2 with white background, within 6 months);
7. Accommodation registration form from local police station;

8. Medical check report (only for new teachers);

9. Accompanying family members’ document(if available)