**申请人在中国境内，待网上预审通过（将邮件通知或通过单位联系人告知），国际交流与合作处负责老师会帮忙预约现场核验材料时间，生成签字预约表后发给申请人，请申请人携带好所需原件自行前往市民中心同时申请工作许可及居留许可**

**For applicants currently within China, they should await online pre-approval (notified via email or through their unit's designated contact person). The responsible teacher from the International Exchange and Cooperation Office will assist in scheduling an appointment for on-site document verification. Once the appointment is confirmed, a signed appointment form will be sent to the applicant. They should ensure they have all necessary original documents and proceed to the Municipal Center to apply for both the work permit and residence permit.**

**申请工作许可及居留许可外专局现场核验原件清单Documents checklist for** **WORK PERMIT+RESIDENCE PERMIT (CIVIC CENTER)**

1. 护照、签证页原件及复印件 Copy of passport’s photo page and visa page

2. 外国人来华工作许可申请表(已签字并加盖公章) Work permit application form (stamped by University)

3. 签证申请表(已签字并加盖公章) Visa application form (stamped by University)

4. 申请签证证件的证明(担保)函件(已签字并加盖公章) Proof of visa application (stamped by University)

5. 签证预约表 Visa appointment form (This Visa appointment form/new visa application form with the barcode must be printed and brought along by the applicant. This form does not need to be filled, signed, or stamped again, as we have already provided a stamped and signed version. The barcode on the new form will help the onsite staff locate the applicant’s records efficiently during the process.)

6. 工作资历证明及翻译或导师推荐信及翻译Working experience prove and translation/letter of recommendation and translation

7. 无犯罪记录证明 （如有翻译件也需带上） No-crime certificate/commitment ( and translation version, if applicable)

8. 体检证明 Health certificate

9. 最高学位（学历）证书及学位认证（如有翻译件也需带上） Highest degree certificate and verification ( and translation version, if applicable)

10. 合同原件 Original contract (Full document of Chinese version）

11. 外国人签证照片回执 Receipt of China Visa Photograph for Foreigners

12. 有效境外人员临时住宿登记表 Accommodation Registration form in Shenzhen

收费标准：Charge standard

不满 1 年 400 元人民币，1 年(包含)-3 年(不包含)800 元人民币， 3 年(包含)-5 年 1000 元人民币

Less than 1 year: 400 RMB

1 year (inclusive) to less than 3 years (exclusive): 800 RMB

3 years (inclusive) to less than 5 years: 1000 RMB