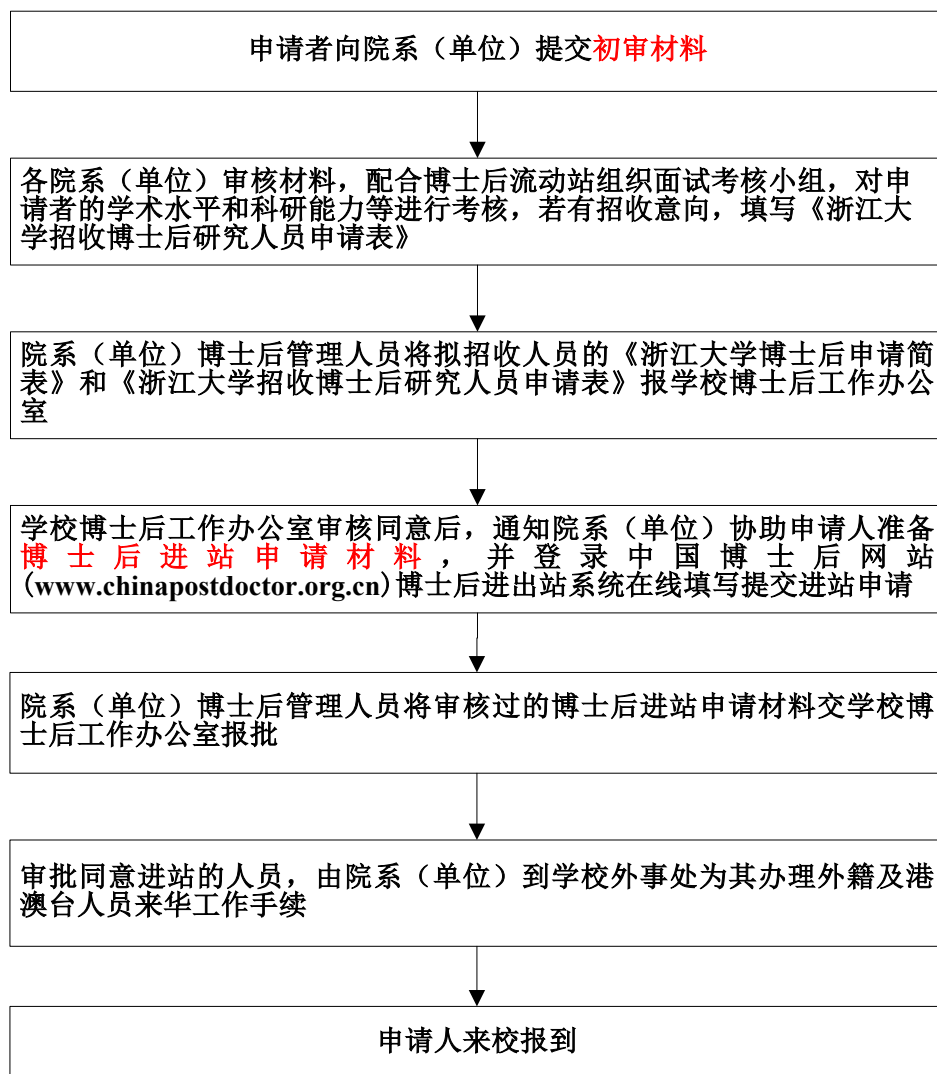


浙江大学博士后申请及进站报到程序（外籍人员）

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 1-7 的顺序装订，准备 1 套原件 2 套复印件 |
| 2 | 专家推荐信(两位专家)，其中 1 位为本人博士生导师 | |
| 3 | 博士学位证书复印件，暂未拿到博士学位人员提供学校或单位学位主管部门出具的同意授予博士学位证明（非答辩通过证明或答辩决议） | |
| 4 | 护照复印件 | |
| 5 | 博士后科研流动站设站单位学术部门考核意见表 | |
| 6 | 浙江大学招收博士后研究人员申请表 | |
| 7 | 《博士后进站审核表》 | |
| 8 | 《浙江大学外籍博士后研究人员工作协议》 | 中、英文版各 2 份（均为原件） |
| 9 | 《浙江大学学科博士后研究人员聘用合同》 | 4 份（均为原件） |
| 10 | 中国驻外使领馆出具的学位认证 | |

二、 办理《外国人工作许可通知》

需准备的材料和办理流程：

1、来学校博士后工作办公室（紫金港校区东 3B-104-8）领取博士后申请进站材料 1 套和浙江大学外籍博士后研究人员工作协议 1 份。

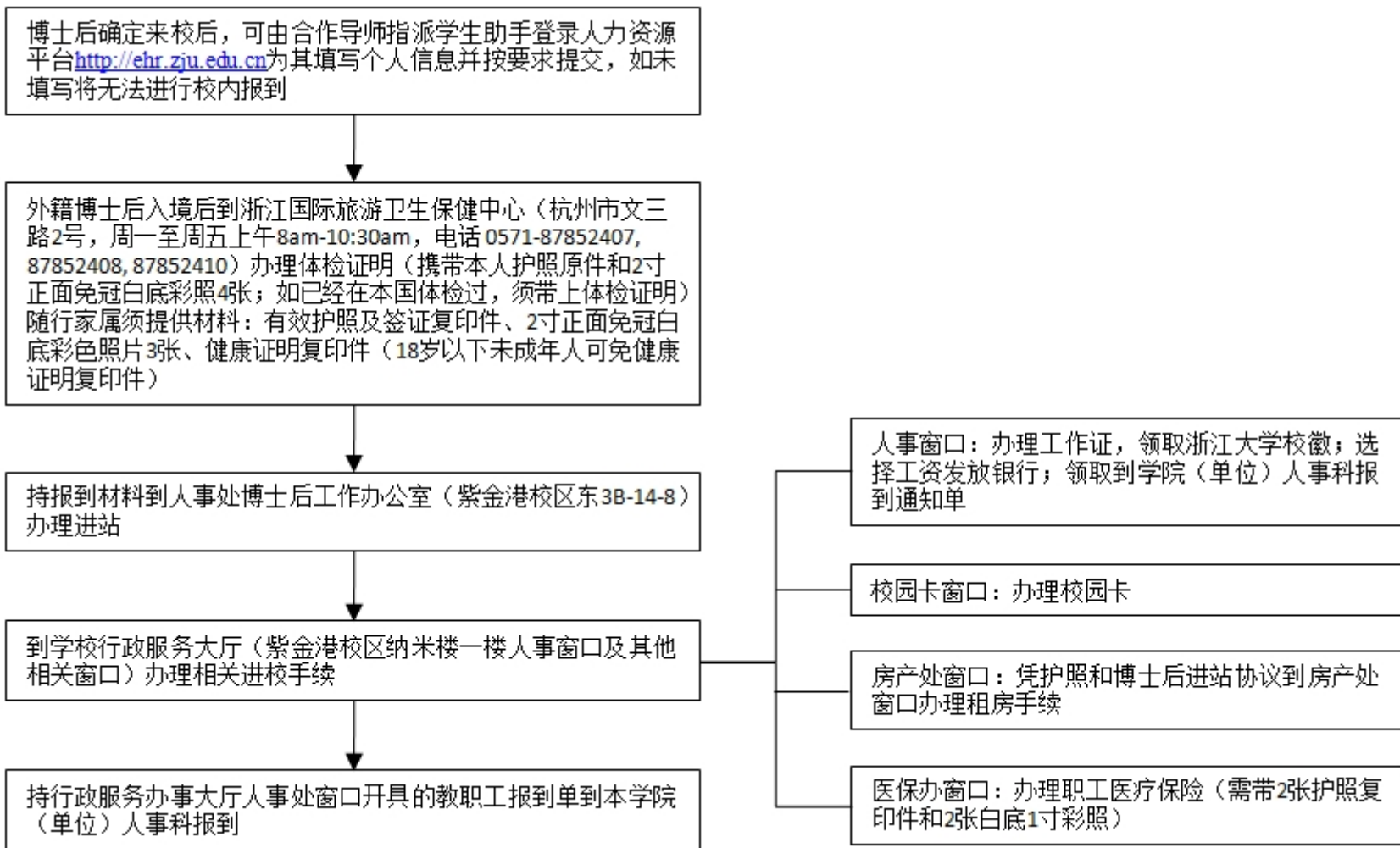
2、其他所需材料和具体办理流程详见外事处网站：浙江大学长期外国文教专家来校工作办证手续。<http://www.ir.zju.edu.cn/155/list.htm>

三、来校报到（每月 1-15 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（国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 | 境外人员体格检查记录验证证明原件、复印件一份 |
| 5 | 新进教工代发工资银行卡选择单 |
| 6 | 浙江省级社会保障卡信息采集确认单（更新版） |
| 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

申请人入境报到后，须办理《外国人工作许可证》和居留证，具体办理流程详见外事处网站：浙江大学长期外国文教专家来校工作办证手续。

五、其他

1、申请进站时未提交博士学位证书复印件的人员，须在进站后的六个月内向校博士后工作办公室提交博士学位证书复印件 1 份。

2、若进站后本人护照或家庭及工作电话、e-mail 地址与申报材料不一致或变更的，及时将变动情况通过电话（电话：0571-88981423）告知学校博士后工作办公室。

3、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。

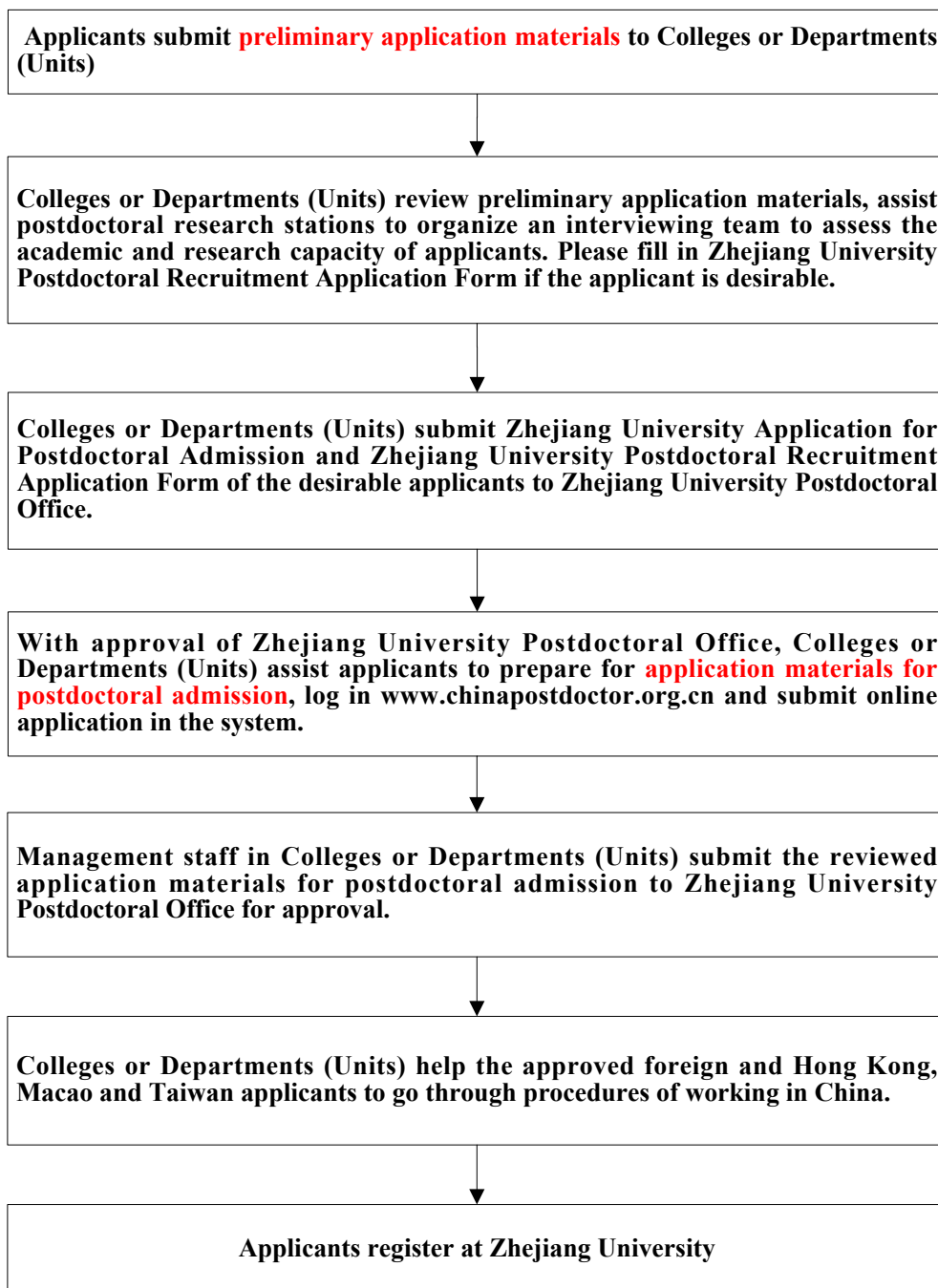
浙江大学博士后工作办公室

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 7. Prepare a set of original copy and two sets of photocopies. |
| 2 | Letters of Recommendation (two), one from the applicant's doctoral supervisor | |
| 3 | A photocopy of doctorate degree certificate. If the applicant has not attained a doctorate degree, please provide evidence of approval of granting a degree from the Graduate School. | |
| 4 | A photocopy of passport | |
| 5 | <i>Assessment Feedback Form from Academic Sector of Post-doctoral Research Station</i> | |
| 6 | <i>Zhejiang University Postdoctoral Recruitment Application Form</i> | |
| 7 | <i>Review Form for Postdoctoral Position Application</i> | |
| 8 | <i>Contract of Employment for Foreign Postdoctoral Researchers</i> | Two original copies in Chinese and English versions separately. |
| 9 | <i>Contract of Employment for Postdoctoral Researchers</i> | Four original copies |
| 10 | Authentication of doctorate degree certificate issued by the Chinese embassy | |

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 Zhejiang University Postdoctoral Office, Address: Room 104-8, East Building 3, Zijingang Campus)

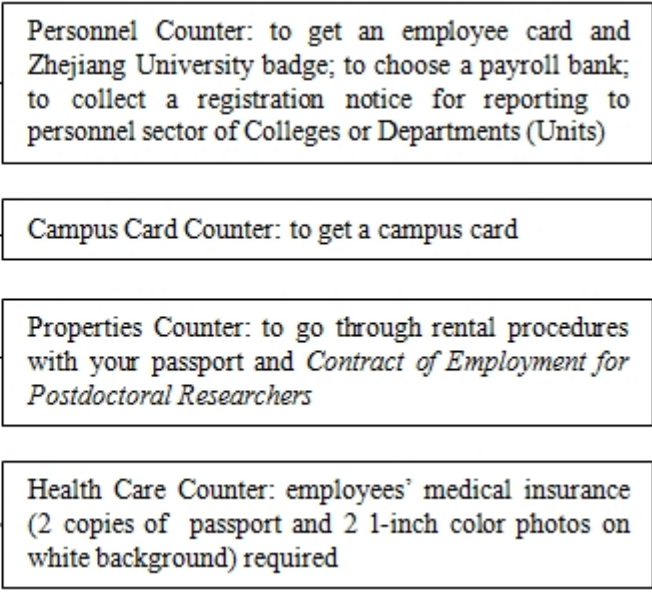
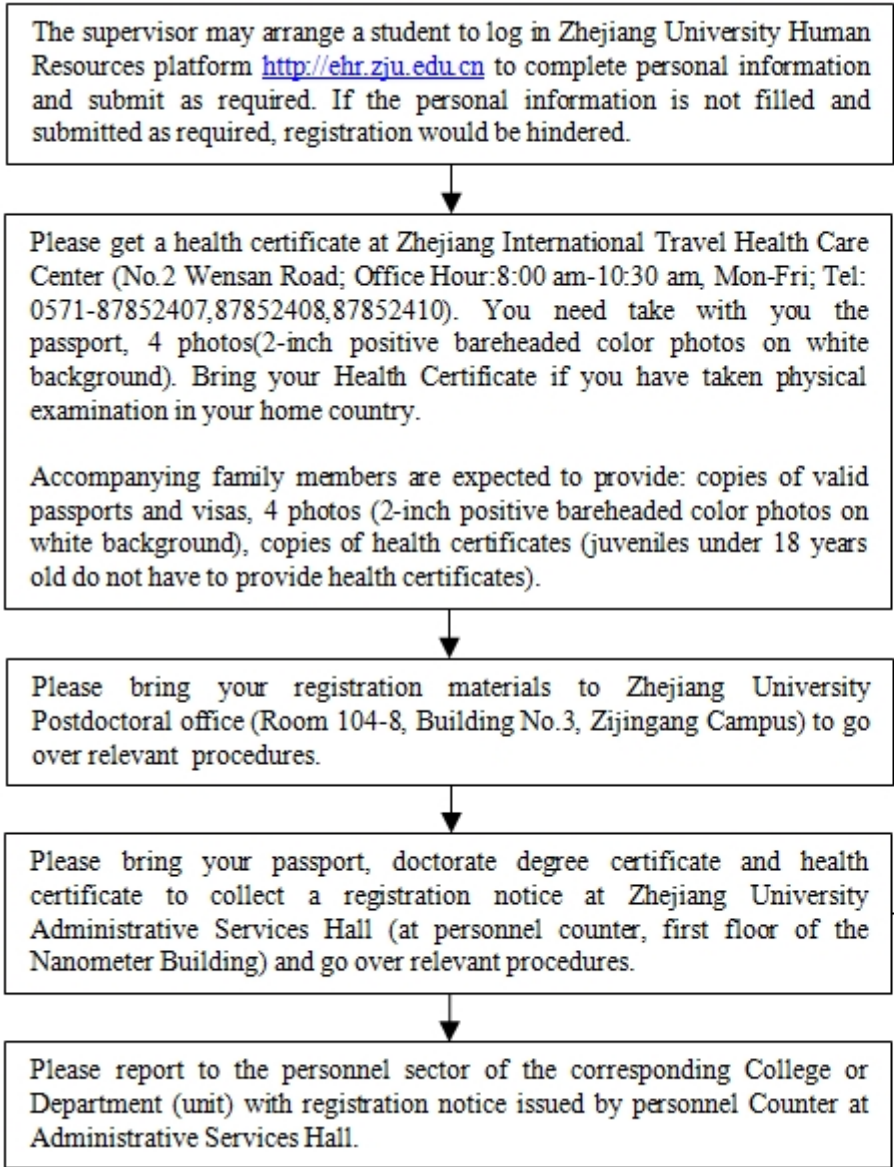
2、After registration, Foreign Postdoctoral Researchers should apply for Foreigner's Work Permit and Residence Permit, the materials and the procedures please refer to the International Relations Office website: <http://www.ir.zju.edu.cn/155/list.htm>. Zhejiang University Long-term Work Permit Procedures for Foreign Experts.

Part III Registration Procedures in Zhejiang University

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 and a photocopy of Certificate of Verification for physical examination record for foreigner or overseas Chinese |
| 5 | A bank card selection sheet for new staff |
| 6 | Information collection confirmation sheet of Zhejiang provincial social security card (updated version) |
| 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 Others

1. If you forget to submit a photocopy of your doctorate degree certificate during registration, you are expected to provide it within 6 months after your arrival in ZJU to Postdoctoral Office.
2. If there are any changes in your passport or home/work phone numbers and email address listed in the application, please inform of changes in time through phone (0571-88981423) to ZJU Postdoctoral Office.
3. Please check Zhejiang University Postdoctoral website at <http://hr.zju.edu.cn/postdoctor/> for more updates.

Zhejiang University Postdoctoral Office

Tel: 0571-88981423, 0571-88981453