

外籍教师/博士后 工作签证办理指南 Guideline for Work Visa Application

招聘外教/博后的学院
(学院外事秘书)

Foreign affairs secretary of
the college

提交申请
Submit the application

请招聘学院负责向国际处提交申请材料
(提交网上申请和纸制版材料)
College prepare paper work and
submit online application

Step 1

四川大学国际处

Administration Service Center for
Overseas Affairs (外事办证服务中
心), 1st Floor, Overseas Students
Dorm
028-85462930; 028-85467116

成都市外专局需要5个工作日审
核网上申请
5 working days to approve
the online application

Step 2

成都市外专局
审核网申

Foreign Expert
Bureau of
Chengdu
Municipal
Government

网申通过后向成都外专局提交
纸质材料办理外国人工作许可
通知

Notification letter of
Foreigner's Work Permit
(15 working days)

Step 3

成都市外专局
审核纸质材料

Important: Please make
sure to bring your original
diploma with you when
you come to China, the
Foreign Expert Bureau
need to see it. Otherwise
you can not continue the
rest procedure.

Embassy or
Consulate
abroad

办理工作签证
Z Visa Application

Step 4

境外大使馆
在成都的外教可赴中
国香港办理

外教入境
Enter China

Step 5

成都市外专局

Foreign Expert
Bureau of
Chengdu
Municipal
Government
办理外国人工作许可证
Work permit
20 working days

Step 6

成都市公安局出入境

Exit & Entry
Administration
Division of
Chengdu PSB
办理居留许可
Residence Permit

外教本人自行赴市公安局出入境
管理处办理居留许可
Foreign expert go to the PSB
to apply for the residence
permit

温馨提示:

请在入境中国后30天内办理
外国人工作许可证和居
留许可, 否则将被公安机
关以非法居留处于行政处
罚。

Tips:

Please Complete the
application for the
Residence Permit and
Foreign Expert
Certificate within 30
days. Otherwise you will
be punished by the PSB
for illegal residence.