**Recruitment Formalities for Foreign Teachers from Abroad**

  **Before Entry**

1. Confirmation Letter for High Level Foreign Talents

 Applicable to high level foreign talents with internationally recognized professional achievements who will apply for R visa.

Checklist:

1. Passport information page;
2. Signed and Stamped Contract or Invitation letter from NUIST;
3. Face photo in white background( jpg format,40-120k);
4. Professional Achievement Certificate （Original and Chinese translation）;
5. Filled Application Form（Annex 1）
6. Notification Letter of Foreigner’ Work Perm

Applicable to foreign teachers employed as / professor/associate professor/post doctor/lecturer /language teacher who will apply for Z visa.

Checklist(Annex 2)：

1. Passport information page;
2. Signed and Stamped Contract in Chinese;
3. Face photo in white back ground(jpg format, 40-120k);
4. Highest degree diploma(shall be convicted by Chinese Embassy, both original and Chinese translation are necessary);
5. Certificate of no criminal conviction(shall be convicted by Chinese Embassy, both original and Chinese translation are necessary ; professor/associate professor/post doctor can make commitment as Annex 5);
6. Medical report done within 6 months(Annex 3);
7. Filled information form(Annex 4);
8. Documents of accompanying family members(relationship certificate shall be verified by Chinese Embassy)

**After Entry**

1. Police registration within 24 hours

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

1. Medical report verification

Make appointment with Jiangsu International Travel Health Center on Wechat(江苏国际旅行卫生保健中心) and go to the recognized hospital at supposed time in the following address:

No. 39, Chuangzhi Road, Nanjing

Tel:025-52345700

If your report from abroad meets the requirements, it will be changed to a new report; If not you need to do medical check again. It will take 4 working days to get the new report.

1. Work permit

Check list:

1. Application form；
2. Passport information page, visa page, entry page;
3. Employment Contract in Chinese；
4. New medical report;

All originals of documents used in the process before entry need to be checked.

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)