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# 外国人来华工作许可服务指南（暂行）

## Service Guidance on Application for Foreigners' Work Permit in China

(Trial)

### 一、适用范围

Scope of application

本指南适用于中华人民共和国境内依法设立的用人单位聘用外国人来华工作许可的申请和办理，审批对象为聘用外国人的用人单位和外国人。

This guidance is applicable to the legal employers in China and their foreign employees on the application for foreigners' work permit in China.

### 二、事项审查类型

Method of review

前审后批。

It shall be reviewed first and then approved.

### 三、审批依据

Basis of review and approval

（一）《中华人民共和国行政许可法》。

*Administrative License Law of the People's Republic of China*

（二）《中华人民共和国出境入境管理法》第四十一条规定：

外国人在中国境内工作，应当按照规定取得工作许可和工作类居留证件。任何单位和个人不得聘用未取得工作许可和工作类居留证件的外国人。

*Article 41 under Exit and Entry Administration Law of the People's Republic of China:*  
Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant regulations. No entities or individuals shall employ foreigners who have no work permits or work-type residence permits.

（三）《中华人民共和国外国人入境出境管理条例》第七条规定：申请 R 字签证，应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求，并按照规定提交相应的证明材料。申请 Z 字签证，应当按照规定提交工作许可等证明材料。

*Article 7 under Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners:* To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for introducing persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents; To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.

规定：工作类居留证件，应当提交工作许可等证明材料；属于国家需要的外国高层次人才和急需紧缺专门人才的，应当按照规定提交有关证明材料。

Requirement: To apply for the work-type residence permit, the applicant shall submit the

work permit and other certification documents. To apply for persons of high talent or urgently needed specialists in China, the applicant shall submit relevant certification documents.

（四）国务院审改办《关于整合外国人来华工作许可事项意见的函》（审改办函〔2015〕95号）。

*SGBH <2015> No. 95 Reports on the integration of the two different work permit (involving border entrance work permit and foreign experts for overseas employees in China) into one system by the Office for Administrative Examination and Approval System Reform under State Council.*

#### 四、受理机构

Handling Authority

深圳市外国专家局。

Shenzhen Administration of Foreign Experts Affairs

#### 五、决定机构

Decision-making Authority

深圳市外国专家局。

Shenzhen Administration of Foreign Experts Affairs

#### 六、数量限制

Quantity limit

外国高端人才（A类）无数量限制；外国专业人才（B类）根据市场需求限制；其他外国人员（C类）数量限制按国家有关规定执行。具体数量限制可通过外国人来华工作管理服务系统（<http://fwp.safea.gov.cn/>）查询。

No quantity limit for A-class Foreign Talents; Quantity limit for B-class Foreign Talents under market requirement; Quantity limit for C-class Foreign Talents under relevant state regulations. Specific quantity limit can be checked on *Service system for foreigners working in China* (See <http://fwp.safea.gov.cn/>).

## 七、申请条件

### Application criteria

#### (一) 用人单位基本条件

##### Basic requirements for employers

1.依法设立，无严重违法失信记录；聘用外国人从事的岗位应是有特殊需要，国内暂缺适当人选，且不违反国家有关规定的岗位；支付所聘用外国人的工资、薪金不得低于当地最低工资标准。

The employer shall comply with the law and have no serious illegal record of dereliction of duty; the employment of foreigners shall be for special needs with a lack of appropriate Chinese candidates and without violating relevant provisions; the income for those foreigners shall not be lower than the local minimum wage.

2.法律法规规定应由行业主管部门前置审批的，需经过批准。

The provisions mentioned that the applicants who needed to be reviewed and approved by the competent industry authorities shall be ratified.

#### (二) 申请人基本条件

##### Basic requirements for applicants

1. 应年满 18 周岁，身体健康，无犯罪记录，境内有确定的用人单位，具有从事其工作所必需的专业技能或相适应的知识水

平。

Capable applicants with qualified professional skills and knowledge shall have a certain employer in China and shall be at least 18 years old with good health and without a criminal record.

2.所从事的工作符合我国经济社会发展需要，为国内急需紧缺的专业人员。

Applicants shall work in urgently needed jobs in China and can make contributions to China's economic and social development.

3.法律法规对外国人来华工作另有规定的，从其规定。

Applicants shall comply fully with all laws and regulations provided for foreigners working in China.

### （三）外国高端人才（A类）

#### A-class Foreign Talents

外国高端人才是指符合“高精尖缺”和市场需求导向，中国经济社会发展需要的科学家、科技领军人才、国际企业家、专门特殊人才等，以及符合计点积分外国高端人才标准的人才。外国高端人才可不受年龄、学历和工作经历限制。具体见外国人来华工作分类标准（试行）。

Urgently needed scientists, science and technology leaders, international entrepreneurs, and people with special and unique talents who can make significant contributions to China's economic and social developments and those who conform to the Points-based System are called A-class Foreign Talents who are of high talent and meet the market-oriented demand with no limits of age, degree or working experience. Please see the

details in *Classification Standard for Foreigners Working in China (Trial)*.

#### (四) 外国专业人才 (B 类)

##### B-class Foreign Talents

外国专业人才是指符合外国人来华工作指导目录和岗位需求，属于经济社会发展急需的人才，具有学士及以上学位和 2 年及以上相关工作经验，年龄不超过 60 周岁；对确有需要，符合创新创业人才、专业技能类人才、优秀外国毕业生、符合计点积分外国专业人才标准的以及执行政府间协议或协定的，可适当放宽年龄、学历或工作经历等限制。具体见外国人来华工作分类标准（试行）。国家对专门人员和政府项目人员有规定的，从其规定。

B-class Foreign Talents should be professionals who are urgently needed for China's economic and social development, in line with the *Guidance Catalogue of Foreigners Working in China* and the job requirements, 60 years old or less, hold a bachelor degree or above, and have at least two years of relevant working experience. The limits may be relaxed for those who are specially needed, regarded as innovative entrepreneurial talents, professional and technical talents, and excellent foreign graduates, and conform to the Points-based System and the executor of intergovernmental protocol and agreement. Please see the details in *Classification Standard for Foreigners Working in China (Trial)*. Other provisions for special governmental projects and professionals should be followed preferentially.

#### (五) 其他外国人员 (C 类)

##### C-class Foreign Talents

其他外国人员是指满足国内劳动力市场需求，符合国家政策规定的其他外国人员。具体见外国人来华工作分类标准（试行）。

C-class Foreign Talents are other professionals, who meet the domestic labor market demand and conform to national policies. Please see the details in Classification Standard for Foreigners Working in China (Trial).

#### （六）具备如下条件的，予以批准

Where any applicants meet all of the following circumstances, the competent departments shall approve such application:

##### 1.属于外国人工作管理部门职权范围的；

Where they are within the scope of the respective responsibility under the competent departments on foreigners affairs;

##### 2.符合上述来华工作外国人条件的；

Where they meet the standard on foreigners working in China;

##### 3.申请材料真实、齐全、符合要求的。

Where they submit all the needed certification documents which is real and qualified;

#### （七）有如下情形之一的，不予批准

Where any applicants fall under any of the following circumstances, the competent departments shall reject such application:

##### 1.申请材料不齐全的；

Where they have not submitted all the needed documents;

##### 2.申请材料不符合要求的；

Where their documents are not qualified;

### 3.申请材料虚假的；

Where their documents are not real;

### 4.申请人不符合来华工作条件的；

Where they do not meet the standard on foreigners working in China;

### 5.不适宜发给外国人来华工作许可的其他情况。

Where they are not qualified to get the foreigners' work permit under other circumstances.

## 八、申请材料目录

### Catalogue of application materials

#### (一) 申请材料清单

#### Application materials list

### 1.用人单位或受委托的专门服务机构在线注册账号

The online account registration for employers or authorized special service agencies

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	信息注册表 Registration Form	原件 Original	1	电子 Soft Copy	加盖本单位公章。 Stamped with the official seal of the company	授权使用单位外事、人事或依法刻制的冠以法定名称的劳动合同业务专用章的，需提交公章授权书备案。 The seal of authorized departments of foreign affairs and human



						resources or the special labor contract seal with the full name of the company should have an official seal record.
2	合法登记证明 Legal Registration Proof	原件 Original	1	电子 Soft Copy	营业执照、组织机构代码证、社会保险登记证、外国企业常驻代表机构登记证或境外非政府组织代表机构登记证书等，已有社会统一信用代码的提供社会统一信用代码证书。 Unified social credit code certificate (preferentially if any), business license, organization code certificate, social insurance registration certificate, registration certificate of representative of foreign enterprise in China, or foreign non-governmental organization	

					representative registration certificate, etc.	
3	负责人及经办人身份证明 ID of the person in charge and the client	原件 Original	1	电子 Soft Copy		
4	行业许可证明文件 Industry license	原件 Original	1	电子 Soft Copy	法律法规规定应由行业主管部门前置审批的，需提交行业主管部门批准文书。 The provisions mentioned that the entities who needed to be reviewed and approved by the competent industry authorities shall submit the approval instrument.	

**特别提示：**

**Notice:**

**1. 用人单位注册信息变更，需提供变更材料，可加盖经授权的外事或人事部门公章。**

If there is any change in the registration, please provide the changed materials with the official seal of the foreign affairs or human resources department of the unit.

**2. 用人单位办公地址、经济类型等变更，应提供有关行政部门出具的批准函、营业执照、社会统一信用代码证书或组织机构代码证等法定注册登记证明。**

If there is any change in the address, economic types, or other changes, please provide the approval letter, business license, unified social credit code certificate, or organization code certificate and other legal registration certificate issued by the relevant administrative departments.

**3. 申请人变更为法定代表人或首席代表的，应提供已变更的营业执照、组织机构代码证书、社会保险登记证或外国企业常驻代表机构登记证及代表证。**

If the applicant changes to a legal representative or chief representative, please provide the updated business license, the organization code certificate, the social insurance registration certificate or the registration certificate and representative certificate of the resident representative office of the

foreign enterprise in China.

4.跨国公司、跨国公司在华地区总部（商务部门认定）、企业集团（《企业集团登记证》，包括母公司和成员公司）、中央所属企业及其二级公司、国家高新技术企业（科技部门认定）、经国家认定的企业工程研究中心（发展改革部门认定）、工程实验室（发展改革部门认定）、工程技术研究中心（科技部门认定）、企业技术中心（经信部门认定）以及地方技术创新服务平台（科技部门认定）等提交相关证明材料注册账号后，申请许可时可不重复提交相应证明材料。

Those units, multinational companies, headquarters of multinational companies in China (identified by the Business Department), enterprise groups (holders of the *Enterprise Group Registration Certificate*, including the parent company and member companies), national enterprises and their secondary companies, national high-tech enterprises (identified by the Science and Technology Department), National Engineering Research Center (identified by the Development and Reform Department), engineering laboratories (identified by the Development and Reform Department), engineering and technology research centers (identified by the Science and Technology Department), enterprise technology centers (identified by the Economy and Information Department), and local technological innovation service platforms (identified by the Science and Technology Department), etc., should complete registration and submit the relevant documents without unnecessary repeats.

5.委托专门服务机构代办的，专门服务机构具体办理许可申请、延期、变更、注销、补办业务，需提交用人单位授权委托书，明确受委托单位及具体受委托人、委托事项，并填写受委托人身份证号及联系电话。

If the procedure of application, postponing, changing, cancelling, or re-submitting are passed to an agent, please provide the letter of authorization by the unit and specify the client, commissioned responsibilities, and the ID and contact number of the client.

## 2.申请办理外国人来华工作许可（来华工作 90 日以上，不含 90 日）

Application for Foreigners' Work Permit in China (working in China above 90 days, not including 90 days)

### （1）申请《中华人民共和国外国人工作许可通知》（简称《外国人工作许可通知》）

Application for the *Acceptance Notification for Foreigners working in the People's Republic of China* (Hereinafter referred to as the *Foreigners' Work Permit Notification*)

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/ Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可申请表 Application	原件 Original	1 份	纸质/电子 Both hard copy and	在线填写打印， 申请人签字（复 印或传真件）	用人单位公章 包括法定名称 章，以及已在

	Form for Foreigners' Work Permit in China			soft copy	<p>后，加盖用人单位公章或经单位授权部门公章上传至系统。</p> <p>Fill in the online application – print it out from the system – send to the applicants to sign on it(send copy or fax if needed) – stamp it with the company's seal or the seal of the authorized departments– upload it to the system.</p>	<p>系统授权备案登记的外事、人事机构和劳动合同业务公章。</p> <p>The company seal and the authorized seal with official records mentioned above.</p>
2	<p>工作资历证明</p> <p>Work Qualification</p>	<p>原件</p> <p>Original</p>	1 份	<p>电子</p> <p>Soft copy</p>	<p>由申请人原工作过的单位出具从事与现聘用岗位工作相关的工作经历证明，包括职位、工作时间或曾经做过的项目，需申请人原工作单位加盖公章或负责人签字，并留有证明联系人有效联系电话或电子邮件。</p> <p>The previous company issues the relevant work qualification, covering the information about the position, work duration, and the projects that have been</p>	<p>符合《外国人来华工作分类标准》外国高端人才（A类）（一）入选国内相关人才计划的；（二）符合国际公认的专业成就认定标准的，该项采用承诺制，依据过往工作经历达到专业成就认定标准的除外。如申请人在专业领域知名奖项获奖，可提供相应获奖证明材料。应届优秀毕业生可提供学校推荐信。</p> <p>Applicants who are A-</p>

				<p>completed. The document needs to be signed by the person in charge with a contact number and an email address, and stamped with the company seal.</p>	<p>class foreign talent according to the Classification Standard for Foreigners Working in China: 1. Applicants who have been included in relevant China domestic talent plans; 2. Candidates who conform to the internationally recognized identification standard for professional achievement; could submit without work qualifications certificate but a pledge report (the applicants who meet the standard based on the work qualifications is excluded). If the applicants have any award in the relevant professional fields, please also prove the</p>
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						proof materials of the award.  Excellent graduating students could submit the recommendation letter issued by school instead.
3	最高学位（学历）证书或相关批准文书、职业资格证明 Highest degree certificate, relevant approval document, professional qualification	原件 Original	1 份	电子 Soft copy	最高学位（学历）证书在国外获得的，应经我驻外使、领馆或由申请人获得学位（学历）所在国驻华使、领馆或我国学历认证机构认证。 If the highest degree was issued by a foreign university, the degree should be certified by a Chinese embassy or consulate in the related country, that country's embassy or consulate in China, or academic authentication institutions on the Chinese mainland. 最高学位（学历）证书在港澳特别行政区和台湾地区获得的，	符合《外国人来华工作分类标准》外国高端人才（A类）（一）入选国内相关人才计划的；（二）符合国际公认的专业成就认定标准的；（三）符合市场导向的鼓励类岗位需求的外国人才；（四）创新创业人才的，最高学位（学历）证书采用承诺制。 Applicants who are A-class foreign talent according to the Classification Standard for Foreigners Working in China: 1. those who have been included in

				<p>应经我国学历认证机构认证或经所在地区公证机构公证。</p> <p>If the highest degree was issued in Hong Kong, Macao and Taiwan, the degree should be certified by the academic authentication institutions on the mainland or notarized by the local notary office.</p> <p>最高学位（学历）证书在中国境内获得的，应经学信网认证。</p> <p>If the highest degree was issued by a university on the Chinese mainland, the degree should be certified online by the website of China Credentials Verification (See <a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a>).</p> <p>我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格的，应提供行业主管部门批准文书或职业资格证明。</p>	<p>relevant China domestic talent plans;</p> <p>2. those who conform to the internationally recognized identification standard for professional achievement;</p> <p>3. those who meet the market-oriented demand for encouraged jobs;</p> <p>4. those who are innovative entrepreneurial talents, could submit without the academic authentication certificate but the highest degree certificate and a pledge report.</p> <p>如有国外专业资格证明，应经我驻外使、领馆认证，或获得专业资格证明所在国的驻华使、领馆认证或公证机构对原件公证。</p> <p>If there are</p>
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					<p>If there is other industry permit needed to be approved by the competent authority under relevant legal provisions or other qualified corresponding access professional qualifications, please submit it as well.</p>	<p>other corresponding professional qualifications issued overseas, please provide supporting authentication from relevant departments mentioned above.</p> <p>职业资格证明在港澳特别行政区和台湾获得的，应经所在地区公证机关对原件公证。</p> <p>If there are other corresponding professional qualifications issued in Hong Kong, Macao and Taiwan, please provide supporting authentication from relevant departments.</p>
4	<p>无犯罪记录证明</p> <p>Certificate of No Criminal Record</p>	<p>原件</p> <p>Original</p>	1 份	电子	<p>应当由申请人国籍国或经常居住地警察、安全、法院等部门出具并经我驻外使、领馆认证或外国驻华使、领馆认证。</p> <p>The certificate</p>	<p>外国高端人才（A类）该项采用承诺制。</p> <p>A-class Foreign Talent can submit without this certificate but</p>



				<p>should be issued by the applicant's home country or country of permanent residence, and it should be certified by an embassy or consulate of China or embassy or consulate of these countries.</p> <p>在港澳特别行政区和台湾地区出具的无犯罪记录证明，应经所在地区公证机关公证。</p> <p>If the certificate is issued by Hong Kong, Macao or Taiwan, it should be notarized by the local notary office.</p> <p>经常居住地指申请人离开国籍国最后连续居住一年以上的国家或地区，不包括在中国境内。</p> <p>The country of permanent residence refers to the last country where the applicant has lived for one whole year after they leave their home country.</p> <p>无犯罪记录签发时间应在 6 个月</p>	<p>a pledge report to prove that they have no criminal record.</p> <p>不接收仅为本人声明无犯罪的宣誓性无犯罪记录。</p> <p>Personal declarations of no criminal record are not accepted.</p> <p>外交（含外国驻华使、领馆）出具的非宣誓性无犯罪记录可直接接收，不再认证。</p> <p>A certificate of no criminal record issued by a foreign embassy or consulate in China can be accepted (the declaration one is not included) without further certification.</p>
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					内。 Certificates of no criminal record should have been issued within the last six months.	
5	体检证明 Medical Report	原件 Original	1 份	电子 Soft copy	<p>由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明，签发时间均在 6 个月内。</p> <p>All medical reports shall be issued by the China Inspection and Quarantine Authority or the overseas medical institutions approved by the China Inspection and Quarantine Authority within the last six months.</p>	<p>经中国检验检疫机构认可的境外卫生医疗机构名单，可至当地驻外使领馆网站查询。可入境前采用承诺制，入境后申领《中华人民共和国外国人工作许可证》时应补充提交中国境内检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书。</p> <p>The list of overseas medical institutions approved by the China Inspection and Quarantine Authority can be found on the website of the local embassies and consulates. A pledge regarding one's health condition can be accepted before</p>

						entering China. However, certification will be required when applying for the Foreigners Work Permit.
6	聘用合同或任职证明（包括跨国公司派遣函） Employment contract or Employment Certification (dispatch letter by multinational companies)	原件 Original	1 份	电子 Soft Copy	<p>应提供中文合同，应由申请人签名并加盖单位公章，不得涂改。入选大企业直通车名单的和连续三年无不良信用记录的用人单位，入境前无法提供聘用合同的，可提供任职证明，入境后申领《中华人民共和国外国人工作许可证》时提交聘用合同，必要内容需前后一致；如不一致，需重新申请许可，但薪酬提高或者职务（职位）提升的除外。</p> <p>If the contract is not in Chinese, please provide a translated version with the applicant's signature and the company seal without any alteration. If the employer is included in the through service list for great</p>	<p>聘用合同或任职证明（包括跨国公司派遣函）应当包括工作地点、工作内容、薪酬、来华工作时间、职位、盖章页（签字）必要内容。任职证明适用执行政府间、国际组织间协议或协定人员、各类驻华代表处首席代表及代表及境外合同服务提供者。</p> <p>The employment contract and certification (dispatch letter) should be signed by the applicant, stamped with the company seal, and also contain the following information: work place, job responsibilities</p>

				enterprises or has no bad credit record for three consecutive years and the contract cannot be provided before entering China, the employment certification could be accepted. However, the contract will still be required when applying for the Foreigners Work Permit. The information in the employment certification and the contract needs to be consistent, except for salary raise and promotions; otherwise the application will be rejected.	<p>ss, payment, work duration in China, and position. The employment certificate shall apply to those who work for intergovernmental offices, international agreements, or resident representative office of the foreign enterprise or other overseas contract service providers.</p> <p>派遣函适用情形为跨国公司总部或地区总部从境外派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职，由跨国公司总部或地区总部出具。</p> <p>The dispatch letter applies to senior management, and professional and technical staff sent from their headquarters to branches in</p>
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					<p>China, and the letter should be issued by the company headquarters or regional headquarters.</p> <p>任职证明（包括派遣函）如缺少必要内容，需另行出具证明补充说明。</p> <p>If the employment certification or the dispatch letter does not contain the required information, please provide additional explanation.</p> <p>跨国公司在华地区总部派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职的，提交派遣函以及与跨国公司在华地区总部签订的聘用合同。</p> <p>If the senior management and professional and technical staff are sent from the</p>
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						headquarters to branches in China, please provide the dispatch letter and the employment contract.
7	<p>申请人护照或国际旅行证件</p> <p>Passport or International Travel Documents</p>	<p>原件</p> <p>Original</p>	1 份	<p>电子</p> <p>Soft copy</p>	<p>护照或国际旅行证件信息页。</p> <p>The information page of the passport or the international travel document</p>	<p>护照有效期不得少于 6 个月。</p> <p>The valid period of the document shall not be less than 6 months.</p>
8	<p>申请人 6 个月内正面免冠照片</p> <p>Applicant 's bareheaded and full-face photo taken within the last 6 months</p>	<p>原件</p> <p>Original</p>	1 张	<p>电子</p> <p>Soft copy</p>	<p>近期免冠电子照片，白色背景，无边框，面部特征完整，图像清晰，无斑点、瑕疵、印墨缺陷。JPG 格式，大小 40K-120k 字节之间，不低于 354（宽）*472（高）像素，不大于 420（宽）*560（高）像素、24 真色彩。An electronic photo that was recently taken, with a clear image and clean white background, in JPG format with the RGB image of 24-bit true color and the size of 40K-120k bytes, no less than 354 (width) * 472 (height) and no</p>	<p>不建议戴帽子或头巾等饰物，如因宗教原因不得不戴，应确保其不遮挡申请人整个面部。</p> <p>Wearing a hat or scarf is not recommended . If such clothing cannot be removed due to religious reasons, please make sure that it does not block the applicant's entire face.</p>

					more than 420 (width) * 560 (height).	
9	<p>随行家属相关证明材料</p> <p>Relevant Supporting Materials for Accompanying Family Members</p>	<p>原件</p> <p>Original</p>	1 份	<p>电子</p> <p>Soft copy</p>	<p>包括随行家属护照（或国际旅行证件）信息页、家属关系证明（配偶—结婚证书，子女-子女出生证明或收养证明，父母或配偶父母—申请人出生证明或结婚证书或公证证明）、体检报告（18 周岁以上家属）以及电子照片。</p> <p>The information page of the passport or the international travel document; certification of family relationship (spouse - marriage certificate, child - child birth certificate or adoption certificate, parent or spouse parent - applicant birth certificate or marriage certificate or notarized certificate); medical report (family members over 18 years old) and their electronic</p>	<p>随行家属包括配偶、未年满 18 周岁的子女、父母及配偶父母。</p> <p>Accompanying family members include spouses, children under the age of 18, parents, and spouse's parents.</p>

					photos.	
10	其他材料 Other Materials					

**特别提示：**

**Notice:**

**1.非中文证明材料均需提供中文翻译件（非英文证明材料需由专业翻译机构出具翻译件），并加盖用人单位公章，但护照或国际旅行证件除外。受理机构或决定机构对翻译件内容意思与原件严重不符的，可要求用人单位重新提供。**

Non-Chinese documents should be translated into Chinese by professional translation institution (English and Japanese documents could be translated by the employers themselves) and stamped with a company seal, except for passports and international travel documents. The translation must be consistent with the original text, and the Authority could request the entities to submit another correct one if there is any discrepancies.

**2.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统，申领《中华人民共和国外国人工作许可证》时需查验原件。**

All paper versions of original documents and the translated versions must be uploaded to the online system and the original one shall be submitted to check at the time of collecting Foreigners' Work Permit.

**3.外国高端人才应根据外国人来华工作分类标准，提供符合认定条件的相关证明材料，由申请人在申请表中签字并加盖用人单位公章，同意许可决定机构根据需要进行补充调查。**

Applicants should provide the required materials according to the *Classification Standard for Foreigners Working in China*. The application form must be signed by the applicant and stamped with a company seal. Additional investigation may be conducted if necessary.

**4.通过计点积分达到高端人才标准的，应提供相应的最高学位(学历)证书、职业资格证明、汉语水平能力（中国汉语水平考试 HSK 证书）、来华工作年薪的收入证明以及工作资历证明等材料。**

Applicants using the Points-based System please provide the corresponding highest academic degree, vocational qualifications, Chinese proficiency certificate (HSK Chinese Proficiency Test Certificate), proof of annual salary in China and work qualification documents, etc.

**5.外国高端人才申请岗位（职业）与原工作许可批准聘用岗位（职业）不同的，应提供工作资历证明。我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格的，还应提供行业主管部门批准文书或职业资格证明。**

If the A-Class applicant has applied for a work permit before, and the position is not the same as that of the previous work permit, please provide the relevant work qualification documents. If there is other industry permit needed to be approved by the competent authority under relevant legal provisions or other qualified corresponding access professional qualifications, please submit it as well.

**6.国籍变更的，应重新申请外国人来华工作许可。**

If one's nationality has changed, the applicant shall apply for a work permit from all over again.

**7.关于文书领事认证规定可查询中国领事服务网（网址 <http://www.cs.mfa.gov.cn/>），或具体联系相应的中国驻外使、领馆。**

For any queries about certification or notarization, please refer to the website of the China Consular Service (See <http://www.cs.mfa.gov.cn/>) or contact the embassies and consulates of China.

**8.境外合同服务提供者指在中国境内无商业存在（即法律实体）但在境外从事实质性商业活动的境外企业的员工，为履行雇主从中国境内获取的服务合同，进入中国境内提供临时性服务，期间报酬由境外雇主支付。服务提供者应当具备与所提供服务相应的学历和专业技**



术资格。服务提供者数量根据合同规定的要执行的任务大小决定。 境外合同服务提供者申请来华工作许可，除提交上述所有材料外，还需提交在中国境内获取的服务合同（应当包括合同双方主体、工作地点、合同服务内容、申请人岗位及工作内容、在华工作期限、签字页）。

If the applicants with employers from outside China come to China for temporary service, working at a material business activity overseas but a legal entity in China, they will be paid by their overseas employer. These applicants should have the professional qualifications corresponding to the services provided. The number of service providers is determined by the tasks in the contract. In addition to submitting all the above materials, these applicants shall also submit a service contract obtained in China (which shall include the subject of the contract, the place of work, the contents of the service, the position of the applicant, their job responsibilities and working period, and the signature page).

9. 《中华人民共和国外国人工作许可通知》由系统自动生成，用人单位可自行下载或打印。

The entities could download or print out the *Acceptance Notification for Foreigners working in the People's Republic of China* online after its being issued automatically by the system.

## (2) 申领《中华人民共和国外国人工作许可证》（简称《外国人工作许可证》）

Apply for the *Work Permit for Foreigners working in the People's Republic of China*

(Hereinafter referred to as the *Foreigners' Work Permit*)

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	申请人所持签证（Z字或R字）或有效居留许可 Z, F or R visa and valid residence permit	原件 Original	1份	电子 Soft copy	护照（或国际旅行证件）签证页、入境签章页或居留许可信息页。 Visa page of the passport or the international travel document, entry signature page, or the information page of the residence permit	护照除遗失等特殊情况下，需要与申请《外国人工作许可通知》时所持护照一致。 The passport should be the same as the one used for the <i>Foreigners' Work Permit Notification</i> if it is not lost.
2	随行家属签证或有效居留许可 Visa or valid	原件 Original	1份	电子 Soft copy	护照（或国际旅行证件）签证页、入境签章页或居留许可信息页。	

	residence permit of accompanying families				Visa page of the passport or the international travel document, entry signature page, or the information page of the residence permit	
3	聘用合同 Employment Contract	原件 Original	1 份	电子 Soft copy	<p>合同应当包括工作地点、内容、薪酬、来华工作时间、职位、盖章页（签字）。</p> <p>The employment contract should be signed by the applicant, stamped with the company seal, and also contain the following information: work place, job responsibilities, payment, work duration in China, and position.</p>	<p>申请《外国人工作许可通知》时未提供的应提供。</p> <p>Those who did not submit a contract when applying for the <i>Foreigners' Work Permit Notification</i> should submit one.</p>
4	体检证明 Medical Report	原件 Original	1 份	电子 Soft copy	<p>中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，签发时间在 6 个月内。</p> <p>All medical reports shall be issued by the China Inspection and Quarantine Authority within the last six months.</p>	<p>申请《外国人工作许可通知》时未提供的应提供。</p> <p>Those who did not submit a report when applying for the <i>Foreigners' Work Permit Notification</i> should submit one.</p>

**特别提示：**  
**1. 申请人应补充填写《外国人来华工作许可申请表》中有关申领外国人工作许可证部分信息。**

Applicants should complete the application form for the Work Permit.

2. 申请《外国人工作许可通知》时提交的《外国人来华工作许可申请表》、聘用合同等为申请人电子签名的，需将申请人亲笔签名的原件重新以电子方式上传至办理系统。

The documents with the electronic signature for *Foreigners' Work Permit Notification*, including application form, contract and so on, shall be signed with the applicant's original handwritten signature and submitted online again.

3. 领取《外国人工作许可证》时，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。对采用承诺制的证明材料，可不提供原件核验。

For collecting the *Foreigners' Work Permit*, original copies of the application material as the one online will be reviewed. The hard copies of the materials could be saved and the original documents mentioned as the pledge reports could be exempted.

### 3. 境内申请外国人来华工作许可（来华工作 90 日以上，不含 90 日）

Apply for the *Foreigners' Work Permit in China* (working in China above 90 days, not including 90 days)

符合下列情形之一的，可在境内直接申请外国人来华工作许可，应按申请《外国人工作许可通知》和申领《外国人工作许可证》提交全部申请材料：

Those who meet one of the following conditions can apply directly in China for the Work Permit, with the submission of all relevant materials mentioned above:

(1) 持其他签证或有效居留证件已入境的外国高端人才（A 类）；

A-Class Foreign Talents who have already entered China with a visa or a valid residence permit;

(2) 在华工作的外国人变换用人单位，但工作岗位（职业）未变动，且工作类居留许可在有效期内的；

Foreigners working in China with a valid work residence permit who have changed their employer but still work in the same occupation;

(3) 中国公民的外籍配偶或子女、在华永久居留或工作的外

国人的配偶或子女，持有效签证或在有效期内的居留许可的；

Foreign spouses or children of Chinese citizens and spouses or children of foreigners who have permanent residence or work in China with a valid visa or residence permit;

(4) 符合自由贸易区、全面改革创新试验区相关优惠政策的；

In line with the related preferential policies of a free trade zone or comprehensive innovation reform pilot area;

(5) 用人单位符合享有跨国公司在华地区总部相关优惠政策的；

The employer conforms to the relevant preferential policies of multinational companies in China;

(6) 企业集团内部人员流动的；

Internal staff transfers within an enterprise group;

(7) 执行政府间协议或协定的；

For the implementation of intergovernmental agreements;

(8) 已持工作签证依法入境的驻华机构代表人员；已获得来华工作 90 日以下的外国人来华工作许可，在其停留有效期内，被境内用人单位依法聘用的；

Representatives of foreign enterprises in China who have a working visa and have been in China; foreigners who have a valid work permit for foreigners working in China for less than 90 days and are employed by a company in China during their stay;

(10) 其他审批机构认定符合条件的。

Those who are identified by other departments and meet all the conditions

**特别提示：**

**1. 属于在华工作的外国人变换用人单位的，应先行注销现有工作许可。**

If a foreigner has changed an employer, please cancel the existing work permit.

2.跨国公司在华地区总部及企业集团人员内部流动，指跨国公司在华地区总部或企业集团聘用的经理等高级管理人员和专业技术人员，在地区总部与其已向许可决定机构备案的全资或合资的分公司、子公司之间（母公司与其成员公司或者成员公司之间）的相同岗位上流动（包括改任新职务或从专业岗位提升至行政管理岗位）。注销原工作许可后，自注销之日起 30 日内提交新工作许可申请，应提交外国人来华工作许可申请表、聘用合同（派遣函）、有效居留许可、护照信息页及注销证明。岗位变动的，应补充提交相关工作资历证明。

Internal staff transfers within the enterprise group or within the headquarters of multinational companies in China refer to managers, senior management, or professional and technical staff transfer to other branches (including the parent company and member companies) or positions (including new positions or promotions) within the company. After cancelling the existing work permit, those foreigners should apply for a new work permit within 30 days from the date of cancellation of the existing permit. The application materials are the Application Form for Foreigners' Work Permit in China, employment contract (dispatch letter), valid residence permit, passport information page and cancellation note of the previous permit. Those who are transferring jobs need to add the relevant work qualification documents.

3. 中国公民的外籍配偶或子女、在华永久居留或工作的外国人的配偶或子女需提供家属关系证明（配偶—结婚证书，子女-子女出生证明或收养证明）。

Foreign spouses or children of Chinese citizens and spouses or children of foreigners who have permanent residence or work in China shall submit the certification of family relationship (spouse - marriage certificate, child - child birth certificate or adoption certificate).

4.不符合境内申请办理外国人来华工作许可情形，但已入境的申请人，须按境外申请外国人来华工作许可程序办理。

Those who do not meet one of the conditions mentioned above and have already enter into China shall apply the Work Permit from the procedure of the Foreigners' Work Permit Notification.

5.领取《外国人工作许可证》时，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。对采用承诺制的证明材料，可不提供原件核验。

For collecting the Foreigners' Work Permit, original copies of the application material as the one online will be reviewed. The hard copies of the materials could be saved and the original documents mentioned as the pledge reports could be exempted.

## 4. 申请外国人来华工作许可或外国专家来华邀请函（来华工作 90 日以下，含 90 日）

Application for *Foreigners' Work Permit in China* or *Invitation Letter for Foreign*

*Experts to China* (work in China for 90 days or less)

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/ Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可或外国专家来华邀请函申请表 Application	原件 Original	1 份	纸质/电子 Hard and soft copy	在线填写打印，申请人签字（可复印或传真）后，加盖用人单位公章，再上传至系统。	申请人承诺本人无犯罪记录。 Applicants declare that they have no

	Form of Foreigners' Work Permit and Invitation Letter for Foreign Experts				Fill in the online application – print it out from the system – send to the applicants to sign on it(send copy or fax if needed) – stamp it with the company's seal– upload it to the system	criminal record.
2	<p>工作合同、项目合同、合作协议或邀请单位邀请说明</p> <p>Work contract, project contract, cooperation agreement or invitation report</p>	<p>原件</p> <p>Original</p>	1 份	<p>电子</p> <p>Soft copy</p>	<p>包括申请人姓名、国籍、工作地点、工作期限、工作内容，并列明所有工作地点和入境次数。</p> <p>Applicant's name, nationality, all work places, work duration, work content, and specific number of entries shall be included.</p>	<p>用人单位应注明邀请外国人的费用安排，对邀请行为的真实性作出承诺并对被邀请外国人在华费用支付等进行担保。</p> <p>The employer shall indicate the cost of inviting the foreigner, make a pledge regarding the authenticity of the invitation and guarantee the foreigner's payment in China.</p>
3	<p>申请人护照或国际旅行证件</p> <p>Applicant's passport or international travel document</p>	<p>原件</p> <p>Original</p>	1 份	<p>电子</p> <p>Soft copy</p>	<p>护照或国际旅行证件信息页。</p> <p>The information page of the passport or international travel document</p>	
4	其他	原件	1 份	电子		申请外国专家



Non-Chinese documents should be translated into Chinese by professional translation institution (English and Japanese documents could be translated by the employers themselves) and stamped with a company seal, except for passports and international travel documents.

**8.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统。**

All paper versions of original documents and the translated versions must be uploaded to the online system.

## 5.申请外国人来华工作许可延期

Application for an extension of the work permit for foreigners working in China

用人单位在原岗位（职业）继续聘用申请人的，应当在申请人的来华工作许可有效期届满 30 日前向决定机构提出申请。

If an employer needs to apply for an extension with the same working position, they shall submit the application 30 days before the expiration date of the applicant's work permit.

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可延期申请表 Extension Application Form of the Foreigners' Work Permit	原件 Original	1 份	纸质/电子 Hard and soft copy	在线填写打印，申请人签字、加盖用人单位公章后上传至系统。 Fill in the online application, print and sign it with applicant's signature, stamp it with a company seal, and upload it to the system.	
2	聘用合同或任职证明 Employment contract or Employment Certification	原件 Original	1 份	电子 Soft copy	应提供中文合同，应由申请人签名并加盖单位公章，不得涂改。 Employment contract shall be Chinese translated version with applicant's	



					signature and company seal (no alteration)	
3	签证或有效居留许可 Visa and valid residence permit	原件 Original	1 份	电子 Soft copy	护照（或国际旅行证件）信息页、签证页、入境签章页或居留许可信息页。 Visa page of the passport (international travel document), entry signature page, or the information page of the residence permit.	
4	《外国人工作许可证》 Foreigners' Work Permit	原件 Original	1 份	卡证 Card		包括现行有效期内的《外国专家证》和《外国人就业证》。 Exiting Foreign Expert Certificate and Foreigner Employment Permit are included.
5	其他 Others					

**特别提示：**

**Notice:**

**1.我国法律法规规定应由行业主管部门前置审批，应提供行业主管部门批准文书。**

If there is other industry permit needed to be approved by the competent authority under relevant legal provisions, please submit it as well.

**2.同一单位内改任新职务的，包括从专业岗位提升至行政管理岗位，延期时应提交岗位变更证明。**

Applicants who have a new position within the same company, including those who transfer from professional positions to administrative positions, need to submit certification of the transfer.

**3.改任新岗位（职业）的，应重新申请办理外国人来华工作许可。**

Applicants need to re-apply for a work permit if their occupation has changed.

4.按外国高端人才（A类）申请延期的，需提交相应证明材料。

The extension for A-class Foreign Talent should be applied for with the relevant proof documents.

5.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统，领取《外国人工作许可证》时，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。

For collecting the Foreigners' Work Permit, all paper versions of original documents, including all translated versions, must be uploaded to the online system and submitted to the Authority on site to review. The hard copies of the materials could be saved.

6.年龄超过 60 岁的外国人还需由用人单位出具包含已购买医疗保险等内容的担保函。

The applicant over 60 years old shall submit a guarantee letter to guarantee that the employer shall pay for the emergency and medical insurance, etc. for the applicant.

7.以工资收入标准申请工作许可的，办理延期时还需提交工资收入证明，包括银行流水、单位记账凭证等。

The applicant who applied the work permit on the condition related to the salary before shall submit personal income proof, for example, bank account statement, company posting documents as well for the extension of the Foreigners' Work Permit.

## 6. 申请外国人来华工作许可变更

Application for an alteration of the work permit for foreigners working in China

申请人个人信息（姓名、护照号、职务、类别）等事项发生变更的，应当自变更事项发生之日起 10 个工作日内向许可决定机构提出申请。

If the applicant's personal information (name, passport number, title, and professional type) or other information needs to be updated, they should submit an application within 10 working days from the date of the confirmation of the alteration.

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可变更申请表 Alteration Application Form of the Foreigners' Work Permit	原件 Original	1 份	纸质/电子 Hard and soft copy	在线填写打印， 加盖用人单位公 章、申请人签字 后再上传至系 统。 Fill in the online application, print and sign it with applicant's	

					signature and stamp it with a company seal, and upload it to the system.	
2	申请变更事项的证明文件 Proof of the alteration	原件 Original	1 份	电子 Soft copy	具体要求见备注。 Please see the requirements in the following remarks.	
3	《外国人工作许可证》 Foreigners' Work Permit	原件 Original	1 份	卡证 Card		包括现行有效期内的《外国专家证》和《外国人就业证》。 Exiting Foreign Expert Certificate and Foreigner Employment Permit are included.
4	其他材料 Other materials					

**特别提示：**

**Notice:**

**1. 申请人护照（国际旅行证件）号，应提供新护照(国际旅行证件)号及信息页、签证页。**

If the applicant's passport number has changed, please provide the information page and the visa page of the new passport.

**2. 同一单位内改任新职务的，包括从专业岗位提升至行政管理岗位，应提供变更申请函及相应的证明材料，国家法律法规另有规定的从其规定。**

Applicants who have a new position within the same company, including those who transfer from professional positions to administrative positions, need to submit certification of the transfer. Extra documents shall be in accordance with the State laws and regulations.

**3. 改任新岗位（职业）的，应注销现有工作许可，重新申请办理外国人来华工作许可。**

Applicants need to cancel the work permit and re-apply for a new one if their occupation has changed.

4.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统。领取《外国人工作许可证》时，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。

For collecting the Foreigners' Work Permit, all paper versions of original documents, including all translated versions, must be uploaded to the online system and submitted to the Authority on site to review. The hard copies of the materials could be saved.

## 7.申请外国人来华工作许可注销

Application for a cancellation of the work permit for foreigners working in China

外国人来华工作许可有效期届满未延续的，自动注销；依法被撤销、撤回的，以及许可证件依法被吊销的，由决定机构注销。申请人死亡或者丧失行为能力或者提前终止合同、解除聘用关系的，用人单位应当于事项发生之日起 10 个工作日内向决定机构申请注销。用人单位被终止的，申请人可以向决定机构申请注销工作许可。

The work permit will be automatically canceled if it is not renewed after the expiry date; the work permit will be canceled by the Authority if it has been withdrawn or the license has been revoked by law. If the applicant dies or loses his living capacity or terminates the contract in advance or relinquishes the employment relationship, the employer should apply for cancellation within 10 days from the date of the occurrence of the matter. If the employer is terminated, applicants may apply for cancellation of the work permit on their own.

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可注销申请表 Cancellation Application Form of the	原件 Original	1 份	纸质/电子 Hard and soft copy	在线填写打印，加盖用人单位公章上传至系统。 Fill in the online application, print and sign it with	

	Foreigners' Work Permit				applicant's signature, stamp it with a company seal, and upload it to the system.	
2	聘用关系解除、合同终止或其他与注销原因相关的证明材料  The termination documents of the employment contract or other evidence relating to the reasons for the cancellation	原件 Original	1 份	电子 Soft copy	聘用关系解除、合同终止需双方签字。  The signature from both parties shall be included in the termination documents of the employment contract.	申请人自行离职、用人单位无法联系到申请人的，用人单位应补充提交注销情况说明。  The employer should submit evidence if the applicant resigns or they have lost contact with the applicant.

**特别提示：**

**1.用人单位依法被终止的，申请人提交《外国人来华工作许可注销申请表》可不加盖单位公章，但需提供用人单位依法终止，无法申请注销许可的相关证明材料、本人关于注销许可的情况说明以及《外国人工作许可证》。**

If the employer is terminated according to the law, the applicant can submit the Cancellation Application Form of the Foreigners' Work Permit without a company seal, but provide the relevant supporting documents for the employer's termination, personal descriptions of the cancellation, and the original work permit.

**2.外国人来华工作许可已注销的，经申请由决定机构出具许可注销证明。**

A cancelation note can be provided if the work permit is cancelled.

**3.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。**

All paper versions of original documents, including all translated versions, must be uploaded to the online system and submitted to the Authority on site to review. The hard copies of the materials could be saved.

## 8. 申请《外国人工作许可证》补办

Application for a replacement of the work permit for foreigners working in China

补办《外国人工作许可证》的，申请人应当自证件遗失之日或发现遗失之日起在外国人来华工作管理服务系统上登载声明，并向许可决定机构申请补办。证件损毁的，申请补办时需携带原证。

If the applicant has lost the work permit, please report the missing information on the *Service system for foreigners working in China* (See <http://fwp.safea.gov.cn/>) on the date of the loss or the date when you discover the loss and apply for the replacement. If the work permit is damaged, please apply with the original permit.

序号 No.	提交材料清单 Material list	原件/复印件 Original/ copy	份数 No. of copy	纸质/电子 Hard/Soft Copy	要求 Requirements	备注 Remarks
1	外国人来华工作许可补办申请表 Replacement Application Form of the Foreigners' Work Permit	原件 Original	1 份	纸质/电子 Hard and soft copy	在线填写打印，申请人签字，加盖用人单位公章上传至系统。 Fill in the online application, print and sign it with applicant's signature, stamp it with a company seal, and upload it to the system	
2	申请人遗失或毁损情况说明 Applicant's description of the loss or damage	原件 Original	1 份	电子 Soft copy		非中文证明材料应提供中文翻译件，并加盖用人单位公章。 Non - Chinese certification materials should be translated and the translation shall be stamped with a company seal.

3	《外国人工作许可证》 Foreigners' Work Permit	原件 Original	1 份	卡证 Card	证件损毁的。包括现行有效期内的《外国专家证》和《外国人就业证》。 Exiting Foreign Expert Certificate and Foreigner Employment Permit are included.
<p><b>特别提示：</b>  <b>Notice:</b>  <b>1.所有纸质材料原件及中文翻译件均应以电子方式上传至办理系统，须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。</b>  All paper versions of original documents, including all translated versions, must be uploaded to the online system and submitted to the authority on site to review. The hard copies of the materials could be saved.</p>					

## （二）申请材料提交

Submit the application documents

用人单位通过网上提交信息，以电子方式扫描上传所有纸质材料原件及中文翻译件。领取证件时须提交所有上传至办理系统的材料的原件核验，材料电子版须与原件一致，无需提交纸质复印件。

Firstly, the employers shall submit all the information online with soft copies of all the original documents and their translation paper, and then they shall submit all the original ones that are exactly the same as the soft one that they have already uploaded online when they collect the work permit on site without any hard copies.

## 九、申请接收

Application and reception

### （一）网上提交信息

Submit the information online

**登录：**国家外国专家局网站“外国人来华工作管理服务系统”，

网址 <http://www.safea.gov.cn>。

Please visit *Service system for foreigners working in China* of State Administration of Foreign Experts Affairs (See <http://fwp.safea.gov.cn/>).

## (二) 书面材料接收

Reception Authority

深圳市外国专家局。

Shenzhen Administration of Foreign Experts Affairs

## 十、办理基本流程

Basic processing procedure

(一) 申请外国人来华工作许可（来华工作 90 日以上的，不含 90 日），申请外国人来华工作许可延期、注销的，按以下程序办理：

The procedure of application for Foreigners' Work Permit in China (working in China above 90 days, not including 90 days) and application for extension and cancellation of the work permit for foreigners working in China are as follows:

1.网上申请。用人单位登录系统，在线提交申请信息，并提供相关电子材料。委托专门服务机构现场办理的，需在线登记专门服务机构名称、合法登记证明（营业执照或组织机构代码证、社会保险登记证或外国企业常驻代表机构登记证等）、经办人姓名、身份证件、联系电话等，并现场提交用人单位委托书、经办人身份证明。

Submit online. The employers shall enter into the system, fill out the information online and submit all the relevant documents. The intermediates shall fill out the relevant information online, including the company name, the legal registration certificate (including business license or organization code certificate, social insurance registration



certificate or the registration certificate of foreign residence representatives office, etc.), and the name, individual identity certificate, telephone number of agencies, and then submit the power of attorney and the identity certificate of the agencies.

2.网上预审。受理机构应当自材料提交之日起 5 个工作日（材料提交当日不计算在期间内）内对网上提交的材料进行预审。材料不齐全、内容不规范的，受理机构应当一次性在线告知需补正材料；材料齐全、内容规范的，在线通知现场提交材料。

Preliminarily review online. The competent department shall make a preliminary review on the documents that have already uploaded by the employers online within five working days as the date of submitting (excluding this date). The department shall make a comprehensive notice to the employers if their documents are not qualified and notice the employers online to submit all the original documents on site if qualified.

3.受理。受理机构审查后决定是否受理。申请事项属于本行政机关职权范围，申请材料齐全、符合要求的，应当予以受理，系统出具电子受理回执单；申请材料不齐全或不符法定形式的，应当一次性告知需补正内容，补正后予以受理；不属于本行政机关职权范围的，受理机构要说明不予受理的理由和依据，由受理机构出具加盖行政许可专用印章的不予受理通知书，并自决定之日起 5 日内送达申请人或用人单位。

Handling process. The competent departments shall decide whether they shall accept the application or not after the preliminary review. The application which is included in our business scope with the comprehensive and qualified documents and meet our requirements shall be accepted with an electrical accepted notification; the one without qualified documents and out of our legal requirements shall be returned at one time to fix it up and shall be accepted after the collection; the one that is out of our business scope shall be rejected with the appropriate reasons with a rejected notification to the applicants or employers by the department within five working days from the date of deciding.

4.审查。决定机构应当在受理后 10 个工作日内（受理当日不计算在期间内）进行审查并作出是否批准《外国人工作许可通知》或《外国人工作许可证》的决定。审查通过后，在线生成《外国人工作许可通知》。申请人应当在入境后 15 日内提出申领《外国人工作许可证》。申领《外国人来华工作许可证》，均需核验聘用合同或任职证明原件、工作资历证明、无犯罪记录证明、体检证明、最高学位证书证明等原件。

Review. The competent departments shall review and make a decision within 10 working days (excluding the date of acceptance) if Foreigner's Work Permit Notification or Foreigner's Work Permit shall be approved or not. Foreigner's Work Permit Notification shall be issued online if approved. The applicants shall apply and collect the work permit after entry within 15 working days with all the following original documents, contract or the work certification, previous work experience certificate, criminal clearance certificate, body check certificate and the highest degree certificate, etc.

5.决定。符合条件、标准的，决定机构作出准予行政许可决定，申请长期来华工作的，其用人单位应当自作出许可决定之日起 10 日内提交材料原件核验并领取《外国人工作许可证》。不符合条件、标准的，作出不予许可书面决定，说明理由，并告知申请人或用人单位享有依法申请行政复议或者提起行政诉讼的权利。

Decision making. The competent department shall approve the qualified and capable applicants to get the work permit above 90 days and the employers shall bring all the original documents on site to check within 10 days as the date of approval and collect the foreigner's work permit. The department shall also reject the unsuitable applicants with a decent reason and notice the applicants or the employers have the right to apply it again

or apply for a suit.

许可决定机构可根据用人单位及申请人信用记录情况，简化外国人来华工作许可延期申请的纸质材料核验环节。

The decision-making department could simplify the review procedure on hard documents for the work permit extension under the trust record of the employers and the applicants.

（二）申请外国人来华工作许可或外国专家来华邀请函（来华工作 90 日以下，含 90 日）

The procedure of application for *Foreigners' Work Permit in China* or *Invitation Letter for Foreign Experts to China* (work in China for 90 days or less) is as follows:

1.网上申请。用人单位或委托专门机构的，在线提交申请信息。

Submit online. The employers or the intermediates shall submit the application information online.

2.网上预审和受理。受理机构应当自材料提交之日起 5 个工作日（材料提交当日不计算在期间内）内对网上提交的材料进行预审和受理。材料不齐全、内容不规范的，受理机构应当一次性在线告知需补正材料，补正后予以受理；材料齐全、符合要求的，应当予以受理，并在线生成受理通知。

Preliminarily review and accept online. The competent department shall make a preliminary review and acceptance on the documents that have already uploaded by the employers online within five working days as the date of submitting (excluding this date).

The department shall make a comprehensive notice to the employers if their documents are not qualified and accept the one that is qualified and issue the acceptance notice online.

3.审查。受理机构网上受理后，决定机构应当自受理之日起 5 个工作日内进行审查并作出决定，不再提交纸质材料核验。

Review. The competent departments shall review and make a decision within 5 working days without submitting paper documents for verification.

4.决定。申请外国人来华工作许可（90 日以下）的，符合条件、标准的，作出准予行政许可决定，在线生成《外国人工作许可通知》，不再核验纸质材料；不符合条件、标准的，作出不予许可书面决定，说明理由，并告知申请人或用人单位享有依法申请行政复议或者提起行政诉讼的权利。申请外国专家来华邀请函，符合条件、标准的，准予签发，至签发机构领取纸质外国专家来华邀请函，不再核验纸质材料。

Decision making. The competent department shall approve the qualified and capable applicants to get the work permit less than 90 days and issue the notification letter online without checking the paper documents. The department shall also reject the unsuitable applicants with a decent reason and notice the applicants or the employers have the right to apply it again or apply for a suit. The applicant that is qualified to get the invitation letter shall collect it at the issuing authority without submitting paper documents for verification.

（三）境内申请外国人来华工作许可，符合条件、标准的，决定机构作出准予行政许可决定，不再在线生成《外国人工作许可通知》。

The work permit shall be approved by the competent department for the applicant that is qualified to apply in China directly without receiving the notification letter online.

（四）申请外国人工作许可变更、《外国人工作许可证》补办的，按照上述（一）程序进行，受理决定和批准决定采用电子回执单。

The application procedure for the alteration and replacement on the work permit are as the first one mentioned above in this chapter. The electrical feedback shall be issued if the application is accepted and approved.

（五）外国高端人才(A 类)申请外国人来华工作许可，以及申请外国人来华工作许可延期、注销的，提供如下便利措施：

Convenience measures for the application of the work permit, the application of extension, and cancellation of the work permit for A-Class Foreign Talent:

1.入选国内相关人才计划的外国高端人才，全流程在线办理，无需提交纸质材料核验；

If the applicant has been included in relevant China domestic talent plans, the whole application process can be completed online without submitting paper documents for verification;

2.符合《外国人来华工作分类标准》外国高端人才（A 类）

（一）入选国内相关人才计划的；（二）符合国际公认的专业成就认定标准的，工作资历证明采用承诺制（依据过往工作经历达到专业成就认定标准的除外）；

For applicants who are A-class foreign talent according to the *Classification Standard for Foreigners Working in China*: (I) those who has been included in relevant Chinese talent plans and (II) those who conform to the internationally recognized identification standard for professional achievement, work qualifications can be accepted via a pledge, excluding those who achieve these condition based on the previous work experiences;

3.符合《外国人来华工作分类标准》外国高端人才（A 类）

（一）入选国内相关人才计划的；（二）符合国际公认的专业成就认定标准的；（三）符合市场导向的鼓励类岗位需求的外

国人才；（四）创新创业人才的，最高学位（学历）证书采用承诺制；

For applicants who are A-class foreign talent according to the *Classification Standard for Foreigners Working in China*: (I) those who has been included in relevant Chinese talent plans; (II) those who conform to the internationally recognized identification standard for professional achievement; (III) those who meet the market-oriented demand for encouraged jobs; and (IV) those who are innovative entrepreneurial talents, the highest degree can be accepted via a pledge;

4.无犯罪记录证明采用承诺制；

A certificate of no criminal record can be proved with a pledge;

5.持其他签证或有效居留证件已入境的，可境内申请外国人来华工作许可；

If applicants have already entered China with a visa or a valid residence permit, they can apply for a work permit in China;

6.申请外国人来华工作许可、外国人来华工作许可延期、注销申请的，决定机构在5个工作日内进行审查并作出决定。

For the application of the work permit, application of extension, and cancellation of the work permit, results should be provided within 5 working days.

7.可给予最长期限达5年的外国人来华工作许可。

The maximum duration of a work permit can be 5 years.

## 十一、办理方式

### Processing method

（一）用人单位首次使用“外国人来华工作管理服务系统”，应注册账号，在线填写用人单位有关信息并提供相应的电子材料，经认证成功后方可使用该系统，可根据用人单位信用等级

确定是否核验纸质材料。

The employers shall register an account at the very beginning on the system, then fill out the relevant information online and submit all the relevant documents. After the account is approved by the competent department, the employers could submit the application related to the foreigner's work permit online. The competent department has the right to ask for or exempt the paper documents for verification based on the trust rank of the employers.

（二）由用人单位提交材料的，网上添加经办人员信息，现场出具单位证明。委托专门服务机构提交材料的，专门服务机构应在线注册账号，添加工作人员信息，现场提交用人单位委托书、经办人身份证明。

For the employers, the information of the employees in charge of the foreigner's work permit shall be registered online and the relevant prove documents shall be submitted on site. For the intermediates, they shall open an account online, fill out the relevant information of the agencies, and then submit the power of attorney and the identity certificate of the agencies.

（三）许可受理或决定机构可根据工作需要采取面谈、电话询问、实地调查等措施核查申请材料真实性。

The competent department could verify the documents by interview, phone review or field study if needed.

## 十二、办结时限

### Processing time

决定机构对受理的外国人来华工作许可（来华工作 90 日以上）申请进行审查，在 20 个工作日内做出相应决定并告知用人单位，特殊情况可延长 10 个工作日。遇特殊情况需延长期限的，应将延长期限的理由告知用人单位。申请人获得《外国人工作许可通知》后至提交申领《外国人工作许可证》材料核验期间不计入工作许可审批时限。决定机构对受理的外国人来

华工作许可（来华工作 90 日以下，含 90 日）申请进行审查，自受理之日起 5 个工作日内做出相应决定。外国专家来华邀请函，签发单位自受理之日起在 5 个工作日内作出决定是否签发。

For application for foreigners' work permit in China (working in China above 90 days), 20 working days from the date of acceptance, but special circumstances can lead to processing time be extended for 10 working days. The time between applicants' receiving the notification of the work permit and submitting the application materials for the work permit is not included. For application for foreigners' work permit in China (working in China for 90 days and less), 5 working days from the date of acceptance. For invitation for foreign experts to China, 5 working days from the date of acceptance.

### 十三、收费依据及标准

Basis and standard for charges

不收取费用。

Free of charge.

### 十四、审批结果

Result

申请来华工作 90 日以上的，决定机构审批通过，应向申请人发放《外国人工作许可证》。申请来华工作 90 日以下的（含 90 日），决定机构审批通过，应向申请人发放《外国人工作许可通知》或外国专家来华邀请函。

For applications for foreigners' work permit in China (working in China above 90 days), the work permit shall be issued to the applicants by the competent department if approved.

For applications for foreigners' work permit in China (working in China for 90 days and



less), the notification letter or the invitation letter shall be issued to the applicants by the competent department if approved.

## 十五、结果送达

### Service of result

决定机构作出许可决定后，应当通过“外国人来华工作服务管理系统”公告方式通知用人单位。批准的，申请人或用人单位在线打印《外国人工作许可通知》，领取准予许可书面决定和《外国人工作许可证》或外国专家来华邀请函；未批准的，用人单位领取不予许可书面决定。

The result shall be published on the system as a notice by the competent department. The applicants or the employers could print out the notification letter online, collect the approval papers and foreigner's work permit or the invitation letter for the foreign experts if approved. The employers will collect the rejected papers if the application is rejected.

## 十六、行政相对人权利和义务

### Rights and responsibilities for counterpart

（一）依据《行政许可法》，申请人或用人单位依法享有以下权利：

Applicants and employers shall enjoy all the following rights according to the *Administrative License Law of the People's Republic of China*:

1.了解申请的办理进展；

They could get to know the processing progress;

2.知晓申请未被受理或批准的原因；

They could know the reason why they are disapproved or rejected;

### 3.对行政机关实施行政许可享有陈述和申辩权；

They have the right to state and defend themselves from the decision made by the competent departments;

### 4.对审批结果申请行政复议或提起行政诉讼。

They have the right to apply it again or apply for a suit.

（二）依据《行政许可法》等法律，申请人、用人单位以及出具证明材料的单位或者个人依法履行以下义务：

Applicants, employers and the competent issuing departments shall take all of the following responsibilities according to the *Administrative License Law of the People's Republic of China*:

### 1.保证提交的申请材料完备、真实、有效；

They shall guarantee that all the submitted documents are complete, real and valid;

### 2.配合许可决定机关面谈、电话询问、实地调查等，以核实申请材料真实性；

They shall assist the competent departments to verify the documents by interview, phone review or field study if needed.

### 3.若取得许可，应在许可范围内工作；

They shall work without the permit scope if they receive the work approval;

### 4.依法取得的外国人来华工作许可，不得转让。

They shall not transfer the legal foreigners' work permit to others.

## 十七、咨询途径

#### Contact methods

(一) 电话咨询：12333,88123456。

Hot line: 12333, 88123456

(二) 网上咨询：外国人来华工作管理服务系统咨询窗口。

Online service: online reference service channel on the *Service system for foreigners working in China* (See <http://fwp.safea.gov.cn/>)

#### 十八、监督和投诉渠道

##### Supervision and complaint methods

(一) 电话投诉：12333。

Hot line: 12333

(二) 网上投诉：外国人来华工作管理服务系统在线投诉。

Online complaints: online complaints service on the *Service system for foreigners working in China* (See <http://fwp.safea.gov.cn/>)

#### 十九、办公地址和时间

##### Workplace and work time

办公地址：深圳市深南中路 8005 号深圳人才园服务大厅 5/21-22 号窗口

Workplace: Window No. 5/21/22 at Shenzhen Public Service Hall of Talents Park on No. 8005 Shennan Road, Futian District, Shenzhen, China

办公时间：工作日：上午 09:00-12:00，下午 14:00-17:45

Work time: 09:00-12:00am and 14:00-17:45pm from Monday to Friday

#### 二十、办理进程和结果公开查询

##### Processing progress and public checkout on result

自网上提交申请之日起用人单位可以登录系统，实时查询办理

状态和查询审批结果。行政许可审批结果将自做出行政决定之日起 7 个工作日内在外国人来华工作许可管理服务系统公开，同时相关政务公开信息和相关市场主体违法违规信息将在“信用中国”网站公开。

The employers could check the processing progress and the review result on the system from the date of submit. The result shall be published on the system within 7 working days from the date of decision-making and the relevant public information on the government affairs and the illegal information on the market item shall be published on the website CREDITCHINA.GOV.CN (See <https://www.creditchina.gov.cn/chengxinwenhua/chengxindajiatan/>).

## 二十一、其他注意事项

Additional notices

### (一) 关于首次在线办理

First application online

首次在外国人来华工作许可管理服务系统在线办理外国人来华工作许可新办、延期、变更、注销的，还需提供原《外国专家证》或《外国人就业证》及注销证明。

If it is the first time that applicants are applying for a work permit, extension, or replacement or cancellation of a work permit, they should also submit the original Foreign Expert Certificate or Foreigner Employment Permit, and the cancellation note.

### (二) 取消邀请函或邀请确认函

Cancellation of invitation letter and invitation confirmation letter

持《外国人工作许可通知》后，直接至驻外使、领馆申请 Z 字或 F 字或 R 字签证，不再至被授权单位办理邀请函或邀请确认函。

Applicants can directly apply for the Z, F, or R visa with the *notification of the work permit* without any invitation letter.

### （三）办理签证手续

Processing procedure for visa

外国人来华工作许可不能作为签证或代替签证，外国人应当按照规定提交《外国人工作许可通知》等材料，到我驻外签证机关申请办理签证。

The Work Permit cannot be used as a visa or a substitute for a visa. A foreigner should apply for a visa in Chinese embassies and consulates abroad with the *notification of the work permit* and all other relevant materials.

### （四）办理居留手续

Processing procedure for residence permit

外国人应当提交《外国人工作许可证》等材料到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续。

Foreigners should complete the relevant procedures with the *Work Permit* and all other relevant materials at a local immigration office above the county level.

### （五）信用管理制度

System for trust management

对来华工作外国人、用人单位及委托专门办事机构实行信用分类管理，建立异常管理名录。

Classical trust management and the special list shall be arranged for foreigners working in China, employers and intermediates.

### （六）证件领取

Collection

现行有效期内的《外国专家来华工作许可证》、《外国人就业许可证书》和《外国专家证》、《外国人就业证》继续有效。2017年4月1日起，全国启动实施外国人来华工作许可，发放《外国人工作许可通知》和《外国人工作许可证件》。2017年5月1日起，不再发放《外国专家证》、《外国人就业证》。2017年10月1日起，持有效期在6个月以上的《外国专家证》和《外国人就业证》的，在线填写申请表后，可自愿换领《外国人工作许可证》，许可有效期不变。提供符合外国高端人才（A类）相应认定证明材料的，可确认为外国高端人才（A类）。

The existed valid foreign experts' work permit, foreigners' work permit instruments, Foreign Expert Certificate and Foreigner Employment Permit are still valid. Foreigners' work permit shall be carried out all over China from the date of April 1<sup>st</sup>, 2017 and the *Acceptance Notification for Foreigners working in the People's Republic of China* and the *Work Permit for Foreigners working in the People's Republic of China* will be issued. Foreign Expert Certificate and Foreigner Employment Permit shall not be issued anymore from the date of May 1<sup>st</sup>, 2017. Foreigners with Foreign Expert Certificate and Foreigner Employment Permit still valid above 6 months could fill an application form online for the renewal of Foreigners' Work Permit with the same period of validity from the date of October 1<sup>st</sup>, 2017. The applicants with relevant documents to prove to be A-Class foreign talents could be admitted as A-Class foreign talents.