

# **Guide to Apply for Foreigner's Work Permit in Guangzhou**

**( Amended in 2020 )**



**Guangzhou Municipal Science and Technology Bureau**

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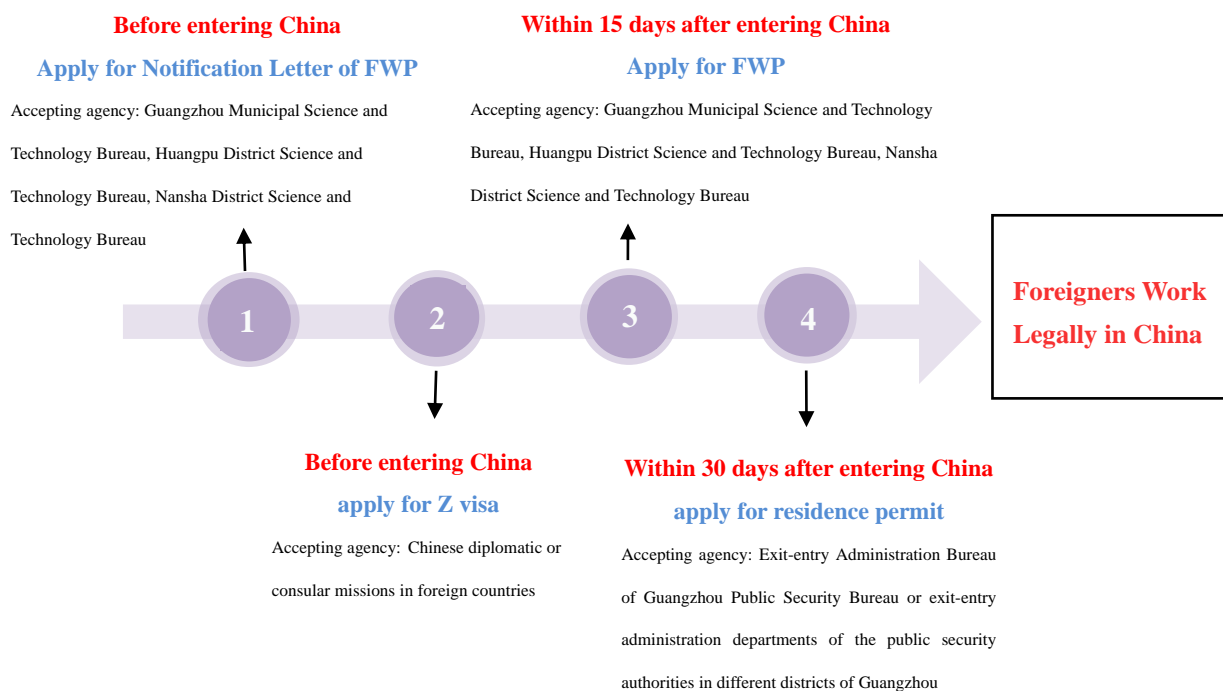
# Preface

Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with relevant laws and regulations of the People's Republic of China. A brief introduction of the application procedures are as follows:

1. For foreigners outside China: Before entering Guangzhou, China, the applicant should apply for *Notification Letter of Foreigner's Work Permit* (hereinafter referred to as the “*Notification Letter*”). With the *Notification Letter*, he/she may apply for the Z visa at the very Chinese diplomatic or consular missions in foreign countries. After entering Guangzhou, China, he/she should apply for *Foreigner's Work Permit* (hereinafter referred to as the “*FWP*”). With the FWP, he/she can apply for the residence permit at the exit-entry administration departments of Guangzhou public security authorities.
2. For foreigners in China: Applicants who are eligible to apply for FWP from within China can apply for the FWP directly. With the FWP, he/she can apply for the residence permit at the exit-entry administration departments of Guangzhou public security authorities.

## Application Procedures of Foreigner's Work Permit (New Application)

For: eligible employers for employing foreigners in Guangzhou



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# **Guide to Apply for Foreigner's Work Permit (FWP) in Guangzhou (Amended in 2020)**

## **I. Review and approval according to:**

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

2. *Notice of the State Administration of Foreign Experts Affairs, the Ministry of Human Resources and Social Security, the Ministry of Foreign Affairs and the Ministry of Public Security on Fully Implementing the System for Foreigner's Work Permit* (Issued by the Ministry of Foreign Affairs [2017] No.40).

3. *Notice of the State Administration of Foreign Experts Affairs on Issuing the Service Guide for the Foreigner's Work Permit in China (for Trial Implementation)* (Issued by the Ministry of Foreign Affairs [2017] No.36).

4. *Notice of the State Administration of Foreign Experts Affairs, the Ministry of Foreign Affairs and the Ministry of Public Security on Issuing Measures for Implementing the Visa System for Foreign Talent* (Issued by the Ministry of Foreign Affairs [2017] No.218).

5. *Rules for The Administration of Employment of Foreigners in China* (Issued by the Ministry of Labor [1996] No.29, Ministry of Human Resources and Social Security of P.R.C No.32).

6. *Notice of the Ministry of Human Resources and Social Security, the Ministry of Foreign Affairs and the Ministry of Education on Issues concerning Allowing Outstanding Foreign Graduates to Be Employed in China* (Issued by the Ministry of Human Resources and Social Security of P.R.C [2017] No.3).

7. *Notice of General Office of the Ministry of Science and Technology on Further Implementing the Work of Application for Foreigner's Work Permit for those in the International Youth Internship Exchange Program* (Issued by the General Office of the Ministry of Science and Technology of the People's Republic of China [2020] No. 18).

8. *Decision of the People's Government of Guangdong Province on Adjusting and Implementing a Batch of Provincial Right and Responsibility Lists* (No. 270 Decree of the People's Government of Guangdong Province).

9. *Notice of Guangzhou Administration of Foreign Experts Affairs on Trial Implementation of Service Facilitated Measures for Foreigner's Work Permit* (Issued by Guangzhou Administration of Foreign Experts Affairs [2018] No.55).

For the documents which the review and approval according to, please visit the website of Guangzhou Municipal Science and Technology Bureau and refer to Service for Foreign Talents and Talents from Hong Kong, Macao and Taiwan at <http://kjj.gz.gov.cn/>.

## **II. Application Criteria**

The employers established in Guangzhou should apply and handle with FWP and its related issues for their foreign employees according to this guide. The review and approval targets are employers who hire foreigners and their foreign employees.

According to the Rules for The Administration of Employment of Foreigners in China, the following foreigners are exempted from FWP application:

1. Personnel of foreign diplomatic or consular missions in China, UN representative offices in China and others with diplomatic privileges and immunities of other international organizations.
2. Foreigners with China's permanent residence (Chinese Green Card).
3. Foreign laborers with special skills to perform offshore petroleum operations without going ashore, holding *Foreigner's Work Permit to Perform Offshore Petroleum Operation in the People's Republic of China*.
4. Foreigners performing for profitable purposes with *Temporary Profitable Performance Permit* approved and issued by the Ministry of Culture and Tourism.
5. Other circumstances as expressly provided for in laws and regulations.

## **III. Eligibility**

### **(I) Eligible Employers for Employing Foreigners**

1. Being an organization established according to the laws, with no record of serious violation of law or discredit; should be special needs, short for Chinese candidates for the time being, and subject to relevant regulations in China; the payment and the salary of the job should be over the local minimum incomes.
2. Duly pre-approved by the competent departments as confined by the laws and regulations, if applicable.
3. Individual economic organizations and private citizens are prohibited from employing foreigners.

## **(II) Eligible FWP Applicants**

1. Being at least 18 years old and healthy, with no criminal record, employed by a certain employer in Mainland China and obtaining the professional skills or certain level of knowledge necessary for the job.
2. Being a professional which is urgently needed in China and employed for a job which is in line with the social and economic development in China.
3. Complying with the provisions of other laws and regulations on employment of foreigners in China, if any

## **IV. Evaluation Criteria for Talents**

Applicants must be eligible and meet one of the following categories:

**(I) High-end Foreign Talents (Category A):** High-end scientists, science and technology leading talents, international entrepreneurs, and experts of special talents who are needed in China's economic and social development and fulfil the demand, as well as talents who grade 85 points or more in the points-based system and meet the conditions for High-end Foreign Talents. High-end Foreign Talents are free from restrictions on quota, age, education background and work experiences, and they may apply for FWP with "green channel" services. The FWP granted to them will normally be valid for no more than 5 years.

**(II) Foreign Professional Talents (Category B):** Talents in line with the "Foreigners Employed in China Guide Catalog" and urgently needed in economic and social development, with a bachelor degree or above and 2 years and above related work experiences or obtaining 60 points or more in the points-based system, under the age of 60. If necessary, innovative and entrepreneurial talents, professional technical talents, outstanding foreign graduates, talents with points meeting the conditions for foreign professional talents in the points-based system, and personnel undertaking the intergovernmental agreements or accords may be entitled to more flexible restrictions on age, education background or work experiences, etc. Where there are provisions on specialized personnel and personnel for government projects, such provisions shall apply.

**(III) Other foreigners (Category C):** Foreigners employed to meet the demand of the domestic labor market in line with the state policies and regulations. They should be under the age of 60 and under the quota system management.

For details of the above categories, see *Appendix 1 Evaluation Criteria for Foreigners Employed in China (Trial)*.

## V. Application System

The online application system for FWP is the *Service System for Foreigners Working in China* (hereinafter referred to as the “System”),

Website: <https://fuwu.most.gov.cn/lhgzweb/>

Recommended browsers are Google Chrome, 360 Speed Browser and Sogou Browser.

## VI. Application Procedures

The handler and the service agency entrusted by the employer handle with Foreigner’s Work Permit (hereinafter referred to as the “FWP”) in the *Service System for Foreigners Working in China*.

**No fee will be charged by the accepting agency.**

### (I) Employer Registration

For employers handling with FWP in the System for the first time, the first step is to log in and register. They cannot go through application procedures until successful registration. Registered Employers can log in with their registered accounts to apply for FWP.

### (II) Application Process

FWP should be applied online. Application process: Online application - Check - Acceptance - Review - Decision - Certificate collection ( Please refer to the guides for detailed process of specific service items).

Documents in paper form are not required for application of short-term Foreigner’s Work Permit (90 days or less). *Notification Letter of Foreigner’s Work Permit* can be printed out online.

### (III) Processing Time

- 1.The processing time for *Apply for FWP from Outside China*, *Apply for FWP from Within China*, *Apply for Extension of FWP*, and *Apply for Short-term Notification Letter of FWP* respectively is 5 working days from the date that the accepting agency accepts the application (exclusive).
- 2.The processing time for *Change, Cancellation and Re-issuance of FWP* and *Cancellation of Notification Letter of FWP* respectively is 1 working day from the date that the accepting agency accepts the application (exclusive).

### (IV) Conditions that FWP should not be granted

Under any of the following circumstances, FWP shall not be granted:

- 1.The application documents are incomplete;
- 2.The application documents do not meet the requirements;



3. False documents are provided;
4. The applicant is not eligible to work in China;
5. Other circumstances in which the authority considers FWP should not be granted.

## VII. Service Guides

### (I) Guide for Account Registration

For employers handling with FWP for the first time, the first step is to log in and register in the *Service System for Foreigners Working in China*. They cannot go through application procedures until successful registration. Registered Employers can log in with their registered accounts to apply for FWP.

#### ✧ Application System

The online application system for FWP is the *Service System for Foreigners Working in China* (hereinafter referred to as the “System”),

Website: <https://fuwu.most.gov.cn/lhgzweb/>

Recommended browsers are Google Chrome, 360 Speed Browser and Sogou Browser.

While operating the System, should there be any problems, please log in to the “System” website and check the Technical Training section for the *User Instruction Video, User Guide and FAQs of the Service System for Foreigners Working in China*.

If there are any technical problems, please call 010-58884202 (technical support only).

### 1. Registration Process

#### ① Log in to the Registration Page

Employers log in to the System at first, and then click *Register Now* on top right to visit the registration guide page.

#### ② Fill in the Basic Information Sheet

Please accurately fill in the Unified Credit Code / Organization Code / Approval Certificate Number and the name of the employer; type in the mobile phone number to get a verification code; set the password and check the box *I have already read and accepted the User Agreement* before clicking *Begin Registration*. When the page shows *Registration Successful*, click Log in on top right to enter into the employer information page.

#### ③ Complete the Employer’s Information

After entering into the employer’s account, click *Complete Employer Information* on the right. All the information must be filled in the same as that on the certificates or licenses the employer holds.

Please note the information must be consistent with the information contained in the uploaded documents. Click *Save* after entering information in full, and then click *Print Registration Form* (it is suggested to save another copy, since the employer needs to upload the scanned *Registration Form* affixed with official seal in full color).

**Reminder: Employers that have registered and filed in Guangzhou Business Subject Information Public Platform should log in to the said platform to check for the business scopes and copy it to the Business Scope column in the System.**

#### ④ Upload Documents of the Employer

Upload the documents required. Note: All the scanned or photographed documents must be uploaded in original version of full color. The documents are successfully uploaded only when the page shows Upload Successful.

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Registration form	√ Upload a scanned color copy of the original	1.Affix with the official seal of the employer. 2.When authorized to use the seal for foreign and personnel affairs or the seal made legally and entitled the legal name specially for labor contracts, an authorization letter is required for record.	Fill in the form in the System, and then print out the filled form. The information filled in the System shall be consistent with the attachments.
2	Legal registration certificate	√ Upload a scanned color copy of the original	Valid business license, registration certificate of private non-enterprise entities, institution legal person registration certificate, registration certificate of resident representative office of foreign enterprises or foreign non-governmental representative office, etc. Employers with Social Unified Credit Code shall provide the Social Unified Credit Code Certificate.	The uploaded legal registration certificate shall be within validity period and be continuously valid during the time a foreigner is employed.
3	Identification documents of the person in charge and the handler	√ Upload a scanned color copy of the original	Valid passport or identification documents (such as ID card) of the person in charge and the handler.	1. The handler must be the staff of the employer. 2.Both sides of the ID card shall be uploaded.
4	Approval documents of competent departments, if applicable	√ Upload a scanned color copy of the original	Where pre-approval by the competent authorities of the industry is required by the Chinese laws and regulations, such pre-approval document by the competent authorities should be provided.	No need to submit the pre-approval documents, if not applicable.

No.	Checklist	Form of Submission	Requirements	Remarks
5	Other documents	√ Upload a scanned color copy of the original	1.Approval certificates of other related departments, e.g. investment approval for Taiwan, Hong Kong SAR and Macau SAR residents and overseas Chinese, approvals for high-tech enterprises or Guangzhou headquarters of multinationals etc. 2.If the actual office address is different from the registered office address, it is required to upload the filed documents to the Administration Bureau for Industry and Commerce for verifying.	No need to submit such documents, if not applicable

Notes:

- Employers shall provide the updated documents with the official seal or the authorized official seal of foreign/ personnel affairs department to update the information.
- For update the information such as office address, organization type, etc. the employer is required to provide the approval documents from the related administrative department, business license, registration certificate of private non-enterprise entities, institution legal person registration certificate, certificate of social unified credit code or organization code certificate and other certificates of legal registration.
- If the employer applies to update the legal representative or the chief representative, it is required to provide the updated business license, registration certificate of private non-enterprise entities, institution legal person registration certificate or registration certificate of resident representative office of foreign enterprises and the representative certificate.
- Relevant documents are exempted for FWP application if they are already submitted when registering the account. This applies to multinationals, China headquarters of multinationals (recognized by commerce departments), enterprise groups (Enterprise Group Registration Certificate, including parent companies and constituent companies), central government-owned enterprises and their subsidiaries, national high-tech enterprises (recognized by science & technology departments), enterprise engineering research centers (recognized by development & reform departments), engineering labs (recognized by development & reform departments), engineering technology research center (recognized by science & technology departments), enterprise technology centers (recognized by economic & information departments) and local technological innovation service platforms (recognized by science and technology departments).
- Accepting or deciding agencies may require the employers to provide other documents to meet the basic standards.

### ⑤ Fill in the Handler's Information

After uploading of documents of the employer, it is required to fill in the handler's information and upload his/her ID card before clicking *Submit for Approval*. The handler must be the staff of the employer and his/her contact information must be true and correct. Information of the handler is saved only when the page shows Successfully Saved. If there is any change regarding to the handler, the employer should update the account information in time.

**Multiple handlers are allowed for one same account. However, one same handler is not allowed to serve multiple employers. The information of the handler will be checked in the System, and those with identical information will not be accepted.**

### ⑥ Revise and Revoke

If the application for the account has not been checked after submitting, the application can be revoked by clicking “*Revoke*”. The application can be revised.

### ⑦ Complete Registration

Normally, the accepting agency reviews the account information within 3 working days from the date of submission (exclusive). The registration is completed upon approval.

### 2. Update Registered Information

To update the basic information (such as the employer’s name, person in charge, identification certificate of person in charge, the handler, etc.), please click *Change Employer Information* on top right and enter into the page to re-edit the information. When done, click *Print Employer Information Change Form* and affixed the *Form* with official seal of the employer. Then, upload the scanned *Employer Information Change Form* affixed with official seal in full color. After that, Click *Submit for Approval* at the bottom. Registered information will be updated upon approval.

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Employer information change form	√ Upload a scanned color copy of the original	1. Affix with the official seal of the employer. 2. When authorized to use the seal for foreign and personnel affairs or the seal made legally and entitled the legal name specially for labor contracts, an authorization letter is required for record.	Fill in the form in the System, and then print out the filled form. The information filled in the System shall be consistent with the attachments .
2	Updated certificates	√ Upload a scanned color copy of the original	Upload the correspondent certificates mentioned in the Employer Information Change Form	Both sides of the ID card shall be uploaded.

In order to update the registered office address with an address of other cities, it is required to cancel all its valid Foreigner’s Work Permit at first and then apply for updating. Upon approval by the new accepting agency, the employer can apply for FWP again.

### 3. Password Reset

If you forget your password, you can click Click Me if Forgot Password on the log in page and answer related questions to reset your password. If your password still cannot be reset, you can apply for password reset by submitting an original password reset application letter to the corresponding service window, or by sending a scanned copy of the password reset application letter to the corresponding service window’s email address, QQ group or WeChat group and contacting relevant staff. The password can be reset right away.

**Kindly Reminder:** after resetting your password, please log in to the System and change your password immediately to avoid information leakage.

## **(II) Guide to Apply for Foreigner's Work Permit (over 90 days)**

Foreigners employed in China with a over 90-day labor contract should apply for FWP according to this guide.

### **1. Apply for FWP from Outside China (New Application)**

#### **(1) Application Procedures**

Those who apply for FWP for the first time should apply for the *Notification Letter of FWP* before entering China and apply for FWP within 15 days after entering China. Please follow the two steps below:

##### **①Apply for *Notification Letter of FWP* before entering China**

**A. Online application.** Employers log in to the System —— select *Apply for Notification Letter of FWP (Before Entering China)* —— select talents categories (select Category A, B or C according to the conditions of the applicant)

**a. Fill in the form online.** Fill in the information of the applicant and the employer accurately in the System. The information filled in shall be consistent with the attachments. Fill in the bachelor degree or above(only the highest level of education if not having a bachelor or above ) in the Education Column and the applicant's work experiences after graduation or in the past ten consecutive years (including unemployed period) in the work experiences Column. Print the completely filled Application Form for FWP for the signature of the applicant and the official seal of the employer, and then upload the scanned copy of the duly signed and sealed form.

**b. Upload documents.** Upload the documents according to the checklist in Table 1. All the documents uploaded should be scanned color copies or photographed copies of the originals, and each should be uploaded in the corresponding attachment column.

**B. Check.** The accepting agency shall check the documents submitted within 5 working days from the date of submission (exclusive). If the documents are incomplete and the contents filled in fail to meet the requirements, the accepting agency shall inform the employer online of all the problems; if the documents are complete and the contents filled in meet the requirements, the application passes the Check Procedure.

**C. Acceptance.** The accepting agency further checks the documents. If no mistakes are found, the

application will be submitted for review.

**D. Review.** The deciding agency shall review the application and make a decision within 5 working days from the date of acceptance (exclusive). If the application does not pass the Review Procedure, the deciding agency shall return it to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again.

**E. Decision.** For an approved application, the *Notification Letter of FWP* will be automatically issued in the System and sent to the foreign affairs departments (Chinese diplomatic or consular missions in foreign countries) via the online system. The employer may download the Notice in the System and send it to the applicant. With the *Notification Letter of FWP* and other documents required, the applicants may apply for Z or R visa at the very Chinese diplomatic or consular missions in foreign countries.

**Processing Time.** A decision will be made within 5 working days from the date of acceptance (exclusive). Each time the application is returned to the employer and the employer submits it again with proper documents, the processing time will be recalculated.

## **② Apply for FWP after entering China**

**A. Online application.** Log in to the System —— click *Apply for FWP (After Entering China)*, and fill in the information of Z or R visa accurately.

**B. Upload documents.** Upload relevant documents according to the checklist in Table 2. Applicants who have made commitments for physical examination should provide valid physical examination certificates issued by designated institutions (issued in the last 6 months).

**Physical examination institution of Guangzhou: Guangzhou International Travel Health Care Center**

**Address: No.207 Longkou Xi Road, Tianhe District, Guangdong    Tel: 020-87537322**

**C. Online Check.** The accepting agency shall check the documents submitted within 5 working days from the date of submission (exclusive). If the documents are incomplete and the contents filled in fail to meet the requirements, the accepting agency shall inform the employer online of all the problems; if the documents are complete and the contents filled in meet the requirements, the application passes the Check Procedure and the employer shall submit documents in paper form to the accepting agency.

**D. Acceptance.** The accepting agency decides whether or not to accept the application after verifying the original documents. If the application is within the functions and powers of the administrative organ, and the application documents are found complete and consistent with the requirements, the accepting agency shall immediately accept the application and issue a dated *Acceptance Notice on FWP*

*Application* affixed with the special seal of the administrative organ; if the application documents are found incomplete and failed to meet the requirements, the accepting agency shall immediately inform the employer of all the problems and issue a *Notice*. The accepting agency shall accept the application after the employer submits the proper documents.

**E. Review.** The accepting agency further reviews the documents. If the application passes the Review Procedure, it will be submitted to the deciding agency for a decision. If the application does not pass the Review Procedure, it shall be returned to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again.

**F. Decision.** For an application approved by the deciding agency, an administrative permission shall be granted, and the employer may collect the permit when the System shows *The information on the certificate has been verified*; for an application disapproved by the deciding agency, a decision of disapproval will be made with the reasons.

**G. Certificate collection.** Certificates can be collected in any of the following ways.

a. The applicant or the handler may collect the certificate at the accepting agency with his/her valid identification document and *Acceptance Notice on FWP Application*.

b. Apply to deliver by EMS. The employer shall submit the Application Letter to Deliver the Certificate by EMS while working on the application, and the accepting agency will mail the FWP to the employer upon approval (freight collect).

**Processing Time.** A decision will be made by the deciding agency within 5 working days from the date of acceptance (exclusive). During the application process, if the application is returned because its documents fail to meet the requirements, the employer should revise the application according to the Reasons and re-submit the application as soon as possible. The processing time will be recalculated for each re-submission.

## **(2) Application Documents**

①. **Document Requirements.** The applicant shall prepare all the documents according to different procedures of FWP, the checklists and the requirements. The document requirements are as follows:

A. All documents must be **accurate** (false documents are prohibited), **complete** (documents must be complete), **valid** (within validity period), **consistent** (the information filled in must be consistent with the documents provided) and **coherent** (if a file contains more than one page, scan all the pages in order into one file and upload). Applicants who provide false documents will be included in the Dishonest List of the System.

B. Scanned copy of original documents: All the documents uploaded to the System should be scanned

color copies or photographed copies of the originals. While verifying the original documents in paper form, the accepting agency shall collect for record the originals of the application form for FWP, certificate of no criminal record, physical examination certificate and letters issued by the employer, as well as copies of all other documents with the employer's official seal affixed (after the accepting agency verifies the originals of these copies.).

C. For documents of non-Chinese language, translated version issued by Chinese notary organizations shall be provided.

D. Copies shall affix with the employer's official seal.

## ② Checklist

**Table 1- Documents Required to Apply for Notification Letter of FWP before Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for FWP	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify and collect the original</li> </ul>	<ol style="list-style-type: none"> <li>1. Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer or its duly authorized department; upload the scanned copy of the duly signed and sealed form.</li> <li>2. The information filled in the System shall be consistent with the attachments.</li> <li>3. work experiences: fill in the applicant's work experiences in the past ten consecutive years. If the applicant is unemployed for a certain period, fill "none" respectively in the employer, job position, job title, and job responsibilities columns.</li> </ol>	The official seal of the employer, and its authorized business seals for foreign affairs, human resources department and labor contracts that are filed with the System.
2	Proof of work experiences and the translated version	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	<ol style="list-style-type: none"> <li>1. Provide 2 years and above of full-time work experiences related to the job currently applied for.</li> <li>2. Proof of work experiences issued by the applicant's former employer, including the position, years of work and job performance. The proof should be stamped with the official seal of his/her former employer or signed by person in charge, and include the certifier, valid telephone number or email address etc..</li> <li>3. The work experiences should be full-time. Internships and part-time jobs should not be counted as work experiences.</li> </ol>	<ol style="list-style-type: none"> <li>1. For applicants who meet the conditions for High-end Foreign Talents (Category A) set forth in the <i>Evaluation Criteria for Foreigners Employed in China (Trial)</i>:               <ol style="list-style-type: none"> <li>(I) selected for relevant domestic talent programs;</li> <li>(II) conforming to the international criteria of professional achievement. The submission of a</li> </ol> </li> </ol>



No.	Checklist	Form of Submission	Requirements	Remarks
				<p>commitment letter shall be deemed as compliance with the this article.</p> <p>2. If the applicant has any prestigious awards in his/her professional field, he/she may provide the proof of awards accordingly.</p>
3	Certificate of the highest academic degree or related approval document and certificate of professional qualification	<p>√ Upload a scanned color copy of the original</p> <p>√ Verify the original</p> <p>√ Collect the photocopy(affixed with the employer's official seal)</p>	<p>1. If the certificate of the highest academic degree was conferred upon in a foreign country, it shall be authenticated by Chinese embassies or consulates in the said country or the embassies or consulates of the said country in China, or China's academic qualification certification body.</p> <p>2. If the certificate of the highest academic degree was conferred upon in Hong Kong SAR, Macau SAR and Taiwan, it shall be authenticated by China's academic qualification certification body or notarized by a notary public in the said regions.</p> <p>3. If the certificate of the highest academic degree was conferred upon in Mainland China, only the original certificate (degree) is required.</p> <p>4. Where pre-approval by competent authorities of a certain industry or professional qualification is required by the Chinese laws and regulations, such pre-approval document by competent authorities or certificate of qualification should be provided.</p>	<p>1.For applicants who meet the conditions for High-end Foreign Talents (Category A) set forth in the <i>Evaluation Criteria for Foreigners Employed in China (Trial)</i>:</p> <p>(I) selected for relevant domestic talent programs;</p> <p>(II) conforming to the international criteria of professional achievement;</p> <p>(III) foreign talents fulfilling the market demand for government-encouraged posts;</p> <p>(IV) Innovative and entrepreneurial talents.</p> <p>The submission of a commitment letter shall be deemed as compliance with the this article.</p> <p>2.Any professional qualification certificate obtained in a foreign country shall be authenticated by Chinese embassies or consulates in the said country, or the embassies or consulates of the said country in China, or notarized by a notary public in the said country.</p>

No.	Checklist	Form of Submission	Requirements	Remarks
				3.Any professional qualification certificate obtained in Hong Kong SAR, Macao SAR and Taiwan shall be notarized by a notary public in the said regions.
4	Certificate of no criminal record and the translated version	√ Upload a scanned color copy of the original √ Verify and collect the original	<p>1. The certificate shall be issued by the police bureau, security department or justice department in the country of the applicant's nationality or habitual residence and authenticated by Chinese embassies or consulates in the said country.</p> <p>2. The certificate of no criminal record of non-oath nature issued by the foreign embassies or consulates in China shall be directly accepted without authentication.</p> <p>3. Certificates of no criminal record issued at Hong Kong SAR, Macau SAR and Taiwan shall be notarized by the local notary office.</p> <p>4. The certificate shall be issued in the last six months.</p>	<p>1. For High-end Foreign Talents (Category A), the submission of a commitment letter shall be deemed as compliance with this article.</p> <p>2. A statement of no criminal record made by the applicant as an oath is not acceptable.</p> <p>3. Habitual residence means the last country or region where the applicant has lived continuously for more than one year since leaving his/her country of nationality, but excludes the Mainland China.</p>
5	Physical examination certificate	√ Upload a scanned color copy of the original √ Verify and collect the original	<p>1. Issued by designated institutions: issued by Chinese inspection and quarantine authorities in China, or issued by an overseas health care agency approved by such authorities.</p> <p>2. Not valid unless issued in the last 6 months.</p>	<p>1. For the list of the overseas health care agencies approved by Chinese inspection and quarantine authorities, please go to the websites of China's embassies or consulates in the countries where such agencies are located.</p> <p>2. Commitment: the applicant who makes a commitment before entering China should provide a letter of commitment, promising to supplement a health inspection certificate issued by the inspection and quarantine authorities in China and to bear any risks. A health inspection</p>

No.	Checklist	Form of Submission	Requirements	Remarks
				certificate issued by Chinese inspection and quarantine authorities in China should be provided when applying for FWP from within China.
6	Employment contract or proof of employment (including the dispatch letter issued by a multinational employer); For a dispatch letter of non-Chinese language, the translated version should be provided.	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	<p>1. A contract in Chinese should be provided, signed by the applicant and affixed with the official seal of the employer without any alteration.</p> <p>2. The Employment Contract or dispatch letter or proof of employment should include required contents such as work place, position, job description, salary, work period in China, and stamp (signature) page.</p> <p>3. Representative offices shall provide valid representative certificates at the same time.</p>	<p>1. Proof of employment: applies to personnel undertaking the intergovernmental or inter-organization agreements or accords, the chief representatives and representatives of various representative offices of foreign establishments in China and the overseas contract service providers. For representative offices, representative certificates are required. For the overseas contract service providers, valid three-party cooperation contracts or agreements are required.;</p> <p>2. Dispatch letter from outside China and proof of appointment: applies to the senior managers and technical professionals dispatched by the headquarters or the regional headquarters overseas of a multinational company to work in its subsidiary or branch in Guangzhou, and is issued by the headquarters or the regional headquarters. The subsidiary or branch in Guangzhou issues the letter of appointment or proof of employment. The contents of the dispatch letter and the proof of employment should be consistent (the working duration in the proof of employment may be</p>

No.	Checklist	Form of Submission	Requirements	Remarks
				shorter than the dispatch period in the dispatch letter). 3. Dispatch letter from within China and employment contract: if senior managers and technical professionals are dispatched by the China headquarters of a multinational company to work in its subsidiary or branch in Guangzhou, the dispatch letter and the employment contract between the applicant and the headquarters in China shall be provided.
7	The applicant's passport or international travel documents	√ Upload a scanned color copy of the original √ Verify the original √ Collect the photocopy(affixed with the employer's official seal)	The bio-data page of passport or international travel documents	The passport should be valid for at least 6 months.
8	A full-face photo of the applicant taken in the last 6 months	√ Upload a color digital photo	A recent full-face photo, frameless, taken in front of a white background and showing clearly the facial features; free of spots, defects and ink defects; provided in JPG file of 24-bit true color, with file size between 40K and 120 K and pixels between 354 (W) * 472 (H) and 420 (W) * 560 (H).	It is not recommended to wear a hat or head covering. If it is necessary to do so for a religious reason, it should be ensured that the full face of the applicant must be clearly visible.
9	Relevant documents for the accompanying family members	√ Upload a scanned color copy of the original √ Verify the original √ Collect the photocopy(affixed with the employer's official seal)	1.The bio-data page of the accompanying family member's passport (or international travel documents); 2.Certificate of relationship with the applicant (spouse: marriage certificate; child: child birth certificate or adoption certificate; parents or parents-in-law: the applicant's birth certificate, marriage certificate or notarization certificate); 3.Physical examination report: for family	1.Accompanying family members include the spouse, children under the age of 18, parents and parents-in-law. 2.Leave blank if there is no accompanying family member.

No.	Checklist	Form of Submission	Requirements	Remarks
			members over the age of 18 (a commitment letter is not applicable)	
10	Other documents	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	1. For High-end Foreign Talents (Category A), proofs of eligibility shall be provided. 2. Applicants who meet the standards of Category A or B via the point-based system shall provide proofs for each granting points. 3. Where pre-approval by competent authorities of a certain industry or professional qualification is required by the Chinese laws and regulations, such pre-approval document by competent authorities or certificate of qualification should be provided. 4. Applicants aged 60 or above should provide the proof of commercial insurance (including accident and medical insurance) purchased by the employer. 5. When a specialized service agency is entrusted, the employer's Power of Attorney (collect the original) shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System. 6. The applicant who chooses to apply for a visa in a country other than the country of his/her nationality should provide a letter of explanation and promise to bear the risk of not getting the visa. 7. The letter of explanation provided by the employer or the applicant shall affix with the official seal of the employer or the signature of the applicant (collect the original). 8. Other proper documents needed.	1. High-end Foreign Talents (Category A) who submit commitment letters shall promise in the commitment letters that they agree that the granting and deciding agency may conduct investigations as necessary. 2. If necessary, the approving agency may require the employer to provide other documents for further investigation.
<b>Remarks</b> 1. The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals. 2. For the provisions on consular authentication, please go to the website of China's consular service ( <a href="http://cs.mfa.gov.cn/">http://cs.mfa.gov.cn/</a> ) or contact the Chinese embassies and consulates in corresponding countries.				

No.	Checklist	Form of Submission	Requirements	Remarks
<p>3. Overseas contract service providers refer to the employees of the overseas companies that have no commercial presence (namely, legal entity) in China, but engage in substantial commercial activities outside China. To perform their employers' service contracts made with parties from China, they enter Chinese territory where they offer services on a provisional basis, and get paid by their employers overseas. The service providers should have the academic qualifications and professional qualifications to provide the services required. The number of providers is determined by the tasks specified in the contracts.</p> <p>4. Applicants who obtained FWP before and whose previous application can be checked in the System are not required to submit the certificate of the highest academic degree in the case of a second application. If the academic degree provided in a second application, application for extension or application for change is higher than the degree provided previously, such an degree shall be authenticated by diplomatic or consular missions. If the position applied is the same as that specified in the previous work permit, the proof of work experiences may be waived.</p> <p>5. For documents of non-Chinese language (passport or international travel documents excluded), the employer shall provide the translated version issued by Chinese notary organizations or the translated version authenticated by Chinese diplomatic or consular missions in foreign countries or foreign diplomatic or consular missions in China. The employer shall re-submit the document if the translated version is in serious discrepancy with the original copy.</p>				

**Table 2- Documents Required to Apply for FWP after Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	(Z or R) visa or valid residence permit held by the applicant	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy(affixed with the employer's official seal)</li> </ul>	The visa pages and entry stamp pages of the passport (or international travel documents) or the Residence Permit.	Unless the passport is lost or stolen, the passport should be the same one used to apply for the Notification Letter of FWP ; otherwise, the bio-data page of the new passport must be submitted, the information concerning the passport must be updated, and an explanation letter must be provided.
2	Physical examination certificate	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify and collect the original</li> </ul>	A physical examination or health inspection certificate issued by Chinese inspection and quarantine authorities for foreigners in the last six months.	It should be provided if not submitted when applying for the Notification Letter of FWP.

No.	Checklist	Form of Submission	Requirements	Remarks
3	Contract	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	It should be provided if not submitted before entering China or if the salary for the applicant has changed; otherwise, no need to submit again.	
<b>Remarks:</b> 1. The applicant should provide the information required in the System. 2. The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals.				

## 2. Guide to Apply for FWP from Within China

### (1) Application Criteria

Applicant who fit in with one of the following circumstances can apply for FWP from within China.

- ① High-end Foreign Talents (Category A) who have entered China with other visas or valid residence permits;
- ② A foreigner working in China and intending to work for a different company, with the job position (occupation) remaining the same and valid work-type residence permit;
- ③ The foreign spouse or children of a Chinese citizen or a foreigner permanently residing or working in China with valid visas or residence permits;
- ④ Being in line with the relevant preferential policies for free trade zones and/or comprehensive innovation reform pilot zones;
- ⑤ The employer is eligible for the preferential policies for the Chinese headquarters of multinationals;
- ⑥ Personnel transfer between the group and its subsidiaries;
- ⑦ Foreigners undertaking the intergovernmental agreements or accords;
- ⑧ Representatives of foreign establishments in China who have entered China with valid work visas; or foreigners who have obtained FWP for less than 90 days in China and now are employed by domestic employers within the validity period of their stay;
- ⑨ Other circumstances deemed eligible by the approving agencies.

### (2) Procedures

The employer shall log in to the System, select “*Apply for FWP from within China*” and fill in relevant information.

The application procedures are the same as those of “*Apply for FWP After Entering China*”, Submit the

application online—— Check ——Acceptance (submit documents in paper form to the accepting agency for verifying) ——Review——Decision——FWP collection (Pick up in person or delivered by EMS).

### **(3) Documents Required**

The documents required are basically the same as the application documents for Apply for FWP from Outside China listed in Table 1 and Table 2. If the applicant meets the conditions for job changes from within China and related records can be checked in the System, he/she is not required to submit academic degree certificates, proof of work experiences and no criminal record certificate, yet, he/she is required to upload valid residence permit and FWP Cancellation Certificate of his/her last job.

## **(III) Guide to Apply for Short-term Foreigner's Work Permit in Guangzhou (90 days or less)**

Foreigners intending to work for a short term (90 days or less) in Guangzhou shall apply for Short-term Foreigner's Work Permit (90 days or less) according to this guide.

### **1. Application Criteria**

(1) Foreigners entering China for short-term job tasks refer to those who, for the following reasons, stay within Mainland China for 90 days or less:

- ① To complete technical, science research, management, advisory jobs, etc. with their partner within Mainland China;
- ② To conduct trial training for sports within Mainland China (including coaches and athletes);
- ③ Photographing (including advertisements and documentaries);
- ④ Modelling (including models for car shows and print ads);

(2) The following circumstances shall not be deemed as short-term job tasks:

- ① To provide maintenance, installation, testing, dismantling, advisory and training services upon purchasing equipment.
- ② To provide advisory services, supervise or conduct inspections on bid-winning projects within Mainland China;
- ③ To be assigned to complete short-term tasks in branches, subsidiaries and representative offices within Mainland China;
- ④ To participate in sports events (including athletes, coaches, team doctors, assistants and other related personnel. However, according to the international sports organizations, cases in which a



person entering China with registration card approved by competent departments of China are excluded);

⑤ Volunteers who receive no payment for their work or paid by foreign organizations

**(1) Online Application.** The employer shall log in to the System, select “Apply for FWP (90 days or less)” and fill in relevant information. Print out the application form for the signature of the applicant and the official seal of the employer, scan and upload to the System together with other documents.

**(2) Online Check.** The accepting agency shall check the documents submitted within 5 working days from the date of submission (exclusive). If the documents are incomplete and the contents filled in fail to meet the requirements, the accepting agency shall inform the employer online of all the problems; if the documents are complete and the contents filled in meet the requirements, the application passes the Check Procedure.

**(3) Acceptance.** The accepting agency shall immediately accept the application right after it passes the Check Procedure.

**(4) Review.** The deciding agency shall review the application and make a decision within 5 working days from the date of acceptance (exclusive). If the application does not pass the Review Procedure, the deciding agency shall return it to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again (The processing time will be recalculated).

**(5) Decision.** For an approved application, an administrative permission shall be granted. The *Notification Letter of FWP* will be automatically issued in the System and sent to the foreign affairs departments (Chinese diplomatic or consular missions in foreign countries) via the online system. The employer may download the Notice in the System and send it to the applicant. With the *Notification Letter of FWP* and other documents required, the applicants may apply for Z or F visa at the very Chinese diplomatic or consular missions in foreign countries. Documents in paper form are not required to submit for verifying in the process. If the applicant's conditions do not meet the requirements, a decision of disapproval will be made.

**Kindly Reminder:** During the application process, if the application is returned by the accepting agency or reviewing agency because its documents fail to meet the requirements, the employer should revise the application according to the Reasons and re-submit the application as soon as possible. The processing time will be recalculated.

**The documents required are listed as follows:**

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for FWP	√ Upload a scanned color copy of the original	Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	The information filled in the System shall be consistent with the attachments.
2	Work contract (including project contract and cooperation agreement), invitation letter of the employer	√ Upload a scanned color copy of the original	Include the applicant's name, nationality and work place, duration and responsibilities; list all the working places and times of entry.	The employer should clearly state the funding arrangement of inviting the foreigner, make a commitment on the authenticity of the invitation and guarantee the payment of the expenditures of the foreigner in China.
3	The applicant's passport or international travel documents	√ Upload a scanned color copy of the original	The bio-data page of passport or international travel documents	
4	Others	√ Upload a scanned color copy of the original	<p>1. When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.</p> <p>2. Where pre-approval by competent authorities of a certain industry or professional qualification is required by the Chinese laws and regulations, such pre-approval document by competent authorities or certificate of qualification should be provided.</p>	

No.	Checklist	Form of Submission	Requirements	Remarks
<b>Remarks:</b> 1. With <i>Notification Letter of FWP</i> (90 days or less), the applicant may work for more than one employer. All the working cities (no more than 5) should be indicated in the application. 2. The applicant should work within the approved duration and it is prohibited to extend. 3. Applicants with Z visa who stay for less than 30 days do not need to apply for work-type residence permits; those who stay for more than 30 days (included) shall apply for work-type residence permits. 4. For documents of non-Chinese language (passport or international travel documents excluded), the employer shall provide the translated version issued by Chinese notary organizations or the translated version authenticated by Chinese diplomatic or consular missions in foreign countries or foreign diplomatic or consular missions in China. The employer shall re-submit the document if the translated version is in serious discrepancy with the original copy.				

## (IV) Guide to Apply for Confirmation Letter for High Level Foreign Talents

### 1. Application Criteria

High-level and urgently needed talents in China's economic and social development who meet the conditions for High-end Foreign Talents (Category A) set forth in the Evaluation Criteria for Foreigners Employed in China (Trial), as well as high-end scientists, science and technology leading talents, international entrepreneurs, special talents and high-skilled talents fulfilling the demand, may apply for the Confirmation Letter for High Level Foreign Talents and may apply for the Talent Visa (R visa) with the Confirmation Letter for High Level Foreign Talents.

Application Process

### 2. Online application - Acceptance - Review - Decision

**(1) Online application.** The employer logs in to the System, select “Confirmation Letter for High Level Foreign Talents” and fill in relevant information truly and correctly. The information filled in must be consistent with the attachments.

**(2) Acceptance.** The accepting agency shall check the documents within 3 working days. If the applicant is eligible and the documents meet the requirements, the accepting agency shall accept the application immediately and submit it for Review Procedure. If the documents do not meet the requirements, the accepting agency shall return the application and inform the employer of all the problems; the employer should revise the application according to the Reasons and re-submit the application; The processing time will be recalculated.

**(3) Review.** The deciding agency further reviews the documents as well as the applicant's eligibility. If qualified, the application will be submitted for Decision Procedure; If the application does not pass the

Review Procedure, it shall be returned to the employer with the reasons, and the employer shall provide proper documents according to the Reasons and submit the application again.

**(4) Decision.** The deciding agency shall make a decision within 5 working days from the date of acceptance (exclusive). If approval, the Confirmation Letter for High Level Foreign Talents will be sent to the foreign affairs departments (Chinese diplomatic or consular missions in foreign countries) via the online system. The employer may download the Confirmation Letter for High Level Foreign Talents in the System and send it to the applicant. With the Confirmation Letter for High Level Foreign Talents and other documents required, the applicants may apply for R visa at the very Chinese diplomatic or consular missions in foreign countries.

**Kindly Reminder:**

① A “R visa” holder will be granted with a visa with a validity period of 5 to 10 years with multiple entries and is allowed to stay in China for no more than 180 days for each entry. The spouse and underaged children of the R visa holder can also be granted with visas having the same validity period with multiple entries.

It is also required to apply for FWP and Residence Permits if foreigners who enter China with R visas plan to work in China for over 180 days.

**3. Application Documents**

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for Confirmation Letter for High Level Foreign Talents	√ Upload a scanned color copy of the original	Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	The information filled in the System shall be consistent with the attachments.
2	Invitation Letter or work contract (including project contract and cooperation agreement)	√ Upload a scanned color copy of the original	Include the applicant’s name and nationality, work place, duration and job description.	The employer should clearly state the funding arrangement of inviting the foreigner, make a commitment on the authenticity of the invitation.

No.	Checklist	Form of Submission	Requirements	Remarks
3	The applicant's passport or international travel documents	√ Upload a scanned color copy of the original	The bio-data page of passport or international travel documents	
4	Proof for meeting the conditions for Category A set forth in the Evaluation Criteria for Foreigners Employed in China (Trial)	√ Upload a scanned color copy of the original		
5	Others	√ Upload a scanned color copy of the original	<p>1. When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.</p> <p>2. Where pre-approval by competent authorities of a certain industry or professional qualification is required by the Chinese laws and regulations, such pre-approval document by competent authorities or certificate of qualification should be provided.</p>	
<b>Remarks:</b> 1. Applicants with R visa who stay for no more than 180 days do not need to apply for work-type residence permits; those who stay for more than 180 days shall apply for FWP and work-type residence permits. 2. For documents of non-Chinese language (passport or international travel documents excluded), the employer shall provide the translated version issued by Chinese notary organizations or the translated version authenticated by Chinese diplomatic or consular missions in foreign countries or foreign diplomatic or consular missions in China. The employer shall re-submit the document if the translated version is in serious discrepancy with the original copy.				

## **(V) Guide for Extension, Change, Re-issuance or Cancellation of Foreigner's Work Permit and Cancellation of Notification Letter of FWP**

Applicants with the FWP (over 90 days) should apply for Extension, Change, Re-issuance or Cancellation of the FWP according to this guide.

### **1. Procedures**

**(1) Online application.** The employer logs in to the System——Click “Extension, Change, Cancellation and Re-issuance of Foreigner's Work Permit”, select the corresponding service and fill in the form accurately. Print out the corresponding application form for the signature of the applicant and the official seal of the employer, and then upload the scanned color copy of the original duly signed and sealed form.

**(2) Online Check.** The accepting agency shall check the documents submitted within 5 working days from the date of submission (exclusive). If the documents are incomplete and the contents filled in fail to meet the requirements, the accepting agency shall inform the employer online of all the problems; if the documents are complete and the contents filled in meet the requirements, the employer shall take the documents in paper form to the accepting agency for verifying after the application passes the Check Procedure.

**(3) Acceptance.** The employer shall take the documents in paper form to the accepting agency (For Re-issuance of FWP, documents in paper form are not required for verifying); if the application documents are found complete and consistent with the requirements, the accepting agency shall immediately accept the application and issue a dated *Acceptance Notice on FWP Application* affixed with the special seal of the administrative organ; if the application documents are found incomplete and not consistent with the requirements, the accepting agency shall immediately inform the employer of all the problems and issue a *Notice*. The accepting agency shall accept the application after the employer submits the proper documents.

**(4) Review.** For Extension, review and a decision shall be made within 5 working days; for Change, Re-issuance or Cancellation, review and a decision shall be made within 1 working day. If the application does not pass the Review Procedure, it shall be returned to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again (The processing time will be recalculated).

**(5) Decision.** For an approved application, the Approval Letter on Administrative Permission shall be granted. The FWP information of the System will be automatically updated.

Reminder: The applicant or the handler may collect the Approval Letter on Administrative Permission

or Cancellation Certificate at the accepting agency with his/her valid identification document. If, due to personal information change, a new FWP is required, the new one shall be collected at the accepting agency. The relevant documents above can also be applied to be delivered by EMS by submitting the Application Letter to Deliver the Certificate by EMS while working on the application (freight collect).

**Kindly Reminder: During the application process, if the application is returned by the accepting agency or reviewing agency because its documents fail to meet the requirements, the employer should revise the application according to the Reasons and re-submit the application as soon as possible. The processing time will be recalculated.**

## **2. Checklist and Requirements**

### **(1) Documents Required for Extension of FWP**

If the applicant's labor contract, which is submitted to the System for his/her last application, is still valid, or the applicant intends to extend his/her employment, an application for Extension shall be made 30-90 days prior to the expiry date of FWP. If the FWP is valid for less than 30 days, the application for Extension will be automatically rejected in the System.

The documents required are listed as follows:

<b>No.</b>	<b>Checklist</b>	<b>Form of Submission</b>	<b>Requirements</b>	<b>Remarks</b>
1	Application Form for Extension of FWP	✓ Upload a scanned color copy of the original ✓ Collect the original	Fill in the form online, and print the filled form for the signature of the applicant and the official seal of the employer; upload the scanned copy of the duly signed and sealed form	The information filled in the System shall be consistent with the attachments.
2	Employment contract or proof of employment	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	A contract in Chinese should be provided, signed by the applicant and affixed with the official seal of the employer without any alteration.	

No.	Checklist	Form of Submission	Requirements	Remarks
3	Visa or valid Residence Permit	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy(affixed with the employer's official seal)</li> </ul>	The visa pages and entry stamp pages of the passport (or international travel documents) or the Residence Permit.	
4	Other documents	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy(affixed with the employer's official seal)</li> </ul>	<p>1.For any change of job titles (the job nature is the same) with the same employer (for instance, change from a professional/technical position to an administrative/management position), a certificate of the change shall be provided.</p> <p>2.The applicant who makes a commitment of salary in his/her last application to meet the standard of Category A or B should provide the Individual Income Tax Payment Records for the last 12 months and other supporting documents.</p> <p>3.When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.</p> <p>4. Relevant information can be updated while applying for Extension.</p>	



No.	Checklist	Form of Submission	Requirements	Remarks
<b>Remarks:</b> 1.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals. 2.The employer shall submit an application for extension in the online system 30-90 days prior to the expiry date of the applicant's FWP (Otherwise, applicants of Category A have to re-apply according to the procedures of <i>Applying for FWP from Within China</i> , and applicants of Category B or C have to re-apply according to the procedures of Applying for Notification Letter of FWP from Outside China). 3.When an applicant changes his/her position/job (the job nature has changed) or nationality, his/her last FWP should be canceled and a new application should be made for FWP (applicants of Category A have to re-apply according to the procedures of <i>Applying for FWP from Within China</i> , and applicants of Category B or C have to re-apply according to the procedures of Applying for Notification Letter of FWP from Outside China); whenever the Date of Birth and the Gender has changed, the applicant's last FWP should be canceled and a new application must be made for FWP according to the procedures of Applying for FWP from Within China and supporting documents should be provided. 4. If the information of the employer or the handler has changed, please update relevant information in the System.				

## (2) Documents Required for Change of FWP

For any change with the personal information (name, passport, position and category) of a foreigner with a FWP, an application for change shall be made within 10 working days since the change occurs.

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for Change of FWP	√ Upload a scanned color copy of the original	Fill in the form online, and print the filled form for the signature of the applicant and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	The information filled in the System shall be consistent with the attachments.
2	Proofs of change	√ Upload a scanned color copy of the original	1. Change of name is subject to the new passport (international travel documents) bio-data page, and proof of the said change which should be authenticated by diplomatic or consular missions. 2. For change of passport (international travel documents) number, bio-data page of the new passport (international travel documents) is required. 3. For any change of job titles with the same employer, for instance, change from a professional/technical position to an administrative/management position, the	

No.	Checklist	Form of Submission	Requirements	Remarks
			employment contract or proof of employment shall be provided; the application letter for change (explaining the reasons and the new position, etc.) and supporting documents shall also be provided. Where there are otherwise different provisions in any relevant rules and regulations, such provisions shall apply. 4. To change the category, the applicant shall provide supporting documents to prove that the applicant is qualified for the corresponding category ( the applicant, who applies for change based on that his/her monthly salary is 4 times or 6 times higher than the local monthly income, should submit the Individual Income Tax Payment Records for the last 12 months; the applicant who applies for change via the point-based system shall provide proofs for each granting points ).	
3	Other documents	√ Upload a scanned color copy of the original	1.All letters issued by the employer should be affixed with the employer's official seal; if necessary, the applicant's signature is also required. 2.When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.	

**Remarks:**

- 1.When an applicant changes his/her nationality, his/her last FWP should be canceled and a new application should be made for FWP according to the procedures of Applying for FWP from Outside China.
- 2.When an applicant changes his/her employer or position/job, his/her last FWP should be canceled and a new application should be made for FWP. If his/her last Residence Permit is still within the validity period, he/she should apply for the new FWP according to the procedures of *Applying for FWP from Within China*; if his/her last Residence Permit is expired, he/she should apply for a new FWP according to the procedures of *Apply for FWP from Outside China*.
- 3.For documents of non-Chinese language (passport or international travel documents excluded), the employer shall provide the translated version issued by Chinese notary organizations or the translated version authenticated by Chinese diplomatic or consular missions in foreign countries or foreign diplomatic or consular missions in China. The employer shall re-submit the document if the translated version is in serious discrepancy with the original copy.
4. The whole procedures can be conducted online and documents in paper form are not required for verifying.

Reminder:

①If the changes do not involve any information printed on the FWP card, the information will be automatically updated in the System and the applicant or employer may scan the QR code for confirmation;

②If the changes involve the information (including the name and category) printed on the card, the former FWP shall be returned to the accepting agency while the new FWP and the *Approval Letter on Administrative Permission* are collected with the valid identification documents of the applicant/handler. The former FWP will be cut by the staff of the accepting agency and then return to the applicant.

### (3) Documents Required for Re-issuance of FWP

**In case of loss/damage of a FWP, the applicant shall make an application for re-issuance since the date of loss/damage.**

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for <b>Re-issuance</b> of FWP	√ Upload a scanned color copy of the original	Fill in the form online, and print the filled form for the signature of the applicant and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	The information filled in the System shall be consistent with the attachments .
2	Applicant's statement of the loss/damage of FWP	√ Upload a scanned color copy of the original	Issued by the employer and affixed with the employer's official seal.	
3	Other documents	√ Upload a scanned color copy of the original	1.If the passport has changed, it is required to provide the bio-data page of the new passport (international travel documents). 2.When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.	
<b>Remarks:</b> The whole procedures can be conducted online and documents in paper form are not required for verifying.				

Reminder: The applicant or the handler collect the new FWP with his/her identification document at the accepting agency.

#### **(4) Documents Required for Cancellation of FWP**

The Foreigner's Work Permit shall be canceled automatically if not extended before the date of expiration. The approving agency will cancel those deactivated, withdrawn or revoked according to regulations. In case of death/incapacity of the applicant, or termination of contract/employment, the employer shall apply for canceling the FWP with the deciding agency within 10 working days after the foresaid events. If the employer is shut down, the applicant may apply for canceling the FWP with the deciding agency.

The documents required are listed as follows:

<b>No.</b>	<b>Checklist</b>	<b>Form of Submission</b>	<b>Requirements</b>	<b>Remarks</b>
1	Application Form for Cancellation of FWP	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify and collect the original</li> </ul>	Fill in the form online, and print the filled form for the signature of the applicant and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	Where the employer is terminated according to law, the application form may be submitted by the applicant without bearing the employer's official seal. However, the applicant shall provide documents proving that the employer has been terminated according to law and cannot apply for cancellation of FWP. An applicant's explanation letter on cancellation of FWP and the FWP shall also be provided.
2	Documents for termination of employment/contract , or other supporting documents	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	Both parties' signatures are required for termination of employment/contract.	In case the employer fails to reach the applicant after the applicant's resignation, the employer shall provide the explanation letter of cancellation, and promise in written to

No.	Checklist	Form of Submission	Requirements	Remarks
				undertake the corresponding legal responsibilities for unilateral termination of contract.
3	Other documents	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	1.All letters issued by the employer should be affixed with the employer's official seal; if necessary, the applicant's signature is also required. 2.When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.	
Remarks: For High-end Foreign Talents selected for relevant domestic talent programs, the whole procedures can be conducted online and documents in paper form are not required to submit for verifying.				

#### **(5) Documents Required for Cancellation of Notification Letter of FWP**

If the applicant does not apply for Z or R visa at Chinese diplomatic or consular missions in foreign countries within 3 months from the issuing date of the Notification Letter of FWP and still wants to work in China, he/she has to cancel the Notification Letter of FWP at first and then submit a new application for Notification Letter of FWP; if the applicant is unable to enter China to fulfill the labor contract, the Notification Letter of FWP shall be canceled in time; for the cancellation of Short-term (90 days or less) Notification Letter of FWP, an application for cancellation shall be submitted before the work contract comes in force, otherwise, the Notification Letter can not be canceled.

The documents required are listed as follows:

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for Cancellation of Notification Letter of FWP	√ Upload a scanned color copy of the original	Fill in the form online, and print the filled form for the signature of the applicant and the official seal of the employer; upload the scanned copy of the duly signed and sealed form.	It is required to fill in the reasons for cancellation and download the application form.
3	Other documents	√ Upload a scanned color copy of the original	1. All letters issued by the employer should be affixed with the employer's official seal; if necessary, the applicant's signature is also required. 2. When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.	
<b>Remarks:</b> The whole procedures can be conducted online and documents in paper form are not required for verifying.				

## **(VI) Guide to Apply for Foreigner's Work Permit - Foreign Graduates and Foreign Interns**

### **1. Approval Criteria**

#### **(1) Foreign Graduates**

Foreigners obtaining master degrees or above from renowned overseas universities for less than one year, or international students obtaining master degrees or above from the universities in China for less than one year shall meet the following criteria to work in China:

- ① Being at least 18 years old and healthy;
- ② With no criminal record;
- ③ Excellent academic performance, with an average score of no less than 80 (hundred mark system or equivalent), or above B+/B (grade system), with no record of misconduct at school;

- ④ Obtained corresponding academic qualifications and degrees;
- ⑤ Having a certain employer and the job that fits in with his/her major. The salary shall be no less than the average income of the local employees. The standards are determined by the provisions of the provincial human resources and social security departments in accordance with the labor market and the needs for introducing talents;
- ⑥ With valid passports or other equivalent international travel documents.

Notes: 1) The employer needs to perform the review and approval procedures as required to extend the employment of the foreign graduates before the expiry date. Where the individual income tax paid by a foreign graduate is lower than that for the offered salary, or the salary offered by the employer is lower than the stipulated standard, the extension of FWP will be rejected.

2) A quota management system for foreign graduates working in China is implemented in China. The annual quota for Guangzhou is allocated by Guangdong Province and the application will be suspended once the quota is used up.

## **(2) French Interns**

According to the *Agreement between the Government of the People's Republic of China and the Government of the Republic of France on the Internship Program for 1,000 People* and the *Implementation Plan for the Internship Program*, French interns apply for internships in Guangzhou should meet the following conditions:

- ① Under the age of 30;
- ② Students of French universities who have completed at least two years of higher education, or French graduates who have obtained French or Chinese Higher Education Diploma (including BTS and DUT) for less than one year and wish to come to China to gain work experience;
- ③ The internship should be less than six months and the applicant cannot work as employee at the same times;
- ④ With no criminal record;
- ⑤ Healthy;
- ⑥ With a valid passport or international travel documents;
- ⑦ Intern in a certain employer in Guangzhou and taking the internship according to relevant laws and regulations;
- ⑧ Other conditions confined by laws and regulations.

## **(3) German Interns**

According to the *Implementation Plan on the Youth Interns Exchange Programme* between the

Government of the People's Republic of China and the Government of the Federal Republic of Germany, German interns apply for internships in Guangzhou should meet the following conditions:

- ① Between the age of 18 to 35 at the beginning of the internship;
- ② Students of German universities (including undergraduates, postgraduates and PhD students) who have completed at least 4-semester higher education; students of German universities who have graduated for less than 12 months; in-school students of German vocational colleges (including technical colleges); students who have graduated for less than 12 months from German vocational colleges (including technical colleges). Taking internships in fields related to their expected/obtained degrees or qualifications.
- ③ The internship should be less than six months and the applicant cannot work as employee at the same time;
- ④ With no criminal record;
- ⑤ Healthy;
- ⑥ With a valid passport or international travel documents;
- ⑦ Intern in a certain employer in Guangzhou and taking the internship according to the relevant laws and regulations;
- ⑧ Other conditions confined by laws and regulations.

## **2. Procedures**

**(1) Eligible foreign graduates from overseas universities, French and German Interns apply for FWP according to the procedures of Applying for FWP from Outside China.**

- ① Apply for *Notification Letter of FWP* before entering China

A. **Online application.** The employer shall make an application in the System (select *Apply for Notification Letter of FWP (before Entering China)* on the left side of the web page and *C Other Foreign Personnel* on the right list).

a. **Fill in the form online.** Fill in the information of the applicant and the employer accurately. The information filled in shall be consistent with the attachments. Fill in the bachelor degree or above (only the highest level of education if not having a bachelor or above ) in the Education Column and the applicant's work experiences after graduation or in the past ten consecutive years (including unemployed period) in the work experiences Column. Print the completely filled Application Form for FWP for the signature of the applicant and the official seal of the employer, and then upload the



scanned copy of the duly signed and sealed form.

b. **Upload documents.** Upload the documents according to the checklist in Table 1. All the documents uploaded should be scanned color copies or photographed copies of the originals, and each should be uploaded in the corresponding attachment column.

B. **Online Check.** The accepting agency shall check the documents submitted within 5 working days from the date of submission (exclusive). If the documents are incomplete and the contents filled in fail to meet the requirements, the accepting agency shall inform the employer online of all the problems; if the documents are complete and the contents filled in meet the requirements, the application passes the Check Procedure.

C. **Acceptance.** The accepting agency shall immediately accept the application right after it passes the Check Procedure..

D. **Review.** The deciding agency shall review the application and make a decision within 5 working days from the date of acceptance (exclusive). If the application does not pass the Review Procedure, the deciding agency shall return it to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again (The processing time will be recalculated).

E. **Decision.** For an approved application, the *Notification Letter of FWP* will be automatically issued in the System and sent to the foreign affairs departments (Chinese diplomatic or consular missions in foreign countries) via the online system. The employer may download the Notice in the System and send it to the applicant. With the *Notification Letter of FWP* and other documents required, the applicants may apply for Z visa at the very Chinese diplomatic or consular missions in foreign countries..

② Apply for FWP within 15 days after entering China.

A. **Online application.** The employer shall make an application in the System (select *Apply for FWP (after Entering China)* on the left side of the web page).

a. **Fill in the form online.** Fill in the information of Z visa accurately.

b. **Upload documents.** Upload the documents according to the checklist in Table 2. All the documents uploaded should be scanned color copies or photographed copies of the originals, and each should be uploaded in the corresponding attachment column.

B. **Online Check.** The accepting agency shall check the documents submitted online within 5 working days from the date of submission (exclusive). If the documents are incomplete and the

contents filled in fail to meet the requirements, the accepting agency shall inform the employer of all the problems; if the documents are complete and the contents filled in meet the requirements, the application passes the Check Procedure.

**C. Acceptance.** After the Check Procedure, the employer shall submit the documents in paper form (for the originals and copies required to be collected, please refer to the Form of Submission in the Checklist) to the accepting agency. If the application documents are found complete and consistent with the requirements, the accepting agency shall immediately accept the application and issue a dated *Acceptance Notice on FWP Application* affixed with the special seal of the administrative organ; If the application documents are found incomplete and not consistent with the requirements, the accepting agency shall immediately inform the employer of all the problems and issue a one-shot *Notice*. The accepting agency shall accept the application after the employer submits the proper documents.

**D. Review.** The deciding agency shall review the application and make a decision within 5 working days from the date of acceptance (exclusive). If the application does not pass the Review Procedure, the deciding agency shall return it to the employer with the reasons. The employer shall provide proper documents according to the reasons and submit the application again (The processing time will be recalculated).

**E. Decision.** For an approval application, an administrative permission shall be granted, and the employer may collect the permit at the accepting agency when the System shows *The information on the certificate has been verified*.

**F. Certificate collection.** Certificates can be collected in any of the following ways.

a. The applicant or the handler may collect the certificate at the accepting agency with his/her valid identification document and *Acceptance Notice on FWP Application*.

b. Apply to deliver by EMS. The employer shall submit the Application Letter to Deliver the Certificate by EMS while working on the application. The accepting agency will mail the FWP to the employer upon approval (freight collect).

**Kindly Reminder:** During the application process, if the application is returned by the accepting agency or reviewing agency because its documents fail to meet the requirements, the employer should revise the application according to the Reasons and re-submit the application as soon as possible. The processing time will be recalculated.

**(2) International students obtaining master degrees or above from the universities in China for less than one year and holding valid Residence Permits, apply for FWP according to the procedures of Applying for FWP from Within China.**

The employer shall select “Apply for FWP from Within China” in the System at the first step for an application and then apply according to the procedures mentioned above in the “Apply for FWP within 15 days after entering China” section.

### 3. Documents Required

#### (1) Documents Required for Outstanding Foreign Graduates with Master Degrees

Foreign graduates obtaining master degrees or above from renowned overseas universities for less than one year shall provide documents according to Table 1 before entering China and provide documents according to Table 2 within 15 days after entering China; international students obtaining master degrees or above from the universities in China for less than one year shall provide a full set of documents according to Table 1 and Table 2:

**Table 1- Documents Required to Apply for *Notification Letter of FWP* before Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for FWP	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer or its duly authorized department; upload the scanned copy of the duly signed and sealed form.	1. The official seal of the employer, and its authorized business seals for foreign affairs, human resources department and labor contracts that are filed with the System. 2. The information filled in the System shall be consistent with the attachments.
2	Curriculum Vitae (Resume)	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	Include the applicant's education background and part-time work experiences, etc.	Uploaded as proof of work experiences to the corresponding attachment item.
3	Certificate of the highest academic degree or certificate of professional qualification	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy	1. If the certificate of the highest academic degree was conferred upon in a foreign country, it shall be authenticated by Chinese embassies or consulates in the said country or the embassies or consulates of the said country in China, or China's academic qualification certification	If the applicant has been granted the degree (academic qualification) and has not yet been conferred the degree certificate, he/she may submit a proof issued by the university. Such

No.	Checklist	Form of Submission	Requirements	Remarks
		(affixed with the employer's official seal)	<p>body.</p> <p>2. If the certificate of the highest academic degree was conferred upon in Hong Kong SAR, Macau SAR and Taiwan, it shall be authenticated by China's academic qualification certification body or notarized by a notary public in the said regions.</p> <p>3. If the certificate of the highest academic degree was conferred upon in Mainland China, only the original certificate (degree) is required.</p> <p>4. Where pre-approval by competent authorities of a certain industry or professional qualification is required by the Chinese laws and regulations, such pre-approval document by competent authorities or certificate of qualification should be provided.</p>	proof should be authenticated by the embassies/consulate offices of China in foreign countries, the embassies/consulate office of the foreign country where the certificate-conferring university is located, or the academic qualification certification body in China.
4	Certificate of no criminal record	<p>√ Upload a scanned color copy of the original</p> <p>√ Verify and collect the original</p>	<p>1. The certificate shall be issued by the police bureau, security department or justice department in the country of the applicant's nationality or habitual residence, and authenticated by the embassies/consulate offices of China in the said country, or those of the said countries in China.</p> <p>2. Certificates of no criminal conviction issued at Hong Kong SAR and Macao SAR and Taiwan shall be notarized by the local notary office.</p>	<p>1. A statement of no criminal conviction made by the applicant as an oath is not acceptable.</p> <p>2. The certificate of no criminal record of non-oath nature issued by the foreign embassies or consulate office shall be directly accepted without authentication.</p>
5	Physical examination certificate	<p>√ Upload a scanned color copy of the original</p> <p>√ Verify and collect the original</p>	A physical examination or health inspection certificate for foreigner issued by Chinese inspection and quarantine authorities, or a physical examination certificate issued by an overseas health care agency approved by such authorities in the last six months.	For the list of the overseas health care agencies approved by Chinese inspection and quarantine authorities, please go to the websites of China's embassies or consulates in the countries where such agencies are located. The applicant may make the commitment (providing a letter of commitment promising a timely

No.	Checklist	Form of Submission	Requirements	Remarks
				medical check-up upon entering the country and to bear any risks, or providing a physical examination report issued by other overseas health care agencies) before entering China, and provide a physical examination or health inspection certificate for foreigners issued by Chinese inspection and quarantine authorities when applying for FWP in China after entering the country.
6	The offer of employment or employment contract	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The offer of employment or employment contract shall be signed by the applicant and affixed with the employer's official seal without alteration. It should include required contents such as work place, position, job description, salary, work period in China and the stamp (signature) page.	
7	The applicant's passport or international travel documents	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The bio-data page of passport or international travel documents	The passport should be valid for at least 6 months.
8	A full-face photo of the applicant taken in the last 6 months	✓ Upload a color digital photo	A recent full-face photo, frameless, taken in front of a white background and showing clearly the facial features; free of spots, defects and ink defects; provided in JPG file of 24-bit true color, with file size between 40K and 120 K and pixels between 354 (W) * 472 (H) and 420 (W) * 560 (H).	It is not recommended to wear a hat or head covering. If it is necessary to do so for a religious reason, it should be ensured that the full face of the applicant must be clearly visible.

No.	Checklist	Form of Submission	Requirements	Remarks
9	Other documents	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	<p>1.An Explanation Letter indicating the reasons to employ the applicant.</p> <p>2.The proof of publishing recruitment at local public HR market and the HR service agencies for over 30 days.</p> <p>3.The certificate of no misconduct record (exempted for foreign graduates) and the academic transcript (not less than 80 of hundred-mark system or equivalent in average) or above B +/- B (grade system).</p> <p>4.The overseas contract service providers should submit relevant service contracts (including the both parties, work locations, service contents, the applicant' position and responsibilities, work period in China and the signature page).</p> <p>5.When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System.</p>	

**Remarks:**

- 1.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals.
- 2.When an applicant changes his/her nationality, a new application must be made for FWP.
- 3.For the provisions on consular authentication, please go to the website of China's consular service (<http://cs.mfa.gov.cn/>) or contact the Chinese embassies and consulates in corresponding countries.
- 4.Overseas contract service providers refer to the employees of the overseas companies that have no commercial presence (namely, legal entity) in China, but engage in substantial commercial activities outside China. To perform their employers' service contracts made with parties from China, they enter Chinese territory where they offer services on a provisional basis, and get paid by their employers overseas. The service providers should have the academic qualifications and professional qualifications to provide the services required. The number of providers is determined by the tasks specified in the contracts.

**Table 2- Documents Required to Apply for FWP after Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	(Z or R) visa or valid Residence Permit held by the applicant	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The visa pages and entry stamp pages of the passport (or international travel documents) or the Residence Permit.	Unless the passport is lost or stolen, the passport should be the same one used to apply for the Notification Letter of FWP; otherwise, the bio-data page of the new passport must be submitted.
2	Employment contract	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The Contract should include required contents such as work place, job description, salary, work period in China, position and stamp (signature) page.	It should be provided if not submitted when applying for the Notification Letter of FWP.
3	Physical examination certificate	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	A physical examination or health inspection certificate issued by Chinese inspection and quarantine authorities for foreigners in the last six months.	It should be provided if it is not submitted when applying for the Notification Letter of FWP.
<b>Remarks:</b> 1.The applicant should provide the information required. 2.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals.				

**(2) Documents Required for French Interns**

**Table 1- Documents Required to Apply for Notification Letter of FWP before Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
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No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for FWP	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify and collect the original</li> </ul>	Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer or its duly authorized department; upload the scanned copy of the duly signed and sealed form.	<p>1. The official seal of the employer, and its authorized business seals for foreign affairs, human resources department and labor contracts that are filed with the System.</p> <p>2. The information filled in the System shall be consistent with the attachments.</p>
2	Internship Confirmation Letter issued by SCAC-IFC French Culture Center	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>		Upload to the work experiences column.
3	International medical insurance and civil liability insurance during internship	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	The medical insurance shall have a minimum coverage of 30,000 Euros, covering medical and hospitalization expenses, such as the treatment costs that may occur during the stay in China or the costs of being transported back to France.	The civil liability insurance purchased in France by a French Intern.



No.	Checklist	Form of Submission	Requirements	Remarks
4	Certificate of no criminal record	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	1. The certificate shall be issued by the police bureau, security department or justice department in the country of the applicant's nationality or habitual residence, and authenticated by the embassies/consulate offices of China in the said country, or those of the said countries in China. 2. Certificates of no criminal conviction issued at Hong Kong SAR and Macao SAR and Taiwan shall be notarized by the local notary office. 3. Habitual residence means the last country or region where the applicant has lived continuously for more than one year since leaving his/her country of nationality, but excludes the Mainland China. 4. The certificate shall be issued in the last six months.	1. A statement of no criminal conviction made by the applicant as an oath is not acceptable. 2. The certificate of no criminal record of non-oath nature issued by the foreign embassies or consulate office shall be directly accepted without authentication.
5	Physical examination certificate	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	A physical examination or health inspection certificate for foreigner issued by Chinese inspection and quarantine authorities, or a physical examination certificate issued by an overseas health care agency approved by such authorities in the last six months.	For the list of the overseas health care agencies approved by Chinese inspection and quarantine authorities, please go to the websites of China's embassies or consulates in the countries where such agencies are located. The applicant may make the commitment (providing a letter of commitment promising a timely medical check-up upon entering the country and to bear any risks, or providing a physical examination report issued by other overseas health care agencies) before entering China, and provide a physical examination or health inspection

No.	Checklist	Form of Submission	Requirements	Remarks
				certificate for foreigners issued by Chinese inspection and quarantine authorities when applying for FWP in China after entering the country.
6	Valid three-party agreement	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy(affixed with the employer's official seal)</li> </ul>	<p>The three-party agreement should include the following provisions:</p> <ol style="list-style-type: none"> <li>1. The job description of the intern according to his/her ability, training objectives or career goals;</li> <li>2. Start and end dates of the internship;</li> <li>3. The intern's maximum weekly working hours in the company;</li> <li>4. Internship subsidies: the amount and payment method (the current minimum amount of the internship grant is calculated by multiplying CNY 20.00 with the intern's working hours; the benefits provided to the intern can be deducted from the internship subsidy);</li> <li>5. List of benefits for the interns (including accommodation and expenses reimbursement)</li> <li>6. Insurance for interns, including personal accidental injury insurance purchased by the company;</li> <li>7. Guidance for the interns;</li> <li>8. Requirements for issuing an internship certificate and ways of assessment;</li> <li>9. Ways to terminate of suspend the internship;</li> <li>10. Conditions for absence from work</li> <li>11. The intern must abide by internal regulations of the company (especially the due diligence and confidentiality clause).</li> </ol>	<ol style="list-style-type: none"> <li>1. Agreements signed by employer, intern and university (for current students), or agreement signed by employer, intern and SCAC-IFC (for young graduates).</li> <li>2. After completing the tripartite agreement as required, the intern shall submit the instrument of the agreement to SCAC-IFC for record. SCAC-IFC will issue a confirmation letter to the intern to prove his/her participation in the Internship Program.</li> <li>3. The duration of the agreement should be three to six months.</li> <li>4. Upload to the Employment Contract column.</li> </ol>

No.	Checklist	Form of Submission	Requirements	Remarks
7	The applicant's passport or international travel documents	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The bio-data page of passport or international travel documents	The passport should be valid for at least 6 months.
8	A full-face photo of the applicant taken in the last 6 months	✓ Upload a color digital photo	A recent full-face photo, frameless, taken in front of a white background and showing clearly the facial features; free of spots, defects and ink defects; provided in JPG file of 24-bit true color, with file size between 40K and 120 K and pixels between 354 (W) * 472 (H) and 420 (W) * 560 (H).	It is not recommended to wear a hat or head covering. If it is necessary to do so for a religious reason, it should be ensured that the full face of the applicant must be clearly visible.
9	Other documents	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	1. The deciding agency may request additional documents. 2. When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System. 3. Letters issued by the employer.	
<b>Remarks:</b> 1.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals. 2.For the provisions on consular authentication, please go to the website of China's consular service ( <a href="http://cs.mfa.gov.cn/">http://cs.mfa.gov.cn/</a> ) or contact the Chinese embassies and consulates in corresponding countries. 3.French nationals who have graduated from Chinese universities for less than one year should go back to France and complete the applications for internship in China. 4. The Extension of FWP is not allowed after the completion of the internship.				

**Table 2- Documents Required to Apply for FWP after Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
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No.	Checklist	Form of Submission	Requirements	Remarks
1	(Z or R) visa or valid Residence Permit held by the applicant	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The visa pages and entry stamp pages of the passport (or international travel documents) or the Residence Permit.	Unless the passport is lost or stolen, the passport should be the same one used to apply for the Notification Letter of FWP; otherwise, the bio-data page of the new passport must be submitted.
2	Physical examination certificate	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	A physical examination or health inspection certificate issued by Chinese inspection and quarantine authorities for foreigners in the last six months.	It should be provided if it is not submitted when applying for the Notification Letter of FWP.
<b>Remarks:</b> 1.The applicant should provide the information required. 2.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals.				

### (3) Documents Required for German Interns

**Table 1- Documents Required to Apply for Notification Letter of FWP before Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	Application Form for FWP	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	Fill in the form online, and print the filled form for the signature of the applicant (on a photocopy or faxed copy) and the official seal of the employer or its duly authorized department; upload the scanned copy of the duly signed and sealed form.	1. The official seal of the employer, and its authorized business seals for foreign affairs, human resources department and labor contracts that are filed with the System. 2. The information filled in the System shall be consistent with the attachments.
2	Internship Confirmation Letter issued by German Industry and Commerce in China (including CHKD and German	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the		Upload to the work experiences column.

No.	Checklist	Form of Submission	Requirements	Remarks
	Industry & Commerce Ltd.)	photocopy (affixed with the employer's official seal)		
3	International medical insurance and civil liability insurance during internship	✓ Upload a scanned color copy of the original ✓ Verify the original ✓ Collect the photocopy (affixed with the employer's official seal)	The medical insurance shall have a minimum coverage of 30,000 Euros, covering medical and hospitalization expenses, such as the treatment costs that may occur during the stay in China or the costs of being transported back to Germany.	
4	Certificate of no criminal record	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	1. The certificate shall be issued by the police bureau, security department or justice department in the country of the applicant's nationality or habitual residence, and authenticated by the embassies/consulate offices of China in the said country, or those of the said countries in China. 2. Certificates of no criminal conviction issued at Hong Kong SAR and Macao SAR and Taiwan shall be notarized by the local notary office. 3. Habitual residence means the last country or region where the applicant has lived continuously for more than one year since leaving his/her country of nationality, but excludes the Mainland China. 4. The certificate shall be issued in the last six months.	1. A statement of no criminal conviction made by the applicant as an oath is not acceptable. 2. The certificate of no criminal record of non-oath nature issued by the foreign embassies or consulate office shall be directly accepted without authentication.

No.	Checklist	Form of Submission	Requirements	Remarks
5	Physical examination certificate	✓ Upload a scanned color copy of the original ✓ Verify and collect the original	A physical examination or health inspection certificate for foreigner issued by Chinese inspection and quarantine authorities, or a physical examination certificate issued by an overseas health care agency approved by such authorities in the last six months.	For the list of the overseas health care agencies approved by Chinese inspection and quarantine authorities, please go to the websites of China's embassies or consulates in the countries where such agencies are located. The applicant may make the commitment (providing a letter of commitment promising a timely medical check-up upon entering the country and to bear any risks, or providing a physical examination report issued by other overseas health care agencies) before entering China, and provide a physical examination or health inspection certificate for foreigners issued by Chinese inspection and quarantine authorities when applying for FWP in China after entering the country.

No.	Checklist	Form of Submission	Requirements	Remarks
6	Internship contract (in Chinese)	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	<p>The internship contract should include the following provisions:</p> <ol style="list-style-type: none"> <li>1. The job description of the intern according to his/her ability, training objectives or career goals;</li> <li>2. Start and end dates of the internship;</li> <li>3. The intern's maximum weekly working hours in the company or organization;</li> <li>4. Internship subsidies: the amount and payment method;</li> <li>5. List of benefits for the interns;</li> <li>6. Insurance for interns, including personal accidental injury insurance;</li> <li>7. Guidance for the interns;</li> <li>8. Ways to terminate or suspend the internship;</li> <li>9. Conditions for absence from work;</li> <li>10. The intern must abide by internal regulations of the company or organization (especially the due diligence and confidentiality clause).</li> </ol>	<ol style="list-style-type: none"> <li>1. The duration of the internship contract should be no more than six months.</li> <li>2. While the company/organization and interns are going through the application process, if the originals can only be provided through international mail, they may submit the scanned copies, and if necessary, the original should be provided later.</li> <li>3. Upload to Employment Contract column.</li> </ol>
7	The applicant's passport or international travel documents	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify the original</li> <li>√ Collect the photocopy (affixed with the employer's official seal)</li> </ul>	The bio-data page of passport or international travel documents	The passport should be valid for at least 6 months.
8	A full-face photo of the applicant taken in the last 6 months	√ Upload a color digital photo	A recent full-face photo, frameless, taken in front of a white background and showing clearly the facial features; free of spots, defects and ink defects; provided in JPG file of 24-bit true color, with file size between 40K and 120 K and pixels between 354 (W) * 472 (H) and 420 (W) * 560 (H).	It is not recommended to wear a hat or head covering. If it is necessary to do so for a religious reason, it should be ensured that the full face of the applicant must be clearly visible.
9	Other documents	<ul style="list-style-type: none"> <li>√ Upload a scanned color copy of the original</li> <li>√ Verify and collect the original</li> </ul>	<ol style="list-style-type: none"> <li>1. The deciding agency may request additional documents.</li> <li>2. When a specialized service agency is entrusted, the employer's Power of Attorney shall be submitted to clearly state the authorized agency, the authorized person and the authorized</li> </ol>	

No.	Checklist	Form of Submission	Requirements	Remarks
			scope, as well as the ID number and the contact number of the authorized person. The authorization is made on case-by-case basis and one person shall be authorized with only one case. The specialized service agency should be registered in the System. 3. Letters issued by the employer	
<b>Remarks:</b> 1.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals. For the provisions on consular authentication, please go to the website of China's consular service ( <a href="http://cs.mfa.gov.cn/">http://cs.mfa.gov.cn/</a> ) or contact the Chinese embassies and consulates in corresponding countries. 2.Extension of FWP is not allowed after the completion of the internship. 3.If it is not indicated in the internship contract, the training plan should specify the training details of each stage of the internship, including the duration, the tasks assigned to the intern according to his/her abilities, the training objectives, and the responsible personnel in each training stage. 4.German interns who have an internship in China for less than 30 days do not need to apply for work-type residence permits; those who have an internship in China for more than 30 days (included) shall apply for work-type residence permits within 30 days after entering China at local public security authorities with the Z visa, Intern Permit or FWP (the Youth Interns Exchange Programme between the Government of the People's Republic of China and the Government of the Federal Republic of Germany).				

**Table 2- Documents Required to Apply for FWP after Entering China**

No.	Checklist	Form of Submission	Requirements	Remarks
1	(Z or R) visa or valid Residence Permit held by the applicant	√ Upload a scanned color copy of the original √ Verify the original √ Collect the photocopy (affixed with the employer's official seal)	The visa pages and entry stamp pages of the passport (or international travel documents) or the Residence Permit.	Unless the passport is lost or stolen, the passport should be the same one used to apply for the Notification Letter of FWP; otherwise, the bio-data page of the new passport must be submitted.
2	Physical examination certificate	√ Upload a scanned color copy of the original √ Verify and collect the original	A physical examination or health inspection certificate issued by Chinese inspection and quarantine authorities for foreigners in the last six months.	It should be provided if it is not submitted when applying for the Notification Letter of FWP.



No.	Checklist	Form of Submission	Requirements	Remarks
<b>Remarks:</b> 1.The applicant should provide the information required. 2.The photocopies of all the documents must be affixed with the official seal of the employer to certify that they are consistent with the originals.				

## Appendix 1

# 外国人来华工作分类标准(试行) Evaluation Criteria for Foreigners Employed in China (Trial)

建立科学、实用的外国人才评估体系,注重能力、实绩和贡献,突出市场评价、国际同行评价等市场需求导向(见外国高端人才公认职业成就认定标准说明,以下简称成就标准说明),综合运用计点积分制(见积分要素计分赋值表)、外国人在中国工作指导目录、劳动力市场测试和配额管理等,将来华工作外国人分为 A、B、C 三类,按标准实行分类管理。

To build up a scientific and practical system of foreign talents assessment which focuses on ability, achievements and contribution as well as highlights market demand and value reflected in market evaluation and international peer evaluation (see the Classification Criteria for Recognition of Professional Achievement of High-end Foreign Talents, hereinafter referred as the Achievement Criteria), foreigners employed in China will be divided into three categories of A, B and C and managed accordingly by combining the application of the points system (see the Integral Points Score Table), the Work Guide Directory for Foreigners, the labor market test and quota management.

### 一、外国高端人才(A 类)

#### I.High-end Foreign Talents (Category A)

中国经济社会发展急需的科学家、科技领军人才、国际企业家、专门特殊人才等“高精尖缺”外国高端人才,符合国家引进外国人才重点和目录及以下条件之一的,确定为 A 类,实行“绿色通道”和“容缺受理”服务。

Category A foreign talents refer to those high-end scientists, science and technology leading talents, international entrepreneurs, experts of special talents who are urgently needed in China's economic and social development and fall in line with the national priority list for foreign talents and/or meet any of the following conditions. Category A candidates will be provided with “green channel” and “admissible absence for procedure” services.

#### (一)入选国内人才引进计划的

##### (A) Selected for the Domestic Talents Programs

经中共中央组织部、人力资源社会保障部、国家外国专家局批准或备案同意的副省级以上人才主管部门认定的人才引进计划(见成就标准说明 1)的入选者。

Candidates of Talents Introduction Plan either permitted by the Organization Department of the CPC Central Committee, the Ministry of Human Resources and Social Security, the State Administration of Foreign Experts Affairs or filed by sub-provincial or above level administration of talents. (See the Achievement Criteria 1)

## (二)符合国际公认的专业成就认定标准的

### **(B) Conforming to the international criteria of professional achievement**

1.诺贝尔奖获得者(物理、化学、生理或医学、经济学奖).

1.Nobel Prize Winners (Physics, Chemistry, Physiology or Medicine, Economics).

2.以下奖项获得者: 美国国家科学奖章、美国国家技术创新奖章; 法国全国科研中心科研奖章; 英国皇家金质奖章; 科普利奖章; 图灵奖; 菲尔兹奖; 沃尔夫数学奖; 阿贝尔奖; 拉斯克奖; 克拉福德奖; 日本国际奖; 京都奖; 邵逸夫奖; 著名建筑奖(见成就标准说明 2); 著名工业设计奖(见成就标准说明 3).

2. Winners of the following awards: the US National Science Medal; the US National Technological Innovation Medal; Award for Science of the National Research Center of France; the UK Royal Gold Medal; Copley Medal; Turing Award; Fields Award; Wolff Mathematics Award; Abel Award; Lasker Award; Crawford Award; Japan Prize; Kyoto Prize; Shaw Prize; famous architectural awards (see the Achievement Criteria 2); famous industrial design awards (see the Achievement Criteria 3).

3.各国科学院院士、工程院院士.

3. Academicians of National Academy of Sciences, Academy of Engineering.

4.担任过国际标准化组织(ISO)等国际知名学术机构(见成就标准说明 4)和科教类国际组织委员、会员、理事的.

4. Members of ISO and other internationally renowned academic institutions (see the Achievement Criteria 4) and other international science and education organizations.

5.各国国立研究所或国家实验室主任负责人、高级研究员.

5. Directors and senior research fellows of national research institutes and national labs.

6.各国科技计划项目成果负责人、首席科学家或主要成员.

6. Project leaders, chief scientists and key members of national science and technology programs.

7.担任过国际高水平科技期刊(JCR 一、二区)正、副总编和高级会员.

7. Former chief editors, deputy editors and senior members of high-level international scientific and technical journals (JCR Collection 1 and 2).

8.以第一作者或通讯作者(含同等贡献作者)在国际高水平科技期刊(所在专业领域《期刊引用报告》JCR 一、二区)发表论文 3 篇.

8. Publishing 3 papers as the first author or the corresponding author (including the equally-contributed author) in high-level international science-tech journals (JCR I and II).

9.曾任国(境)外高水平大学中层以上管理职务或聘为教授、副教授的.

9. Former intermediate or senior management, professors, associate professors of high-level foreign or overseas universities.

10.曾任世界 500 强企业(见成就标准说明 5)总部高层管理职位和技术研发主要成员、二级公司或地区总部副总经理以上管理职位、技术研发负责人.

10. Former senior managers and key R&D members of the headquarters of Fortune Global 500, or management above deputy general manager of its second-tire subsidiaries or regional headquarters (see the Achievement Criteria 5).

11.曾在国际著名金融机构(见成就标准说明 6)、国际著名会计师事务所(见成就标准说明 7)高层管理职位任职.

11. Former senior managers of well-known international financial institutions (see the Achievement Criteria 6) and international accounting firms (see the Achievement Criteria 7).

12.世界著名音乐、美术、艺术学院校长、副校长及教授、副教授(见成就标准说明 8).

12. Deans, deputy deans of professors and associate professors of world famous schools of music, fine arts, and arts (see the Achievement Criteria 8).

13.担任世界著名乐团(见成就标准说明 9)首席指挥和声部演奏员.

13. Chief conductors and vocal performers of the world's leading orchestra (see the Achievement Criteria 9).

14.曾在世界著名歌剧院(见成就标准说明 10)或音乐厅(见成就标准说明 11)以个人专场出演的艺术家.

14. Artists who have held individual performances and shows at world famous opera houses (see the Achievement Criteria 10) or concert halls (see the Achievement Criteria 11).

15.曾获著名文学奖(见成就标准说明 12)、著名电影、电视、戏剧奖(见成就标准说明 13)、

著名音乐奖(见成就标准说明 14)、著名广告奖(见成就标准说明 15)中最高级别个人奖项及国际著名艺术比赛(见成就标准说明 16)一类比赛大奖、一等奖或二类比赛大奖个人奖项及曾担任过以上奖项和比赛的评委。

15. Winners of the highest individual awards of famous literature awards (see the Achievement Criteria 12), famous film, television and drama awards (see the Achievement Criteria 13), famous music awards (see the Achievement Criteria 14), famous advertisement awards (see the Achievement Criteria 15), the top class awards or the first prize in the first class contests or individual awards in the second class contests of famous international art competition (see the Achievement Criteria 16) or judges of the above-listed awards and contests.

16.奥运会或近两届列入奥运会项目的世界杯、世锦赛及其他重要国际赛事(见成就标准说明 17)进入前八名和亚运会或近两届列入亚运会项目的亚洲杯、亚锦赛前三名的知名运动员、负责培养的主教练或教练组核心成员。

16. Athletes of top eight list of Olympic Games or games of the last two sessions of the World Cup, World Championships and other important international competitions which are included in the Olympic Games (see the Achievement Criteria 17), athletes of top three list in the Asian Games or games of the last two sessions of Asian Cup and Asian Championships which are included in the Asian Games; the head coaches or the core members of the coaching team responsible for training the above-listed athletes.

17.曾在外国政府机构担任部长级以上领导职务、在著名国际组织或非政府组织(见成就标准说明 18)中担任高级领导职务的。

17. Former ministers or above of foreign governmental departments; former senior leaders of famous international organizations or non-governmental organizations (see the Achievement Criteria 18).

18.世界及国家级技能大赛获奖者或从事其竞赛项目培训的专业人才；持有国际通用最高等级职业技能资格证书或我国高级技师职业技能资格证书的高技能人才。

18. Winners of world and/or national-level skills contest or professionals engaged in the training for the contests; highly skilled personnel with the highest international vocational qualification certificates or senior technician qualification certificates of China.

**(三)符合市场导向的鼓励类岗位需求的外国人才**

### **(C)Foreign talents fulfilling the market demand for government-encouraged posts**

1.中央所属企业及二级子公司、世界 500 强企业全球或地区总部、国家高新技术企业(省级以上科技部门认定)、大型企业(见成就标准说明 19)聘用的具有高级管理或技术职务的人员.

1.Talents appointed for senior management or technical posts in central government-owned enterprises and their subsidiaries, Fortune Global 500 companies' global or regional headquarters, national high-tech enterprises (subject to ratification by the provincial or above technical department) and large companies (see the Achievement Criteria 19).

2.在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)及地方技术创新服务平台(科技部门认定)工作的具有高级管理或技术职务的人员.

2. Senior managers or technical staff of enterprise engineering research centers recognized by development & reform departments, engineering labs recognized by development & reform departments, engineering technology research center recognized by science & technology departments, enterprise technology centers recognized by economic & information departments and local technological innovation service platforms recognized by science and technology departments.

3.国内外中型企业(见成就标准说明 19)聘用的具有高级管理或技术职务的人员或符合《外商投资产业指导目录》鼓励类产业条目和《中西部地区外商投资优势产业目录》条目的小型外商投资企业聘请的董事长、法定代表人、总经理或首席技术专家.

3.Senior managers or technical staff employed by domestic and foreign medium-sized enterprises (see the Achievement Criteria 19); the chairman of the board, the legal representatives, general manager or the chief technical specialist appointed by small-sized foreign-invested enterprises in line with the government-encouraged industries specified under “Foreign Invested Industries Guide Catalog” and “Catalog of Foreign Invested Competitive Industries in the Central and Western Regions”.

4.受聘担任高等院校、科研机构高层以上管理职务或副教授、副研究员及职业院校聘任的高级讲师、高级实习指导教师等副高级以上专业技术职务的人员.

4. Foreign talents appointed to senior management posts or as associate professor, associate research fellow by higher education institutions and research institutions; senior lecturers, senior internship tutors and other deputy senior or above technical professional personnel appointed by

vocational colleges.

5.国内三甲综合医院或副省级以上城市专科医院或外资医院聘任担任高级管理职务或副高级以上专业技术职务的人员.

5. Foreign talents appointed to senior management posts or deputy senior (or above) professional technical posts by the first class domestic comprehensive hospitals, sub-provincial (or above) specialist hospitals or foreign hospitals.

6.国内一流乐团等艺术团体(见成就标准说明 20)聘用的首席指挥、艺术总监及首席演奏员.

6. Chief conductor, artistic director and chief performer employed by first-class domestic orchestra and other arts organizations (see the Achievement Criteria 20).

7.中央和地方主流媒体(见成就标准说明 21)聘任的总编、副总编、首席播音员、资深主持人、策划主管、版面设计主管等具有高级管理或技术职务的人员.

7. Staff at senior management or technical positions such as editor, deputy editor, chief announcer, senior moderator, planning director, and page layout supervisor employed by central and local mainstream media (see the Achievement Criteria 21).

8.国家级、省级运动队或俱乐部聘请的主力运动员、主教练或教练组核心成员.

8. Major players, coaches or core members of the coaching team employed by national and provincial sports teams or clubs.

9.平均工资收入不低于本地区上年度社会平均工资收入 6 倍的外籍人才.

9. Foreign talents whose salary income is 6 times or higher than the local average annual income of the previous year.

#### **(四)创新创业人才**

##### **(D) Innovative and entrepreneurial talents**

1.以拥有的重大技术发明、专利等自主知识产权或专有技术出资,连续三年投资情况稳定、企业实际投资累计不低于 50 万美元、个人股份不低于 30%的企业创始人.

1. Business founders who contribute with major technological inventions, patents and other independent intellectual property rights or proprietary technology and have stable investment for three consecutive years with the actual investment in the business not less than 500,000 US dollars and individual shares not less than 30%.

2.以拥有的重大技术发明、专利等自主知识产权或专有技术出资,连续三年年销售额 1000 万

元人民币以上或年纳税额 100 万元人民币以上的企业董事长、法定代表人、总经理或首席技术专家.

2. The chairman, the legal representative, the general manager, or the chief technical specialist who contribute with major technological inventions, patents and other independent intellectual property rights or proprietary technology of the business with the annual sales more than 10 million or the annual tax more than one million yuan for three consecutive years.

3.列入省级有关部门制定的创新企业清单或科创职业清单的单位聘请的具有高级管理或技术职务的人员.

3. Talents at senior management or technical posts employed by businesses listed by the relevant provincial departments as innovative enterprises or scientific innovation industries.

#### **(五)优秀青年人才**

#### **(E) Outstanding young talents**

40 岁以下在国(境)外高水平大学或中国境内高校从事博士后研究的青年人才.

Young talents under the age of 40 who are engaged in post-doctoral research in high-level foreign (overseas) universities or domestic universities

#### **(六)计点积分在 85 分以上的**

#### **(F) Graded 85 points or more in the points-based system**

## **二、外国专业人才(B 类)**

### **II. Foreign professional talents (category B)**

符合外国人来华工作指导目录和岗位需求,属于中国经济社会发展急需的外国专业人才,符合以下条件之一的,确定为 B 类.

Foreign professionals in line with the "Foreigners Employed in China Guide Catalog" and urgently need in China's economic and social development are classified into Category B. Candidates need to meet any of the following conditions:

(一)具有学士及以上学位和 2 年及以上相关工作经历的外国专业人才.符合以下条款规定之一的:

(A) Foreign professionals with a bachelor degree or above and 2 years and above related work experiences and fall within any of the following descriptions:



1.在教育、科研、新闻、出版、文化、艺术、卫生、体育等特殊领域从事科研、教学、管理等工作的管理人员或专业技术人员。

1. Administrators or technical personnel engaged in the posts of research, teaching and administration in the fields of education, research, media, publishing, culture, art, health, sports and other special areas.

2.执行中外政府间协议、国际组织间协议、中外经贸和工程技术 合同的人员,对国际知名学术机构和科教类国际组织派遣的人员按照政府间交流合作协议条款相应放宽年龄要求。

2. Personnel undertaking the intergovernmental agreements between China and foreign countries, international inter-organization agreements, economic and engineering contracts between China and other countries and personnel dispatched by well-known international academic institutions and international science and education organizations will be entitled to more flexible age restriction.

3.国际组织驻华代表机构聘雇人员和境外专家组织驻华机构代表。

3. Staff employed by the representative offices of international organizations in China and representatives of the representative offices of overseas expert organizations in China.

4.跨国公司派遣的中层以上雇员、外国企业常驻中国代表机构的首席代表和代表。

4. Middle or above managers dispatched by multinational companies; chief representative or representatives of the resident offices of foreign businesses in China.

5.各类企业、事业单位、社会组织等聘用的外国管理人员或专业技术人员。

5. Foreign managers or technical professionals employed by businesses, institutions and social organizations.

(二)持有国际通用职业技能资格证书或急需紧缺的技能型人才。

(B) Skilled talents with internationally recognized qualification certificate, in urgent need or short supply.

(三)外国语言教学人员.外国语言教学人员原则上应从事其母语国母语教学,并取得大学学士及以上学位且具有 2 年以上语言教育工作经历.其中,取得教育类、语言类或师范类学士及以上学位的,或取得所在国教师资格证书或取得符合要求的国际语言教学证书的,可免除工作经历要求。

(C) Teachers of foreign languages. Teachers of foreign languages generally shall be engaged in the teaching of their native languages and shall have a bachelor's degree or higher degree and language teaching experience of at least two years. Those who have had degrees in the field of education,

language or teaching, or have acquired a qualification certificate of teaching at their own countries or a recognized international certificate of language teaching shall be exempted from the restriction on work experiences.

(四)平均工资收入不低于本地区上年度社会平均工资收入 4 倍的外籍人才.

(D) Foreign talents with an average salary income that should be no less than four times than that of the local average salary income last year .

(五)符合国家有关部门规定的专门人员和实施项目的人员.

(E) Special personnel under the relevant state regulations or for the implementation of special projects.

(六)计点积分在 60 分以上的专业人才.

(F) Professionals graded 60 points or more according to the point-based system.

### 三、其他外国人员(C 类)

#### III. Other foreigners (Category C)

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,确定为 C 类,主要包括:

Foreigners employed to meet the demand of the domestic labor market in line with the state policies and regulations are hereby classified into Category C. This category includes:

(一)符合现行外国人在中国工作管理规定的外国人员;

(A). Foreign employees in line with the relevant regulations concerning the employment of foreigners in China;

(二)从事临时性、短期性(不超过 90 日)工作的外国人员;

(B). Foreigners engaged in some temporary or short-term (no longer than 90 days) posts;

(三)实施配额制管理的人员,包括根据政府间协议来华实习的外国青年、符合规定条件的外国留学生和境外高校外籍毕业生、远洋捕捞等特殊领域工作的外国人等.

(C). Foreigners under the quota system management, including young foreigners coming to China internship under intergovernmental agreement, foreign students in line with the relevant regulations, foreign graduates from overseas institutions of higher learning, foreigners engaged in long range fishing and other special fields.

### 积分要素计分赋值表(暂行版)

Integral Points Score Table (Temporary)

计分项 Items	标准 Specifications	得分 Scores
直接赋予资格项 Directly Qualified Items	入选国内人才引进计划和符合国际公认的专业成就认定标准 Meet standards of national talent plan or internationally acknowledged professional achievements	—
	符合市场导向的鼓励类岗位标准 Meet standards of market-oriented and encouraged posts	—
	创新创业人才和优秀青年人才 Innovative and entrepreneurial talents and excellent young talents	—
国内聘用单位支付年薪 (万元) Annual salary (CNY) offer by domestic employer 此项最高 20 分 Max 20 Scores	45 及以上 ≥ 450,000	20
	[35,45] 350,000 - 450,000	17
	[25,35] 250,000 - 350,000	14
	[15,25] 150,000 - 250,000	11
	[7,15] 70,000 - 150,000	8
	[5,7] 50,000 - 70,000	5
	小于 5 < 50,000	0
受教育程度或取得职业技能资格证书等 Education or acquired vocational skills credentials 此项最高 20 分 Max 20 Scores	博士；国际通用最高等级职业技能资格证书或高级技师或相当 Doctor, the highest international vocational skills credentials, senior technician credentials or equivalent	20
	硕士；技师或相当 Master, technician or equivalent	15
	学士；高级工或相当 Bachelor, senior workers or equivalent	10
工作年限 Years of work experiences 此项最高 20 分 Max 20 Scores	超过 2 年的,每增加一年,增加一分 For ≥2, 1 score for 1 extra year	最高 20 分 Max 20
	2 年 2 years	5
	不满两年 < 2 years	0
每年工作时间 Annual months of work 此项最高 15 分 Max 15 Scores 单位：月 Unit: month	年工作时间 9 及以上 ≥ 9	15
	[6,9] 6 - 9	10
	[3,6] 3 - 6	5
	小于 3 < 3	0

汉语水平 Chinese language proficiency level 此项最高 5 分 Max 5 Scores	曾经具有中国国籍的外国人 Foreigners once being Chinese nationality	5
	取得以汉语为教学语言的学士及以上学位 Chinese related major bachelor or equivalent	5
	通过汉语水平考试(HSK)五级或以上 HSK 5 or above	5
	通过汉语水平考试(HSK)四级 HSK 4	4
	通过汉语水平考试(HSK)三级 HSK 3	3
	通过汉语水平考试(HSK)二级 HSK 2	2
	通过汉语水平考试(HSK)一级 HSK 1	1
工作定向 Locality of employment 此项最高 10 分 Max 10 Scores	西部地区 Western China	10
	东北地区等老工业基地 North East China and other old industrial bases	10
	国家级贫困县等特别地区 National-level poverty-stricken counties	10
年龄(岁) Age 此项最高 15 分 Max 15 Scores	[18,25]	10
	[26,45]	15
	[46,55]	10
	[56,60]	5
	大于 60 > 60	0
毕业于国(境)外高水平大学或有全球 500 强企业任职经验及其他规定条件的 Graduate from domestic or overseas high-level universities, or have work experiences in Global 500 companies, or equivalent 此项最高 5 分 Max 5 Scores	毕业于国(境)外高水平大学 Graduate high-level from domestic and overseas universities	5
	有世界 500 强企业任职经验 With working experience in Global 500 companies	5
	具有专利等知识产权的 With patents and other independent intellectual property rights	5
	已连续在华工作年限 5 年及以上的 Work in China for 5 consecutive years or above	5
地方鼓励性加分 Local added scores 此项最高 10 分 Max 10 Scores	地方经济社会发展需求紧缺特殊人才 Special talents needed for local economic and social development (由省级外国人工作管理部门制定具体标准) (Criteria are specifically set by all provincial-level foreigners management departments)	0-10

**外国高端人才公认职业成就认定标准说明**  
**Classification Criteria for Recognition of Professional Achievement of**  
**High-end Foreign Talents**

以下公认职业成就认定标准中涉及的各项指标年份为上一年度.

The last-year indicators of classification criteria for recognition of professional achievement are as follows:

1.国内人才引进计划名单

1. Selected for China's Talent Introduction Programme

人力资源和社会保障部：回国(来华)定居工作专家项目

(MOHRSS: Project for Experts' Return and Settlement in China)

人力资源和社会保障部：高层次留学人才回国资助计划

(MOHRSS: Funding Scheme for High-Level Overseas Chinese Students' Return)

人力资源和社会保障部：留学人员科技活动项目择优资助计划

(MOHRSS: Funding Scheme to Outstanding Scientific and Technological Programs by Chinese Students Abroad)

人力资源和社会保障部：中国留学人员回国创业启动支持计划

(MOHRSS: Supporting Scheme for Returned Overseas Chinese Students' Entrepreneurial Start-Ups)

人力资源和社会保障部：博士后国际交流计划引进项目

(MOHRSS: Project on Postdoctoral International Exchanges)

人力资源和社会保障部：海外赤子为国服务行动计划

(MOHRSS: Homeland-Serving Action Plan for Overseas Chinese)

国家外国专家局：高端外国专家项目

(SAFEA: High-End Foreign Experts Project)

国家外国专家局：中国政府友谊奖项目

(SAFEA: Chinese Government Friendship Award)

国家外国专家局：引进海外高层次文教专家重点支持项目

(SAFEA: Program for the Introduction of High-Level Overseas Cultural and Educational Experts)

辽宁省：辽宁省十百千高端人才引进工程

(Liaoning Province: 10-100-1000 Program for High-End Talents Introduction)

辽宁省：辽宁友谊奖

(Liaoning Province: Friendship Award of Liaoning Province)

辽宁省：辽宁省引进国外专家重点项目

(Liaoning Province: Program for Key Foreign Experts Introduction)

沈阳市：沈阳市政府“沈阳玫瑰奖”项目

(Shenyang city: Shenyang Rose Award)

沈阳市：沈阳市引进海外研发团队项目

(Shenyang City: Program for Overseas Research and Development Team Introduction)

大连市：大连市高层次人才引进计划

(Dalian City: High-level Talents Introduction Plan)

大连市：大连市海外优秀专家集聚计划

(Dalian City: Plan to promote and congregate a gathering of outstanding overseas Experts)

大连市：大连市海外高层次人才引进计划

(Dalian City: Overseas high-level talents introduction plan)

吉林省：吉林省高层次创新创业人才引进计划

(Jilin Province: Program for High-Level Entrepreneurial and Innovative Talents Introduction)

吉林省：吉林省长白山友谊奖

(Jilin Province: Changbai Mountain Friendship Award)

吉林省：吉林省择优资助留学回国科研人员创新创业项目

(Jilin Province: Funding Program for Preferential Returned Scientific Research Students  
Innovative and Start-ups)

吉林省：吉林省择优资助博士后科研项目

(Jilin Province: Funding Program for Preferential Post Doctorate Scientific Research)

长春市：长春市友谊奖

(Changchun City: Friendship Award)

长春市：优秀外国专家

(Changchun City: Excellent Foreign Experts)

黑龙江省：黑龙江省引进海外高层次人才暂行办法

(Heilongjiang Provincial: "1000 Talent Plan" of Heilongjiang)

黑龙江省：“龙江丝路带引才引智专项”

(Heilongjiang Provincial: Foreign Talents Inviting Project of Heilongjiang Silk Road Economic Belt and Maritime Silk Road Along Sino-Mongolia-Russia Economic Corridor)

黑龙江省：龙江科技英才特殊支持计划

(Heilongjiang Provincial: Special Supporting Plan for Talents of Science and Technology)

黑龙江省：黑龙江省择优资助博士后科研项目

(Heilongjiang Province: Funding Program for Preferential Post Doctorate Scientific Research)

哈尔滨市：哈尔滨英才集聚计划

(Harbin City: Harbin Talents Aggregation Program)

上海市：上海市海外高层次人才引进计划

(Shanghai Municipality: Program for High-Level Overseas Talents Introduction)

上海市：上海领军人才培养计划

(Shanghai Municipality: Shanghai Outstanding Academic Leaders Plan)

上海市：上海市白玉兰奖

(Shanghai Municipality: Shanghai Magnolia Award)

上海市：上海市浦江人才计划

(Shanghai Municipality: Shanghai Pujiang Program)

上海市：上海高校特聘教授(东方学者)岗位计划

{(Shanghai Municipality: Shanghai Program for Professor of Special Appointment (Eastern Scholar) at Shanghai Institutions of Higher Learning)}

上海市：上海市青年科技启明星计划

(Shanghai Municipality: Shanghai Rising-Star Program)

上海市：上海市优秀学术/技术带头人计划

(Shanghai Municipality: Shanghai Program of Shanghai Academic/Technology Research Leader)

上海市：上海金才工程

(Shanghai Municipality: Shanghai Financial Talent Project)

江苏省：江苏省高层次创新创业人才引进计划

福建省：福建省海外高层次人才引进人才

(Fujian Province: Program for Overseas High-Level Talents Introduction)

厦门市：厦门市“海纳百川”人才计划

(Xiamen City: Xiamen City: Program for "ARRIS")

厦门市：厦门市引进高层次人才“双百计划”

(Xiamen City: Xiamen City: "Double-Hundred Talents Plan" for High-Level Talents Introduction)

厦门市：厦门市“白鹭友谊奖”

(Xiamen City: Egret Friendship Award)

江西省：江西省面向国内外引进优秀高层次专业技术人才计划

(Jiangxi Province: Program for Domestic and Overseas High-Level Technical Talents Introduction)

江西省：江西省高端外国专家和急需紧缺海外工程师引进计划

(Jiangxi province: Program for high-end foreign experts and overseas engineers in short supply introduction)

江西省：江西省海外医疗科研人才引进计划

(Jiangxi province: Program for overseas medical research talents introduction)

江西省：庐山友谊奖

(Jiangxi province: Lushan Friendship Award)

江西省创新创业人才引进计划和高端人才柔性特聘计划

(Jiangxi province: Program for high Level entrepreneurial and innovative talents introduction and high-end talents flexible introduction)

山东省：山东省泰山学者建设工程

(Shandong Province: Taishan Scholars Project)

山东省：外专双百计划

(Shandong Province: "Double-Hundred Talent Plan" on 100 Foreign Experts and 100 Foreign Expert Teams Introduction)

山东省：山东省政府齐鲁友谊奖

(Shandong Province: Shandong Provincial Government Qilu Friendship Award)

济南市：济南市 5150 引才计划



湖北省：湖北省“楚才工程”

(Hubei Province: Chu Talents Program)

湖北省：湖北省高精尖缺英才引智工程

(Hubei Province: Talent Introduction Program on High-Levels, Elites, Top-Leaderships, and Urgently-Needed People)

武汉市：武汉市黄鹤英才计划

(Wuhan City: Huanghe Talents Plan)

武汉市：武汉市黄鹤友谊奖

(Wuhan City: "Wuhan Yellow Crane Friendship Award")

武汉市：武汉“城市合伙人”计划

(Wuhan City: Wuhan City Partner Program)

武汉市：3551 光谷人才计划

(Wuhan City: 3551 Optics Valley Talent Schema)

湖南省：湖南省引进海外高层次人才百人计划

(Hunan Province: "100 Talents Plan" on Overseas High-Level Talents Introduction)

广东省：广东省南粤友谊奖

(Guangdong Province: Guangdong Friendship Award)

广东省：广东省引进创新科研团队和领军人才项目

(Guangdong Province: Program for Innovative Research Teams and Leading Talents Introduction)

广东省：广东特支计划

(Guangdong Province: Special Support Plan for High-Level Talents)

广东省：扬帆计划

(Guangdong Province: Sail Plan for Talents Development)

广东省：海外专家来粤短期工作资助计划

(Guangdong Province: Funding Scheme for Short-Term Overseas Experts in Guangdong)

广州市：广州市羊城友谊奖

(Guangzhou City: Guangzhou Friendship Award)

广州市：广州市高端外国专家引进项目

(Guangzhou City: Advanced Foreign Experts Introduction Plan)

(Xinjiang Production and Construction Corps: Oasis Friendship Award of Xinjiang Production and Construction Corps)

2.国际著名建筑奖

2. Famous International architectural awards

普利兹克建筑奖 (Pritzker Prize)

金块奖 (Gold Nugget)

国际建筑奖 (International Prize for Architecture)

阿卡汉建筑奖 (Aga Khan Awards for Architecture)

亚洲建协建筑奖 (ARCASIA awards for Architecture)

开放建筑大奖 (Open Architecture Prize)

3.国际著名工业设计奖

3. Famous international industrial design awards

美国优秀工业设计奖 (Industrial Design Excellence Awards)

德国红点设计奖 (Reddot Design Awards)

德国 IF 设计奖 (IF Awards)

英国设计奖 (Design Effectiveness Awards)

法国 Observateur 设计奖 (French Observateur du Design)

意大利金圆规设计奖 (Italian Compassod`Oro Awards)

奥地利阿道夫路斯国家设计奖 (Austrian Adolf Loos Design Prize)

澳大利亚设计奖 (Australian Design Awards)

比利时设计奖 (Belgium Henry van de Velde Awards)

西班牙国家设计奖 (Spanish National Design Prize)

丹麦设计奖 (Danish Design Prize)

荷兰设计奖 (Dutch Design Awards)

芬兰优秀设计奖 (Fennia Prize)

日本 G-MARK 设计奖 (Good Design Awards)

韩国好设计奖 (Good Design Products Selection)

新加坡设计奖 (Singapore Design Awards)

4.国际知名学术机构和科教类国际组织名单

#### 4. Well-known international academic institutions and international science and education organizations

国际理论物理中心

(Abdus Salam International Centre for Theoretical Physics, ICTP)

亚洲科学院与学会联盟

(Federation of Asian Scientific Academies and Societies, FASAS)

国际科技数据委员会

(Committee on Data for Science and Technology, CODATA)

国际空间研究委员会

(Committee on Space Research, COSPAR)

联合国粮农组织

(Food and Agriculture Organization of the United Nations, FAO)

国际科学院委员会

(InterAcademy Council, IAC)

国际科学院组织

(InterAcademy Panel on International Issues, IAP)

国际热带生态系统与生物多样性协会

(International Association for Tropical Ecosystem and Biodiversity, IATEB)

国际沙漠化治理研究与培训中心

(International Center for Research and Training on Desertification Control, ICRTDC)

国际山地综合开发中心

(International Centre for Integrated Mountain Development, ICIMOD)

国际地圈生物圈计划

(International Geosphere Biosphere Programme, IGBP)

国际标准化组织

(International Organization for Standardization, ISO)

国际原子能机构 (International Atomic Energy Agency, IAEA)

国际科学理事会 (International Council for Science, ICSU)

国际科学基金会 (International Foundation for Science, IFS)

国际动物学会 (International Society of Zoological Sciences, ISZS)  
国际数字地球学会 (International Society for Digital Earth, ISDE)  
国际纯粹与应用生物物理学联合会  
(International Union for Pure and Applied Biophysics, IUPAB)  
国际纯粹与应用化学联合会  
(International Union for Pure and Applied Chemistry, IUPAC)  
国际纯粹与应用物理学联合会  
(International Union for Pure and Applied Physics, IUPAP)  
国际第四纪研究联盟  
(International Union for Quaternary Research, INQUA)  
国际生物科学联合会  
(International Union of Biological Sciences, IUBS)  
国际大地测量学与地球物理学联合会  
(International Union of Geodesy and Geophysics, IUGG)  
人与生物圈计划  
(Man and Biosphere Programme, MAB)  
发展中国家妇女科学家组织  
(Organization for Women in Science for the Developing World, OWSD)  
国际科学联合会环境问题科学委员会  
(Scientific Committee on Problems of the Environment, SCOPE)  
国际长期生态学研究网络  
(International Long Term Ecological Research, ILTER)  
联合国教科文组织  
(United Nations Organization for Education, Science and Culture, UNESCO)  
世界自然保护联盟  
(International Union for Conservation of Nature, IUCN)  
联合国开发计划署  
(United Nations Development Programme, UNDP)  
联合国亚洲和太平洋经济社会委员会

(United Nations Economic and Social Commission for Asia and the Pacific, ESCAP)

联合国环境规划署

(United Nations Environment Programme, UNEP)

联合国大学

(United Nations University, UNU)

发展中国家科学院

(The World Academy of Sciences for the Advancement of Science in Developing Countries, TWAS)

世界气候研究计划

(World Climate Research Program, WCRP)

世界数据系统

(World Data System, WDS)

5.“世界 500 强”即美国《财富》杂志上一年度评选的“全球最大 500 家公司”

5. The Fortune Global 500 means the biggest 500 global companies recognized by the U.S.

Fortune magazine

6.国际著名金融机构

6. Well-known international financial institutions

美国高盛 (Goldman Sachs)

摩根士丹利 (Morgan Stanley)

摩根大通 (JPMorgan Chase)

花旗银行 (Citibank)

美国国际集团 (AIG)

英国汇丰银行 (HSBC)

法国兴业银行 (Societe Generale)

法国巴黎银行 (BNP Paribas)

法国巴黎百富勤有限公司 (BNP Paribas Peregrine)

荷兰银行 (ABN AMRO Bank)

荷兰国际集团 (ING Group)

德意志银行 (Deutsche Bank)

德勒斯登银行 (Dresdner Bank AG)

瑞士信贷第一波士顿 (Credit Suisse First Boston)

瑞士联合银行集团 (United Bank of Switzerland)

日本瑞穗集团 (Mizuho Financial Group, Inc.)

三菱 UFJ 金融集团 (Mitsubishi UFJ Financial Group, Inc.)

三井住友金融集团 (Sumitomo Mitsui Financial Group)

新加坡星展银行 (DBS Bank Limited)

#### 7. 国际著名会计师事务所

##### 7. Well-known international accounting firms

普华永道会计师事务所 (Pricewaterhouse Coopers)

德勤会计师事务所 (Deloitte & Touche)

安永会计师事务所 (Ernst & Young)

毕马威会计师事务所 (KPMG)

捷安国际会计师事务所 (AGN International)

艾格斯国际会计师事务所 (IGAF)

安博国际会计联盟 (INPACT International)

博太国际会计师事务所 (Baker Tilly International)

贝克国际会计师事务所 (BKR International)

德豪国际会计师事务所 (BDO International)

费都寿国际会计师事务所 (Fiducial global)

浩华国际会计师事务所 (Horwath International)

浩信国际会计师事务所 (HLB International)

华利信国际会计师事务所 (Morison International)

均富国际会计师事务所 (Grant Thornton International)

克瑞斯顿国际会计师事务所 (Kreston International)

罗申美国国际会计师事务所 (RSM International)

联合会计师国际会计师事务所 (CPAAI)

摩斯伦国际会计师事务所 (Moores Rowland International)

#### 8. 世界著名音乐、艺术、设计学院

## 8. World famous colleges of music, fine arts, and arts

茱莉亚音乐学院 (The Juilliard School)

辛辛那提大学音乐学院 (College-Conservatory of Music, University of Cincinnati)

波士顿音乐学院 (Boston Conservatory of Music)

哈佛大学音乐学院 (Department of Music, Harvard University)

印地安纳大学音乐学院 (School of Music, Indiana University)

印第安纳州立大学音乐学院 (Department of Music, Indiana State University)

奥伯林音乐学院 (Oberlin Conservatory of Music)

俄亥俄州立大学音乐学院 (School of Music, Ohio State University)

宾夕法尼亚州立大学音乐学院 (School of Music, Pennsylvania State University)

普林斯顿大学音乐学院 (Department of Music, Princeton University)

旧金山音乐学院 (San Francisco Conservatory of Music)

加利福尼亚大学音乐学院 (Department of Musicology, University of California)

密歇根大学音乐学院 (School of Music, University of Michigan)

华盛顿大学音乐学院 (School of Music, University of Washington)

耶鲁大学音乐学院 (Department of Music, Yale University)

伦敦大学金史密斯学院音乐学院 (Department of Music, Goldsmiths College, University of London)

伯明翰音乐学院 (Birmingham Conservatoire)

阿伯丁大学音乐学院 (Music Department, University of Aberdeen)

市政厅音乐及戏剧学院 (Guildhall School of Music and Drama)

伦敦音乐与媒体学院 (London College of Music and Media)

安格利亚工业技术大学音乐学院 (Music department, Anglia Polytechnic University)

巴斯泉大学 (Bath Spa University College)

伯明翰大学音乐学院 (Department of Music, Birmingham University)

杜伦大学音乐学院 (Department of Music, Durham University)

基尔大学音乐学院 (Department of Music, Keele University)

兰开斯特大学音乐学院 (Music Department, Lancaster University)

牛津布鲁克斯大学音乐学院 (Music Department, Oxford Brookes University)

皇家教会音乐学院 (Royal School of Church Music)

谢菲尔德大学音乐学院 (Music Department, Sheffield University)

南安普敦大学音乐学院 (Music Department, Southampton University)

萨里大学音乐学院 (Music Department, University of Surrey)

威尔士大学音乐学院 (School of Music, University of Wales)

华威大学音乐中心 (Music Centre, University of Warwick)

约克大学音乐学院 (Music Department, York University)

澳大利亚国立大学(堪培拉)音乐学院 (School of Music, Australian National University, Canberra)

悉尼音乐学院 (Sydney Conservatorium of Music)

巴拉瑞特大学音乐学院 (Music Department, University of Ballarat)

墨尔本大学音乐学院 (Music Department, University of Melbourne)

新英格兰大学音乐学院 (Music Department, University of New England)

昆士兰大学音乐学院 (Music Department, University of Queensland)

塔斯马尼亚大学音乐学院 (Conservatorium of Music, University of Tasmania)

维多利亚(墨尔本)艺术学院 (Victorian College of the Arts, Melbourne)

主教大学音乐学院 (Music Department, Bishop's University)

布兰顿大学音乐学院 (Music Department, Brandon University)

布鲁克大学音乐学院 (Music Department, Brock University)

卡毕兰诺学院音乐治疗中心 (Capilano College, Music Therapy)

卡毕兰诺学院爵士研究中心 (Capilano College, Jazz Studies)

英国皇家艺术学院 (Royal College of Art)

美国罗德岛设计学院 (Rhode Island School of Design)

美国帕森斯设计学院或帕森设计学院 (Parsons The New School for Design)

伦敦艺术大学 (University of the Arts London)

美国普瑞特艺术学院 (Pratt Institute)

芝加哥艺术学院 (The School of the Art Institute of Chicago)

米兰理工大学 (Politecnico di Milano)

伦敦大学金史密斯学院 (Goldsmiths, University of London)



加州艺术学院 (California Institute of the Arts)

澳大利亚皇家墨尔本理工大学 (RMIT University)

芬兰阿尔托大学 (Aalto University)

芬兰埃因霍芬设计学院 (Design Academy Eindhoven)

美国艺术中心设计学院 (Art Center College of Design)

英国格拉斯哥艺术学院 (The Glasgow School of Art)

## 9.世界著名乐团

### 9. World's leading orchestra

柏林爱乐乐团 (Berlin Philharmonic Orchestra)

维也纳爱乐乐团 (Vienna Philharmonic Orchestra)

伦敦交响乐团 (London Symphony Orchestra)

芝加哥交响乐团 (Chicago Symphony Orchestra)

巴伐利亚广播交响乐团 (Bavarian Symphony Orchestra)

法国国家管弦乐团 (Orchestra National de France)

费城管弦乐团 (Philadelphia Orchestra)

克里夫兰管弦乐团 (Cleveland Orchestra)

洛杉矶爱乐乐团 (Los Angeles Philharmonic Orchestra)

布达佩斯节庆管弦乐团 (Budapest Festival Orchestra)

德勒斯登国立歌剧院乐团 (Dresden Staatskapelle)

波士顿交响乐团 (Boston Symphony Orchestra)

纽约爱乐乐团 (New York Philharmonic Orchestra)

旧金山交响乐团 (San Francisco Symphony Orchestra)

以色列爱乐乐团 (Israel Philharmonic Orchestra)

马林斯基剧院管弦乐团 (Mariinsky Theatre Orchestra)

俄罗斯国家管弦乐团 (Russian National Orchestra)

圣彼得堡爱乐乐团 (St.Petersburg Philharmonic Orchestra)

莱比锡布商大厦乐团 (Leipzig Gewandhaus Orchestra)

大都会歌剧院管弦乐团 (Metropolitan Opera Orchestra)

捷克爱乐乐团 (Czech Philharmonic Orchestra)

日本广播协会交响乐团 (NHK Symphony Orchestra)

斋藤管弦乐团 (Saito Kinen Orchestra)

阿姆斯特丹皇家音乐厅管弦乐团 (Royal Concertgebouw Orchestra)

多伦多交响乐团 (Toronto Symphony Orchestra)

10.世界著名歌剧院

10. World famous opera houses

米兰斯卡拉剧院 (Teatro alla Scala)

罗马歌剧院 (Teatro dell'Opera di Roma)

维也纳国家歌剧院 (Wiener Staatsoper)

巴黎歌剧院 (Opera de Garnier)

伦敦科文特花园皇家歌剧院 (Royal Opera House Covent Garden)

柏林国家歌剧院 (Berlin German State Opera)

柏林德国歌剧院 (Deutsche Oper Berlin)

巴伐利亚国家歌剧院 (Bayerische Staatsoper)

拜洛伊特瓦格纳节日剧院 (Wagner Festival Theatre)

格林德堡节日歌剧院 (Glyndebourne Festival Opera)

纽约大都会歌剧院 (Metropolitan Opera House)

布拉格民族剧院 (National Theatre Prague)

斯德哥尔摩皇家歌剧院 (Royal Opera House Stockholm)

莫斯科大剧院 (Bolshoi Theatre of Russia)

圣彼得堡基洛夫歌剧院 (St.Petersburg Kirov Opera)

巴塞罗纳里齐奥剧院 (TeatreLiceu Barcelona)

11.世界著名音乐厅

11. World famous concert halls

维也纳金色大厅 (Golden Hall, Vienna)

阿姆斯特丹音乐厅 (Concertgebouw, Amsterdam)

纽约卡内基音乐厅 (Carnegie Hall, New York)

12.国际著名文学奖

12. Famous international literature awards

美国国家图书奖 (National Book Award)

普利策文学奖 (Pulitzer Prize for Literature)

英国布克奖 (Man Booker Prize)

法国龚古尔文学奖 (Prix Goncourt)

13. 国际著名电影、电视、戏剧奖

13. Famous international film, television and drama awards

奥斯卡电影金像奖 (Academy Awards)

戛纳电影节 (Festival De Cannes)

威尼斯电影节 (Venice International Film Festival)

柏林电影节 (Berlin International Film Festival)

香港电影金像奖 (Hong Kong Film Awards)

台湾金马奖 (Golden Horse Awards)

艾美奖 (Emmy Awards)

班夫世界电视节奖 (Banff World Television Festival)

东尼奖 (Tony's Awards)

14. 国际著名音乐奖

14. Famous international music awards

格莱美音乐奖 (Grammy Awards)

英国水星音乐奖 (Mercury Prize)

美国乡村音乐协会大奖 (CMT Music Awards)

全球音乐电视台亚洲音乐大奖 (MTV Asia Awards)

全球音乐电视台欧洲音乐奖 (MTV Europe Music Awards)

全美音乐奖 (American Music Awards)

全英音乐奖 (British Record Industry Trust Awards)

公告牌音乐大奖 (Billboard Music Awards)

朱诺奖 (Juno Awards)

保拉音乐奖 (Polar prize)

15. 国际著名广告奖

15. Famous international advertisement awards

美国金铅笔奖 (One Show)

伦敦国际广告奖 (London International Advertising Awards)

戛纳广告大奖 (Cannes Lions Advertising Campaign)

莫比杰出广告奖 (Mobius Advertising Awards)

克里奥国际广告奖 (Clio Awards)

纽约广告奖 (New York Festivals)

16. 国际著名艺术比赛

16. Famous international art competition

一类比赛

Top class contests

肖邦国际钢琴比赛

(Frederick Chopin International Piano Competition)

斯克里亚宾国际钢琴比赛

(Alexander Scriabin International Piano Competition)

日本滨松国际钢琴比赛

(Hamamatsu International Piano Competition)

克里夫兰国际钢琴比赛

(Cleveland International Piano Competition)

AXA 都柏林国际钢琴比赛

(AXA Dublin International Piano Competition)

阿瑟·鲁宾斯坦国际钢琴大师赛

(Arthur Rubinstein International Piano Master Competition)

澳大利亚悉尼国际钢琴比赛

(Sydney International Piano Competition of Australia)

桑坦德国际钢琴比赛

(Santander International Piano Competition)

马克思罗斯塔国际中提琴和小提琴比赛

(International Max Rostal Competition for Viola and Violin)

希尔国际小提琴比赛

(Micheal Hill International Violin Competition)

汉诺威国际小提琴比赛

(Hannover International Violin Competition)

帕格尼尼国际小提琴比赛

(International Violin Competition "Premio Paganini")

宋雅皇后国际声乐比赛

(Queen Sonja International Music Competition)

瑞纳塔·泰巴尔迪国际声乐比赛

(Renata Tebaldi International Voice Competition)

英国广播公司卡迪夫国际声乐比赛

(BBC Cardiff Singer of the World)

米利亚姆·海林国际声乐比赛

(Mirjam Helin International Singing Competition)

法国图卢兹国际声乐比赛

(Concours International de Chant de la Ville de Toulouse)

日本东京国际吉他大赛

(Tokyo International Guitar Competition)

美国吉他基金会国际古典吉他比赛

(Guitar Foundation of America International Convention and Competition)

柴可夫斯基国际音乐比赛

(International Tchaikovsky Competition)

伊丽莎白女王国际音乐比赛

(Queen Elisabeth International Music Competition)

卡尔·尼尔森国际音乐比赛

(Carl Nielsen International Music Competition)

乔尔切·埃奈斯库国际音乐比赛

(George Enescu International Festival and Competition)

纽约国际芭蕾舞比赛

(New York International Ballet Competition)

赫尔辛基国际芭蕾舞比赛

(Helsinki International Ballet Competition)

瓦尔纳国际芭蕾舞比赛

(International Ballet Competition-VARNA)

日本名古屋国际芭蕾舞及现代舞比赛

(Nagoya International Ballet & Modern Dance Competition)

世界杯手风琴比赛 (Coupe Mondiale)

意大利卡斯特费达多国际手风琴比赛

(International "Citta di Castelfidardo" Prize and Award for Accordion Bands and Soloists)

德国克林根塔尔国际手风琴比赛

(International Accordion Competition Klingenthal)

伦敦国际弦乐四重奏比赛

(London International String Quartet Competition)

二类比赛

Second class contests

贝多芬国际钢琴比赛

(International Beethoven Competition for Piano)

西班牙哈恩国际钢琴比赛

(Concorso International De Piano Premio "Jaen")

乌克兰弗拉基米尔·霍洛维茨国际青年钢琴家比赛

(International Competition for Young Pianists on Memory of Vladimir Horowicz)

南非国际钢琴比赛

(Unisa International Piano Competition)

国际小提琴比赛

(Concorso Internazionale di Violin A Curci)

若多尔夫·利皮泽国际小提琴比赛

(Concorso Internazionale di Violino "PremioRodolfo Lipizer")

萨拉萨蒂国际小提琴比赛

(Sarasate International Violin Competition)

西班牙弗朗西斯科·维尼亚斯国际声乐比赛  
(Francisco Vinas International Singing Competition)  
毕尔巴鄂国际声乐比赛  
(International Voice Competition of Bilbao)  
维尔维埃国际声乐比赛  
(Concours International de Chant de Verviers)  
韩国首尔国际舞蹈比赛  
(Seoul International Dance Competition)  
白俄罗斯维捷布斯克国际现代舞比赛  
(International Festival of Modern Choreography)  
纽约国际芭蕾舞比赛  
(New York International Ballet Competition)  
俄罗斯维许涅芙丝卡雅国际歌剧比赛  
(International Opera Singers Contest of Galina Vishnevskaya)  
马赛国际歌剧比赛  
(Marseilles International Opera Competition)  
国际青年歌剧比赛  
(Boris Christoff International Competition for Young Opera Singers)  
静冈国际歌剧比赛  
(Shizuoka International Opera Competition)  
罗马尼亚“金鹿”国际通俗音乐比赛  
(Golden Stag International Festival of Pop Music)  
哈萨克斯坦“亚洲之声”国际流行音乐比赛  
(“Voice of Asia” International Festival)  
约瑟夫约阿希姆国际室内乐比赛  
(Joseph Joachim international Chamber Music Competition)  
奥斯卡国际室内乐比赛  
(Osaka International Chamber Music Competition)  
里尔国际竖琴比赛

(Lille International Harp Competition)

维也纳国际青年古典吉他演奏家比赛

(International Youth Guitar Festival Forum Wien Competition)

日本仙台国际音乐比赛

(Sendai International Music Competition)

17.国际重要体育比赛

17. Major international sports events

美国网球公开赛 (United States Open Tennis Championships)

法国网球公开赛 (French Open Tennis Tournament)

澳大利亚网球公开赛 (Australian Open Tennis Tournament)

温布尔登网球公开赛 (Wimbledon Open Tennis Championships)

中国网球公开赛 (China Open Tennis Championships)

斯诺克世界锦标赛 (World Snooker Championship)

世界一级方程式锦标赛 (F1 Grand Prix)

美国职业篮球联赛 (NBA League)

欧洲足球冠军联赛 (UEFA Champions League)

足球欧洲杯 (European Football Championship)

足球美洲杯 (Soccer America's Cup)

环法自行车赛 (Tour de France)

18.重要国际组织

18. Major international organizations

联合国及其附属机构、专门机构等

(The United Nations and its Subsidiary Bodies, Specialized Agencies and Others)

国际红十字 (International Red Cross)

世界贸易组织 (World Trade Organization)

国际货币基金组织 (International Monetary Fund)

世界知识产权组织 (World Intellectual Property Organization)

世界银行 (World Bank)

国际移民组织 (International Organization for Migration)



上海合作组织 (Shanghai Cooperation Organization)

亚投行 (Asian Infrastructure Investment Bank --AIIB)

博鳌亚洲论坛 (Boao Forum for Asia -- BFA)

亚太经合组织 (Asia-Pacific Economic Cooperation -- APEC)

欧盟 (European Union)

阿盟 (Arab League)

非盟 (African Union)

东盟 (Association of Southeast Asian Nations -- ASEAN)

国际刑警组织 (International Criminal Police Organization)

国际奥委会 (International Olympic Committee)

亚奥理事会 (Olympic Council of Asia--OCA)

#### 19.大中小微型企业划分标准

#### 19. Determining criteria for large, medium-sized, small and micro- enterprises

(大型、中型和小型企业须同时满足所列指标的下限,否则下划一档; 微型企业只须满足所列指标中的一项即可.)

(Large, medium-sized and small enterprises shall all meet the prescribed minimum of its grade. Or they will be categorized into a lower grade. Micro-enterprises only need to meet the requirements prescribed by the indicators.)

行业名称 Classification of Industries	指标名称 Index	计量单位 Unit of Measurement	大型 Large	中型 Medium-size d	小型 Small	微型 Micro
农、林、牧、渔业 Agriculture, Forestry, Farming, Fishery	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 20000$	$500 \leq Y < 20000$	$50 \leq Y < 500$	$Y < 50$
工业 Industry	从业人员(X) Employees	人 People	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 40000$	$2000 \leq Y < 40000$	$300 \leq Y < 2000$	$Y < 300$
建筑业 Construction	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 80000$	$6000 \leq Y < 80000$	$300 \leq Y < 6000$	$Y < 300$
	资产总额(Z) Total assets	万元 RMB10,000	$Z \geq 80000$	$5000 \leq Z < 80000$	$300 \leq Z < 5000$	$Z < 300$

批发业 Wholesale	从业人员(X) Employees	人 People	$X \geq 200$	$20 \leq X < 200$	$5 \leq X < 20$	$X < 5$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 40000$	$5000 \leq Y < 40000$	$1000 \leq Y < 5000$	$Y < 1000$
零售业 Retail	从业人员(X) Employees	人 People	$X \geq 300$	$50 \leq X < 300$	$10 \leq X < 50$	$X < 10$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 20000$	$500 \leq Y < 20000$	$100 \leq Y < 500$	$Y < 100$
交通运输业 Transportation	从业人员(X) Employees	人 People	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 30000$	$3000 \leq Y < 30000$	$200 \leq Y < 3000$	$Y < 200$
仓储业 Warehousing	从业人员(X) Employees	人 People	$X \geq 200$	$100 \leq X < 200$	$20 \leq X < 100$	$X < 20$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 30000$	$1000 \leq Y < 30000$	$100 \leq Y < 1000$	$Y < 100$
邮政业 Post	从业人员(X) Employees	人 People	$X \geq 1000$	$300 \leq X < 1000$	$20 \leq X < 300$	$X < 20$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 30000$	$2000 \leq Y < 30000$	$100 \leq Y < 2000$	$Y < 100$
住宿业 Lodging	从业人员(X) Employees	人 People	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 10000$	$2000 \leq Y < 10000$	$100 \leq Y < 2000$	$Y < 100$
餐饮业 Catering	从业人员(X) Employees	人 People	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 10000$	$2000 \leq Y < 10000$	$100 \leq Y < 2000$	$Y < 100$
信息传输业 Information Transfer	从业人员(X) Employees	人 People	$X \geq 2000$	$100 \leq X < 2000$	$10 \leq X < 100$	$X < 10$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 100000$	$1000 \leq Y < 100000$	$100 \leq Y < 1000$	$Y < 100$
软件和信息技术服务业 Software and Information Technology Service	从业人员(X) Employees	人 People	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 10000$	$1000 \leq Y < 10000$	$50 \leq Y < 1000$	$Y < 50$
房地产开发经营 Real Estate	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 200000$	$1000 \leq Y < 200000$	$100 \leq Y < 1000$	$Y < 100$
	资产总额(Z) Total assets	万元 RMB10,000	$Z \geq 10000$	$5000 \leq Z < 10000$	$2000 \leq Z < 5000$	$Z < 2000$

物业管理 Property Management	从业人员(X) Employees	人 People	$X \geq 1000$	$300 \leq X < 1000$	$100 \leq X < 300$	$X < 100$
	营业收入(Y) Operating revenue	万元 RMB10,000	$Y \geq 5000$	$1000 \leq Y < 5000$	$500 \leq Y < 1000$	$Y < 500$
租赁和商务服 务业 Leasing and Commercial Service	从业人员(X) Employees	人 People	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$
	资产总额(Z) Total assets	万元 RMB10,000	$Z \geq 120000$	$8000 \leq Z < 120000$	$100 \leq Z < 8000$	$Z < 100$
其他未列明行业 Other unlisted industries	从业人员 (X)Employees	人 People	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$

## 20.大陆或港澳一流艺术团体:

20. First-class domestic, Hong Kong or Macau arts organizations

中国国家交响乐团 (China National Symphony Orchestra)

上海交响乐团 (Shanghai Symphony Orchestra)

中国爱乐乐团 (China Philharmonic Orchestra)

杭州爱乐乐团 (Hangzhou Philharmonic Orchestra)

广州交响乐团 (Guangzhou Symphony Orchestra)

香港管弦乐团 (Hong Kong Philharmonic Orchestra)

香港中乐团 (Hong Kong Chinese Orchestra)

澳门乐团 (Macao Orchestra)

## 21.国内主流媒体

21. Mainstream domestic media

《人民日报》 (People's Daily)、新华社 (Xinhua News Agency)、中央电视台(CCTV)、中央人民广播电台 (People's Central Broadcasting Station)、中国国际广播电台 (China Radio International)、《求是》杂志 (Qiushi)、《光明日报》 (Guangming Daily)、《经济日报》 (Economic Daily)、《中国日报》 (China Daily)、中国外文出版发行事业局直属单位 (Immediate institutions of China Foreign Languages Publishing Administration)等中央级新闻媒体 (as representatives of the central media of China);

各省(自治区、直辖市)党报、电台和电视台的新闻综合频道等区域性媒体(Regional media including provincial (autonomous regions and municipalities) Party newspapers, radio and TV news channels and etc.);

各大中城市党报、电台和电视台的新闻综合频道等城市媒体 (Municipal media including Party

newspapers, radio and TV news channels of large and medium sized cities);

新华网、人民网等国家重点扶持的大型新闻网站 (Xinhuanet.com, People's Daily Online and other Major news websites supported by the State).

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国家外国专家局办公室

2017 年 3 月 28 日印发

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## Appendix 2

### 经办人授权委托书

#### Power of Attorney

(用人单位经办人)

(Employer's staff as handler)

委托单位:

Employer:

受委托人:

Handler:

身份证件号码:

ID No.

联系电话:

Tel:

现委托本单位员工\_\_\_\_\_ (姓名) 代为办理本单位外国人来华工作许可相关事务.

We hereby authorize our employee \_\_\_\_\_ (name) to handle all affairs relating to the  
Foreigner's Work Permit on our behalf.

委托单位(签章):

Employer (official seal):

年 月 日

Date

## Appendix 3

### 经办人授权委托书

#### Power of Attorney

(委托专门服务机构代办经办人,一事一委托)

(For specialized service agency on case-by-case basis)

委托单位 Employer:

受委托人 Agent:

身份证件号码 ID No.

联系电话 Tel:

本单位现委托\_\_\_\_\_ (单位名称) (姓名)代为办理本单位外国人来  
华工作许可申请业务,包括\_\_\_\_\_  
\_\_\_\_\_(授权范围)等事宜.

We hereby authorize\_\_\_\_\_ (handler's name)  
from\_\_\_\_\_ (company name) to handle all affairs relating to the  
application of Foreigner's Work Permit on our behalf, including\_\_\_\_\_  
( scope of authority).

(经办人身份证件黏贴处)  
(Paste the photocopy of the handler's ID here)

委托单位(签章)

Employer (official stamp)

受委托单位(盖章)

Agent (official seal)

年 月 日

Date

## Appendix 4

### 无犯罪记录承诺书 LETTER OF COMMITMENT

本人,\_\_\_\_\_(国籍: \_\_\_\_\_,护照号码: \_\_\_\_\_)郑重承诺: 本人至今在本国及境外无任何犯罪记录,且来华工作期间将严格遵守中国的法律.以上承诺如有不实,本人愿承担一切法律责任.

I, \_\_\_\_\_(Nationality: \_\_\_\_\_, Passport No.: \_\_\_\_\_) solemnly promise that I have no criminal record both in my country and abroad. I will strictly abide by People's Republic of China laws and regulations and will take all legal responsibilities for the commitment.

申请人(签名):

申请单位(盖章):

Applicant (Signature):

Application Unit(Stamp):

日期:      年      月      日

Date:

## Appendix 5

### 体检承诺书 Health Commitment

本人,\_\_\_\_\_(国籍: \_\_\_\_\_,护照号码: \_\_\_\_\_)郑重承诺: 健康状况良好,未携带任何慢性病及传染性疾病并且没有任何精神性疾病.到达中国后我将提供中华人民共和国出入境检验检疫部门出具的体检证明.若抵达中国后的体检结果不符合政府部门的要求,我将自行承担一切后果.

I, \_\_\_\_\_(Nationality: \_\_\_\_\_, Passport No. : \_\_\_\_\_) solemnly promise that I am in good health, not carrying any chronic diseases and infectious diseases and no mental illness. I will provide the health check from the Entry-Exit Inspection and Quarantine Department of The People's republic of China after entering China. Upon arrival in China, I will provide the health check from the Entry-Exit Inspection and Quarantine Department of The People's republic of China. If the result of my medical examination after arriving in China does not meet the requirements of the government department, I will bear all the consequences by myself.

申请人(签名):

申请单位(盖章):

Applicant (Signature):

Application Unit(Stamp):

日期:       年    月    日

Date:



## Appendix 6

### 公章授权登记书 Official Seal Authorization Letter

广州市外国专家局：

Guangzhou Administration of Foreign Experts Affairs,

为 便 于 外 国 人 来 华 工 作 许 可 申 请 ， 本 单 位 特 授 权 \_\_\_\_\_  
部门公章办理本单位外国人来华工作许可相关业务。

In order to facilitate the application of Foreigner's Work Permit, we hereby authorize the official seal of  
Department of \_\_\_\_\_to handle all affairs relating to the Foreigner's Work Permit.

用人单位(盖章):

Employer (official seal):

日期: \_\_\_\_年\_\_月\_\_日

Date:

备案章样章:

Sample of seals for record:

1.

2.

3.

4.

## Appendix 7

### 学历和无犯罪记录认证途径

#### Authentication of Academic Degree and No Criminal Record

一、学历学位证书认证途径，以下任一途径认证均有效。

Academic degrees shall be authenticated by one of the following ways:

##### (一) 外国学历学位证书认证

###### Authentication of the academic degree conferred upon in a foreign country

1. 中外领事双认证。申请人国籍所在国外交部门认证→中国驻所在国驻外使(领)馆认证。具体可查询中国领事服务网(<http://cs.mfa.gov.cn/zggmzhw/lsgz/>)

Double authentication. authenticated by the ministry of foreign affairs of the country of the applicant's nationality→authenticated by the Chinese embassies (consulates) in the said country. Please refer to the website of China's consular service (<http://cs.mfa.gov.cn/zggmzhw/lsgz/>) for details.

2. 申请人获得学位(学历)所在国驻华使(领)馆认证。

Authenticated by the embassies (consulates) of the country where the applicant obtained his/her degree (academic) in China

中国学历认证机构认证。教育部留学服务中心(网址: <http://zwfw.cscse.edu.cn/>)

Authenticated by China's academic qualification certification body. Study Abroad Service Center of the Ministry of Education (website: <http://zwfw.cscse.edu.cn/>)

##### (二) 港澳台学位(学历)证书认证

###### Authentication of the academic degree conferred upon in Hong Kong, Macau and Taiwan

1. 中国学历认证机构认证。教育部留学服务中心(网址: <http://zwfw.cscse.edu.cn/>)

Authenticated by China's academic qualification certification body. Study Abroad Service Center of the Ministry of Education (website: <http://zwfw.cscse.edu.cn/>)

2. 所在地区公证机构公证。

Notarized by a notary public in the said region.

### **(三) 中国学历学位证书认证**

#### **Authentication of the academic degree conferred upon in Chinese Mainland**

无须认证，提供学历学位证书原件扫描件。

Authentication is not required. Provide the scanned copy of the original academic degrees.

### **二、无犯罪记录及认证途径。**

#### **No criminal record and authentication of no criminal record**

无犯罪记录由申请人国籍所在国或经常居住地(申请人离开国籍国最后连续居住一年以上的国家和地区)的警察、公安、法院等部门出具，以下任一途径认证均可。

The no criminal record shall be issued by the police bureau, public security department or justice department in the country of the applicant's nationality or habitual residence (the last country or region where the applicant has lived continuously for more than one year since leaving his/her country of nationality) and it shall be authenticated by one of the following ways:

(一) 中外领事双认证。申请人国籍所在国外交部门认证→中国驻所在国使(领)馆认证。

Double authentication. authenticated by the ministry of foreign affairs of the country of the applicant's nationality→authenticated by the Chinese embassies (consulates) in the said country.

(二) 申请人国籍所在国驻中国使(领)馆认证。

Authenticated by the embassies (consulates) of the country of the applicant's nationality in China

(三) 外交部门(含外国驻华使、领馆)出具的非宣誓性无犯罪记录无须认证。

The no criminal record of non-oath nature issued by the foreign embassies or consulates in China shall be directly accepted without authentication.

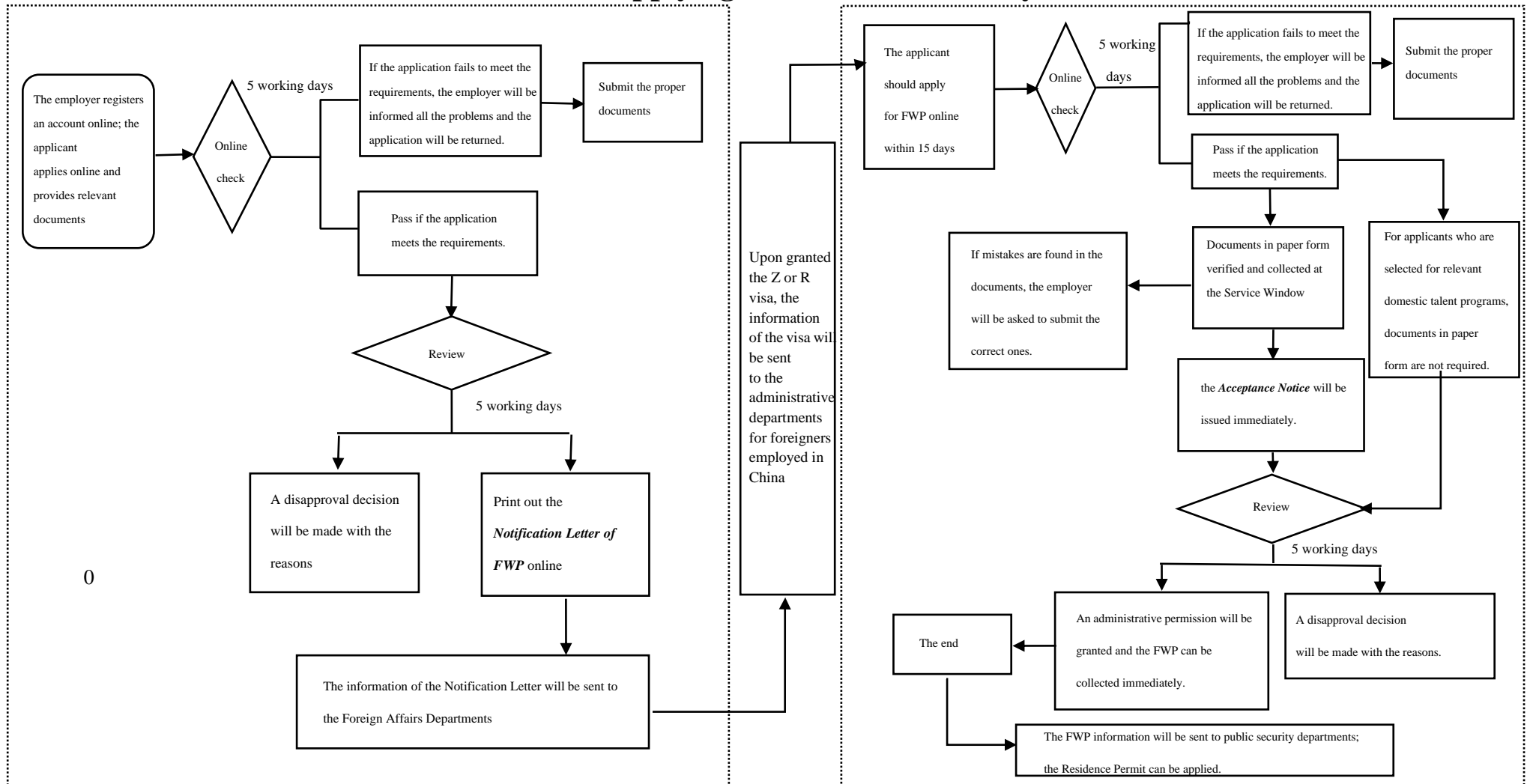
## Appendix 8

### Categories Description of Visa

Visa Categories	Description of Visa
C	Issued to foreign crew members of means of international transportation, including aircraft, trains and ships, or motor vehicle drivers engaged in cross-border transport activities, or to the accompanying family members of the crew members of the above-mentioned ships.
D	Issued to those who intend to reside in China permanently.
F	Issued to those who intend to go to China for exchanges, visits, study tours and other activities.
G	Issued to those who intend to transit through China.
J1	Issued to resident foreign journalists of foreign news organizations stationed in China. The intended duration of stay in China exceeds 180 days. (Residence permits should be applied after entry.)
J2	Issued to foreign journalists who intend to go to China for short-term news coverage. The intended duration of stay in China is no more than 180 days.
L	Issued to those who intend to go to China as a tourist.
M	Issued to those who intend to go to China for commercial and trade activities.
Q1	Issued to those who are family members of Chinese citizens or of foreigners with Chinese permanent residence and intend to go to China for family reunion, or to those who intend to go to China for the purpose of foster care. "Family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law. (Residence permits should be applied after entry.)
Q2	Issued to those who intend to visit their relatives who are Chinese citizens residing in China or foreigners with permanent residence in China. The intended duration of stay in China is no more than 180 days.
R	Issued to those who are high-level talents or whose skills are urgently needed in China.
S1	Issued to those who intend to go to China to visit the foreigners working or studying in China to whom they are spouses, parents, sons or daughters under the age of 18 or parents-in-law, or to those who intend to go to China for other private affairs. The intended duration of stay in China exceeds 180 days. (Residence permits should be applied after entry.)
S2	Issued to those who intend to visit their family members who are foreigners working or studying in China, or to those who intend to go to China for other private matters. The intended duration of stay in China is no more than 180 days. "Family members" refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.
X1	Issued to those who intend to study in China for a period of more than 180 days. (Residence permits should be applied after entry.)
X2	Issued to those who intend to study in China for a period of no more than 180 days.
Z	Issued to those who intend to work in China.

## Appendix 9

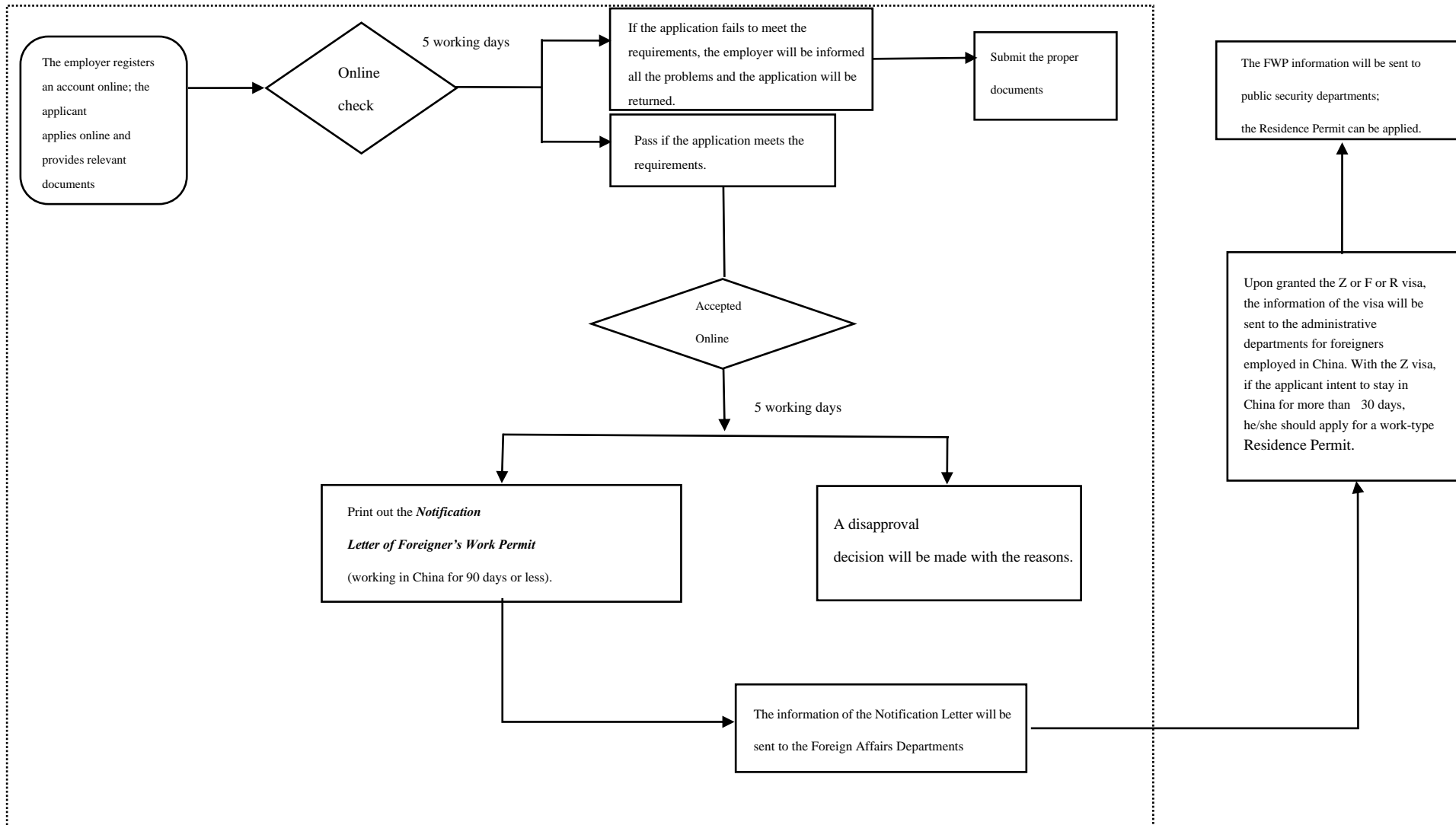
### Procedures of Applying for FWP (over 90 days)



Notification Letter of Foreigner's Work Permit

Foreigner's Work Permit

## Procedures of Applying for FWP (90 days or less)





Website of Guangzhou Municipal Science  
and Technology Bureau:<http://kjj.gz.gov.cn>

Hotline: 12345