

Checklists for Work Permit and Foreign Expert Certificate

Applicants for Foreign Experts Certificate should submit all the following documents to their host department who would forward the documents to SISU Foreign Affairs Office through the university's internal procedure. Applicants could also contact SISU Foreign Affairs Office (Grace Leung: liangxiaoxue@shisu.edu.cn) for assistance.

1. Passport copy of its Front Photo Page, Visa Page and the page of the most recent Entry Stamp to China
APPLICABLE to accompanying family member
2. Applicant's CV template both in English and Chinese
(Download: <http://infadm.shisu.edu.cn/s/53/t/32/a/34661/info.jspy>)
3. Copy of your highest degree certificate (diploma)
If it is not in English, please translate it into English or Chinese.
4. 8 pieces of your photo (4 pieces of each accompanying family member)
5. Copy of Shanghai Registration Form of Temporary Residence
The form could be obtained from the SISU Hotel/Foreign Expert Building front desk if you live on-campus, or the local police station which governs your residence community
6. Fill in and sign the bilingual paragraphs of the Letter of Commitment
(Download: <http://infadm.shisu.edu.cn/s/53/t/32/a/34663/info.jspy>)
7. Certificate of verification for physical examination
体检地点: 上海市金浜路 15 号 (原哈密路 1701 号) 国际旅行卫生保健中心
Shanghai International Travel Healthcare Center, Address: No. 15 Jin Bang Rd.
Appointment Online via <http://www.sithc.com/> by the Foreign Affairs Office 20 days in advance.
8. Copy of contract signed with SISU both in Chinese and English
9. A standard recommendation letter by your previous institute if you worked for a public education institute (including university, college or high school etc.)
(Download: <http://infadm.shisu.edu.cn/s/53/t/32/a/34664/info.jspy>)
And the copy of the Cancellation Proof of your last Foreign Expert Certificate (obtained from your last employer)
Or The Release Letter issued by your previous Chinese employer if you worked in a company or a training agency
(Download: <http://infadm.shisu.edu.cn/s/53/t/32/a/34665/info.jspy>)
NOT APPLICABLE to those whose previous employer is a foreign-based institution / company
10. Copy of official document which could prove your relationship with family members, such as marriage certificate, your child's birth certificate.
NOT APPLICABLE to those who don't have accompanying family members.