



浙江大学 人力资源处
Human Resources Department
ZHEJIANG UNIVERSITY

浙江大学外籍教师报到指南

Zhejiang University Foreign Faculty Onboarding Guidelines



Hangzhou, China

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校区介绍 About ZJU

校区介绍	Introduction
<p>浙江大学创立于 1897 年，坐落于中国历史文化名城、风景旅游胜地杭州。在长期的办学历程中，学校始终秉承以“求是创新”为校训的优良传统，以天下为己任、以真理为依归，逐步形成了“勤学、修德、明辨、笃实”的浙大人共同价值观核心词和“海纳江河、启真厚德、开物前民、树我邦国”的浙大精神，着力培养德智体美劳全面发展、具有全球竞争力的高素质创新人才和领导者，也涌现出大批著名科学家、文化大师以及各行各业的精英翘楚，为实现中华民族伟大复兴、推进人类文明交流互鉴作出了积极贡献。经过一百二十余年的建设与发展，学校已成为一所基础坚实、实力雄厚、特色鲜明、在海内外有较大影响的研究型、综合型、创新型大学，其学科涵盖哲学、经济学、法学、教育学、文学、历史学、艺术学、理学、工学、农学、医学、管理学、交叉学科等 13 个门类，在 ESI 全部 22 个学科中，有 21 个学科进入世界前 1%，15 个学科进入世界前 1‰ (数据来源：ESI，2024)。截至 2024 年底，教师中有中国科学院全职院士 27 人、中国工程院全职院士 20 人，文科资深教授 14 人，高层次人才及优秀青年人才 2000 余人。</p>	<p>Established in 1897, Zhejiang University (ZJU) is located in the historical and picturesque city of Hangzhou. ZJU has always adhered to the tradition of “Seeking Truth and Pursuing Innovation” as the university motto, with the world’s development as its responsibility and the pursuit of truth as its goal. It is the spirit of ZJU for all ZJUers to develop a mind as broad as the vast ocean, embracing all streams and rivers, and a soul seeking truth and believing in virtues, to be innovative and pioneering, and to construct and consolidate our country. The university strives to nurture high-caliber innovators and future leaders through comprehensive development of morality, intelligence, physique, aesthetic beauty, and global competitiveness. Under the cultivation of ZJU, a large number of famous scientists, cultural masters, and elites from all walks of life have emerged, making contributions to the great rejuvenation of the Chinese nation and the promotion of exchanges and mutual learning among human civilizations. After over 120 years of development, ZJU has become a comprehensive research university with distinctive features and great impact at home and abroad. Research at ZJU spans 13 academic disciplines, covering philosophy, economics, law, education, literature, history, art, science, engineering, agriculture, medicine, management, and interdisciplinary fields. Of all the 22 disciplines in the list of the Essential Science Indicators (ESI), ZJU has 21 in the world’s top 1% and 15 in the top 1‰ (ESI data, 2024). Among its faculty are 27 academicians of the Chinese Academy of Sciences, 20 academicians of the Chinese Academy of Engineering, 14 senior professors of liberal arts, and more than 2000 high-level and outstanding young talents (data, Dec. 2024).</p>

教师报到流程 Onboarding Procedures

步骤	Steps
1) 来校前须办理事项 a) 人才招聘网填报个人信息： http://ehr.zju.edu.cn （手机号或邮箱注册，登录并上传个人简历） b) 准备报到所需材料（请参阅下一页）	1) Pre-Arrival Procedures a) Provide your personal information on the website, http://ehr.zju.edu.cn (Register with mobile or email, then log into the system and upload your resume.) b) Prepare all necessary materials (see the next page).
2) 携带所需材料至人才招聘与管理中心审核并领取相关材料填写	2) Hand in the required materials to the HR Department's talent recruitment & management center for review. Collect the relevant forms and fill them out accordingly.
3) 签订教师聘用合同	3) Sign the Faculty Employment Contract
4) 携聘用合同等报到材料至人力资源处人才招聘与管理中心并领取报到通知单	4) Submit the signed contract to the HR Department and collect the onboarding notice.
5) 在行政服务大厅完成相关报到手续 地点： 紫金港校区纳米楼一楼学校行政服务办事大厅 115 室 23/24 号窗口。所需材料：（请参阅下一页）	5) Complete the relevant registration procedures at the Administration Service Hall. Place: Zijingang Campus, Nano Building, First Floor, University Administrative Service Hall, Room 115 and Service Windows 23/24. Required Documents: see the next page

所需材料列表 List of Required Materials for Onboarding

全职外籍教职工 Full-time Foreign Faculty/Staff

材料	Materials	份数/ No. of copies
1) 健康检查报告: 近 3 个月浙江大学校医院出具的体检合格报告	1) Physical Examination report: A health report within 3 months issued by the Hospital of Zhejiang University (NB: The person in charge will provide instructions to complete this health report.)	1
2) 护照原件、护照个人信息页复印件 2 份	2) Passport and 2 photocopies of the personal information page	2
3) 一寸白底免冠照片 二寸白底免冠照片	3) 1-inch white background, bare-headed photo 2-inch white background, bare-headed photo	4 1
4) 社保、医保参保证明	4) Certification of Social Security and Medical Insurance	1
5) 行政介绍信	5) Administrative Introduction Letter	1
6) 外国人工作许可通知	6) Notice of the Work Permit for Foreigners	1
7) 教师聘用合同	7) Faculty Employment Contract	4
8) 教职工登记表	8) Faculty/Staff Registration Form	1
9) 养老保险信息采集单	9) Pension Insurance Information Collection Form	1
10) 社会保障卡信息采集确认单	10) Social Security/Insurance Information Collection Verification Form	1
11) 新进教工代发工资银行卡及薪酬发放标准确认单	11) Bank Card Details for Salary Disbursement and Remuneration Standards Confirmation Form	1

Note: Most forms to be filled out will be provided by the office during the onboarding process.

外籍兼任教师入职流程 Onboarding Process for Foreign Adjunct/Part-Time Faculty

步骤	Steps
<p>1) 来校前须办理事项:</p> <p>a) 人才招聘网填报个人信息: http://ehr.zju.edu.cn (手机号或邮箱注册, 登录并上传个人简历)</p> <p>b) 准备报到所需材料</p>	<p>1) Pre-Arrival Procedures</p> <p>a) Provide your personal information on the website, http://ehr.zju.edu.cn (Register with mobile or email, then log into the system, upload your resume)</p> <p>b) Prepare all necessary documents (note the table is on the next page)</p>
<p>2) 携带所需材料至人力资源处人才招聘与管理中心审核并领取相关材料</p>	<p>2) Hand in the required materials to the HR Department's Talent Recruitment and Management Center for review. Collect the relevant forms and fill them out accordingly.</p>
<p>3) 签订合同协议</p>	<p>3) Sign the Contract Agreement</p>
<p>4) 在行政服务大厅完成相关报到手续</p> <p>地点: 紫金港校区纳米楼一楼学校行政服务办事大厅 115 室 23/24 号窗口。</p> <p>所需材料: 见下面所步表格</p> <p>领取材料: 校园卡通知单, 兼任教租房通知单等等。</p>	<p>4) Complete the relevant registration procedure at the Administration Service Hall</p> <p>Place: Zijingang Campus, Nano Building, First Floor, University Administrative Service Hall, Room 115 and Service Windows 23/24.</p> <p>Required Documents: see the table below</p> <p>Materials to Collect: Campus Card, Part-time Faculty Notification, Housing Rental Notice and and so on.</p>



外籍兼任教师入职所需材料列表 Required Material for Foreign Adjunct/Part-Time Faculty Onboarding

1) 准备上述入职流程中提到的材料，提交至人力资源处部门办公室，并完成相关登记手续。

Prepare materials mentioned in the above onboarding process, submit to the HR Department office, and complete relevant registration procedures.

2) 前往行政服务大厅，办理相关手续（办校园卡、不动产办公室、信息中心等）。

Go to the Administration Service Hall and complete relevant procedures (apply for a campus card, real estate office, information center, etc.).

材料	Materials	份数/ No. of copies
1) 兼任教师工作协议	1) Adjunct Faculty Work Agreement	3
2) 护照原件、复印件	2) Passport and 3 photocopies of personal information page	3
3) 一寸彩照	3) 1-inch white background, bare-headed photo	2



长期外国专家来校工作证件 Work IDs for Long-Term Foreign Experts

浙江大学各学院或部门在长期聘用外籍专家前，必须完成规定的申请审批手续。此要求适用于在中国有资格停留至少六个月以上的国际教师。

All institutes or departments of ZJU must complete the required application formalities for approval before long-term employment of foreign experts. This requirement applies to international faculty members who are entitled to stay in China for at least six months.

工作证件办理顺序	Sequence for Processing Work Documents
1) 《外国人工作许可通知》 (外国文教专家来华前单位帮助办理)	1) Foreigner's Work Permit Notice (arranged by ZJU before the expert's arrival in China)
2) 《外国人工作许可证》(电子证照) (外国文教专家来华后办妥)	2) Foreigner's Work Permit (Electronic Certificate) (to apply after the expert's arrival in China)
3) 《外国人居留证》	3) Foreigner Residence Permit

申请外国人工作许可通知 Application for Foreigner's Work Permit Notice

步骤	Steps
1) 网上申请: 登陆外专局网站“外国人来华工作管理服务系统” (http://fwp.safea.gov.cn) (用户名、密码向所在单位外事秘书索取)在线提交申请信息,并提供相关电子材料 (外国高端人才无需提交纸质材料)	1) Online Application: Log into the work permit application system https://fwp.safea.gov.cn for foreigners working in China (username and password are to be obtained from the foreign affairs secretary of their respective units); fill out all required information as indicated on the website, and provide the relevant electronic materials. The supporting materials should be obtained from your hiring unit/department. High-level foreign talents (Category A) do not have to submit paper-based materials. Foreigners in other categories will need to collect paper-based application materials first from their department

	issued by the global office and then upload for review.
2) 预审通过后： 发放受理通知书	2) Upon the successful completion of the preliminary review, a notice of acceptance will be issued.
3) 审查材料：外国高端人才 5 个工作日，其他 10 个工作日	3) Reviewing Materials: 5 working days for cases involving high-level foreign experts and 10 working days for others.
4) 材料审查通过的，在线打印《外国人工作许可通知》	4) An applicant who passes the review may print a Foreigner's Work Permit Notice online.
5) 审查未通过的，作出不予许可的决定，并告知理由	5) An applicant who fails the review receives a denial decision, with an explanation of why such a decision is made.

外国人工作许可证申请 Application for Foreigner's Work Permit

外国人工作许可证的申请在抵达中国后需要约 15 天办理完成。

A foreigner's work permit application may take about 15 days after arrival in China.

步骤 （此步骤由所在单位指定专人协助办理）	Steps (These steps shall be the responsible of the foreign affairs secretary of their respective units.)
1) 网上申请：申请人入境后 15 日内，登录外国人来华工作管理服务系统 https://fwp.safea.gov.cn/ 在线提交申请换发电子证照信息（用户名密码向所在单位外事秘书索取），申领《外国人工作许可证》并提交纸质材料（外国高端人才无需提交纸质材料）	1) Online Application: Within 15 days of arrival in China, log into the work permit application system https://fwp.safea.gov.cn/ to apply for the electronic certificates in China (username and password are to be obtained from the foreign affairs secretary of their respective units) and submit paper materials (high-level foreign talents (Category A) do not have to submit paper-based materials).
2) 审查材料：外国高端人才 5 个工作日，其他 10 个工作日	2) Reviewing materials: 5 working days for cases involving high-level foreign talents and 10 working days for others.
3) 审批通过的，作出许可决定，通知现场领取《外国人工作许可证》	3) Applicants who pass the review will be notified to pick up their “Foreigner's Work Permit” at a designated location.
4) 许可信息同步至公安部门后，公安部门反馈居留等信息。	4) The work permit information is shared with the Public Security Bureau.

申请外国人工作类居留许可证 Application for Foreigner Residence Permit (for working)

✧ 居留证需在入境后 30 天内办妥。

The “Foreigner Residence Permit” must be processed within 30 days of entry.

✧ 准备以下材料赴杭州市公安局出入境管理局或签证点办理（首次来华需专家本人亲自去、院系派人陪同）

Prepare the following materials and submit the application to the Exit-Entry Administration of the Hangzhou Public Security Bureau or Visa Application Center (first-time application requires the presence of the applicant accompanied by someone from the department or institute).

提交材料清单	Material
1) 外国人工作许可通知书电子证照	1) Foreigner’s Work Notice and Electronic Certificate
2) 住宿证明（暂住登记及复印件）：外籍专家办理入住手续后 24 小时内，带护照和聘用合同原件及复印件到住宿管辖区所在派出所办理。若入住与公安局联网的酒店或校内专家楼则不需要办理。	2) Accommodation Proof (Temporary Residence Registration and its copy): Foreign experts need to apply to the nearest local police office within 24 hours of checking in (i.e., register at the local police station with your passport and employment contract) to obtain the certificate. Note: This step is not required for foreigners staying at a hotel or on-campus accommodation designated for experts.
3) 学校公函	3) Invitation letter issued by the employer from the university
4) 护照及签证原件和复印件	4) Passport, visa, and photocopies
5) 健康证明 ✧ 杭州国际旅行卫生保健中心（杭州海关口岸门诊部），地址：浙江省杭州市文三路 2 号 ✧ 浙江国际旅游卫生保健中心，杭州市中河中路 230 号，电话：86-571-87852410	5) Physical Examination Record/Certificate Hangzhou International Travel Health Care Center, Address: No. 2, Wensan Road. Zhejiang International Tourism Health Care Centre. Address: No. 230, Central Zhonghe Road, Hangzhou, Tel: 86-571-87852410.
6) 随行家属情况登记表、家属护照和签证原件和复印	6) Supporting documents for accompanying family members, if applicable: accompanying Family Members Registration

件、结婚证（出生证）原件和复印件及认证证明（认证证明由中国驻外使馆出具。结婚或出生地是中国的无须认证证明）、健康证明、2寸照片2张

Form, original and copies of family members' passports and visas, originals and copies of marriage or birth certificates, along with their notarized versions (certification issued by the Chinese embassy or consulate abroad; no notarization is needed if the marriage or birth took place in China), health certificate, and 2 passport-sized photos.

相关联系方式 Contacts

浙江大学国际合作与交流处 姚老师 电话: 86-571-88981261 传真: 86-571-87951315 电子邮件: cyao@zju.edu.cn 地址: 紫金港校区行政服务办事大厅 115 室	Office of Global Engagement, Zhejiang University Ms. Yao Tel: 86-571-88981261 Fax: 86-571-87951315 Email: cyao@zju.edu.cn Address: Room 115, The Administration Service Center, Zijingang Campus, Zhejiang University, Hangzhou.
浙江省人民政府外国专家局 龚老师, 沈老师 电话/传真: 86-571-87051076 地址: 浙江省杭州市环城西路 33-2 号三楼 A 座	Ms. Gong, Ms. Shen, Zhejiang Administration of Foreign Experts Affairs. Tel/Fax: 86-571-87051076 Address: Block A, Floor 3, No. 33-2, Huanchengxi Road, Hangzhou.
杭州市公安局出入境管理局 电话: 86-571-87280185/87071973 地址: 杭州市上城区婺江路 169 号	Exit-Entry Administration of Hangzhou Public Security Bureau. Tel: 86-571-87280185/87071973 Address: No. 169, Wujiang Road, Shangcheng District, Hangzhou.
签证中心 1 地址: 余杭区荆长路 601 号未来科技城国际人才园 2 楼	Visa Application Center 1 Address: No. 601, Jingchang Road, Yuhang District (2nd Floor, International Talent Park of Hangzhou Future Sci-Tech City).

签证中心 2

地址：临平区南苑街道南大街 263-16 号，临平区公安政务服务中心 2 楼

Visa Application Center 2

Address: No. 263-16, South Street, Nanyuan Street, Linping District (2nd Floor, Linping District Public Security Government Service Center).

工资银行卡 Recommended Bank Account for Salary Deposit

为便于工资发放，外籍教师可携带护照或外国人永久居留证，前往以下任一家银行办理工作薪酬银行卡。

It is recommended that foreign faculty/staff obtain a debit card from one of the banks below for smooth salary deposits (payroll process). To open a new account, new foreign faculty/staff need to bring his/her passport or permanent resident ID card.

相关联系方式 Banks and Contacts

中国建设银行 电话: 95533	China Construction Bank Tel: 95533
中国工商银行 电话:95588	Industrial and Commercial Bank of China Tel: 95588
中国农业银行 电话: 95599	Agricultural Bank of China Tel: 95599
中国银行 电话: 95566	Bank of China Tel: 95566

社会保险 Social Insurance

对于未达到法定退休年龄的全职外籍教师和九个月及以上的兼任外籍教师，学校将为其办理社会保险。

For foreign faculty who have not reached the statutory retirement age (full-time faculty and foreign adjunct/part-time faculty staying in China for at least nine months), the university will handle their social insurance.

材料列表	Materials
1) 《外国人工作许可证》	1) Foreigners' Work Permit
2) 《聘用合同》（全职）或《浙江大学兼任教师工作聘任协议》（兼任）	2) Employment Contract (for full-time faculty) or Adjunct/Part-time Faculty Appointment Agreement
3) 护照或外国人永久居留证	3) Passport or permanent resident ID card

相关规范 Relevant Regulations

- ◇ 《在中国境内就业的外国人参加社会保险暂行办法》
- ◇ Interim Measures for the participation in Social Insurance of Foreigners employed in China

联系方式

浙江大学人力资源处配置与保障中心

姜老师

电话: 86-571-88981917

电子邮件: panpanjiang@zju.edu.cn

地址: 浙江大学紫金港校区东三教学楼 103-9 室

Contacts

Ms. Jiang, Resource Allocation and Security Center, Human Resources Department, Zhejiang University

Tel: 86-571-88981917

Email: panpanjiang@zju.edu.cn

Address: Zhejiang University, Zijingang Campus, East Bldg. of HR Department, Office 103-9.



医疗保险 Medical Insurance

参加养老保险的外籍全职、兼任人员，可办理医疗保险。

Foreign full-time and part-time faculty/staff participating in pension insurance are eligible to apply for medical insurance.

办理流程 Application Procedures

步骤	Steps
1) 人力资源处领取《浙江省级社会保障卡信息采集确认单》及人力资源处出具的《医保办报到通知单》	1) Collect the "Zhejiang Provincial Social Security Card Information Collection Confirmation Form" and the "Medical Insurance Registration Notice" at the Human Resources Department.
2) 至行政服务办事大厅医保窗口（21号窗口）办理	2) Go to the Medical Insurance Window 21 at the Administrative Service Hall of the university to complete the procedures.
3) 按通知领取《浙江省省级单位职工医疗保险证历本》和《浙江省社会保障卡》	3) Collect the "Zhejiang Provincial Employee Medical Insurance Certificate" and the "Zhejiang Social Security Card" with notification.

联系方式

社会保障热线：12333

浙江省医保中心

电话: 86-571-85111525

地址：浙江省杭州市体育场路 538 号金祝大厦三楼

浙江大学医疗保险办公室：陆老师

电话：+86-571-88981591

地址：浙大紫金港校区纳米楼一楼学校行政服务办事大厅 115 室 21 号窗口

网站：浙大校医院 <http://zdyj.zju.edu.cn/>

Contacts

Social Insurance Hotline: 12333

Zhejiang Health Insurance Center

Tel: 86-571-85111525

Address: Floor 3 of Jinzhu Building, No. 538 Tiyuchang Road, Hangzhou

Ms. Lu, Zhejiang University Medicare Office

Tel: +86-571-88981591

Address: Room 115, Window 21, Nano Building, Zijingang Campus, Zhejiang University

Website: Zhejiang University Hospital
<http://zdyj.zju.edu.cn/>

税收申报 Tax Declaration

对享受中国政府对外签订的避免双重征税协定待遇（包括香港、澳门）的人员，需自行携带以下材料向杭州市西湖区地税局报备。

To take advantage of the bilateral agreements and avoid double taxation (including agreements with Hong Kong and Macau), individuals must submit the above documents to the Tax Bureau of Xihu District, Hangzhou, themselves.

材料列表	Materials
1) 《非居民纳税人税收居民身份信息报告表》（一式2份）	1) Information Reporting Form of Tax Residence Status of Non-resident Taxpayer (For Individuals) (2 copies)
2) 《非居民纳税人享受税收协定待遇情况报告表》（一式2份）（备注：根据西湖区地税局最新要求，以上第1、2条所述报告表须加盖扣缴义务人公章，请老师就近到校区会计核算分中心办理）。	2) Reporting Form for Non-resident Taxpayer Claiming Tax Treaty Benefits (Form for Individual Income Tax) (2 copies) (Note: According to the latest requirements of the Xihu District Tax Bureau, the above-mentioned forms have to be stamped by the university's official seal. Please process them at the university's accounting center of your campus.)
3) 税收居民身份证明（须由协定签约国对方税务主管部门在纳税申报或扣缴申报前的一个公历年度开始后出具）	3) Tax resident certificate (must be issued by the tax authorities of the contracting state of the agreement after the beginning of the calendar year prior to the tax declaration or withholding declaration).
4) 外国专家证或外国人就业证或外国人工作许可证（三选一）	4) Foreign Expert Certificate, Foreign Employment Certificate, or Foreign Work Permit (choose one)
5) 护照	5) Passport

相关联系方式

杭州市西湖区地税局王老师

电话: 86-571-85025853

地址: 杭州市西湖区文三路 461 号

浙江大学计财处综合办黄老师

电话: 86-571-88206917

地址: 浙江大学紫金港校区东 6 教学楼
105-2 室

Contacts

Ms. Wang, Tax Bureau of the Xihu District, Hangzhou

Tel: 86-571-85025853

Address: No. 539, Wensan Road, Hangzhou, Tax Bureau of Xihu District

Ms. Huang, Comprehensive Affairs Office, Financial Department of Zhejiang University

Tel: 86-571-88206917

Address: Room 105-2, East Teaching Building 6, Financial Department of Zhejiang University, Zijingang Campus, Hangzhou

教师公寓 Faculty Apartments

相关联系方式

浙江大学总务处

电话: 86-571-88981553

地址: 浙大紫金港校区纳米楼一楼学校
政服务办事大厅 115 室 18 号窗口

浙大教师公寓网络服务平台:

<http://www.fdc.zju.edu.cn/zjuhostel/>

Contacts

Department of General Affairs

Tel: 86-571-88981553

Address: Window 18, room 115, Department
of General Affairs, Nano Building, Zijingang
Campus, Zhejiang University, Hangzhou

Website:

<http://www.fdc.zju.edu.cn/zjuhostel/>

学校为全职及兼任外籍教师提供教师公寓租住，具体申请及租住手续欢迎咨询学校总务处。

The foreign faculties can apply to rent the school apartments. Please contact the Department of General Affairs for more details. [*Notice on the Management Regulations for Zhejiang University Faculty Apartments*].

The relevant regulation can be found here:

The detailed instructions can be found here: Please scan the following QR code or log in to the website: <http://www.myhome.zju.edu.cn/> → 首页 → 服务指南 → Teacher Apartments Brochure)



子女教育 Children's Education

浙江大学附属学校 Zhejiang University-affiliated schools

浙江大学幼儿园

电话: 86-571-88273732

邮箱: zdyj@163.com

网站: <http://zdyey.zju.edu.cn/>

Zhejiang University Daycare and Kindergarten

Tel: 86-571-88273732

Email: zdyj@163.com

Website: <http://zdyey.zju.edu.cn/>

我校外籍教师随行子女可按照程序，入读浙大幼儿园各分园。具体申请材料及手续欢迎咨询浙大幼儿园。

Eligible children can apply to the University Daycare and Kindergarten. For more details, please contact the university kindergarten via the above contacts.

国际学校 International Schools

除浙江大学的子女教育设施外，校园附近还设有多所国际学校，满足外籍教师的教育需求。具体学校名单如下

In addition to Zhejiang University's children's education facilities, several international schools are located close to the campus, catering to the preferences of international faculty. These schools are listed below:

杭州市部分国际学校信息 Contact Information for International Schools in Hangzhou

No.	学校名称 School name	招生咨询电话 Contact Tel. No.	课程区间 Course Level
1	杭州钱江贝塞思国际学校 BASIS International School Hangzhou	(86) 571-86087097	幼儿园、小学、初中、高中 Kindergarten, primary school, junior high school and high school
2	杭州娃哈哈外籍人员子女学 校 Hangzhou Wahaha International School	(86)571-87157555 15858154608 (微信同 号/For WeChat)	学前、小学、初中、高中 Preschool, primary school, junior high school and high school
3	杭州娃哈哈双语学校 Hangzhou Wahaha Bilingual School	(86)571-86970931/ 17357183830 (微信同 号/For WeChat)	学前、小学、初中、高中 Preschool, primary school, junior high school and high school

4	杭州惠灵顿外籍人员子女学校 Wellington International College	(86) 571-82396366	学前、小学、初中、高中 Preschool, primary school, junior high school and high school
5	杭州国际学校 Hangzhou International School	(86) 571-86690045	幼儿园、小学、初中、高中 Kindergarten, primary school, junior high school and high school
6	杭州上海世界外国语学校 Hangzhou Shanghai World Foreign Language School	18158505878 (小学部 Department of Primary School) (86)18072942 (初中部 Department of junior high school)	小学、初中、高中 (需要一定的中文水平) Primary school, junior high school and high school
7	天元公学 Tianyuan College	高中部: 19517938553 初中部: 0571-89308550 小学部: 0571-89308559 幼儿园: 19511239705	幼儿园, 初中部, 小学部, 高中部 Kindergarten, primary school, junior high school and high school



学校生活 Campus Life

浙大钉 “ZJU Ding Talk”

请每位新老师扫描下方二维码下载 APP，使用本人中国境内手机号码注册“浙大钉”APP 并登录。

Scan the following QR code, download the APP and register with your phone number.



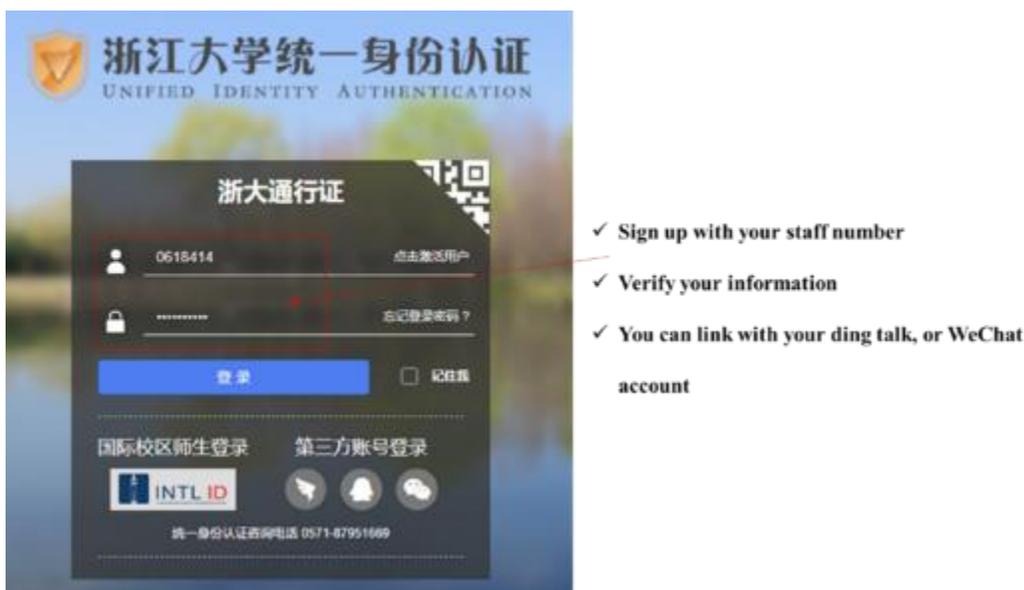
注册浙大钉 Sign up and Log in

登记手机号码：请扫描下方二维码中的“个人自助服务系统”二维码登记手机号码，通过浙江大学统一身份认证和初始密码验证（用户名：工号，密码：护照号码后六位），登记本人手机号码，完成之后请等待系统同步。

Registration: Please scan the QR code of the "Personal Self-service System" below and register your phone number through the ZJU Unified Identity Authentication and initial password verification (username: staff ID number, password: last six digits of your passport number). Then, wait for the system to synchronize after you finish the registration.

用户注册登录：打开浙大钉，点击用户注册，使用登记过的手机号码按步骤进行注册并登录，已注册手机号码用户可以直接登录。请保持登录状态，若收到“浙大钉”邀请进入浙江大学的消息，请点击同意加入。

Login: Open "ZJU Ding talk", click "user registration", use the registered phone number to sign up and login by the following steps, and the registered cell phone number users can login directly. Please keep logging in, if you receive a message from "ZJU Ding Talk" inviting you to enter Zhejiang University, please click agree to join.



登录浙江大学工作台：进入“浙大钉”APP，点击底部中间“求是鹰”标识，首次登录会跳转浙江大学统一身份认证登录页面，请使用浙江大学统一身份认证用户名和初始密码登录（用户名：工号，密码：护照号码后6位）。

Enter "ZJU Ding Talk" and click the emblem of "Qiu Shi Eagle" at the bottom. As your first login, it should lead to the page of "ZJU unified identity authentication" where you could log on (username: staff ID number; password: last 6 digits of your passport number).

如需变更手机号码，可再次登录“个人自助服务系统”修改。因更换手机号码之后原先手机号码绑定的浙大钉记录都会删除，请谨慎操作；请提前使用新申请的中国手机号码注册、登录钉钉，个别手机号码可能曾经因被注册无法使用钉钉。

If you need to change your phone number, you can log in "Personal self-service system" again to change it. Please be careful because the records of "ZJU Ding talk" bound to the original phone

number and it will be deleted after changing the phone number. Please register and login "ZJU Ding talk" with the newly applied Chinese phone number in advance.

如有其他问题，请联系单位人事科并加入学院群。

If you have any other questions, please communicate with your unit HR office and they will invite you to join their official Ding Talk group.

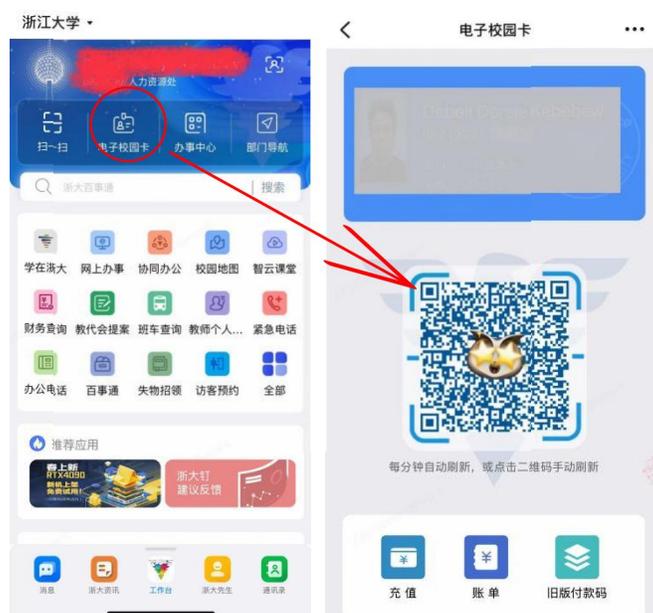
电子校园卡 Electronic Campus Card

电子校园卡位于浙大钉里浙江大学工作台最上方。出示电子校园卡即可进入校园、一键付款，实时掌握付款信息。

The electronic campus card is found at the top of Zhejiang University Ding Talk App (*refer to the screenshot below*). The e-campus card allows you to enter the campus, provide online payment service and real-time payment information.

新外籍老师可以通过浙大钉申领浙大电子校园卡，申领成功后凭电子校园卡入校。

New international staff could apply for the Zhejiang University electronic campus Card after their official onboarding. Only the staff with Zhejiang University ID can enter the school with their electronic campus card.



ZJU Ding Talk App and e-campus card

信息资源 Information Resource

校园卡 Campus Card

校园卡是个人身份证明，必须本人持有，不得转借他人。校园卡可以在校园各个场合使用，例如进入公寓、图书馆，餐厅、校园超市支付，图书馆借阅图书等。

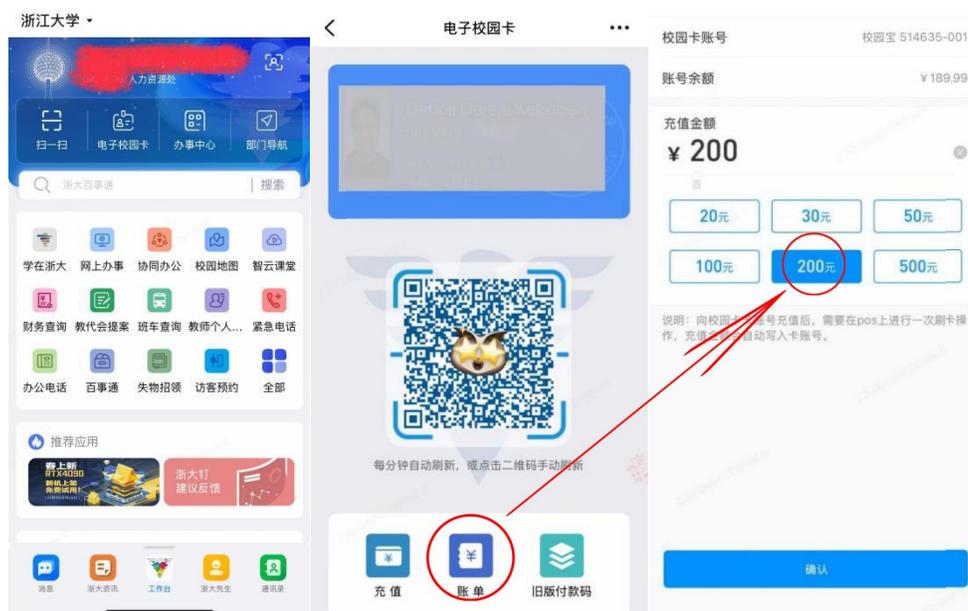
Campus card conveniently serves as your official identity in the university that runs a variety of applications and allows you to: enter university, library; make payments at cafeterias, canteens, and affiliated shops on campuses.



校园卡密码：校园卡初始密码为工号后六位。

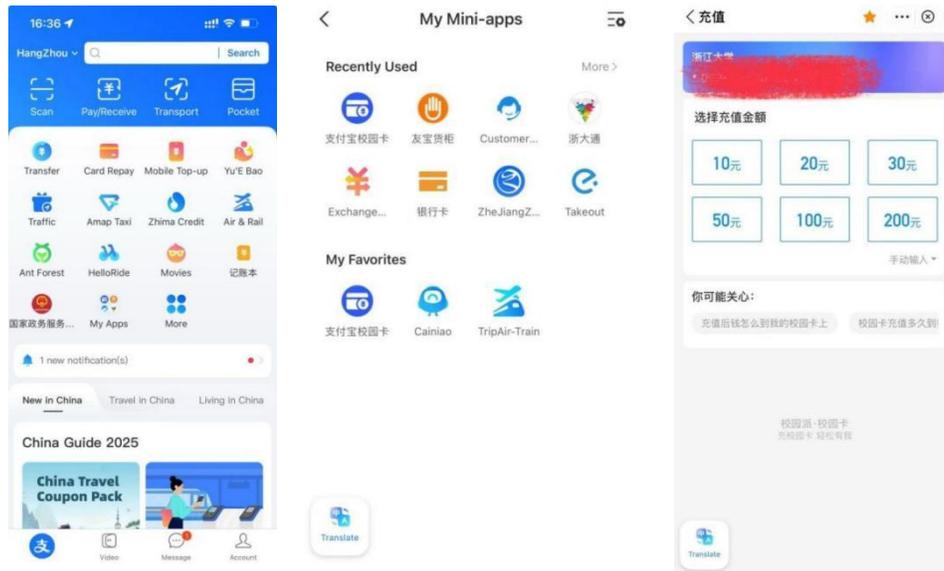
The initial password for your campus card is the last six digits of your staff ID/passport number

校园卡常用充值方式 Common top up methods



The campus card can be recharged either offline (at authorized service centers located on campus) or online via a service linked to your bank card or Alipay. (For details, refer to the top-up method outlined here).

支付宝 Alipay



校园卡遗失与补卡 Applying for lost/damaged campus Card

如果你丢失了校园卡，你可以到每个校区的校园卡服务中心或自助机补办新卡，工本费 20 元。

In case you lose your campus card, you can go to make a new one for a fee of 20 RMB in Card Center on each campus.

You could also get a new one from self-service machines just like below.



预先准备 Popular Social Media and Apps in China

微信 WeChat

建议新的外籍教师下载微信（WeChat）应用程序，因为该应用程序用户面非常广，并在中国的各种活动中会用到。如需帮助请访问：<https://help.wechat.com>。

It is recommended to download the WeChat app as this app is very popular and used for various activities in China (please refer <https://help.wechat.com>). It is advised to register with your Chinese SIM card if you are new user, or changed your phone.

支付宝 Alipay

Alipay 支付宝是中国最常使用的数字支付软件之一，它提供了多样的服务，包括账单支付、线上购物、相互转账、乘坐公交和地铁、打车等。

Alipay is the one of most used digital payment tools in China, which offers a wide range of services, including bill payments, online shopping, peer-to-peer transfer, bus and metro use, calling taxi, etc.

一些校园服务要求需要用支付宝，所以推荐大家在来中国之前下载支付宝软件。

Some of the campus services require Alipay, so it is highly recommended to download Alipay before coming to China.



各学院（单位）联系方式 Contact Information for the
Schools/Departments

单位 Colleges/Department	联系人 Contact person	联系方式 Telephone and Email
文学院 School of Literature	陈老师 Ms. Chen	Tel: 571-88273192 E-mail: zdchenye@zju.edu.cn
历史学院 School of History	陈老师 Ms. Chen	Tel: 571- 88273295 E-mail: anqi33@zju.edu.cn
哲学学院 School of Philosophy	马老师 Ms. Ma	Tel: 571- 88273525 E-mail: maliping@zju.edu.cn
艺术与考古学院 School of Art and Archaeology	李老师 Ms. Li	Tel: 571-88273633 E-mail: chli@zju.edu.cn
外国语学院 School of International Studies	傅老师 Ms. Fu 王老师 Ms. Wang	Tel: 571-88206176 E-mail: flq@zju.edu.cn、 wangjiayue@zju.edu.cn
College of Media and International Culture 传媒与国际文化学院	徐老师 Mr. Xu	Tel: 571-87075138 E-mail: scxu@zju.edu.cn
经济学院 School of Economics	沈老师 Mr. Shen 吕老师 Ms. Lv	Tel: 571-88981691 E-mail: jjxy@zju.edu.cn Tel: 0571-88982089 E-mail: lyufanghui@zju.edu.cn
光华法学院 Guanghua Law School	冯老师 Ms. Feng	Tel: 571-86592725 E-mail: relax@zju.edu.cn

教育学院 College of Education	周老师 Ms. Zhou	Tel: 571-88273140 E-mail: zdzju@zju.edu.cn
管理学院 School of Management	裘老师 Ms. Qiu	Tel: 571-88206858 E-mail: qiuting@zju.edu.cn
公共管理学院 School of Public Affairs	朱老师 Ms. Zhu	Tel: 571-56662071 E-mail: zjhorsezhu@zju.edu.cn
社会学系 Department of Sociology	王老师 Ms. Wang	Tel: 571-88208662 E-mail: shxx@zju.edu.cn
马克思主义学院 School of Marxism	杨老师 Ms. Yang	Tel: 571-87078920 E-mail: 0017512@zju.edu.cn
数学科学学院 School of Mathematical Sciences	陈老师 Ms. Chen	Tel: 571-87953947 E-mail: chenli07@zju.edu.cn
物理学院 School of Physics	郑老师 Ms. Zheng	Tel: 571-87953118 E-mail: phyac@zju.edu.cn
化学系 Department of Chemistry	夏老师 Ms. Xia	Tel: 571-87951895 E-mail: qxia@zju.edu.cn
地球科学学院 School of Earth Sciences	谢老师 Ms. Xie 方老师 Ms. Fang	Tel: 571-87953269, 571-87951336 E-mail: jiaxie@zju.edu.cn dilith@zju.edu.cn
心理与行为科学系 Department of Psychology and Behavioral Sciences	刘老师 Ms. Liu	Tel: 571-88273022 E-mail: Lss644@zju.edu.cn
机械工程学院 School of Mechanical Engineering	陈老师 Mr. Chen	Tel: 571-87951181 E-mail: sme_hr@zju.edu.cn

材料科学与工程学院 School of Materials Science and Engineering	倪老师 Mr. Ni	Tel: 571-87951400 E-mail: niml@zju.edu.cn
能源工程学院 College of Energy Engineering	张老师 Ms. Zhang	Tel: 571-87952382 E-mail: sid@zju.edu.cn
电气工程学院 College of Electrical Engineering	周老师 Ms. Zhou	Tel: 571-87951538 E-mail: lianazhou@zju.edu.cn
建筑工程学院 College of Civil Engineering and Architecture	朱老师 Ms. Zhu	Tel: 571-88208677 E-mail: rzhu@zju.edu.cn
化学工程与生物工程学院 College of Chemical and Biological Engineering	黄老师 Ms. Huang	Tel: 571-87951490 E-mail: zjuhgy@zju.edu.cn
海洋学院 Ocean College	钟老师 Ms. Zhong	Tel: 0580-2092 528 E-mail: xhzhong@zju.edu.cn
航空航天大学 School of Aeronautics and Astronautics	徐老师 Mr. Xu	Tel: 571-87952897 E-mail: xu@zju.edu.cn
高分子科学与工程学系 Department of Polymer Science and Engineering	刘老师 Ms. Liu	Tel: 571-87951308 E-mail: ciciliu33@zju.edu.cn
光电科学与工程学院 College of Optical Science and Engineering	姚老师 Ms. Yao	Tel: 571-87953023 E-mail: yile@zju.edu.cn
信息与电子工程学院 College of Information Science & Electronic Engineering	王老师 Mr. Wang	Tel: 571-87953027 E-mail: wangjunxia@zju.edu.cn

集成电路学院 College of Integrated Circuits	赵老师 Mr. Zhao	Tel: 571-82990603 E-mail: rongrong@zju.edu.cn
控制科学与工程学院 College of Control Science and Engineering	李老师 Ms. Li	Tel: 571-87951135 E-mail: lixuhua@zju.edu.cn
计算机科学与技术学院 College of Computer Science and Technology	陈老师 Mr. Chen	Tel: 571-87952886 E-mail : chhy@zju.edu.cn
软件学院 School of Software Technology	翟老师 Mr. Zhai	Tel: 574-88229325 E-mail: yxzhai@zju.edu.cn
生物医学工程与仪器科学学院 College of Biomedical Engineering and Instrument Science	汤老师 Mr. Tang	Tel: 571-87951086 E-mail: tangqin88@zju.edu.cn
生命科学学院 College of Life Sciences	丁老师 Mr. Ding	Tel: 571-88206483 E-mail: lsckyk@zju.edu.cn
生物系统工程与食品科学学院 College of Biosystems Engineering and Food Science	卢老师 Ms. Lu	Tel: 571-88982559 E-mail: luhuangping@zju.edu.cn
环境与资源学院 College of Environmental and Resource Sciences	何老师 Ms. He	Tel: 571-88982963 E-mail: hzrs@zju.edu.cn
农业与生物技术学院 College of Agriculture and Biotechnology	陈老师 Ms. Chen	Tel: 571-88982537 E-mail: kyk.cab@zju.edu.cn
动物科学学院 College of Animal Sciences	王老师 Ms. Wang	Tel: 571-88982603 E-mail: zrwang@zju.edu.cn

<p>医学院</p> <p>School of Medicine</p>	<p>李老师</p> <p>Ms. Li</p>	<p>Tel : 571-88208027</p> <p>E-mail:yinyinlee@zju.edu.cn</p>
<p>药学院</p> <p>College of Pharmaceutical Sciences</p>	<p>卢老师</p> <p>Ms. Lu</p>	<p>Tel: 571-88208416</p> <p>E-mail:</p> <p>lujunyan2017@zju.edu.cn</p>
<p>国际联合学院(海宁国际校区)</p> <p>Zhejiang University International Campus (Haining)</p>	<p>徐老师</p> <p>Ms. Xu</p>	<p>Tel: 87572122</p> <p>Email: xulp@zju.edu.cn</p>

通讯地址：浙江省杭州市余杭塘路 866 号浙江大学人力资源处人才招聘中心

Human Resources Department, Zijingang campus, Zhejiang University, No.866, Yuhangtang Road, Hangzhou.

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Tel: +86-571-88982685

网址：<https://hr.zju.edu.cn/>

