

## 外籍专家、外籍教师（含外籍博士后）来华工作生活法律政策提醒 Legal Reminders

Foreign experts, teachers or postdoctoral researchers holding Z visas must complete the following procedures and applications within the prescribed time after entering China:

- The accommodation registration needs to be applied within 24 hours.
- It is suggested that the medical examination or certification should be done within one week after entry.
- The work permit should be applied for within 15 days after entry.
- The work-type (employment) residence permit should be applied for within 30 days from the date of entry.

持有 Z 签证的外籍专家、教师或博士后研究人员入境中国后，必须在规定的时间内完成下列流程和申请：

- 入境 24 小时内应当申请住宿登记。
- 建议健康体检或认证应在入境后一周内完成。
- 入境 15 日内提交工作许可证申请。
- 入境之日起 30 日内办理工作类居留许可证件。

According to Article 41 of the *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.

根据《中华人民共和国出入境管理法》第四十一条规定，外国人在中国工作，应当按照有关规定取得**工作许可证**和**工作类居留许可证**。

If your passport (international travel document) number has changed, or if you have changed to a new position, you should apply for the change in your work permit information within 10 days from the date of change.

如护照（国际旅行证件）号码变更，或改任新职务的，应在 10 日内办理工作许可信息变更。

Where the registered item in a foreigner's residence permit has **changed** (the items shall include the bearer's name, sex, date of birth, reason for residence and duration of residence of the holder, date and place of issuance, passport number or other international travel documents number), the holder shall, within **10 days** from the date of change, apply to the exit-entry administration of public security organ under the local people's government at or above the county level in the place of residence for going through the formalities for alteration.

外国人居留证件登记事项发生**变更**的（包括：持有人姓名、性别、出生日期、居留事由、居留期限，签发日期、地点，护照或其他国际旅行证件号码等），持证件人应当自登记事项发送变更起 **10 日内**向居留地县级以上地方人民政府公安机关出入境管理机构申请办理变更。

**Please pay attention to the validity period of your work permit.** Application for the extension of work permits should be submitted **within 30 to 90 days before the work permit's expiry date.**

**请注意工作许可证的有效期。**如需申请延期，延长工作许可证的申请应在工作许可证到期前 30 至 90 天内提交。

**Please pay attention to the validity period of your residence permit.** Foreigners residing in China who apply for the extension of the duration of residence shall file their applications at least 30 days prior to the expiry of the validity period on their residence permits.

**请注意居留许可证的有效期。**在中国境内居留的外国人申请延长居留期限，应当在居留证件有效期届满 30 日前提出申请。

**\*Foreigners who reside or work in China illegally shall face a penalty.**

**外国人在中国非法居留或者非法工作的，将受到处罚。**

**I have carefully read the important reminders stated on this page and the reverse of this page. I will abide by the laws and regulations of China during my working and living (staying) in China.**

Signature:

Date:

我已了解：根据相关法律法规，外国人在华工作生活须持有有效的工作许可证和工作类居留许可证。我将协助该外籍人员办理工作许可证、工作类居留许可证（及延期），认真监督该外籍人员严格遵守我国法律法规，依法依规在华工作生活。

签字：

日期：