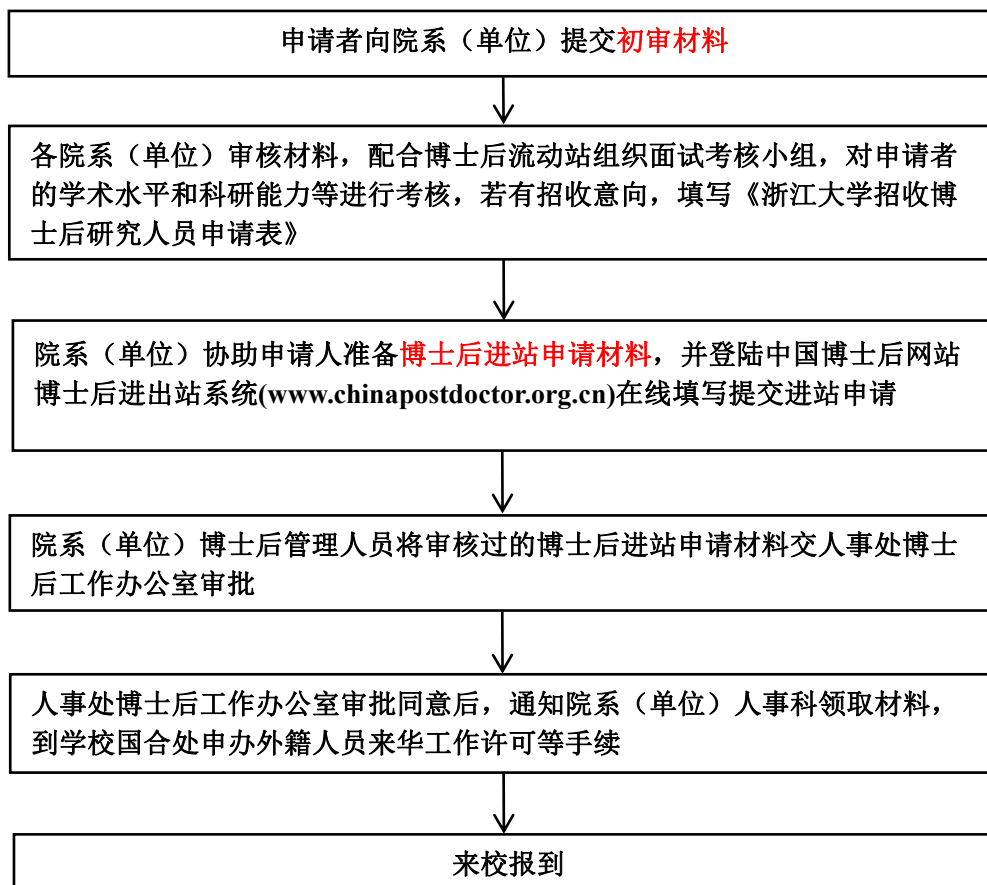


## 浙江大学博士后申请及进站报到程序（外籍人员）

申请进我校做博士后，需经个人申请、网上注册、进站审批，并获得外籍人员来华工作许可后方可进站工作，具体如下：

### 一、申请进站



初审材料清单：

1	《浙江大学博士后申请简表》
2	专家推荐信(两位专家)，其中 1 位为本人博士生导师
3	表明其研究能力和学术水平的成果清单（如学术论文、专利、获奖等）及佐证材料、博士学位论文

## 博士后进站申请材料清单：

1	博士后申请表（可由申请人填写后，院系（单位）协助其在中国博士后进出站系统在线填写提交后打印）	按 1-6 的顺序装订，准备 1 套原件，1 套复印件
2	博士学位证书复印件	
3	在海外获得博士学位者，提供中国驻外使领馆出具的学位认证	
4	护照复印件	
5	《浙江大学招收博士后研究人员申请表》	
6	《博士后研究人员进站审核表》	
7	《外籍博士后研究人员工作协议》	中、英文版各 2 份（均为原件，导师签字，学院盖章）
8	《浙江大学学科博士后研究人员聘用合同》	4 份（均为原件，导师签字，学院盖章）
9	《浙江大学申请博士后研究（外籍）人员政审表》	

## 二、办理《外国人工作许可通知》

需准备的材料和办理流程：

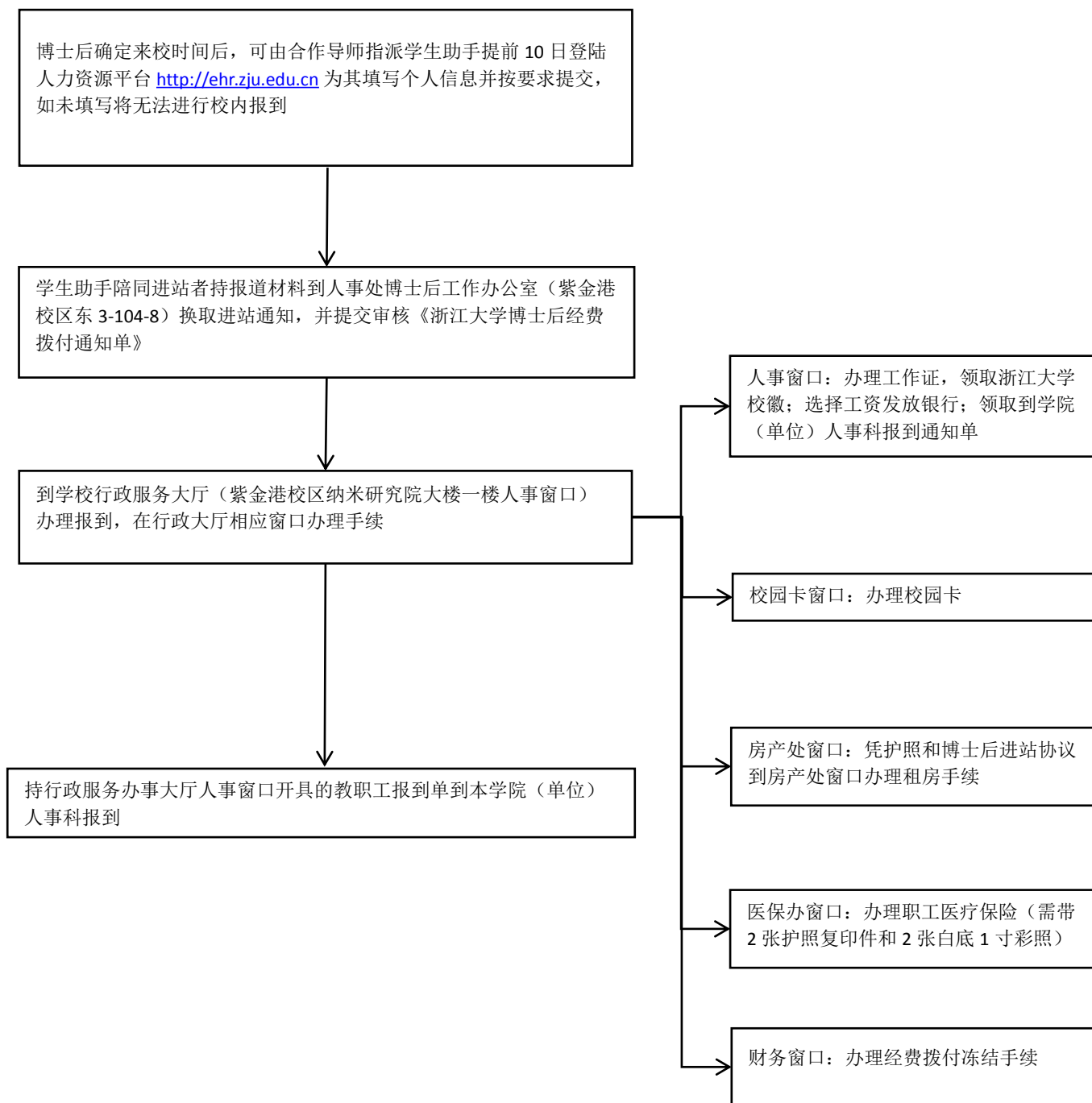
1. 学院博士后管理人员来学校博士后工作办公室（紫金港校区东 3-104-8）领取博士后申请进站材料 1 套和《外籍博士后研究人员工作协议》中英文版各 1 份。
2. 其他所需材料和具体办理流程详见国合处网站：浙江大学长期外国文教专家来校工作办证手续。

## 三、来校报到（每月 1-15 日的工作日办理）

（一）需准备材料

1	《外国人工作许可通知》原件和复印件 1 份
2	护照签证页复印件 1 份
3	博士学位证书原件（海外获博士学位者还需提供中国驻外使领馆出具的学位认证）
4	《浙江大学校医院健康体检表》原件
5	新进教工代发工资银行卡选择单
6	《浙江大学博士后经费拨付通知单》（学科博士后专用）
7	浙江大学新进教职工养老保险信息采集单
8	近期正面一寸白底彩照 3 张
9	需租住学校公寓者，准备住房押金 1000 元

## (二) 报到流程



## 四、办理《外国人工作许可证》和居留证

申请人报到后，须持《境外人员体格检查记录验证证明》办理《外国人工作许可证》和居留证。《境外人员体格检查记录验证证明》应在浙江国际旅行卫生保障中心（杭州市文三路2号，周一至周五上午8点--10点30分，电话：0571-87852410，87852407，87852408）办理（携带本人护照原件和2寸正面免冠白底彩照4张；如已经在本国体检过，须带上体检证明）。

具体办理流程详见国合处网站：浙江大学长期外国文教专家来校工作办证手续。

## 五、其他

1. 若进站后本人家庭及工作电话、e-mail地址与申报材料不一致的，及时将变动情况告知学院人事科。

2. 请随时浏览浙江大学博士后网站：<http://hr.zju.edu.cn/postdoctor/>，有关信息在此发布。

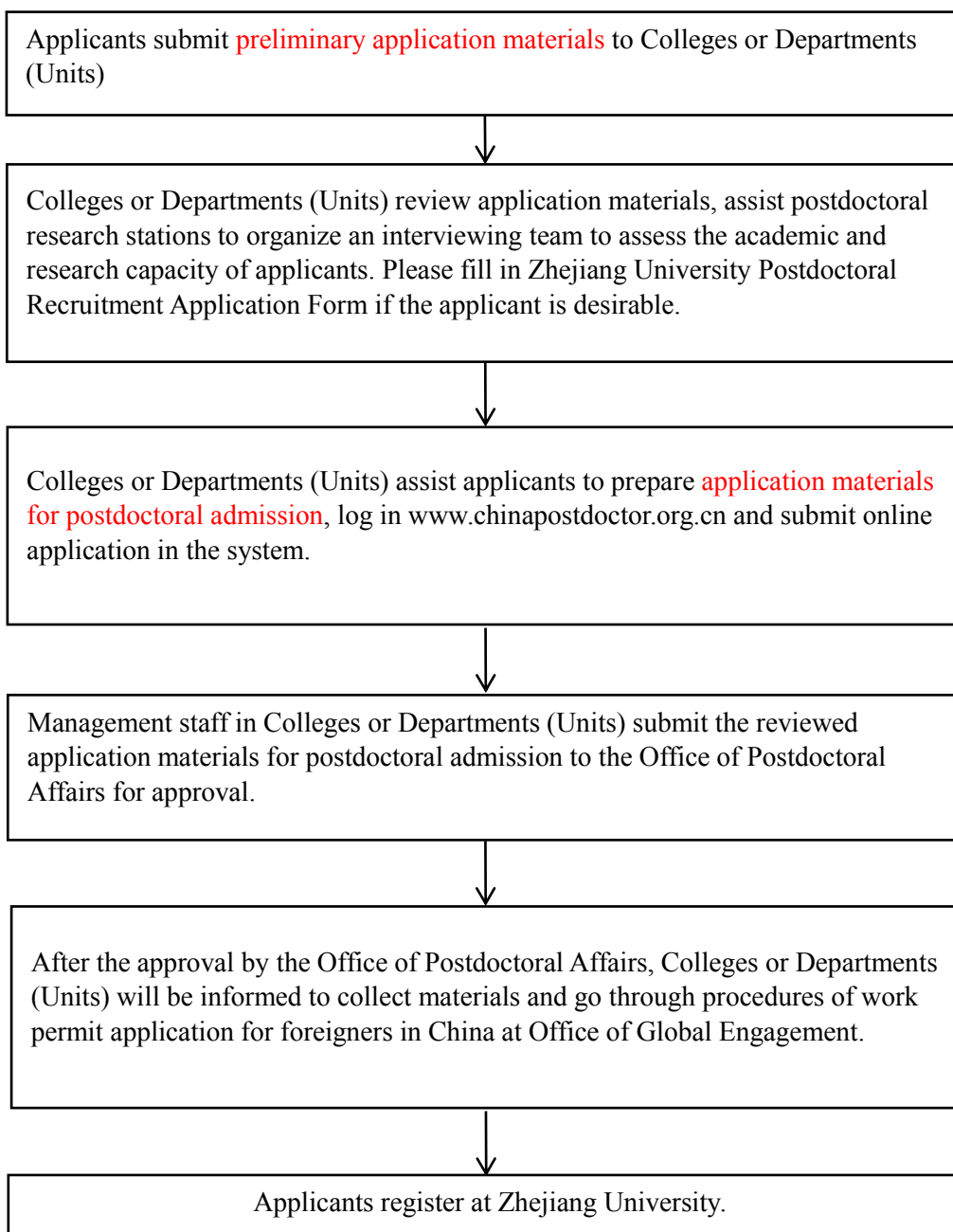
浙江大学人事处博士后工作办公室

联系电话：0571-88981423，0571-88981453

# Zhejiang University Application and Registration Process for Postdoctoral Admission (For Foreign Applicants)

Foreign postdoctoral applicant's entry into Zhejiang University subjects to personal application, online registration, examination and approval. Besides, foreign applicants are expected to obtain work permits in China. The following is for details.

## Part I. Application for Postdoctoral Admission



### **Preliminary Application Materials:**

1	<i>Zhejiang University Brief Application for Postdoctoral Admission</i>
2	Letters of Recommendation (two), one from the applicant's doctoral supervisor
3	A list of academic achievements to prove the applicant's research capacity (academic papers, patents and awards, etc.) and supporting materials, doctorate dissertation.

### **Application Materials for Postdoctoral Position:**

1	<i>Application for Postdoctoral Admission</i> (Applicant may fill in the form first, while Colleges or Departments (Units) help to fill in the form and submit online, and print it)	Bound these materials together in order from 1 to 6. Prepare one set of original copy and one set of photocopies.
2	A photocopy of doctorate degree certificate.	
3	If the applicant attained a doctorate degree abroad, provide the authentication of doctorate degree certificate issued by the Chinese embassy.	
4	A photocopy of passport	
5	<i>Zhejiang University Postdoctoral Recruitment Application Form</i>	
6	<i>Review Form for Postdoctoral Position Application</i>	
7	<i>Contract of Employment for Foreign Postdoctoral Researchers</i>	Two original copies in Chinese and English versions separately. (Signed by the supervisor and stamped by the colleges.)
8	<i>Contract of Employment for Postdoctoral Researchers</i>	Four original copies (Signed by the supervisor and stamped by the colleges.)
9	<i>Political Examination Form for Zhejiang University Foreign Postdoctoral Applicants</i>	

## Part II Applying for Work Permits for Foreigners to Work in China

### 2.1 Materials and procedures

1. A set of application materials for postdoctoral position and a copy of *Contract of Employment for Foreign Postdoctoral Researchers* (provided by Office of Postdoctoral Affairs of Zhejiang University , Address: Room 104-8, East Building 3, Zijingang Campus)

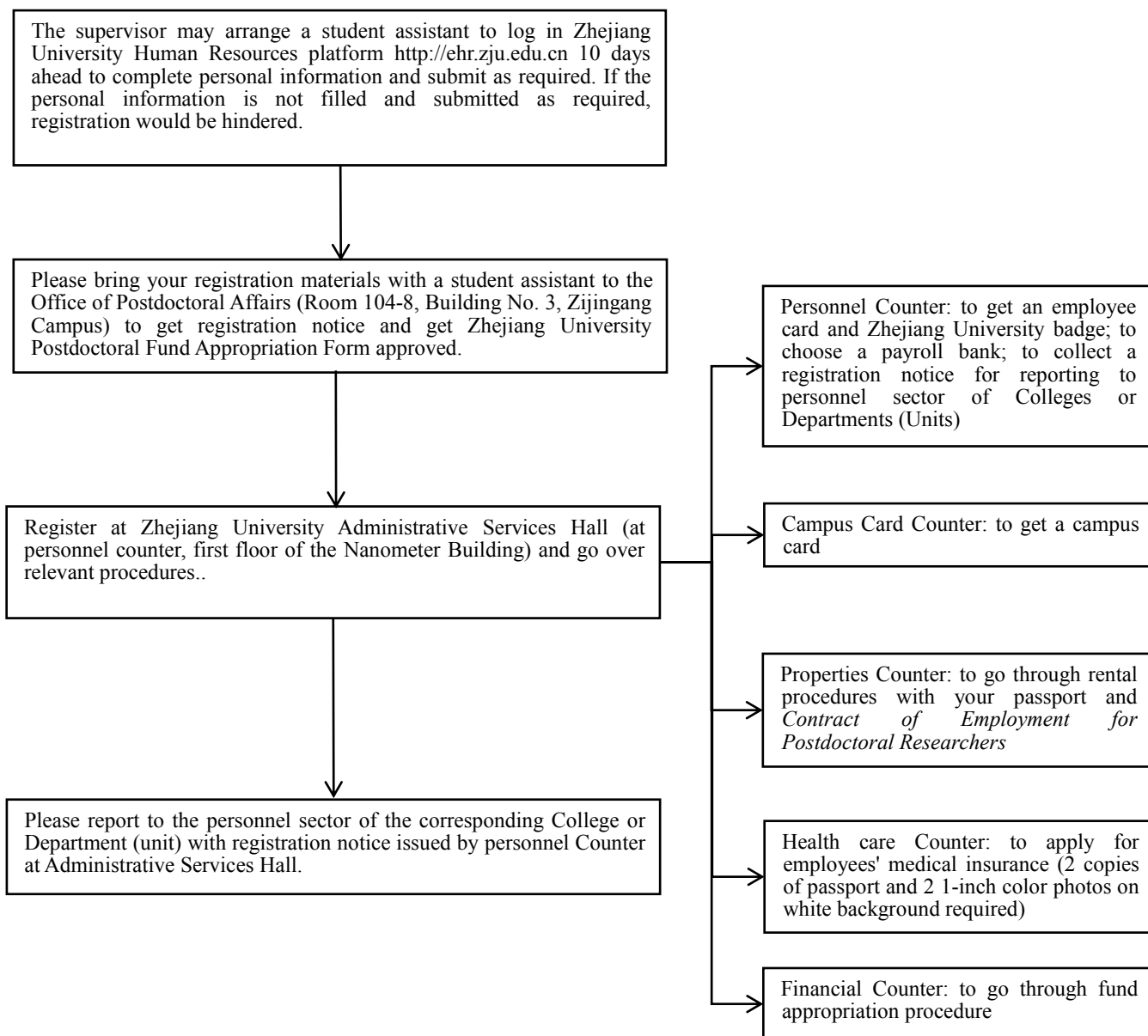
2. After registration, foreign postdoctoral researchers should apply for Foreigner's Work Permit and Residence Permit, the materials and the procedures please refer to the Office of Global Engagement website: Zhejiang University Long-term Work Permit Procedures for Foreign Experts.

## Part III Registration Procedures in Zhejiang University ( work days from 1<sup>st</sup>-15<sup>th</sup> every month)

### 3.1 Materials

1	Original copy and a photocopy of Foreign Experts' Work Permit
2	A photocopy of visa page
3	Original copy of doctorate degree certificate (If the applicant obtained doctoral degree in a foreign country, he/she needs to provide an academic degree accreditation issued by Chinese embassies or consulates)
4	Original copy of <i>Zhejiang University physical examination form</i>
5	A bank card selection sheet for new staff
6	<i>Zhejiang University Postdoctoral Fund Appropriation Form</i>
7	Information collection sheet of endowment insurance for new staff at Zhejiang University
8	3 photos (1-inch recent positive color photos on white background)
9	If you expect accommodation at ZJU, please prepare a deposit of 1,000 yuan.

### 3.2 Registration Process





## **Part IV Foreign experts work permit and residence permit**

Applicants shall take the Foreigner Physical Examination Form to apply for Foreign experts work permit and residence permit after registration. Foreigner Physical Examination Form is issued at Zhejiang International Travel Health Center (No. 2 Wensan road, Hangzhou, 8:00-10:30, Mon-Fri, Tel:0571-87852410, 87852407, 87852408. You need to bring your passport and 4 2-inch recent positive color photos on white background. Bring your physical examination form if you already have physical examination at your home country.)

For details, refer to website of the Office of Global Engagement, Zhejiang University-- Procedures for long-term foreign experts.

## **Others**

1. If there are any changes in home/work phone numbers and email address listed in the application, please inform the changes in time to Human Resources Office in college .

2. Please check Zhejiang University Postdoctoral website at <http://hr.zju.edu.cn/postdoctor/> for more updates.

Office of Postdoctoral Affairs, Human Resources Department, Zhejiang University

Tel: 0571-88981423, 0571-88981453